SAFETY POLICY

MANUAL

11/9/2026

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Section I: General Policy

1.0 Statement of Policy

1.1 The City Manager considers accident prevention to be one of the prime functions of each and every employee of the City of Asheboro. It is not only the job of the supervisor, but equipment operators, truck drivers, drafters, pipe layers --- every person who works for the City, no matter in what capacity. Each Department Head is responsible for safe working conditions at all his facilities and job sites. The City has designated the Safety Manager to assist the department heads in securing an effective program.

1.2 The primary reason for an accident prevention program is the human side. It is painful to get hurt. It is no fun being in the hospital or home under a doctor's care while an injury heals. The City needs you here on the job and your family expects you to come home safe and sound every day after work.

1.3 Therefore, in recognition of the extreme importance of accident prevention, the basic prevention as outlined in this manual shall be applied throughout the entire City. It shall be the responsibility of each supervisor, not only to inform each of his employees that accident prevention is an essential part of the job, but also to see that the policies of this manual are strictly followed.

1.4 This policy is to serve in conjunction with safety policies that are incorporated in the individual departments standard operating procedures.

2.0 Definitions

The following terms and definitions of terms are applicable to these safety rules.

Approved - Acceptable to management

Authorized Person - One who has the authority to perform specific duties under certain conditions.

Excavations - Any opening such as holes, trenches, ditches or tunnels made in the ground, street or sidewalk in connection with company work.

Manhole - A subsurface enclosure, which personnel may enter. It is used when installing, operating and maintaining underground equipment.

May - Indicates discretionary provisions

Safety Committee - Employee representatives from each division assembled to discuss and review safety practices and procedures.

Shall - Indicates necessary provisions essential for protection of life and property.

Supervisor - Person directly in charge of the work force.

Unsafe Conditions - Dangerous, hazardous, defective, or unusual conditions, which could cause accidents.

Vault - An enclosure above or belowground, which personnel may enter. It is used for installing, operating and maintaining equipment.

Workmen's Compensation Form #19 - A form required under the provisions of the Workers' Compensation Act reporting an employee injury to the North Carolina Industrial Commission.

3.0 Responsibilities

3.1 Responsibilities of the Department Heads

(A) The Department Head must be sincerely interested in safety, express a willingness to cooperate in safety activities and actively support and direct the program. Success in accident prevention requires coordinated cooperative action and the Department Head must take the lead and set the pace. Mere approval is not enough. Without maximum participation by the Department Head, no accident prevention program will ever fill its potential.
(B) He/She shall inform all levels of supervision that accident prevention is an essential part of their jobs.
(C) He/She shall make prompt decisions on accident prevention problems referred to him or her by the Safety Manager and whenever possible, give facts supporting his decision.
(D) He/She shall support the Safety Committee and support a representative serving on the Safety Committee when asked to serve, and also a committee within the department, to coordinate with the Safety Manager their safety program.

3.2 Responsibilities of the Safety Manager

(A) Develops and directs a safety program for all City employees, within the requirements of Federal and State Law and City policies to reduce the probability of loss of manhours and materials due to accidents.
(B) Makes recommendations to management for removal of hazardous conditions, etc., as a result of job site and facility inspections.
(C) Responsible for handling employees' claims involving Workers' Compensation and maintaining and posting adequate accident records.
(D) Act in an advisory capacity on all matters pertaining to safety.
(E) Responsible for all OSHA Recordkeeping

3.3 Responsibilities of the Superintendents and Supervisors

As part of his or her operating duties, the Superintendent is responsible for control of accidents. Accidents result from wrong methods - wrong methods are inefficient methods, and methods are immediately under the control of the Superintendents and Supervisors. They have the following responsibilities:

(A) Strive for safe working conditions under your control.
(B) In accidents requiring a doctor's treatment, it shall be the responsibility of the Supervisor of the division involved to make a thorough investigation and complete an accident injury report within 24 hours.
(C) The supervisor shall evaluate the qualifications of all drivers and operators in their division. No person shall be allowed to operate a vehicle or piece of

equipment until they have been instructed in the correct method of operation and has the proper license.

(D) Special attention shall be given to the newer or less experienced employees to assure that safe working habits are being developed.

(E) Ensure that upon return to work a person involved in a lost time accident is given clearance by the Human Resources Department.

(F) Coordinate and cooperate with all persons in Human Resources.

(G) Supervisors shall ensure that all employees understand the proper method of carrying out any work task instructed to perform. Tailgate sessions before each job are encouraged.

3.4 Responsibilities of the Employee

(A) It is the responsibility of each employee to follow all safety regulations as set forth, to ensure his or her safety and the safety of others who work with him or her.

(B) It shall be the responsibility of the employee to report any injury no matter how slight, immediately, to the immediate Supervisor. Failure to report injuries promptly may result in disciplinary action.

(C) The City shall maintain proper first aid supplies on each vehicle so that minor injuries may be treated on the job site. First aid shall only be administered to another individual by those people who have been properly trained to do so.

(D) Before an employee may return to work after an absence due to an accident, the supervisor must assure Human Resources has cleared the employee. The City has the right to request a physical examination from the city's wellness clinic and/or a doctor designated by the City at the City's expense in order to ensure that the employee is physically fit to return to work.

(E) Human Resources will schedule all appointments to medical facilities for work related injuries (the only exception is life-threatening injuries).

(F) It is the responsibility of each employee to report any unsafe condition to his or her supervisor. If the employee is not satisfied with the response of his/her supervisor, he/she should report the condition to the Safety Manager.

3.5 Accident investigation

(A) Accident investigation shall be performed by the immediate supervisor and/or the Human Resources Department / Safety Manager. Any accident involving death, permanent disability, temporary disability, hospitalization, medical treatment, loss of work time by city employee, damage to or destruction of any property or injury to a visitor shall be investigated.

(B) The purpose of accident investigation is to prevent the reoccurrence of accidents by identifying contributing causes, determining corrective measures necessary to eliminate causes, and disseminating information on accident prevention to all employees. Accurate, complete accident reports

are essential to identify and remedy causes. Copies of accident investigations shall be forwarded to the Safety Manager.

(C) The accident investigation shall be initiated as soon as possible after the occurrence of the accident.

3.6 Self Inspections

(A) The purpose of self-inspections is to identify hazardous work conditions and materials or methods that may result in an accident so that these hazards can be corrected. Each activity and facility shall be inspected not less than once every three months. The department head is responsible for preparing an inspection schedule for all activities of his/her department. The department head shall also designate inspectors for their department and have them use a department inspection checklist to record their findings. Upon completion of the inspection the checklist, violations should be transferred to the City's Inspection Report. This Inspection Report will furnish the department head with violations found, recommendations for abatement of violations and abatement dates. The inspectors shall have the department head sign the report and the inspector will maintain a copy. The department head shall take whatever corrective action deemed appropriate to abate the violations. The department head will keep a copy of the report for his/her records and forward the original copy to the Safety Manager.

GUIDELINES FOR DETERMINING ABATEMENT DATES

1- IMMEDIATE HAZARDS - MUST BE CORRECTED WITHIN 8 HOURS.

2 MODERATE HAZARDS - MUST BE CORRECTED WITHIN 10 WORKING DAYS.

3 - IF PARTS AND/OR EQUIPMENT MUST BE ORDERED - 30 WORKING DAYS.

4 - ANY VIOLATION THAT CANNOT BE CORRECTED WITHIN 30 WORKING DAYS MUST BE APPROVED BY THE SAFETY MANAGER.

4.0 ORGANIZATION AND FUNCTION OF THE CITY EMPLOYEES SAFETY COMMITTEE

4.1 Membership: (To be rotated on a periodic basis) All areas of the City shall be represented. In large departments, there may be two or more representatives.

4.2 Meeting shall be held no less than quarterly to ensure proper training and safety compliance.

4.3 Minutes:

(A) Minutes of all meetings shall be taken.
(B) Employees in attendance, subjects discussed, and sources of information shall be documented.

4.4 Activities:

(A) Review accidents and corrective action taken.
(B) Review inspection reports for recommendations.
(C) Review accident data.

5.0 Housekeeping

5.1 Good Housekeeping is a must in accident prevention and is directly related to health and sanitation.

5.2 Each employee is responsible for keeping his respective work area in a clean and orderly condition.

5.3 Exits shall be kept unobstructed so personnel may be evacuated from any structure in case of an emergency.

5.4 Tools, air hoses, and materials shall not be left on the floor and must be returned to their proper storage areas. All rags, discarded parts, and cleaning materials shall be kept in a storage receptacle.

5.5 All stairways and halls shall be kept free of storage or miscellaneous materials.

5.6 File cabinets shall be opened one drawer at the time and shall be closed when not in use.

6.0 General Safety

6.1 Do not clean or adjust machinery while in motion (see 6.10).

6.2 No running, horseplay, shouting, playing, scuffling, fighting, or other disorders shall be participated in by any employee while on duty on City property.

6.3 No machine guards are to be changed or adjusted except by proper authorization.

6.4 All job sites shall be Okayed and checked for safety by an authorized person as the work progresses.

6.5 When any trouble, electrical or mechanical, develops, the operator shall not attempt to make repairs himself (unless he is qualified), but shall notify his supervisor and shut down the machine or equipment until repairs are made.

6.6 Do not "play" with compressed air. Never blow air on anyone, as air might enter the body and death result. Do not try to clean your clothes with air. All compressed air used for cleaning shall be below 30 p.s.i.

6.7 Do not permit unqualified fellow workers to remove dust or dirt from your eyes. Report to the city Wellness Clinic. If not available, the Safety Manager will refer you to White Oak Urgent Care.

6.8 It is the duty of each employee to immediately report to his supervisor or Safety Manager any dangerous or defective tools, machinery, vehicles, or appliance or any condition, which appears dangerous. Under no circumstances shall anyone start a machine, throw a switch, or open or close a valve bearing **LOTO or Out of Service** tags. It shall be the responsibility of the individual placing the tag to authorize its removal.

6.9 “No smoking” signs shall be observed rigidly.

6.10 All machines are to be stopped and proper lockout procedures followed during adjustments or repairs.

6.11 Do not ride on any truck-side toolbox, lift trucks or bush hogs at any time.

6.12 The use of welding equipment and gas cylinders shall be in accordance with OSHA standards.

7.0 Material Handling

7.1 Whenever possible employees shall notify their supervisors for assistance when they are required to handle heavy or bulky material. Fork lifts, conveyors, and hand trucks shall be used whenever possible.

7.2 The following is recommended for the safe operation of lift trucks:

(A) The licensed driver of any vehicle is immediately responsible for its operation and condition. If the vehicle is considered unsafe to operate, the operator shall immediately advise his supervisor. Action shall be taken to ensure the corrections or adjustments are made.
(B) When not loaded, run with forks as low to the ground as possible and always sound horn when approaching a blind area.
(C) If any driver has an accident of any kind, the driver is required to stop the lift truck and report the accident to his supervisor. He shall also fill out an accident report as soon as possible.
(D) The only employee allowed on the lift is the driver. All drivers shall have proper training and be authorized operators before they may operate a lift truck.
(E) While loading or unloading trailers with a forklift, wheel chocks are to be placed under both rear wheels of the trailer.

7.3 All materials shall be stacked in such a manner that the materials shall not overturn or cause excessive strain on any one employee.

8.0 Fire Prevention

8.1 Dial 911 to report a fire by telephone. You must dial 9 for outside line in some buildings.

8.2 Fire extinguishers shall be placed throughout each facility on each major piece of equipment and on all vehicles. Monthly Inspections shall be done on all portable fire extinguishers and documented.

8.3 Ready access to the fire extinguishers shall be maintained. Only individuals who have been properly trained in the operation of fire extinguishers shall use them. Fire extinguishers are voluntary use only.

8.4 All fire extinguishers and fire equipment shall be kept in good working order. When a fire extinguisher is used, it shall be replaced promptly with a fully charged extinguisher.

8.5 If you have a radio or if there is one in your immediate area, notify the Fire Department of all fires that you observe.

9.0 Personal Protective Equipment

9.1 Loose clothing shall not be worn and excessive long hair shall be tied or in a net when working around moving or revolving equipment.

9.2 Ear protection shall be required when operating any machinery or equipment with excessive noise. The City provides different types of hearing protection.

9.3 Safety glasses or goggles are required for designated jobs. The City shall furnish these. Your supervisors shall notify you when they are needed.

9.4 Employees exposed to the likelihood of head injury or working around any type of earth moving equipment shall wear hard hats. Hard hats are provided at no cost for affected employees.

9.5 All city employees shall wear OSHA or ANSI class II or III approved vests or clothing while working in the streets, highways, or within 2 feet of a street or highway.

10.0 Safety Equipment

10.1 All safety equipment shall be inspected and replaced on a regular basis as needed.

10.2 All safety equipment provided by the City shall be utilized. Every employee shall have with him the safety equipment necessary for the job he is doing.

10.3 It is the responsibility of every employee to report defective or inoperative, or worn safety equipment immediately.

11.0 City Vehicles

11.1 Operators of City vehicles shall observe and adhere to all applicable State traffic laws and City ordinances.

11.2 All operators of City vehicles shall make a daily check of the vehicle to which they are assigned to ensure that the vehicle is in safe operating condition, and shall report all defects to their supervisor.

11.3 All motorized equipment shall be taken to the City garage as required for a preventive maintenance and safety check.

11.4 Backing, whenever possible shall be done with the assistance of another person spotting.

11.5 Personnel shall never ride in or on any vehicle except in properly assigned places.

11.6 Mounting or dismounting a moving vehicle is prohibited.

11.7 Keys shall be removed from all vehicles when left unattended.

11.8 Performing work underneath jacked vehicles without blocking the axle or axles is prohibited.

11.9 Drink bottles or miscellaneous articles not pertaining to the job are prohibited in the cabs of vehicles.

12.0 Safety Program Enforcement

12.1 Disciplines

(A) It is recognized that some City employees shall violate work rule/polices and commit unsafe acts that may or may not result in an accident causing injury or damage. As result, each violation or action shall require immediate corrective action by supervisors and administrators. It shall be emphasized that safe work rule/policies and driving procedures must be enforced for the protection of the employee and the City.

(B) The cost of the accident shall not dictate the corrective action to be administered. Management shall discourage any implication that it is acceptable to have an inexpensive accident, but it is unacceptable to have an expensive accident to occur. The same action that causes little accidents also cause big accidents; therefore, the **Emphasis** is placed on **Accident Prevention**.

(C) Careful consideration has been given to a wide range of City employees whose job classifications include the responsibility of operating motor vehicles and motorized equipment. It has been determined, therefore, that all employees who operate a vehicle or other equipment, are obligated to take the necessary precautions to avoid accidents and injuries. Distinctions shall not be made as to the frequency and distance that a vehicle or other equipment is operated.

(D) The fact that one job classification requires more driving or operating hours than another job classification is not adequate justification to provide different expectations for safe motor vehicle and motorized equipment operation. Although one job classification may require a more highly skilled

operator that another, it is the supervisor's responsibility to enforce the applicable safety rules and review each employee's previous accident record to determine the need for additional training.

12.2 Disciplinary actions

(A) All disciplinary actions shall follow the rules and guidelines set forth in the City of Asheboro Personnel Policies and Procedures Manual, Article VIII.

Section II: Safety Rules and Procedures

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It has come to our attention that user/operators of Petersen Grapple Trucks are improperly stowing their boom and bucket for travel. Specifically, they are overloading the dump body, and then traveling with the bucket on top of the load. This is an unsafe practice, and could result in a serious safety hazard. 14

SECTION II: SAFETY RULES AND PROCEDURES

1.0 Objective and Responsibility

1.1 Safety rules and procedures shall be developed and monitored by each department. The department heads, supervisors and employees shall all contribute to this task for their respective area. The attached rules and procedures provide a starting point.

General Rules and Procedures for Municipal Employees

These general rules and procedures apply to all departments.

1. Good housekeeping shall be maintained throughout all operations.

2. All employees shall be properly trained before they are allowed to assume routine duties and shall not attempt to lift an object where proper lifting techniques are not used.

3. Employees shall be trained in proper lifting techniques and body mechanics.

4. Hard hats shall be provided for and used by all employees exposed to overhead hazards (Electrical Class B hard hats required).

5. Eye and ear protection shall be provided for and used by all employees exposed to related hazards, i.e. grinding, cutting, chipping, welding, battery charging, jack hammering, etc.

6. Caution signs shall be posted in shop areas and on major mobile equipment warning that eye protection be worn where eye hazards exist.

7. Facilities shall be available to employees who may be exposed to injurious or corrosive materials for quick drenching or flushing of the eyes or body.

8. Employees shall be required to wear only appropriate footwear as determined by the Department Head.

9. All employees shall be provided with and required to wear gloves when conditions dictate their need.

10. First aid kits shall be available to employees at all times. Employees not properly trained in first aid shall not treat other individuals.

11. Designated employees shall be properly trained in the use of first aid procedures.

12. Water coolers shall be available at job sites away from the shop area.

13. All mobile equipment shall be inspected before starting each shift.

14. Employees working near vehicular traffic shall be provided with and required to wear approved clothing i.e. reflective vest.

15. A sufficient number of fluorescent plastic cones, signs, and warning devices shall be available and used when work activities are near vehicular traffic.

16. All gasoline, which is transported in vehicles, shall be contained in NFPA approved safety containers.

17. Hand rails shall be installed on all permanent stairs leading to overhead storage areas.

18. Standard guardrails and toe boards shall be installed along the front of overhead storage areas.

19. Overhead cranes and hoist shall be equipped with a hook safety latch mechanism and labeled with maximum safe load limit.

20. Adequate overhead and roll protection shall be installed on mobile equipment.

21. Hand carts, hoist, dollies or other devices shall be used for lifting or moving heavy objects or materials.

22. Guards and safety devices shall be kept in place and in working condition on all equipment, tools, etc.

23. All flat belts, V-belts, chains, and sprockets, which offer employee exposure, shall be properly guarded.

24. All hand tools shall be inspected to ensure their safe working condition.

25. All electric fans shall be equipped with proper guarding.

26. Bench grinders shall be securely mounted, equipped with protective eye shields and a properly adjusted tool rest, and have an adequate guard over the end spindle.

27. All tools and electric equipment shall be either double insulated or equipped with three-prong plugs to ensure proper grounding.

28. Adequate portable lighting shall be available for use during emergency situations.

29. An evacuation plan shall be developed and posted in every public building.

30. All electric switch boxes and electric panels shall be closed and properly marked.

31. **NO SMOKING** signs shall be located in appropriate areas and followed by all employees and visitors, i.e. storage areas for compressed gases or combustible/flammable materials, refueling pumps and battery charging areas.

32. All compressed gas cylinders shall be properly stored in a proper condition.

33. All flammable or combustible materials shall be properly stored and grounded.

34. There shall be an adequate number of properly located fire extinguishers that are inspected monthly by the occupants of the area.

35. All exit signs shall be properly marked and free of obstructions.

36. All employees shall wear seat belts in vehicles that are so equipped.

37. Whenever two employees are available, one shall assist the other in backing all city vehicles.

Safety Rules and Procedures for Fire Department

1. All firefighters shall be properly trained in the performance of their duties prior to being allowed to perform actual fire fighting activities.

2. All firefighters shall be fully trained in the use of personal protective equipment.

3. All firefighters shall wear NFPA approved protective equipment and clothing during training sessions and fire fighting.

4. The SCBA shall be inspected and maintained in accordance with manufacturer's specifications.

5. All firefighters shall wear a self-contained breathing apparatus when entering a potentially hazardous area.

6. Wheel chocks shall be used anywhere except on apparatus floor when provided.

7. The department shall participate in a comprehensive preplanning system in determining hazardous chemicals, explosives and other dangerous materials.

8. Drivers shall be trained in safe defensive/emergency driving techniques.

9. All combat vehicles shall be inspected at the beginning of each shift.

10. All vehicles shall be inspected by a qualified mechanic on at least an annual basis.

11. All firefighters shall comply with NC traffic laws, rules and regulations while operating department vehicles.

12. All drivers shall use proper warning lights and siren when responding to an emergency call.

13. All firefighters shall wear proper personal protective equipment during an emergency response.

14. The department prohibits horseplay while on duty.

15. All firefighters shall be trained in proper lifting techniques and body mechanics and shall not attempt to lift an object where proper lifting techniques cannot be used.

16. Smoke detectors shall be installed adjacent to the sleeping quarters in the fire station.

Safety Rules and Procedures for Police Department

1. All officers shall be properly trained and supervised in the safe performance of their duties prior to being allowed to perform routine activities.

2. The department shall have written guidelines that the employee is required to be familiar with pertaining to their scope of operations, i.e. apprehension, search, handcuffing, weapons handling, high speed pursuits, etc.

3. The department prohibits horseplay involving officers while on duty.

4. Officers shall be required to use seat belts or safety harnesses while driving official vehicles routinely.

5. Supervisors shall inspect the officer's vehicles monthly.

6. All vehicles shall be inspected by a qualified mechanic on at least a quarterly basis.

7. The department shall have a policy of transporting shotguns securely in a vehicle.

8. Officers shall be required to qualify with the firearms used and with live ammunition on at least an annual basis.

9. The qualifying exercise shall include night firing.

10. The officer shall be required to use his duty weapon and ammunition while qualifying.

11. Officers shall be provided with bulletproof vests that shall be worn at all times the officer is on duty, except when specifically authorized by the Chief of Police.

12. Officers involved in directing traffic shall be provided with approved reflective vest and/or reflective wands, flares, etc.

13. All police officers shall be trained to respond to the release of hazardous substances in accordance with OSHA 1910.120

Safety Rules and Procedures for Maintenance/Garage Shop

1. An adequate protective cage shall be used when changing split rim tires or filling tires.

2. An adequate exhaust ventilation system shall be installed in areas designated for vehicular repair and used when a vehicle engine is operated for more than 60 seconds.

3. A designated area shall be used for changing automotive type batteries that has a no smoking sign and is clear of all spark-producing devices.

4. Approved safety lights shall be used for drop cords while working under vehicles.

5. All welders shall be properly grounded, located in a dry area, and equipped with properly insulated terminals.

6. Safety devices shall be used to prevent the dump and bodies' falling while maintenance is being performed.

7. All items or materials shall be stacked in a safe manner.

Safety Rules and Procedures for Sanitation Department

1. Adequate handrails and foot platforms shall be provided on all sanitation vehicles.

2. All sanitation trucks shall be thoroughly cleaned inside and out at least weekly or more often as per. the Standard Operating Guidelines for the equipment that they operate.

3. Adequate backup alarms shall be installed on all mobile equipment.

4. A standard policy that prohibits employees from mounting or dismounting from a moving vehicle shall be enforced.

5. Trucks can only be stopped in the road for no more than 15 min. for pickups. If more time is needed or there is a sight distance problem flaggers shall be used. Contact your supervisor if you need any help.

6. Sanitation workers shall be provided with animal repellent.

7. Sanitation workers shall be equipped with and required to wear gloves and brightly colored clothing (i.e. reflective vest) that are approved by the department.

8. Sanitation trucks shall keep warning lights flashing during rounds.

9. All drivers and operators are required to follow Standard Operating Guidelines for the equipment that they operate, (see Rules & Procedures for Special equipment).

Standard Operating Guidelines for Automated Collection Trucks

1. Truck driver shall complete vehicle pre-inspection checklist prior to leaving yard.

2. Truck driver to engage hydraulics.

3. Leave yard and go to first site, truck shall not exceed posted speed limit.

4. Truck to stop at first site and turn on safety lights (strobe lights).

5. Operator to visually inspect area for overhead and ground hazards.

6. Dump can.

7. Move to next pickup site.

8. When truck is loaded operator is to go to dump site and dump truck.

9. When cleaning out behind packer blade driver shall cut off truck engine to disable hydraulics.

10. Truck is to be washed inside and out on Tuesday and Friday or the last day it will be operated of each week and before being worked on in the shop.

11. Truck is to be dumped and left full of fuel.

Standard Operating Guidelines for Frontloading Collection Trucks

1. Truck driver shall complete vehicle pre-inspection checklist prior to leaving yard.

2. Truck driver to engage hydraulics.

3. Leave yard and go to first site, truck shall not exceed posted speed limit.

4. Truck to stop at first site and activate parking brake and safety lights (strobe lights).

5. Operator to visually inspect area for overhead and ground hazards.

6. Dump dumpster.

7. Move to next pickup site.

8. When truck is loaded operator is to go to dump site and dump truck.

9. When cleaning out behind packer blade driver shall cut off truck engine to disable hydraulics.

10. Truck is to be washed inside and out on Tuesday, Friday or the last day it will be operated of each week and before being worked on.

11. Truck is to be dumped and left full of fuel.

Standard Operating Guidelines for Rear loader Operations

1. Truck driver to complete vehicle pre-inspection checklist prior to leaving yard.
2. Leave yard and go to site, truck shall not exceed posted speed limit
3. Truck shall stop at site and activate parking brake and safety lights (strobe lights).
4. Operator to exit truck and go to rear of truck and visually inspect area for overhead and ground hazards. If driver gets out of truck safety cone must be put out.
5. Operator to check communications with truck driver.
6. Truck driver to engage hydraulics.
7. Operator to visually inspect area for overhead and ground hazards.
8. Load cargo and pickup safety cone if it has been put out.
9. Truck shall not to exceed posted speed limit, and never to exceed 20 mph or travel more than 2 city blocks during pickup operation with operator or operator's on back of truck.
10. Move to next pickup site.
11. When truck is loaded operator or operator's to return to truck for trip to dump site.
12. Truck to be dumped on Friday and washed inside and out and left full of fuel.

Standard Operating Guidelines for Knuckleboom Loader

1. Truck drivers shall complete vehicle pre-inspection checklist prior to leaving yard.
2. Leave yard and go to first site, truck shall not exceed posted speed limit.
3. Truck shall stop at first site and activate parking brake and safety lights (4 way-flashers & strobe lights).
4. Loader Operator to exit truck and enter loader operator's compartment or catwalk.
5. Loader operator to apply safety belts and check communications with truck driver.
6. Truck driver to engage loader hydraulics.
7. Loader operator to visually inspect area for overhead and ground hazards.
8. Loader operator to engage loader hydraulics.
9. Loader operator to activate stabilizers too proper loading position.
10. Load cargo as per Service Bulletin No. 104 on next 2 pages.
11. Return boom to travel position after completing loading operations.
12. Deactivate stabilizers and return to travel position.
13. Loader operator to disengage loader hydraulics and/or speed control.
14. Truck not to exceed posted speed limit, and never to exceed 20 mph or travel more than 2 city blocks during pickup operation with operator in loader operator compartment or catwalk.
15. Move to next pickup site.
16. When trailer is loaded the operator is to exit operator compartment and/or catwalk and return to truck cab for trip to dump site.
17. Truck is to be dumped and left full of fuel.

SERVICE BULLETIN No. 104

October 14, 2005

Safe Operation Procedures for Petersen Lighting Loader ® Grapple Trucks

Problem: Improper Stowage of Boom and Bucket for Travel

It has come to our attention that user/operators of Petersen Grapple Trucks are improperly stowing their boom and bucket for travel. Specifically, they are overloading the dump body, and then traveling with the bucket on top of the load. This is an unsafe practice, and could result in a serious safety hazard.

Petersen's Owner's Manual instructs the user/operator to: 1) load the front of the dump body first; 2) not allow trash to hang over sides or back of dump body; 3) leave room in the dump body to stow the bucket. To remind you of these instructions, we are providing you with the following instructions and illustrations regarding the safe procedure for stowing the boom and bucket for travel.

It is imperative that your users/operators review this important safety information. Never assume that the users/operators are already aware of these instructions and/or procedures.

1. The boom and bucket must be stowed inside the dump body below the legal height limit of 13'6" with the boom tip, and at least ½ (one half) of the bucket, below the top of the body sides.

   Failure to follow these instructions could allow the boom to slew (swing) and the bucket to fall outside of the body. Loss of boom control with the bucket outside of the dump body could result in damage to objects in the vicinity of the grapple truck, and/or serious injury or death to people in the vicinity of the grapple truck.

   User/operators should never permit the boom and/of bucket to hang outside of the dump body during travel. The boom and bucket must be stowed as stated above and as illustrated on the attached page, anytime they are not being used for loading or dumping purposes.

2. Do not overload the dump body. The debris loaded into the dump body must be confined within the dump body, and allow room to stow the boom and bucket. It is recommended that you load the dump body from the front (bulkhead) to the rear, thereby allowing room in the rear of the dump body to stow the bucket properly when the operator is finished loading. Peterson recommends deploying the load cover when stowing the bucket for travel. Never allow debris to hang outside of the dump body, as it could create a safety hazard.

CORRECT METHODS OF STOWING THE BOOM & BUCKET

- BUCKET OPEN AND AT REST ON DUMP BODY FLOOR.

NOTE: FOR ILLUSTRATION PURPOSES REAR DUMP BODY DOORS ARE SHOWN OPEN. REAR DUMP BODY DOORS MUST BE CLOSED AND LOCKED EXCEPT WHEN DUMPING THE LOAD

- BUCKET ROLLED OVER WITH JAWS TO RIGHT REAR OF DUMP BODY
- BOOM AT SAFE TRAVEL HEIGHT & BOOM TIP BELOW TOP OF BODY SIDES
- MORE THAN 1/2 OF BUCKET MUST BE BELOW TOP OF BODY SIDES
- LOAD COVER DEPLOYED

INCORRECT WAYS OF STOWING THE BOOM & BUCKET

- BUCKET NOT CONFINED INSIDE OF DUMP BODY
- DEBRIS HANGING OUTSIDE OF DUMP BODY
- BOOM OVER LEGAL HEIGHT OF 13 FT. 6 IN.

- BOOM OVER LEGAL HEIGHT OF 13 FT. 6 IN.
- BUCKET NOT CONFINED INSIDE OF DUMP BODY
- DEBRIS HANGING OUTSIDE OF DUMP BODY

Safety Rules and Procedures for Street Department

1. Supervisors shall be provided with and required to use appropriate equipment to determine the amount of toxic or flammable gases in confined underground areas.

2. Management shall follow standard procedures for entering confined spaces and underground areas, as outlined in Confined Space policy.

3. Employees shall be properly trained in the use of detection and preventative maintenance equipment.

4. Supervisors shall ensure that the equipment is used properly.

5. Sides of trenches more than five (5) feet deep shall be properly shored, braced, and sloped.

6. An adequate means of exit shall be provided (ladder) in trenches of four or more feet in depth.

7. All excavated materials shall be stored at least two (2) feet from the trench.

8. Adequate backup alarms shall be installed and in use on all mobile equipment over 3/4 ton.

9. Management shall ensure that all workers are properly trained in the use of their respective equipment.

10. All vehicles shall be equipped with adequate warning lights that are used at the work site location.

11. Employees shall be equipped with and required to wear gloves and brightly colored clothing (i.e. reflective vest) approved by the department.

Safety Rules and Procedures for Parks and Recreation

Comply with rules and regulations established by the North Carolina Department of Health and Natural Resources governing Public Swimming Pools.

1. Comply with chemical hazard control laws and material safety data sheets.

2. Provide written hazard communication program to Fire Department, Rescue Squad and employees that may come in contact with hazardous chemicals.

3. All chemicals shall be properly stored and labeled in a dry location free of petroleum products. Employees shall be properly trained in use of these chemicals.

4. The Chlorine Storage room shall be equipped with an adequate exhaust fan with a switch located outside the room.

5. Personal protective equipment such as gloves, respiratory masks, etc shall be worn when using appropriate chemicals.

6. Employees involved with the use of respiratory protective equipment shall be properly trained and fit tested.

Safety Rules and Procedures for Water Resources

1. Employees involved with the use of respiratory protective equipment shall be thoroughly trained and fit tested.

2. Respiratory protective equipment shall be inspected and maintained in accordance with the manufacturer's specifications.

3. An entry permit is required to enter all confined spaces; all manholes are confined spaces and breaking the plane is entering the confined space.

4. Equipment shall be provided and maintained to detect flammable or toxic gases and the amount of oxygen in confined areas.

5. All supervisors shall follow up to ensure that the equipment and safety procedures are used.

6. Employees shall be trained in use and maintenance of safety equipment.

7. All toxic, corrosive, caustic materials and chemicals shall be properly stored, handled, and labeled. Employees shall be properly trained in the use of these materials and chemicals.

8. All involved employees shall comply with the Laboratory Chemical Hygiene Plan.

Safety Rules and Procedures for Water Resources Continued

Training shall consist of the items listed below. The training includes the review of written programs, hands on demonstrations of knowledge, videos, annual retraining for specific programs, and testing. The purpose of the training is for preventing or minimizing the consequences of accidents and ensuring safe practices.

Accident Investigation
Equipment Grounding
Bloodborne Pathogens
Housekeeping
Compressed air
Laboratory Standard
Confined Space
Power Operated Hand Tools
Lockout Tagout
Electrical Safety
Machine Guarding
Emergency Action Plan
Personal Hygiene
Personal Protective Equipment
Hearing Conservation
CPR/First Aid
Eye Protection
Hot Work
Eyewash/Safety Shower
Proper Lifting
Exotox
Respiratory Protection Program
Fall Prevention
Ladder Use
Safety Policy Manual
Footwear
Scaffolding
Hand Protection
Hazard Communication
Trenching and Shoring
Fire Extinguisher

Safety Rules and Procedures for Special Equipment

(THE BUCKET TRUCK)

1. Truck driver to complete vehicle inspection checklist prior to leaving the yard.
2. Leave yard and go to first site.
3. Truck to stop at first site and activate parking brake and safety lights.
4. Truck driver to engage hydraulics.
5. Operator to activate stabilizers to proper loading position.
6. Operator to enter bucket operator's compartment.
7. Operator to visually inspect area for overhead and ground hazards.
8. Perform task.
9. Return boom to travel position after completing operations.
10. Deactivate stabilizers and return to travel position.
11. Truck driver to disengage hydraulics.
12. Move to next site.

NOTE:

* Operator may stay in bucket in a crouched position during transportation if the truck does not exceed 20 mph. while traveling from site to site on a smooth paved surface.

* If truck is to exceed 20 mph. or is off paved surfaces traveling from site to site the bucket operator is to exit the bucket and return to the truck for transportation

Respiratory Protection Program
For the City of Asheboro

Review Date – 10/26/26

General

In the Respiratory Protection program, hazard assessment and selection of proper respiratory PPE are conducted in the same manner as for other types of PPE. In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used. References: OSHA Standards *Respiratory Protection* (29 CFR 1910.134)

Responsibilities

All Employees shall follow the requirements of the Respiratory Protection Program.

Management

- implement the requirements of this program.
- provide a selection of respirators as required.
- enforce all provisions of this program.
- appoint an individual to administer the respiratory protection program.

Program Administrator

- review sanitation/storage procedures.
- monitor compliance for this program.
- provide training for affected Employees.
- provide respirator fit testing.

Department Heads

- review compliance and ensure monthly inspection of all respirators
- ensure respirators are properly stored, inspected and maintained

Designated Occupational Health Care Provider

- conduct medical aspects of program.

Program Administrator

Brad Dalke, Safety Manager will be designated as the program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.

Voluntary Use of Respirators

OSHA requires that the voluntary use of respirators (i.e., when respirators are not required by the company), be controlled as strictly as if their use were required. So, any employee wearing a respirator voluntarily shall fall under this respiratory protection program, be issued a copy of Appendix D of 1910.134, and fill out a medical questionnaire (Appendix C) and have it evaluated by an appropriate individual. Training will be conducted on the proper storage, cleaning, and maintenance of the respirator. All steps will be taken to ensure that the respirator does not pose a health risk to the person donning it. Exception: Employees whose only use of respirators involves the voluntary use of filtering (non-sealing) face pieces (dust masks, with one OR two straps) do not fall under this program.

Program Evaluation

Evaluations of the workplace are necessary to ensure that the written respiratory protection program is being properly implemented. This includes consulting with employees to ensure that they are using the respirators properly. Evaluations shall be conducted as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

Program evaluation will include discussions with employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

Record Keeping

Brad Dalke, Safety Manager and Beth King (FNP-C) with Five Point Medical Center, will retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist the Company in

auditing the adequacy of the program, and provide a record for compliance determinations by OSHA

Training and Information

Effective training for employees who are required to use respirators is essential and must be comprehensive, understandable, and recur annually, and more often if necessary. Training will be provided prior to requiring the employee to use a respirator in the workplace. The training shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- Limitations and capabilities of the respirator;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of this program.

Retraining shall be conducted annually and when:

- changes in the workplace or the type of respirator render previous training obsolete;
- inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; and
- other situation arises in which retraining appears necessary to ensure safe respirator use.

Training will be conducted by instructors who have adequate knowledge of OSHA training requirements. Training is divided into the following sections:

Classroom Instruction

1. Overview of the Company Respiratory Protection Program & OSHA Standard;
2. Respiratory Protection Safety Procedures;
3. Respirator Selection;
4. Respirator Operation and Use;
5. Why the respirator is necessary;
6. How improper fit, usage, or maintenance can compromise the protective effect;
7. Limitations and capabilities of the respirator;
8. How to use the respirator effectively in emergency situations, including respirator malfunctions;

9. How to inspect, put on and remove, use, and check the seals of the respirator;
10. What the procedures are for maintenance and storage of the respirator;
11. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
12. Change out schedule and procedure for air purifying respirators (APR).

Fit Testing

- For each type and model of respirator used.

Hands-on respirator Training

1. Respirator Inspection;
2. Respirator cleaning and sanitizing;
3. Record Keeping;
4. Respirator Storage;
5. Respirator Fit Check; and
6. Emergencies.

Basic Respiratory Protection Safety Procedures

1. Only authorized and trained Employees may use Respirators. Those Employees may use only the Respirator that they have been trained on and properly fitted to use.
2. Only Physically Qualified Employees may be trained and authorized to use Respirators. A pre-authorization and annual certification by a qualified physician will be required and maintained. Any changes in an Employees health or physical characteristics will be reported to the program administrator and will be evaluated by a qualified physician.
3. All respirators will be located in a clean, convenient and sanitary location.
4. Management will establish and maintain surveillance of jobs and workplace conditions and degree of Employee exposure or stress to maintain the proper procedures and to provide the necessary RPE.
5. Management will establish and maintain safe operation procedures for the safe use of respiratory protection with strict enforcement and disciplinary action for failure to follow all general and specific safety rules in this program.

Selection of Respirators

The City of Asheboro has evaluated the respiratory hazard(s) in each workplace, identified relevant workplace and user factors and has based respirator selection on these factors.

Fire Department

A self-contained breathing apparatus (SCBA) will be used in oxygen deficient environments, environments with an unknown hazardous substance or unknown quantity of a known hazardous substance, or any environment that is determined "immediately dangerous to life or health" (IDLH). Scott Air Packs are issued to all Fire Fighters.

-N95 3M 8510 / 8511 Particulate Respirators - Required as needed for medical calls/TB, Mold/Fire Investigation.

-3M Half Face Respirators with 2091 P100 filters - Any individual who cannot pass the N95 Fit Test.

Police Department

-Avon C50 full face respirators with canister CTCF50 for protection against riot gas.

N95 3M 8510 / 8511 Particulate Respirators - Required as needed for Detectives & Crime Scene Investigation incidents.

3M Half Face Respirators with 2091 P100 filters - Any individual who cannot pass the N95 Fit Test.

RPB T200 – PAPR (Powered Pure Air Respirator) – Filter 03-893 Combination Gas/HE Filter Cartridge – Use for protection against volatile organic compounds during death investigations.

Moldex – Mdl 7802 ½ mask / 9000 Full Face – 7100 Organic Vapor Filter - manufacture recommends replacing 6 months after package is open , damaged/contaminated (8 hours of exposure) prior to - Use for protection against volatile organic compounds during death investigations

Cultural Recreation

-3M 6800 Full Face Respirators with 3M P100 Filter 60926 – Required when adding pool chemicals (chlorine) to swimming pool.

Facilities

-3M 8293 P100 Particulate Respirator - Required as needed for mold clean up, mowing, or silica dust.

-3M Half Face Respirators with 3M P100 filter 60926 – Required when spraying chemicals

Physical and Medical Qualifications

Records of medical evaluations must be retained and made available in accordance with 29 CFR 1910.1020.

Medical evaluation required

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. The company provides a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.

Medical evaluation procedures

The employee will be provided with a medical questionnaire by the designated Occupational Health Care Provider.

Follow-up medical examination

The company shall ensure that a follow-up medical examination is provided for an employee who gives a positive response to any question among questions in Part B of the questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination. The follow-up medical examination shall include any medical tests, consultations, or diagnostic procedures that the Physician deems necessary to make a final determination.

Administration of the medical questionnaire and examinations

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. The company shall provide the employee with an opportunity to discuss the questionnaire and examination results with the Physician.

Supplemental information for the Physician

The following information must be given to the Provider before the Provider makes a recommendation concerning an employee's ability to use a respirator

- The type and weight of the respirator to be used by the employee;
- The duration and frequency of respirator use (including use for rescue and escape);
- The expected physical work effort;
- Additional protective clothing and equipment to be worn;

- Temperature and humidity extremes that may be encountered; and
- Any supplemental information provided previously to the Provider regarding an employee need not be given for a subsequent medical evaluation if the information and the Physician remain the same.

Medical determination

In determining the employee's ability to use a respirator, the Company shall obtain a written recommendation regarding the employee's ability to use the respirator from the Physician. The recommendation shall provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
- The need, if any, for follow-up medical evaluations;
- A statement that the Provider has supplied the employee with a copy of the Provider's written recommendation; and
- If the respirator is a negative pressure respirator and the Physician finds a medical condition that may place the employee's health at increased risk if the respirator is used, the Company shall provide an APR if the Physician's medical evaluation finds that the employee can use such a respirator. If a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then the Company is no longer required to provide an APR.

Additional Medical Evaluations

At a minimum, the Company shall provide additional medical evaluations that comply with the requirements of this section if:

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

Respirator Fit Testing and Cartridge/Canister Change out Schedule

Before an employee is required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of

respirator that will be used. The Company shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Below is a list of respirators that will be fit tested using Quantitative Fit Testing.

A self-contained breathing apparatus (SCBA) will be used in oxygen deficient environments, environments with an unknown hazardous substance or unknown quantity of a known hazardous substance, or any environment that is determined "immediately dangerous to life or health" (IDLH). Scott Air Packs are issued to all Fire Fighter.

-3M 6800/8293 Full & 1/2 Face Respirators with 3M P100 Filter 60926 – Required when adding pool chemicals (chlorine) and spraying chemicals in Facilities Maintenance Filters are changed yearly at fit test unless contaminated and person can detect smell or taste.

-3M Half Face Respirators with 2091 P100 filters - Any individual who cannot pass the N95 Fit Test – Filter change yearly at fit test unless contaminated and person can detect smell or taste.

-Avon C50 full face respirators with canister CTCF50 for protection against riot gas. Filter is changed with the indicator turns blue or is damaged in any way.

-3M Half Face Respirators with 2091 P100 filters - Any individual who cannot pass the N95 Fit Test – Filter change yearly at fit test unless contaminated and person can detect smell or taste.

Moldex – MDL 7802 ½ mask / 9000 Full Face – 7100 Organic Vapor Filters - manufacture recommends replacing 6 months after package is open, damaged/contaminated (8 hours of exposure) prior to - Use for protection against volatile organic compounds during death investigations.

Below is a list of respirators that will be fit tested using Qualitative Fit Testing (Sodium Saccharin)

-N95 3M 8510 / 8511 Particulate Respirators - Required as needed for medical calls/TB, Mold/Fire Investigation - One time use and discarded.

-3M 8293 P100 Particulate Respirator - Required as needed for mold clean up, mowing, or silica dust.

The City of Asheboro has established a record of the qualitative fit tests administered to employees including:

- The name or identification of the employee tested;
- Type of fit test performed;
- Specific make, model, style, and size of respirator tested;
- Date of test; and
- The pass/fail results for QLFTs

Additional fit tests will be conducted whenever the employee reports, or the Company, Physician, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT, the employee notifies the Company, program administrator, supervisor, or Physician that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

Respirator Operation and Use

Respirators will only be used following the respiratory protection safety procedures established in this program. The Operations and Use Manuals for each type of respirator will be maintained by the Program Administrator and be available to all qualified users.

Surveillance by the direct supervisor shall be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the Company shall reevaluate the continued effectiveness of the respirator.

Face piece seal protection

The City of Asheboro does not permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; and/or
- Any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, the Company shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

Cleaning and Disinfecting

The City of Asheboro shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. The City of Asheboro shall ensure that respirators are cleaned and disinfected after each use.

-N95 filtering facepieces will be disposed of after each use.

-All respirators will be cleaned using either disinfectant wipes or soap and water.

Respirator Inspection

Respirators shall be inspected as follows:

- All respirators used in routine situations shall be inspected before each use and during cleaning; They be disposed of if there are any signs of damage to the respirator.

Respirator inspections include the following:

- A check of respirator function, tightness of connections, and the condition of the face piece and head straps.

Respirator Storage

Respirators are to be stored as follows:

All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.

Fire Department

-SCBA Respirators will be stored in secure locations on Apparatus/Station 1 Air Room

-N95 respirators are located on the Apparatus/Medical Closets

Police Department

-Gas Masks will be stored in the original manufactures bag located in employee lockers/patrol car

-N95 filtering facepieces will be stored in the Riot Room on the bottom of the floor of the Police Department.

C&R - Pool

-Full face respirator is hung in the office on the wall and stored in a sealed bag.

Facilities Maintenance

½ Face Respirators will be stored in the maintenance shop in a sealed bag.

Procedures for IDLH atmospheres

For all IDLH atmospheres, the company will ensure that:

- One employee or, when needed, more than one employee is located outside the IDLH atmosphere.

- Visual, voice or signal line communication is maintained between the employees in the IDLH atmosphere and the employees located outside the IDLH atmosphere.
- The employees located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.
- The employer or designee is notified before the employees located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue.
- The employer or designee authorized to do so by the company, once notified, provides necessary assistance appropriate to the situation.

Employees located outside the IDLH atmospheres will be equipped with:

- Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either
- Appropriate retrieval equipment for removing the employees who enters these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employees and would not increase the overall risk resulting from entry; or
- Equivalent means for rescue where retrieval equipment is not required.

Breathing Air Quality and Use

The company will ensure that compressed air, compressed oxygen, liquid air and liquid oxygen used for respiration accords with the following specifications:

- Compressed breathing air must meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
    - Oxygen content (v/v) of 19.5–23.5 percent.
    - Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less.
    - Carbon monoxide (CO) content of 10 ppm or less.
    - Carbon dioxide content of 1,000 ppm or less.
    - Lack of noticeable odor.
- Compressed oxygen will not be used in atmosphere-supplying respirators that have previously used compressed air.
- Oxygen concentrations greater than 23.5 percent are used only in equipment designed for oxygen service or distribution.
- Cylinders used to supply breathing air to respirators meet the following requirements:
    - Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178—Transportation).
    - Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air.
    - Moisture content in breathing air cylinders does not exceed a dew point of −50 degrees F (−45.6 degrees C) at 1 atmosphere pressure.

- Breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance will be introduced into breathing air lines.
- Breathing gas containers will be marked in accordance with the NIOSH respirator certification standard, 42 CFR Part 84—Public Health.

Bloodborne Pathogens

Exposure Control Plan

CITY OF ASHEBORO

Bloodborne Pathogens

Exposure Control Plan

CITY OF ASHEBORO

Bloodborne Pathogens

Exposure Control Plan

CITY OF ASHEBORO

Bloodborne Pathogens

Exposure Control Plan

CITY OF ASHEBORO

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Exposure Control Plan (ECP) for Bloodborne Pathogens

I. Purpose

The City of Asheboro is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist the City of Asheboro in implementing and ensuring compliance with the standard, thereby protecting our employees.

II. Administrative Duties

5 Points Medical (5PM), contracted with the City, and the Safety Manager are responsible for the implementation of the ECP. 5PM and the Safety Manager will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

See Section XXX titled "Job Classification" for specific employees who will have occupational exposure.

The City of Asheboro will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The City of Asheboro will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

5 Points Medical (5PM) and the Safety Manager will be responsible for ensuring that all mandated actions are performed and that appropriate employee health records are maintained.

The Safety Manager will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

Methods of Implementation and Control

III. Universal Precautions

All employees will utilize universal precautions, treating all human blood and certain body fluids as if they are known to be infectious for bloodborne pathogens

IV. Exposure Control Plan

Employees covered by the bloodborne pathogen's standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time by reviewing the City of Asheboro Safety Policy Manual located in their department and available on-line at the City of Asheboro web site under the Human Resources Department.

5 Points Medical (5PM) and the Safety Manager, in conjunction with the Safety Committee are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans must also:

1) Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2) Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The Safety Manager will ensure effective implementation of these recommendations.

V. Engineering and Work Practice Controls

Universal precautions shall be observed by all employees to prevent contact with blood or other potential infectious materials (OPIM). Engineering and work practice controls shall be utilized to eliminate or minimize workplace exposure. Where the potential for occupational exposure remains after implementation of these controls, personal protective equipment should also be provided.

The Fire Department uses Safety Devices for the following tasks and are evaluated annually along with the county.

- Lancet – for checking blood sugar.
- Safety Needles - Administering epinephrine

VI. Hand Washing Guidelines

Hand washing should be done frequently by employees and shall be required (i.e. after use of toilet and after contact with any body fluids, etc.) The best method of hand washing involves the

use of soap and water. Where soap and water are not available, waterless antiseptic cleanser or antiseptic towelettes may be used. Hand washing is the single most important means of preventing the spread of infection. Wash hands as follows.

1) Wash hands immediately after removing gloves or other personal protective equipment after exposure.
2) Wash any exposed skin with soap and clean running H2O for at least 20 seconds.
3) Wash all surfaces including back of hands, wrist, between fingers, and under fingernails.
4) Dry hands thoroughly with a paper towel, turn the faucet off with the towel, and dispose of in an appropriate container.

VII. Disposable Glove Guidelines

Disposable gloves shall be worn if the employee has a cut or open lesion on the hands or where there may be contact with body fluids or infectious materials.

When removing protective gloves after they have been contaminated, use the following procedure for safe removal.

1) With your dominant gloved hand, grasp the outer portion of the other gloved hand at the wrist or palm and pull away from the hand.
2) Pull the glove the rest of the way off.
3) Holding the removed glove balled up in the palm of your gloved hand , insert two fingers of your non-dominant hand under the cuff of the remaining glove.
4) Remove the glove by stretching it up and away from the hand and turning it inside out as you pull it off.
5) Dispose of gloves in a biohazard container or trash can if not contaminated.

VIII. Other Precautionary Guidelines

All cuts and open wounds shall be covered following basic First Aid procedures. Protective coverings, bandages, etc. shall be worn by all employees who may have an "occupational exposure." Others should not share disposable items. Disinfectants may be utilized where hand washing is impractical. Hand soap and disposable towels, tissue or gloves shall be available to employees who may have an occupational exposure to blood or other potentially infectious materials. Soiled surfaces with blood or other potentially infectious material shall be promptly cleaned with disinfectant. All items used in cleaning (i.e. rags; sponges, etc.) are to be properly disposed of after each use. Vehicle or equipment seats shall be wiped with a disinfectant after seats are soiled by participant.

IX. Procedure for Cleaning up Body Fluid Spills

Wear disposable gloves, which should be discarded following cleanup. Clean and disinfect soiled area immediately using paper towels, soap and water. Disinfect area with a 10% bleach solution (about 1- 3/4 cup of household bleach to 1 gallon of water). Clothing soaked with another's blood or body fluids should be isolated and washed separate from other clothing. Following an exposure to blood or other potential infectious materials, visibly contaminated paper towels and disposable gloves should be placed in a red plastic bag, secured and disposed of in a designated regulated waste disposal site for removal by the City of Asheboro's designated vendor.

X. Procedure for the Cleaning of Equipment and Facilities

1. The exposure should be reported to a supervisor and the area secured to reduce exposure to other employees.
2. Housekeeping workers should wear appropriate personal protective equipment including general-purpose utility gloves during all cleaning of blood or other potential infectious materials during decontamination procedures. Initial cleanup of blood or other potential infectious materials should be followed with the use of approved disinfectant germicidal spray or 10% bleach solution. All materials used in clean up must be disposed of properly.
3. Sharps disposal containers are to be inspected and maintained or replaced by the Safety Manager every 3 months or whenever necessary to prevent overfilling.

XI. Personal Protective Equipment (PPE)

PPE is provided to each of our employees at no cost. Training is provided by the Safety Manager or other competent person in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

1) Gloves
2) Eye Protection, Safety Glasses, Goggles or Face Shields
3) Respirator Masks
4) Lab Aprons, Jump Suits, Tyvek Suits.
5) Resuscitation Mask

PPE is located at each facility and may be obtained through the Department Head or their designee.

Each employee using PPE must observe the following precautions:

1) Never use damaged PPE.

2) Never take contaminated PPE home.
3) Always clean or dispose of contaminated PPE per guidelines listed in section VII.

XII. Housekeeping

1) Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels section), and closed prior to removal to prevent spillage or protrusion of contents during handling.
2) Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available in all departments.
3) Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
4) Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan.

XIII. Laundry Procedure

1) Laundry contaminated with blood or OPIM will be handled as little as possible. Such laundry will be placed in appropriately marked bags (biohazard labeled or color-coded red)
2) Laundering will be performed by their department's contracted services.
3) The following laundering requirements must be met: If an offsite facility is used to clean contaminated laundry and Universal Precautions are not used by the facility, contaminated laundry must be placed in bags or containers that are labeled or color coded.

XIV. Labels

The Department designee will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the Safety Manager if they discover regulated waste containers containing blood or OPIM, contaminated equipment, etc., without proper labels.

XV. Hepatitis B Vaccination

5 Points Medical staff and/or our CPR Trainer will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

Vaccination will be provided by 5 Points Medical staff at the City Health Clinic.

We make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure and post-exposure follow-up to employees who have had an exposure incident.

The Safety Manager and 5 Points Medical staff will ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure follow-up including prophylaxis are:

- Made available at no cost to the employee.
- Made available at a reasonable time and place.
- Performed by, or under the supervision of, a licensed physician or other licensed healthcare professional (PLHCP).
- Provided according to the recommendations of the U.S. Public Health Service.

Hepatitis B vaccination will be made available after the employee has received training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless: the employee has previously received the complete hepatitis B vaccination series; antibody testing has revealed that the employee is immune; or the vaccine is contraindicated for medical reasons.

Employees who decline the hepatitis B vaccination will sign the OSHA required declination form indicating their refusal (Refer to hepatitis B declination at the end of program). Any employee who initially declines hepatitis B vaccination, but later decides to accept vaccination while still covered by the standard, will be provided the vaccination series as described above.

If at a future date the U.S. Public Health Service recommends a routine booster dose of hepatitis B vaccine, such booster doses will be made available at no cost to the employee.

XVI. Hepatitis B Vaccine Declination (Mandatory)

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 B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: _____ *(employee signature)*

Date: _____

XVII. Emergency Exposure Procedure

Should an exposure incident occur, the employee shall contact their immediate supervisor and be sent to the "Randolph Health Emergency Room" without necessary delay. Supervisor needs to contact the Safety Manager.

1. Administer first aid (Wash wound, or exposed skin or mucous membranes)
2. Notify immediate supervisor.
3. Document and if possible secure source information or material.
4. Proceed to Randolph Health Emergency Room for evaluation and baseline testing following their exposure guidelines. Decide after evaluation there with the doctor if taking medication to prevent HIV is indicated or if getting Hepatitis B immune globulin is indicated.
5. No drug testing will be performed unless needed for determination of Exposure by Medical Provider or approved by the Safety Manager or a Representative of Human Resources Department.
6. Visit for review of Health labs and follow up labs at White Oak Urgent Care in Asheboro. Decide with that provider about the schedule of test to be done, and review if Hepatitis B vaccination is indicated. (Usually retesting at 2 months, 6 months and perhaps 12 months is recommended.)
7. Schedule follow up review of incident and additional training with the Safety Manager.

XVIII. Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Safety Manager shall ensure that the exposed employee has a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law.

   The source individual's blood shall be lawfully tested as soon as feasible in order to determine HBV, HEPC and HIV infectivity. If consent cannot be obtained, the employer shall establish that testing cannot be lawfully undertaken. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.

   When the source individual is already known to be infected with HBV, HEPC or HIV, testing for the source individual's known HBV, HEPC or HIV status if not required.

   Results of the source individual's testing shall be made available to the exposed employee in accordance with the applicable laws and regulations, and the employee shall

be informed of the laws and regulations concerning disclosures of the identity and infectious status of the source individual.

3. Collection and testing of blood for HBV, HEPC and HIV serological status by Randolph Health.

    a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

    b. If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

4. Post-exposure prophylaxis, when medically indicated, as recommended by the US Public Health Service.
5. Counseling; and
6. Evaluation of reported illnesses.

XIX. Information Provided to the Healthcare Professional

The Safety Manager shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation, and shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

1. A copy of this regulation.
2. A description of the exposed employees' duties as they relate to the exposure incident.
3. Documentation of the route(s) of the exposure and the circumstances under which the exposure occurred:
4. Results of the source individual's blood testing, if available; and
5. All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

XX. Healthcare Professional's Written Opinion

The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to:

1. Whether Hepatitis B vaccination is indicated for an employee,
2. If the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

1. That the employee has been informed of the results of the evaluation; and
2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses remain confidential and shall not be included in the written report.

XXI. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The 5 Points Medical staff and the Safety Manager, with guidance from the Safety Committee will review the circumstances of all exposure incidents to determine if any new methods of protection or technology improvements are needed.

If it is determined that revisions need to be made, the 5 Points Medical staff / the Safety Manager will ensure that appropriate changes are made to this ECP. Changes include: Evaluation of safer devices, adding employees to the exposure list.

XXII. Employee Training

The Safety Manager will ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that training is repeated within 12 months of the previous training. Training will be tailored to the education and language level of the employee and offered during the normal work shift with the opportunity for interactive questions. Training will cover at a minimum the following topics:

a) An accessible copy of the regulatory text of the Bloodborne Pathogen Standard (29 CFR 1910.1030) and an explanation of its contents
b) A general explanation of the epidemiology and symptoms of bloodborne disease
c) An explanation of the modes of transmission of bloodborne pathogens
d) An explanation of the employer's exposure control plan and how the employee can obtain a copy of the written plan
e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
f) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment
g) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
h) An explanation of the basis for selection of personal protective equipment
i) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge

j) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
k) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
l) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
m) An explanation of the signs and labels and color coding requirements
n) Opportunity for questions and answers

Training materials are available at the Human Resources Department or Employee Health Clinic.

XXIII. Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept at the Human Resources Department.

The Safety Manager is responsible for maintaining BBP training records. These records will be maintained for three years from the date of training. The training records will include the date(s) of the training session(s), contents or summary of the training, instructors' names and qualifications and the names and job titles of all persons attending the training sessions.

XXIV. Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1030, "Access to Employee Exposure and Medical Records."

The 5 Points Medical staff is responsible for maintenance of the required medical records. These confidential records are kept at the Wellness Clinic for at least the duration of employment plus 30 years.

XXV. OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by 5 Points Medical staff and the Safety Manager.

XXVI. Sharps Injury Log

The Safety Manager establishes and maintains a sharps injury log to record percutaneous injuries from contaminated sharps. The information in the sharps injury log is recorded and maintained. This protects the confidentiality of the injured employee. Our sharps injury log contains:

Type of device involved in incident:
Department where exposure occurred:
Description of Incident:

Logs are maintained by the City of Asheboro.

XXVII. Definitions

Bloodborne Pathogens- means 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).

Contaminated – means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Exposure Incident (or significant exposure) – means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from performance of an employee's duty.

HBC – Hepatitis C virus

HBV - Hepatitis B virus

Hepatitis B Titer – a blood test used to determine a person's immunity to Hepatitis B virus infection.

HIV – Human immunodeficiency virus

Occupational Exposure – means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

Other Potentially Infectious Materials – means

1) Blood
2) Semen
3) Vaginal secretions
4) Saliva that may contain blood
5) Cerebrospinal fluid
6) Synovial fluid
7) Pleural fluid
8) Any bodily fluid where blood is visible
9) Any bodily fluid that cannot be identified

Parenteral – a piercing of mucous membranes or skin barrier by means of a needle stick, human bite, cut and /or abrasion.

Regulated Waste – means a liquid or semi-liquid or other potential infectious materials, contaminated items that would release blood or other potential infectious materials in a liquid or semi-liquid state if compressed, items that are caked with dried blood or other infectious material that are capable of releasing these material during handling; contaminated sharps, pathological and microbial wastes containing blood and other potential infectious materials.

Source Individual - means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal Precautions - is an approach to infection control which requires that all human blood and certain other body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens.

XVIII Job Classifications

JOB CLASSIFICATION BY DEPARTMENT IN WHICH *ALL* EMPLOYEES HAVE EXPOSURE TO BLOODBORNE PATHOGENS

FIRE

Job Classification	Task/Procedure
Asst. Fire Chief	TASK/PROCEDURE FOR ALL POSITIONS
Battalion Chief	LISTED WITHIN THE FIRE DEPARTMENT:
Fire Captain	Administration of life support techniques and
Fire Chief	procedures based on patient assessment, including
Fire Engineer	all skills at the EMT level, including injections.
Firefighter I & II	
Assistant Fire Marshal	
Fire Marshal	
Fire Admin Specialist	Assist walk-in injuries with first aid

Facilities Maintenance

Job Classification	Task/Procedure
All Employees	Restroom Cleanup, trash collections, and the
	clean up of bodily fluids (vomit, blood)
	Restroom Cleanup, trash collection, and the
	Clean-up of bodily fluids (vomit, blood) in
	the absence of a Custodian.

POLICE

Job Classification	Task/Procedure
Captain	TASK/PROCEDURE FOR ALL POSITIONS
Chief of Police	LISTED WITHIN THE POLICE DEPARTMENT:
Detectives (I & II)	Rendering aid to injured persons, separating
Lieutenant	fighting parties, subduing, and arresting suspects,
Police Officers (I & II)	conducting searches, seizing property (includes
Sergeant	handling, processing, and transporting),
Master Police Officers (I & II)	responding to calls for service, and participating
Evidence Technician	in training.

PUBLIC SERVICES (Environmental Services)

Job Classification	Task/Procedure
All Employees	TASK/PROCEDURE FOR ALL POSITIONS LISTED WITHIN THE SOLID WASTE DIVISION: Emptying refuse containers; equipment operation during the collection and disposal of refuse.

PUBLIC SERVICES (Fleet Maintenance)

Job Classification	Task/Procedure
All Employees	Clean-up and Maintenance of refuse vehicles
	Clean-up and Maintenance of refuse vehicles
	Clean-up and Maintenance of refuse vehicles
	Clean-up and Maintenance of refuse vehicles

PUBLIC SERVICES (Water Resources)

Job Classification	Task/Procedure
All Employees	Assisting CMW, or CM's with various projects (see exposure task/procedures below)
	Conducting tasks associated with sewer lines and solid waste. Removing debris from roadside, cleaning out catch basins, and public grounds

Cultural and Recreation

Job Classification	Task/Procedure
Pool Managers	First Aid Treatment
Lifeguards	First Aid Treatment
Program Coordinators	First Aid Treatment

Effective Date

This policy was originally implemented on November 29, 2011, and was most recently revised on the date indicated below.

Kristen Terry

Kristen Terry
Human Resources Director
City of Asheboro, North Carolina

Date 10/26/26

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This Permit-Required Confined Space (PRCS) Program is provided to protect authorized employees who must enter confined spaces and may be exposed to hazardous atmospheres; engulfment in materials; conditions which may trap or asphyxiate due to converging or sloping walls; or contain any other safety or health hazard.

Many workplaces contain confined spaces, not designed for human occupancy, which due to their configuration hinder employee activities including entry, work, and exit. Asphyxiation is the leading cause of death in confined spaces. Also, there have been cases when employees entering confined spaces were harmed, ground-up by augers, crushed, or battered by moving parts inside vessels, mixers, etc. The nature of confined spaces can cause toxic vapors to become highly toxic and harmful and, in some cases, immediately dangerous to life and health (IDLH) unless adequate precautions are taken.

From 2011 to 2018, 1,030 workers died from occupational injuries involving a confined space, 31 in NC. The annual figures range from a low of 88 in 2012 to a high of 166 in 2017. These data are from the Bureau of Labor Statistics, Census of Fatal Occupational Injuries (CFOI).
These deaths, injuries, and illnesses can be prevented by implementing and maintaining an effective confined space entry program.

This PRCS Program describes the measures necessary (1) to prevent unauthorized entry into permit-required confined spaces, (2) identify and evaluate permit space hazards, and (3) implement the means, procedures, and practices necessary for safe entry operations.

I. Scope and Application

This Permit-Required Confined Space (PRCS) Program covers all employees who enter permit confined spaces and contains the practices and procedures for their safe entry.

II. Coordination

The PRCS coordinator is The Human Resources Director who is responsible for maintaining a current copy of the program and making it available to all employees. Specific questions about the program and interpretations should be directed to the PRCS Program coordinator.

III. Definitions

Acceptable entry conditions means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

Confined space means a space that:

A. Is large enough and so configured that an employee can bodily enter and perform assigned work; and

B. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and

C. Is not designed for continuous employee occupancy.

Double block and bleed means the closure of a line, duct or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph (f) of this section.

Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

Note: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue (that is, escape unaided from a permit space) injury, or acute illness from one or more of the following causes:

A. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

B. Airborne combustible dust at a concentration that meets or exceeds it LFL;

Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

C. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

D. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, *Occupational Health and Environmental Control,* or in Subpart Z, *Toxic and Hazardous Substances,* of this part and which could result in employees exposure in excess of its dose or permissible exposure limit;

Note: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment or ability to self-rescue, injury or acute illness due to its health effects is not covered by this provision.

E. Any other atmospheric condition that is immediately dangerous to life or health;

Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communications Standard, 1910.1200 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Note: Some materials - hydrogen fluoride gas and cadmium vapor, for example - may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are "immediately" dangerous to life or health.

Inerting means the displacement of the atmosphere in a permit space by noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Note: This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line breaking means the intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive, or toxic, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-permit 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.

Oxygen-deficient atmosphere an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

A. Contains or has a potential to contain a hazardous atmosphere;

B. Contains a material that has the potential for engulfing an entrant;

C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

D. Contains any other recognized serious safety or health hazard.

Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue service means the personnel designated to rescue employees from permit spaces.

Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing means the process by which the hazards that may confront entrants or a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to and during entry.

IV. General Requirements

This PRCS program covers the safety requirements, including a permit system, for employees to enter confined spaces, designated as permit-required confined spaces (permit spaces) which:

* Pose special dangers for entrants;
* Have configurations hampering efforts;
* Which require protection for entrants from serious hazards including atmospheres which are or may be:

- toxic,
- explosive, or
- asphyxiating; and

* Which have other hazards.

A. Permit-Required Confined Spaces (PRCS)

The workplace has been evaluated to identify the permit-required confined spaces. See Appendix A for a complete list of all the PRCS's.

B. Alternate Procedures for Entering Permit Confined Spaces

Alternate procedures are used for entry into permit spaces under the following conditions:

1. The only hazard posed is an actual or potential hazardous atmosphere;

2. It has been demonstrated that continuous forced air ventilation alone is sufficient to maintain safety for entry;

3. Monitoring and inspection data has been developed that supports only an atmospheric hazard and continuous forced air ventilation alone maintains safety;

4. If an initial entry is necessary, an entry permit is used.

5. Entry into the permit space complies with the following.

   (a) Any conditions making it unsafe to remove an entrance cover is eliminated before the cover is removed.

(b) When entrance covers are removed, the openings are promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that protects each employee working in the space from foreign objects entering the space.

(c) Before an employee enters the space, the internal atmosphere is tested, with a calibrated direct-reading instrument, for the following conditions in the order listed:

(1) Oxygen content,

(2) Flammable gases and vapors, and

(3) Potential toxic air contaminants.

(d) There is no hazardous atmosphere within the space whenever any employee is inside the space.

(e) Continuous forced air ventilation is used as follows:

(1) No employee enters the space until the forced air ventilation has eliminated any hazardous atmosphere;

(2) The forced air ventilation is directed so as to ventilate the immediate areas where an employee is or will be present within the space and continues until all employees leave the space;

(3) A clean source of forced air supply is used for ventilation which does not increase the hazards in the space.

(f) The atmosphere within the space is continuously monitored to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

(g) If a hazardous atmosphere is detected during entry:

(1) Each employee leaves the space immediately;

(2) The space is evaluated to determine how the hazardous atmosphere developed; and

(3) Measures are implemented to protect employees from the hazardous atmospheres before any subsequent entry.

(h) The space is verified for safe entry and that the necessary protective measures described above have been taken through a written certification.
See Appendix B.

C. Changes in Space Use or Configuration

When there are changes in the use and configuration of a non-permit confined space that might increase the hazards to entrants, the space is reevaluated and, if necessary, reclassified as a permit-required confined space.

D. Confined Space Reclassification

A permit-required confined space may be reclassified as a non-permit confined space under the following procedures:

1. If the space poses no actual or potential atmospheric hazards and the hazards are eliminated without entry, and as long as the non-atmospheric hazards remain eliminated.

2. Entry into the space to eliminate the hazards is under an authorized permit and testing and inspection during the entry demonstrate the hazards were eliminated without requiring continuous forced air ventilation.

3. A certification is documented showing the hazards were eliminated. See Appendix C.

4. If hazards arise within a permit space that has been declassified to a non-permit space, each employee must exit the space and the space is reevaluated to determine if it must be reclassified as a permit space.

E. Contractors

In some cases contractors and other non-employees may enter permit spaces to perform work. When contractors and others enter permit spaces the following procedures are followed:

1. They (contractors) are informed that the workplace contains permit spaces and that they must follow a permit space entry program per OSHA standard 29 CFR 1910.146 and use an authorized permit for entry.

2. Apprise the contractor of the elements, including the hazards identified and the experience with the space making it a permit space;

3. Apprise the contractor of the precautions or procedures implemented for protection of employees in or near permit spaces; and

4. Debrief the contractor at the conclusion of the entry regarding the permit space program followed and regarding any hazards confronted or created in the space(s) during entry operations.

5. All contractors performing permit space entry are required to:

   (a) Obtain and use the available information provided;

   (b) Coordinate entry operations with other working in or near permit spaces; and

   (c) Inform the host employer during debriefing or entry of the permit space program that will be followed, and any hazards confronted or created in the space(s).

V. PERMIT-REQUIRED CONFINED SPACE PROGRAM

A. General

This permit-required confined space program is designed to prevent unauthorized entry into permit confined spaces, identify and evaluate hazardsand establish procedures and practices for safe entry including testing and monitoring conditions. The program requires for an attendant stationed outside permit spaces during entry; procedures to summon rescuers and prevent unauthorized personnel from attempting rescue; and a system for preparing, issuing, using and canceling entry permits. It also includes procedures for entry operations and canceling entry permits and review of the permit program at least annually and additionally as necessary.

The following measures have been implemented as necessary to prevent unauthorized employee entry into permit spaces.

1. All affected employees have been informed through initial safety training about the characteristics and presence of permit spaces.

2. Some permit spaces are also posted with danger signs to supplement the safety training. However, the posting of danger signs is not all inclusive and each employee must know what a permit space is, the usual hazards involved, and what precautions are required to ensure safe entry so they can help ensure their own protection.

The following means, procedures, and practices necessary for safe permit space entry operations have been implemented:

(1) Acceptable Entry Conditions

All permit space entrants protected from atmospheric hazards including oxygen deficiency (less than 19.5%) or increased oxygen concentration (greater than 23.5%), toxic materials (above the exposure limit), flammable gases and vapors, asphyxiating, and engulfment, configuration or any other recognized hazards.

(2) Isolating the Permit Space

All hazardous energy sources associated with permit spaces which may expose entrants to potential injury are isolated, locked out and/or tagged out prior to entry:

(3) Purging, Inerting, Flushing, or Ventilating Permit Spaces

All permit entry spaces are thoroughly purged, inerted, flushed, and/or ventilated as necessary to ensure the elimination and/or control of all hazards which may cause entrants injury and/or illness.

(4) External Hazards

Pedestrian, vehicle, or other barriers are provided as necessary to protect entrants from external hazards.

(5) Verifying Acceptable Conditions

Conditions in permit spaces are tested and monitored throughout entry as necessary to ensure that they are acceptable for the duration of the authorized entry.

B. Equipment

The following equipment is provided at no cost to employees, maintained properly, and used properly to ensure the safety of employees entering permit spaces.

(1) Testing and monitoring equipment

MSA Altair 4XR, four gas monitor

(2) Ventilating equipment

General, GP8H, electric blower powered by a 2000-watt generator.

(3) Communications equipment

Ropes, visual, and audible communication used.

(4) Personal protective equipment

Safety Shoes, Rubber Boots, Hard Hats, Hearing Protection, Gloves, Protective Clothing, SCBA.

(5) Lighting equipment

2124-ASTM 3 cell lights for type I & II locations or equivalent.

(6) Barriers and shields

Cones, Barricade Tape, etc.

(7) Ingress and egress equipment

Ladders

(8) Rescue and emergency equipment

Unihoist, MSE Retractable Lifeline, MSE Tripod, Full Body Harness.

(9) Other equipment

Saddle Vents (manhole), 25ft. sections of 8in. ducting

C. Evaluating Permit Space Conditions

Permit space conditions are evaluated (tested/monitored) when entry operations are conducted as follows:

(1) Testing and Monitoring

The entry conditions in the permit space are tested to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), in such case, pre-entry testing is performed to the extent feasible before entry and entry conditions are continuously monitored in work areas.

The tests and monitoring are conducted in permit spaces continuously and logged on the permit at least every two hours to determine if acceptable entry conditions are being maintained during the course of entry operations.

When conducting tests for atmospheric hazards, oxygen tests are conducted first, then combustible gases and vapors, and then for toxic gases and vapors. The tests are conducted in order to ensure that test instruments function properly since an oxygen deficient atmosphere may adversely affect the test results.

D. Attendants

(1) General

At least one attendant is required outside the permit space into which entry is authorized for the duration of the entry operation.

(2) Duties

All attendants are required:

(a) To know the hazards that may be faced during entry, including information on the mode, signs or symptoms. and consequences of the exposure;

(b) To be aware of possible behavioral effects of hazard exposure in entrants;

(c) To continuously maintain an accurate count of entrants in the permit space and ensure a means to accurately identify authorized entrants;

(d) To remain outside the permit space during entry operations until relieved by another attendant (once properly relieved, they may participate in other permit space activities including rescue if they are properly trained and equipped).

(e) To communicate with entrants as necessary to monitor entrant status and alert entrants of the need to evacuate;

(f) To monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrants to immediately evacuate if: the attendant detects a prohibited condition, detects entrant behavioral effects of hazard exposure, detects a situation outside the space that could endanger the entrants; or if the attendant cannot effectively and safely perform all the attendant duties;

(g) To summon rescue and other emergency services as soon as the attendant determines that entrants need assistance to escape the permit space hazards;

(h) To take the following action when unauthorized persons approach or enter a permit space while entry is underway:

(i) Warn the unauthorized persons that they must stay away from the permit space,

(j) Advise the unauthorized people that they must exit immediately if they have entered the space, and

(k) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;

(l) To perform non-entry rescues as specified by that rescue procedure and entry supervisor; and

(m) Not to perform duties that might interfere with the attendant's primary duty to monitor and protect the entrants.

E. Entrants

(1) General

All entrants must be authorized by the entry supervisor to enter permit spaces, have received the required training, use the proper equipment, and observe the entry procedures and permit. The following duties are required:

(a) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(b) Properly use the equipment required for safe entry;

(c) Communicate with the attendant as necessary to enable the attendant to monitor the status of the entrants and to enable the attendant to alert the entrants of the need to evacuate the space if necessary;

(d) Alert the attendant whenever: the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or any prohibited condition is detected; and

(e) Exit the permit space as quickly as possible whenever: the attendant or entry supervisor gives an order to evacuate the permit space, the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, the entrant detects a prohibited condition, or an evacuation alarm activated.

F. Entry Supervisors

(1) General

Entry supervisors are responsible for the overall permit space entry and must coordinate all entry procedures, tests, permits, equipment and other relevant activities. The following entry supervisor duties are required:

(a) Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure;

(b) Verifies, by checking that the appropriate entries have been made on the permit, all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

(c) Terminate the entry and cancel the permit when the entry is complete or there is a need for terminating the permit;

(d) Verify that rescue services are available and that the means for summoning them are operable;

(e) Remove unauthorized persons who enter or attempt to enter the space during entry operations; and

(f) Determine whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with the permit terms and that acceptable entry conditions are maintained.

G. Testers and Monitors

(1) General

The accuracy of testing and monitoring equipment may be significantly affected under certain conditions of humidity, pressure, or temperature or by the presence of interfering chemicals. However, if the equipment is properly selected, calibrated, and maintained and operated by well trained employees, the confined space testing and monitoring needs can be effectively met. All employees performing tests and monitoring for permit space entry have been properly trained in the use of and limitations of the following testing and monitoring equipment.

MSA Altair 4XR and MSA IO4 four gas monitors. Refer to operations manual and/or training video for proper use)

(2) Procedures for Atmospheric Testing

Atmospheric testing is required for two distinct purposes: evaluation of the hazards of the permit space and verification that acceptable entry conditions for entry into that space exist.

(a) **Evaluation Testing:** The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise, so that a appropriate permit entry procedures can be developed and acceptable entry conditions stipulated for that space. Evaluation and interpretation of these data, and development of the entry procedure, is performed by, or reviewed by, a technically qualified professional (e.g., OSHA consultation service, or certified industrial hygienist, registered safety engineer, certified safety professional, etc.) based on evaluation of all serious hazards.

(b) **Verification Testing:** The atmosphere of a permit space which may contain a hazardous atmosphere is tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of testing and entry are within the range of acceptable entry conditions. Results of testing (i.e., actual concentration, etc.) are recorded on the permit in the space provided adjacent to the stipulated acceptable entry condition.

(c) **Duration of Testing:** Measurement of values for each atmospheric parameter are made for at least the minimum response time of the test instrument specified by the manufacturer.

(d) **Testing Stratified Atmospheres:** When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope is be tested a distance of approximately 4 feet (1.22m) in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress is slowed to accommodate the sampling speed and detector response.

H. Permit System

(1) General

The entry permit is a vital part of the permit space entry program which documents that the required measures have been taken to ensure entrant safety. All pertinent safety requirements must be recorded on the permit including the isolation, ventilation, tests and monitoring, personal protective equipment and other equipment necessary for entrant safety.

(2) Requirements

The following requirement must be recorded (documented) on the entry permit. See Appendix D for permit.

(a) Permit space to be entered, purpose of the entry, and the date and authorized duration of the entry permit;

(b) Names of authorized entrants ;

(c) Current attendants' names;

(d) Entry supervisors' name (signature), including original authorizing supervisor,

(e) Hazards of the space;

(f) Measures used to isolate the space and to eliminate or control the space hazards, before entry;

(g) Acceptable entry conditions;

(h) Results of initial and periodic tests accompanied by the names, or initials, of the testers and time of the tests;

(i) Available rescue and emergency services and how to summon them;

(j) Communication procedures used by entrants and attendants to maintain contact during entry;

(k) Equipment, such as personal protective equipment, alarm systems and rescue equipment, to be provided;

(l) Any other pertinent information necessary to ensure entrant safety; and

(m) Additional permits, such as hot work, that have been issued to authorize work in the space.

Note: All copies of the permit will stay on site and be displayed in a manner to make it available to all employees involved in the operation until the work in completed and/or the permit is canceled. All canceled permits must be retained for one year and a copy of all canceled permits shall be sent to the Human Resources Director as soon as feasible after it has been canceled.

(3) Contractors

All contractor entry into permit spaces must comply with all sections of this procedure.

I. Training

(1) General

All entry supervisors, attendants, and entrants are properly trained initially, and refresher training provided when duties and space hazards change or whenever an evaluation determines inadequacies in the employees' knowledge. The training provides employees with the necessary understanding, skills, and knowledge to safely enter, work in and exit permit spaces. All training is documented with the employees' names, signature or initials of the trainer and training date.

(2) Requirements

Specific training requirements include, but are not limited to:

(a) Each affected employee is trained;

(b) Training is provided:

(1) Before employee is first assigned permit space entry duties;

(2) Whenever there is a change in permit space operations that present a new hazard unknown by the employee;

(3) Whenever there is reason to believe either there are deviations from the entry procedures or inadequacies in the employees' knowledge or use of the procedures;

(c) The training establishes employee proficiency in the required duties and introduces new or revised procedures, as necessary;

(d) The training is certified and contains each employees' name, signatures or initials of the trainers, and training dates.

(e) The training certification is available for inspection by employees and their authorized representatives by

contacting the Human Resources Director at 225 E. Academy Street.

J. Rescue and Emergency Services

(1) General

Rescue and emergency services are provided by On Site crews using the **Non-Entry Method** and Off-Site by the city's fire department.

(2) Off-Site Rescue Services (if used by employer)

The following off-site rescue and emergency services have been contacted and approved to provide rescue and emergency services for permit confined spaces.

Asheboro Fire Department, Station 1 at 401 S. Church St. and Station 2 at 2105 N. Fayetteville St., Station 33 at 760 New Century Dr., contact person is Chief Eddie Cockman at 625-4244, or on duty Battalion Chief at 336-736-0947, for non-emergency calls and by dialing **911 for an emergency**. In the event of an emergency, if the on-site supervisor does not have access to a telephone, they should radio their base station and instruct them to call **911.** If the crew is working after hours or at any other time when there is no one manning their base station and the crew does not have direct access to a telephone, the Entry Supervisor will establish an effective line of communications with the off-site rescue services **prior to entry into a Permit Required Confined Space.**

(a) The following has been provided the off-site rescue service:

(1) Information concerning the hazard they may confront when called to perform rescues; and

(2) Access to all permit spaces from which rescue may be necessary so they can develop appropriate rescue plans and practice rescue operations.

(3) Non-Entry Rescue

Retrieval systems and methods have been developed for entrants to use when entering permit spaces, when the equipment does not increase the overall risk of entry and would not contribute to the rescue of the entrant. The systems are:

A Tripod and/or a Unihoist system equipped with a Retractable Lifeline type wench and all entrants hooked to this lifeline by means of a full-body harness.

(a) Each authorized entrant uses a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.

(b) Retrieval lines are attached to a mechanical device or a fixed point outside the space so rescue can begin immediately after the rescuer becomes aware that rescue is necessary.

(c) Mechanical devices are available to retrieve entrants from vertical type permit spaces more than 5 feet deep.

(d) Safety Data Sheets (SDS) or similar written information is kept at the worksite when entrants are exposed to substances requiring such information so it can be made available to the medical facility treating exposed entrants.

Note: The Off-Site Rescue Service shall be called as soon as possible when a Non-Entry Rescue is initiated.

K. Permits and Forms

1. Appendix A - Permit-Required Confined Spaces Inventory
2. Appendix B - Certification for Permit-Required Confined Space Entry
3. Appendix C - Certification for Reclassifying Confined Spaces
4. Appendix D - Confined Space Entry Permit

VI. REFERENCES AND SOURCES OF INFORMATION

- U.S. Department of Health, Education, and Welfare. Public Health Service. Center for Disease Control. National Institute for Occupational Safety and Health. "Criteria for a Recommended Standard. Working in Confined Spaces", DHEW(NIOSH) Publication No. 80-106. Cincinnati: NIOSH, December 1979 (Ex. 13-9).
- U.S. Department of Labor. Occupational Safety and Health Administration. Directorate of Policy. "Selected Occupational Fatalities Related to Toxic and Asphyxiating Atmospheres in Confined Workspaces as Found in Reports of OSHA Fatality/Catastrophe Investigation", Washington, D.C., July 1985 (Ex. 13-15).
- U.S. Department of Labor, Occupational Safety and Health Administration. Directorate of Technical Support. "Selected

Occupational Fatalities Related to Fire and/or Explosion in Confined Workspaces as Found in Reports of OSHA Fatality/Catastrophe Investigation", Washington, D.C., April 1982 (Ex. 13-10).

- National Safety Council, Accident Prevention Manual, 10th Edition, Part 1, Pages 7 and 8, Part 4, Page 91, and Part 14, Page 431

- U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) Standards for the construction Industry, 29 CFR 1926.20 (b)(6)(i) and (ii).

EFFECTIVE DATE:

This policy shall take effect and be in force from and after April 22, 2025,

Doug Kemp
HR Director

April 22,2025
Date

Review Date: Oct 26, 2026

CITY OF ASHEBORO NORTH CAROLINA

Confined Space Entry Permit

This permit is valid for no more than 8 hours. All copies remain at site until job is completed and then retained for one year.

1- Date and time Issued ____/____/____ at ____am/pm — Date and time Expires ____/____/____ at ____am/pm

2- Space to be entered _____

3- Purpose of entry _____

4- Authorized entrants _____ _____ _____ _____ _____ _____ _____ _____

5- Attendants _____ _____ _____ _____

6- Name of Current Entry Supervisor(s) _____ Time _____ _____ Time _____

7- Entry Supervisor who Originally authorized entry _____
Signature

8- Record Hazards of the space to be entered

Hazard	Yes	No	N/A
a. Lack Of Oxygen			
b. Combustible Gases			
c. Combustible Vapors			
d. Combustible Dust			
e. Toxic Gases			
f. Toxic Vapors			
g. Chemical Contact			
h. Electrical Hazards			
I. Mechanical Exposures			
j. Temperature			
k. Engulfment			
l. Entrapment			
m. Others			

9- Check or list the measures used to isolate the space and to eliminate or control permit space hazards.

____a. Purge-Flush and Vent

____b. Ventilation

____c. Lockout/Tagout

____d. Inerting

____e. Blanking, Blocking, Bleeding

____f. External Barricades

____g. Confined Space Identification Signs

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CITY OF ASHEBORO NORTH CAROLINA

10- Acceptable Entry Conditions

11- Tests To Be Taken	Permissible Entry Levels	Test 1	Test 2	Test 3	Test 4
a. Percent of Oxygen	19.5% to 23.5%				
b. Flamable/Explosive	Less than 10% LEL				
c. Toxic, Carbon Monoxide	Less Than 35 PPM				
d. Toxic, Hydrogen Sulfide	Less Than 10 PPM				

Signature of Tester_____

Test results to be recorded initially and at least 2 hours thereafter.
Stratified air to be recorded on page 3 before initial entry.

12- Rescue and Emergency Services Available

Name _____ Name _____

Telephone_____ Telephone_____

13- Communication procedures to be used by authorized entrants and attendants.

14- Equipment Supplied to the Employee

Yes	No	N/A	Equipment	Description
			a. Gas test and monitoring	Name _____ Model/Type_____ Serial/Unit #
			b. Ventilating	
			c. Communications	
			d. Personal Protective Eq.	__ Safety Harness __ Hard Hats __ Hand __ Eye __ Foot __ Respiratory __Ear __Clothing __ Face
			e. Lighting	
			f. Barriers/Shields	__ Pedestrian __ Vehicle __ Other
			g. Safe Ingress/Egress	__ Ladders
			h. Rescue	__ Lifelines __ Hoists __ Resuscitators/Inhalers
			i. Other Safety Equipment	

15-Additional permits or information for this space. __ Hot Work __ Other (use separate sheet)

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CITY OF ASHEBORO
NORTH CAROLINA

This Confined Space Entry Permit Has Been Cancelled

By _____ Time and Date _____

Test Level in Ft.	PERCENT OF OXYGEN	FLAMABLE/EXPLOSIVE	TOXIC, CARBON MONOXIDE	TOXIC, HYDROGEN SULFIDE
AT 4				
AT 8				
AT 12				
AT 16				
AT 20				
AT 24				
AT 28				
AT 32				
AT 36				
AT 40				
AT 44				
AT 48				
AT 52				
AT 56				
AT 60				
AT 64				
AT 68				
AT 72				

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Hazard Communication Program

I Purpose

The City of Asheboro is complying with the requirements of OSHA's Hazard Communication Standard 29 CFR 1910.1200 by compiling a list of hazardous chemicals, using safety data sheets (SDSs), ensuring that containers are labeled and providing other forms of warning, and training our employees. In addition, we share information with other employers involved in a specific project so that they may keep their employees informed.

This program applies to all work operations in the City of Asheboro where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Under this program, our employees will be informed of the contents of the Hazard Communication Standard and the hazards of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals, among other training elements.

The Safety Coordinator has overall responsibility for the program, reviewing and updating the program is done with the Safety Committee, as necessary. Copies of this written program may be obtained from the Safety Coordinator who keeps the program in the Safety Policy Manual and online. All employees, or their designated representatives, may obtain further information about this written program, the Hazard Communication Standard, applicable SDSs, and our chemical list from the Human Resources Department.

II List of Hazardous Chemicals

The City’s "chemical inventory" is a list of product identifiers of hazardous chemicals known to be present at our workplaces. Anyone who comes in contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (e.g., welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the chemical inventory can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

The Safety Coordinator updates the hazardous chemical inventory as necessary, when new chemicals are purchased and Division Directors, Department Heads and Supervisors forward the new SDSs to the Human Resources Department.

III Chemical Hazard Classification

Safety Data Sheets (SDSs)

SDSs are fact sheets for chemicals that pose a physical or health hazard in the workplace. These sheets provide our employees with specific information on the chemicals in their work areas.

A. Obtaining & Maintaining (SDSs)

The Safety Coordinator along with Division Directors, Department Heads and Supervisors are responsible for obtaining and maintaining the SDSs and will contact the chemical manufacturer or vendor if additional chemical information is needed. SDSs for new products or reordered products shall be sent to the Safety Coordinator.

The procedure followed if the SDS is not received with the first shipment is as follows:

1. Contact the chemical supplier and request the SDS and forward it to the Safety Coordinator.

SDSs are kept readily accessible to all employees during each work shift at the following location(s):

B. Accessing MSDS Online

MSDS-Online, Employees may obtain access to them by using any computer in the workplace with internet capability by the following:
https://chemmanagement.ehs.com/9/cbbbb56c-72b5-4b17-8d7b-97dca640783b/ebinder

Or by scanning the QR code below:

Each SDS is provided in English and includes the sections required by OSHA in the order listed in the Hazard Communication Standard. The procedure we use to update these SDSs when new and significant health information is found, all chemicals that are purchased requires a SDS and after review of the revision date it will be added to the Hazard Chemical list. MSDS–Online also updates when chemical companies revise their SDSs

C. Alternative Access to SDSs

OSHA allows SDSs to be kept in any form, as long as the information is provided for each hazardous chemical and is readily accessible during each work shift to employees when they are in their work area(s). Therefore, we have taken advantage of this flexible OSHA provision for alternatives to SDSs in the workplace. Our alternative(s) includes:

a) MSDS Online Backup file (No Internet Needed)
b) Departments can print out their SDS's and have them in a book and will be responsible for maintaining their books.

IV Labels and Other Forms of Warning

In most cases, hazardous chemical containers at the workplace must be clearly labeled, tagged, or marked in accordance with the Hazard Communication Standard, either with:

1. The product identifier, signal word, hazard statement(s), pictogram(s), and precautionary statement(s); or
2. The product identifier and words, pictures, symbols, or combination thereof, which provide at least "general" information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the Hazard Communication Program, will provide employees with the "specific" information regarding the physical and health hazards of the hazardous chemical.

While not required for in-house labeling, the name and address of the manufacturer, importer, or other responsible party may also be found on the label, tag, or marking because shipped containers of hazardous chemicals must bear this information. Hazards not otherwise classified, if any, do not have to be addressed on a container but must be addressed on the SDS.

Because the product identifier is found on the label, the SDS, and our chemical inventory, the product identifier links these three sources of information, permitting cross-referencing. The product identifier used by the supplier may be a common or trade name, a chemical name, or a number. Employees should be aware that label information can be verified by referring to the corresponding SDS.

Division Directors, Department Heads and Supervisors are responsible for ensuring that all hazardous chemicals in containers at the workplace have proper labels or other forms of warning that are legible, in English (although other languages may also be included),

and displayed clearly on the container or readily available in the work area throughout each work shift, as required. This person will update labels, as necessary, also ensures that newly purchased chemicals are checked for labels when containers are received.

Division Directors, Department Heads and Supervisors are responsible for ensuring the proper labeling, tagging, or marking of any shipped containers leaving the workplace. These labels, tags, or marks must provide not only the product identifier, signal word, hazard statement(s), pictogram(s), and precautionary statement(s) but also the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

A poster is displayed to inform employees about the Hazard Communication Standard. It is located in all departments on the work place bulletin boards.

If employees transfer chemicals from a labeled container to a portable, secondary container that is intended only for their IMMEDIATE use, no labels, tags, or markings are required on the portable container. Otherwise portable containers must be labeled, tagged, or marked in accordance with our in-house labeling system for workplace containers.

If a label is missing or unreadable it must be corrected immediately and the Supervisor notified.

The in-house labeling system we use for workplace container labeling is generated from MSDS-online.

V Training

Everyone who works with or is potentially "exposed" to hazardous chemicals on the job will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals before starting work. "Exposure" means that "an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure." Whenever a new chemical hazard is introduced or an old hazard changes, additional training is provided. All training is conducted by the Safety Coordinator or other Competent Person.

Effective information and training is a critical part of the Hazard Communication Program. Employees shall be trained to read and understand the information on labels and SDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas, as well as ways to protect themselves. Our goal is to ensure employees know that they are exposed to hazardous chemicals, have the skills to read and use labels and SDSs, and understand how to appropriately follow the protective measures we have established. Employees are urged to ask Division Directors, Department Heads and Supervisors questions for greater comprehension.

As part of the assessment of the training program, The Safety Coordinator asks for input from employees regarding the training they have received and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical-related illness or injury.

VI Training Content

The training program emphasizes these elements:

1. Summary of the Hazard Communication Standard.
2. What hazardous chemicals are present in operations in employee work areas?
3. Chemical and physical properties of hazardous chemicals (e.g., flash point, reactivity, etc.) and how to detect the presence or release of these chemicals (including chemicals in unlabeled pipes).
4. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
5. Health hazards, including signs and symptoms of overexposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to them.
6. Any simple asphyxiation, combustible dust, and pyrophoric hazards, as well as hazards not otherwise classified, of chemicals in work areas.
7. Any steps the city has taken to reduce or prevent exposure to hazardous chemicals, such as engineering controls.
8. Procedures to protect against hazards and exposure (e.g., work practices or methods to assure proper use and handling of chemicals and any required personal protective equipment and its proper use and maintenance).
9. Procedures for reporting and responding to chemical emergencies.
10. How to read and use both the workplace labeling system and labels received on shipped containers.
11. The order of information found on SDSs and how to read the information and what it means.
12. How to access SDSs and the written Hazard Communication Program, including the chemical inventory.
13. Silica Training:

Employees that will be exposed to respirable crystalline silica performing tasks involving silica additional training will be provided to them per the requirements of the OSHA Construction Silica standard (1926.1153).

The lesson plan will cover the following topics in detail:

- Overview of 29CFR 1926.1153
- The health hazards associated with exposure to respirable crystalline silica;
- Specific tasks in the workplace that could result in exposure to respirable crystalline silica;

- Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used;
- Identity of the competent person designated by the employer;
- Describe the medical surveillance program required.

Police personnel have the potential to be exposed to lead while qualifying at the gun range. These employees will be trained on Lead per the requirements of the Lead Standard.

The training will include the following: Overview of 29 CFR 1910.1025.

- Training will be provided upon hire and annually for each employee with occupational exposure to lead.
- Training will include the contents of the lead standard and its appendices, the specific operations which could result in exposure,
- The content of this standard and its appendices;
- The specific nature of the operations which could result in exposure to lead above the action level;
- The purpose, proper selection, fitting, use, and limitations of respirators;
- The purpose and a description of the medical surveillance program, and the medical removal protection program including information concerning the adverse health effects associated with excessive exposure to lead (with particular attention to the adverse reproductive effects on both males and females);
- The engineering controls and work practices associated with the employee's job assignment;
- The contents of any compliance plan in effect; and
- Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician;

At each training session a sign-in sheet will be used to document completion of training. The sign-in sheet will contain the instructor’s name, date of training, a summary of the training, and a list of who attended including the employees’ names, printed, along with their signatures.

New employees are trained at the time of New Employee orientation; there will also be specific training on hazardous chemical at the Water Plant and Wastewater Treatment Plant. Employees are trained when a new hazard is introduced by Job Hazard Reviews and Chemical Hygiene Plan for Water Quality.

VII Hazards of Non-routine Tasks

Periodically, employees are required to perform non-routine tasks that involve hazardous chemicals. When employees will be required to perform hazardous non-routine tasks, such as job reassignments, that have the potential to expose employees to hazardous chemicals, Employees are inform of these hazards by reviewing Job Hazard Analysis with employees.

VIII Multi-Employer Facility

When contractors or any other employers' workers will be working at this workplace, the Division Directors, Department Heads and Supervisors will:

1. Provide the other employer(s) with SDSs for any of our hazardous chemicals to which their employees may be exposed, this will be done in pre construction meetings.
2. Relay to other employer(s) all necessary in-house labeling system and precautionary information for normal operations and foreseeable emergencies.

Moreover, it is the responsibility of Department Heads and Supervisors to obtain from each contractor or other employer the appropriate hazard information on chemicals they bring on-site, including SDSs, the labeling system used, and the precautionary measures to be taken in working with or near these chemicals.

VIIII Additional Information

As stated earlier, all employees, or their designated representatives, may obtain further information on this written program, the Hazard Communication Standard, applicable SDSs, and the chemical inventory from The Human Resources Department or Safety Coordinator.

HCS Pictograms and Hazards

Health Hazard	Flame	Exclamation Mark
 ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	 ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	 ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
 ▪ Gases Under Pressure	 ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	 ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle	**Environment** (Non-Mandatory)	**Skull and Crossbones**
 ▪ Oxidizers	 ▪ Aquatic Toxicity	 ▪ Acute Toxicity (fatal or toxic

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE
Product Name

SUPPLIER IDENTIFICATION

Company Name
Street Address
City State
Postal Code Country
Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS

SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: Lot Number
Gross weight: Fill Date:
Expiration Date:

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other Information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: www.osha.gov

EFFECTIVE DATE:

This policy shall take effect and be in force from and after January 15, 2025.

_____

John N. Ogburn, III
City Manager

January 15, 2025
Date

10/20/26
Review Date

City of Asheboro

Lockout/Tagout Procedure

I. Purpose

The objective of this procedure is to establish a means of positive control to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned, and/or serviced. This program serves to:

1. Establish a safe and positive means of shutting down machinery, equipment, and systems.
2. Prohibit unauthorized personnel or remote control systems from starting machinery or equipment while it is being serviced.
3. Provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
4. Establish responsibility for implementing and controlling lockout/tagout procedures.
5. Ensure that only approved locks, standardized tags, and fastening devices authorized by the city will be utilized in the lockout/tagout procedures.

II. Assignment of Responsibilities

1. Supervisors (i.e. Superintendents /Forepersons) will be responsible for implementing the lockout/tagout program.

2. Supervisors (i.e. Superintendents /Forepersons) are responsible for enforcing the program and insuring compliance with the procedures in their departments.

3. Supervisors (i.e. Superintendents /Forepersons) are responsible for monitoring the compliance with this procedure and will conduct the annual inspection and certification of the authorized employees.

4. Authorized employees are responsible for following established lockout/tagout procedures. An authorized employee is defined as a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under 29 CFR 1910.147, The Control of Hazardous Energy (lockout/tagout). A copy of this regulation is attached to this policy as Attachment B.

5. Affected employees (all other employees in the facility) are responsible for insuring they do not attempt to restart or re-energize machines or equipment that are locked out or tagged out. An affected employee is defined as a person whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

III. Procedures

The ensuing items are to be followed to ensure both compliance with the OSHA Control of Hazardous Energy Standard and the safety of our employees.

While it is not recommended or favored, there may be certain situations where it is necessary for employees to work on energized machinery, equipment or systems, for example when testing or troubleshooting a particular piece of equipment or system. In such situations, it is crucial to ensure that only trained employees that are qualified to work on energized circuits or equipment are assigned such tasks. The employer must notify all affected and authorized employees of the work and implement the necessary situation specific safety precautions to protect workers.

Each division director / department head is responsible for ensuring that equipment specific procedure forms (Attachment A) are created, continuously updated, and posted as applicable within the facilities under the division director's / department head's control.

IV. Preparation for Lockout or Tagout

Employees who are required to utilize the lockout/tagout procedure must be knowledgeable of the different energy sources as well as the proper sequence and means of shutting off or disconnecting energy. The four types of energy sources are:

1) Electrical (most common form);
2) Hydraulic or pneumatic;
3) Fluids and gases; and
4) Mechanical (including gravity).

More than one energy source may be utilized on some equipment and the proper procedure must be followed in order to identify energy sources and lockout/tagout accordingly.

V. Electrical

1) Shut off power at machine and disconnect.
2) Disconnecting means must be locked or tagged.
3) Press start button to see that correct systems are locked out
4) All controls must be returned to their safest position.

5) Points to remember:

a) If a machine or piece of equipment contains capacitors, they must be drained of stored energy.

b) Possible methods or means of disconnecting include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.

c) Some equipment may have a motor isolating shut-off and a control isolating shut-off.

d) If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.

VI. Hydraulic/Pneumatic

1) Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being serviced.

2) Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.

3) Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

VII. Fluids and Gases

1) Identify the type of fluid or gas and the necessary personal protective equipment.
2) Close valves to prevent flow, and lockout/tagout.
3) Determine the isolating device, then close and lockout/tagout.
4) Drain and bleed lines to zero energy state.
5) Some systems may have electrically controlled valves. If so, they must be shut off and locked/tagged out.
6) Check for zero energy state at the equipment.

VIII. Mechanical Energy

Mechanical energy includes gravity activation, energy stored in springs, etc.

1) Block out or use die ram safety chain.
2) Lockout or tagout safety device.
3) Shut off, lockout or tagout electrical system.
4) Check for zero energy state.
5) Return controls to safest position.

IX. Release from Lockout/Tagout

1) Inspection: Make certain the work is completed and inventory the tools and equipment that were used.
2) Clean-up: Remove all towels, rags, work-aids, etc.
3) Replace guards: Replace all guards possible. Sometimes a particular guard may have to be left off until the start sequence is over due to possible adjustments. However, all other guards should be put back into place.
4) Check controls: All controls should be in their safest position.
5) The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
6) Remove locks/tags. Remove only your lock or tag.

X. Service or Maintenance Involving More than One Person

When servicing and/or maintenance is performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

XI. Removal of an Authorized Employee's Lockout/Tagout by the City

In conjunction with the completion of Attachment A (Equipment Specific Procedure's), each location must develop written emergency procedures that comply with 1910.147(e)(3) to be utilized at that location. Emergency procedures for removing lockout/tagout should include the following:

1) Verification by employer that the authorized employee who applied the device is not in the facility.
2) Make reasonable efforts to advise the employee that his/her device has been removed. (This can be done when he/she returns to the facility).
3) Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.

XII. Shift or Personnel Changes

In conjunction with the completion of the needed Attachment A (Equipment Specific Procedures) forms, each facility must develop written procedures based on specific needs and capabilities. Each procedure must specify how the continuity of lockout or tagout protection will be ensured at all times. See 1910.147(f)(4).

XIII. Procedures for Outside Personnel/Contractors

Outside personnel/contractors shall be advised that the city has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

City personnel will obtain information from the outside personnel/contractor about their lockout/tagout procedures and advise affected employees of this information.

XIV. Training and Communication

Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control.

Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

XV. Periodic Inspection

A periodic inspection (at least annually) will be conducted of each authorized employee under the lockout/tagout procedure. This inspection shall be performed by Supervisors (i.e. Superintendents /Forepersons). If Supervisors (i.e. Superintendents /Forepersons) are also using the energy control procedure being inspected, then the inspection shall be performed by another party.

The inspection will include a review between the inspector and each authorized employee of that employee's responsibilities under the energy control (lockout/tagout) procedure. The inspection will also consist of a physical inspection of the authorized employee while performing work under the procedures.

The Supervisors (i.e. Superintendents /Forepersons) shall certify in writing that the inspection has been performed. The written certification shall be retained in the individual's team level personnel file.

Attachment A

Equipment Specific Procedure

City of Asheboro

Date _____

Machine Identification

General Description: _____
_____
Manufacturer: _____
_____
Model Number: _____
Serial Number:* _____
_____

** If more than one piece of same equipment, list all serial numbers.*

Location of equipment: _____
_____

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types of operator controls: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Energy Sources

List the energy sources (e.g. electrical, steam, hydraulic, pneumatic, natural gas, stored energy, etc.) present on this equipment on the following chart:

ENERGY SOURCE	LOCATION	Lockable Yes	Lockable No	Type lock or block needed

Shutdown Procedures

In the correct order, list the steps necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how the energy will be dissipated or restrained.

Procedure: _____
_____

Lock Type & Location: _____
_____

How will de-energized state be verified? _____
_____
_____
_____
_____

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION.

Start Up Procedures

In the correct order list the steps in order necessary to reactivate (energize) the equipment. Be specific.

Procedure: _____

_____

_____

_____

Energy Source Activated: _____

_____

_____

_____

_____

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION.

Procedures for Operations and Service/Maintenance

List those operations where the procedures above do not apply [See 29 CFR 1910.147 (a)(2)]. Alternate measures which provide effective protection must be developed for these operations. Job Hazard Analysis is one method of determining appropriate measures.

Operation Name: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use this procedure.

AFFECTED EMPLOYEES	
Name	**Job Title**

AUTHORIZED EMPLOYEES	
Name	**Job Title**

Approved by Date

Approved by Date

Attachment B

1910.147 - The control of hazardous energy (lockout/tagout).

1910.147(a)
Scope, application, and purpose—

1910.147(a)(1)
Scope

1910.147(a)(1)(i)
This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could harm employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

1910.147(a)(1)(ii)
This standard does not cover the following:

1910.147(a)(1)(ii)(A)
Construction and agriculture employment;

1910.147(a)(1)(ii)(B)
Employment covered by parts 1915, 1917, and 1918 of this title;

1910.147(a)(1)(ii)(C)
Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering;

1910.147(a)(1)(ii)(D)
Exposure to electrical hazards from work on, near, or with conductors or equipment in electric-utilization installations, which is covered by subpart S of this part; and

1910.147(a)(1)(ii)(E)
Oil and gas well drilling and servicing.

1910.147(a)(2)
Application.

1910.147(a)(2)(i)
This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

1910.147(a)(2)(ii)
Normal production operations are not covered by this standard (See Subpart O of this Part). Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if:

1910.147(a)(2)(ii)(A)
An employee is required to remove or bypass a guard or other safety device; or

1910.147(a)(2)(ii)(B)
An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation)

or where an associated danger zone exists during a machine operating cycle.

Note: *Exception to paragraph (a)(2)(ii):* Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection (See Subpart O of this Part).

1910.147(a)(2)(iii)
This standard does not apply to the following:

1910.147(a)(2)(iii)(A)
Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

1910.147(a)(2)(iii)(B)
Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that-

1910.147(a)(2)(iii)(B)(1)
continuity of service is essential;

1910.147(a)(2)(iii)(B)(2)
shutdown of the system is impractical; and

1910.147(a)(2)(iii)(B)(3)
documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

1910.147(a)(3)
Purpose.

1910.147(a)(3)(i)
This section requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.

1910.147(a)(3)(ii)
When other standards in this part require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this section.

1910.147(b)
Definitions applicable to this section.

Affected employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap. A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. it is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. 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.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

1910.147(c)
General -

1910.147(c)(1)
Energy control program. The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

1910.147(c)(2)
Lockout/tagout.

1910.147(c)(2)(i)
If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system.

1910.147(c)(2)(ii)
If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.

1910.147(c)(2)(iii)
After January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

1910.147(c)(3)
Full employee protection.

1910.147(c)(3)(i)
When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

1910.147(c)(3)(ii)
In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tagout-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

1910.147(c)(4)
Energy control procedure.

1910.147(c)(4)(i)
Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

Note: *Exception:* The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: (1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees; (2) the machine or equipment has a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely

deenergize and deactivate the machine or equipment; (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; (5) a single lockout device will achieve a locked-out condition; (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.

1910.147(c)(4)(ii)
The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

1910.147(c)(4)(ii)(A)
A specific statement of the intended use of the procedure;

1910.147(c)(4)(ii)(B)
Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

1910.147(c)(4)(ii)(C)
Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and

1910.147(c)(4)(ii)(D)
Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

1910.147(c)(5)
Protective materials and hardware.

1910.147(c)(5)(i)
Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

1910.147(c)(5)(ii)
Lockout devices and tagout devices shall be singularly identified; shall be the only devices(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

1910.147(c)(5)(ii)(A)
Durable.

1910.147(c)(5)(ii)(A)(1)
Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

1910.147(c)(5)(ii)(A)(2)
Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

1910.147(c)(5)(ii)(A)(3)
Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

1910.147(c)(5)(ii)(B)

Standardized. Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

1910.147(c)(5)(ii)(C)
Substantial -

1910.147(c)(5)(ii)(C)(1)
Lockout devices. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

1910.147(c)(5)(ii)(C)(2)
Tagout devices. Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

1910.147(c)(5)(ii)(D)
Identifiable. Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

1910.147(c)(5)(iii)
Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: *Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate*.

1910.147(c)(6)
Periodic inspection.

1910.147(c)(6)(i)
The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

1910.147(c)(6)(i)(A)
The periodic inspection shall be performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected.

1910.147(c)(6)(i)(B)
The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

1910.147(c)(6)(i)(C)
Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

1910.147(c)(6)(i)(D)
Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section.

1910.147(c)(6)(ii)
The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

1910.147(c)(7)
Training and communication.

1910.147(c)(7)(i)
The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

1910.147(c)(7)(i)(A)
Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

1910.147(c)(7)(i)(B)
Each affected employee shall be instructed in the purpose and use of the energy control procedure.

1910.147(c)(7)(i)(C)
All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

1910.147(c)(7)(ii)
When tagout systems are used, employees shall also be trained in the following limitations of tags:

1910.147(c)(7)(ii)(A)
Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

1910.147(c)(7)(ii)(B)
When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

1910.147(c)(7)(ii)(C)
Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

1910.147(c)(7)(ii)(D)
Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

1910.147(c)(7)(ii)(E)
Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

1910.147(c)(7)(ii)(F)
Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

1910.147(c)(7)(iii)
Employee retraining.

1910.147(c)(7)(iii)(A)
Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

1910.147(c)(7)(iii)(B)
Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

1910.147(c)(7)(iii)(C)
The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

1910.147(c)(7)(iv)
The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

1910.147(c)(8)
Energy isolation. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

1910.147(c)(9)
Notification of employees. Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

1910.147(d)
Application of control. The established procedures for the application of energy control (the lockout or tagout procedures) shall cover the following elements and actions and shall be done in the following sequence:

1910.147(d)(1)
Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

1910.147(d)(2)
Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

1910.147(d)(3)
Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

1910.147(d)(4)
Lockout or tagout device application.

1910.147(d)(4)(i)
Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

1910.147(d)(4)(ii)
Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

1910.147(d)(4)(iii)
Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

1910.147(d)(4)(iii)(A)

Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

1910.147(d)(4)(iii)(B)
Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

1910.147(d)(5)
Stored energy.

1910.147(d)(5)(i)
Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

1910.147(d)(5)(ii)
If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

1910.147(d)(6)
Verification of isolation. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

1910.147(e)
Release from lockout or tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

1910.147(e)(1)
The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

1910.147(e)(2)
Employees.

1910.147(e)(2)(i)
The work area shall be checked to ensure that all employees have been safely positioned or removed.

1910.147(e)(2)(ii)
After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

1910.147(e)(3)
Lockout or tagout devices removal. Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. *Exception to paragraph (e)(3):* When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements:

1910.147(e)(3)(i)

Verification by the employer that the authorized employee who applied the device is not at the facility:

1910.147(e)(3)(ii)
Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

1910.147(e)(3)(iii)
Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

1910.147(f)
Additional requirements.

1910.147(f)(1)
Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

1910.147(f)(1)(i)
Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section;

1910.147(f)(1)(ii)
Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section;

1910.147(f)(1)(iii)
Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section;

1910.147(f)(1)(iv)
Energize and proceed with testing or positioning;

1910.147(f)(1)(v)
Deenergize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

1910.147(f)(2)
Outside personnel (contractors, etc.).

1910.147(f)(2)(i)
Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.

1910.147(f)(2)(ii)
The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

1910.147(f)(3)
Group lockout or tagout.

1910.147(f)(3)(i)
When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

1910.147(f)(3)(ii)

Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c)(4) of this section including, but not necessarily limited to, the following specific requirements:

1910.147(f)(3)(ii)(A)
Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);

1910.147(f)(3)(ii)(B)
Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and

1910.147(f)(3)(ii)(C)
When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

1910.147(f)(3)(ii)(D)
Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

1910.147(f)(4)
Shift or personnel changes. Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

Note: The following appendix to §1910.147 services as a non-mandatory guideline to assist employers and employees in complying with the requirements of this section, as well as to provide other helpful information. Nothing in the appendix adds to or detracts from any of the requirements of this section.

[54 FR 36687, Sept. 1, 1989, as amended at 54 FR 42498, Oct. 17, 1989; 55 FR 38685, 38686, Sept. 20, 1990; 61 FR 5507, Feb. 13, 1996; 76 24698, May 2, 2011]

Effective Date

This policy was originally implemented on **4/6/1994** and was most recently revised on the date indicated below.

/s/ John N. Ogburn III
John N. Ogburn III
City Manager
City of Asheboro, North Carolina

Date 11/6/2019

The City of Asheboro's
Guidelines for
Prescription Safety Glasses

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O.S.H.A Eye and Face Protection, 1910.133, (3), states that persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of one of the following types:

(i) Spectacles whose protective lenses provide optical correction.

(ii) Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.

(iii) Goggles that incorporate corrective lenses mounted behind the protective lenses.

The City of Asheboro is thereby adopting the following guidelines in reference to this standard:

(1) If an employee falls into this category and is required to wear safety glasses 50% or more of a normal work shift the city shall provide them with prescription safety glasses.

(a) The employee shall get an Authorization Form from the Human Resources Department; have it signed by his/her Department Head. This form will authorize the employee to bill his/her department up to $205.00 on the purchase of prescription safety glasses.

(b) The employee shall take this Authorization Form to an Optical Center of choice.

(c) The City of Asheboro will allocate funding for one pair of prescription safety glasses every two years to employees meeting this criteria.

(d) The employee shall be responsible for the care of his/her glasses and any needed repairs shall be at the employee's expense. However, if the need for the repair is a direct result of a work-related incident the Department Head may authorize payment.

NOTE:

The city is not required to furnish Eye Exams. The employee shall furnish the optical center with his or her prescription and their safety glasses shall be made accordingly.

Safety Glasses with removable **shields** will be allowed, however it is the employee's responsibility to have shields in place any time they are on the job. Department heads have the responsibility of strictly enforcing this. Prescription

Sunglasses shall not be allowed, unless prior approval is obtained from the Human Resources Director.

(2) If the employee falls into this category and is required to wear safety glasses less than 50% of a normal shift, he or she shall be provided with approved goggles that can be worn over corrective spectacles.

(3) Goggles that incorporate corrective lenses mounted behind the protective lenses would be used in specialized situations. Some examples of these special situations would be inside self-contained breathing apparatus masks, welding masks, etc.

Safety Glasses are not effective on all jobs, (i.e. grinding, operating chain saws, welding, etc.) more adequate protection should be worn for these jobs.

REMEMBER, YOU ONLY GET ONE PAIR OF EYES; LETS TAKE CARE OF THEM.

If you have any questions or concerns about these guidelines Contact the Safety Manager.

Procedures for Work Related Accidents or Incidents

These procedures are to be used to ensure that the accident/incident can be reported and/or investigated promptly, the well-being of the employee and any third party can be evaluated promptly, and insurance claims can be correctly filed. It is the Department Head's and Supervisor's responsibility to ensure these procedures are followed.

1. The employee must notify his/her supervisor immediately, after all workplace accidents, incidents or injuries **(if immediate supervisor cannot be notified in a reasonable time go up the chain of command until you have notified someone). The** supervisor must notify the Safety Manager as soon as it's practicable. This notification requirement applies to all incidents that involve an injury or property damage only.

2. If the supervisor believes an injury may pose a risk to life or Limb, the supervisor should take emergency measures by calling 911 or taking the employee to the emergency room. Notify the Safety Manager by cell phone. The supervisor should complete an Accident/Incident report and submit it to the Safety Manager no later than the next workday. **NOTE:** If **there is a work-related fatality, a work-related inpatient hospitalization of one employee, a work-related amputation or a work-related loss of an eye notify the Safety Manager or HR Director immediately!**

3. If the Accident/Incident involving personal injury does not require emergency measures but does require treatment other than first aid or may result in lost workdays, the supervisor or designee shall bring the employee to the COA Wellness Clinic, Monday - Friday. If after hours, on weekends or holidays take the employee to Urgent Care. If Urgent Care is closed, take the employee to the Emergency Room. The supervisor should contact the Safety Manager as soon as is practicable and complete an Accident/Incident report and submit it to the Safety Manager no later than the next workday.

4. If the injury is minor (can be treated with first aid or requires no treatment) the supervisor should see that the employee is treated and complete the Accident/Incident report and forward it to the Safety Manager no later than the next workday after the accident/incident. Remember that only a properly trained person should do first aid. If no one is there to do first aid, the supervisor should send the employee to the COA Wellness Clinic, during normal working hours. If the COA Wellness Clinic is closed the supervisor should take the employee to Urgent Care or to the Emergency room. The supervisor should contact the Safety Manager as soon as is practicable

5. If a minor injury should progress to the point of needing treatment other than first aid, the supervisor should call the COA Wellness Clinic and set up an appointment to see the city nurse for treatment and/or referral. If the COA Wellness Clinic is closed the supervisor should take the employee to Urgent Care or to the Emergency room. The supervisor should contact the Safety Manager as soon as is practicable.

6. Supervisors should, following direct communication about the situation with a manager in the supervisor's chain of command, use their discretion if the accident/incident occurs after normal working hours and after more than one attempt to reach the Safety Manager has failed. Remember to follow up by sending the Accident/Incident report to the Safety Manager no later than the next workday.

7. In addition to the above listed notifications, if the accident involves a motor vehicle the employee should immediately call 911 so that the emergency services system can be activated, motor vehicle collisions are not to be settled between the drivers. Management and the Safety Manager must be part of any discussion about resolving the situation.

8. The procedures listed in this manual are supplemental to and not in lieu of any policy specifically including the substance abuse policy. In case of a conflict, the employee policies and procedures manual is the controlling authority.

9. Important Procedural Reminders

(A) **DO NOT hold AN ACCIDENT/INCIDENT REPORT longer than the next workday, awaiting signatures. REMEMBER NOTIFICATION in accordance with the policy is our goal.**

(B) **On Workers' Compensation**

The FROI (First Report of Injury) Form 19 will be completed by the Safety Manager or by the Human Resources Director in the Safety Manager absence.
DO NOT give our Group Health Insurance information cards for Workers' Compensation claims. Instruct the medical provider to send bills to The City of Asheboro, 225 East Academy Street, attention Safety Manager.
Do not put any prescriptions for a workers' compensation claim on your Group Insurance drug card.

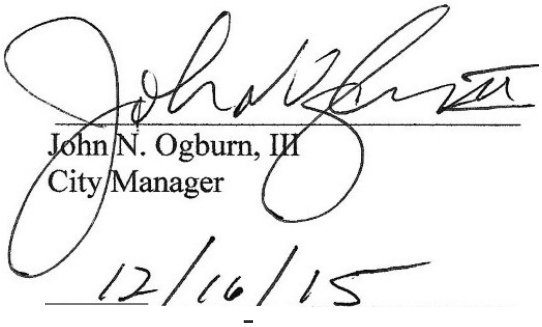
(C) **General Reminders**

Check to see if **everyone is OK.** If **anyone is hurt call 911**
If **auto accident contact 911 and remain on the scene until police arrive.**
Limit your discussion with anyone other than the investigating officer, the safety investigator or your supervisor to inquiries about the well-being of other parties and providing assurance that help has been summoned.
Submit an Accident/Incident report to the Safety Manager no later than the next workday.
Have the Claimant contact the Safety Manager.

10. In the event a conflict is discovered between the procedures found herein and any federal or state or city law, ordinance, regulation or best practice/guidance, such federal, state, or city regulation, or best practice/ guidance shall be the controlling authority.

EFFECTIVE DATE:

This Procedure shall take effect and be in force from and after January 1, 2016



John N. Ogburn, III
City Manager

12/16/15
Date

Revision Date: 11/6/2026

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City of Asheboro
Hearing Conservation Program

I Purpose

Under the current OSHA Standard for Occupational Noise Exposure (29 CFR 1910.95) all workers exposed to 85 dBA Time Weighted-Average (TWA) are to be included in a hearing conservation program. It is important to note that for work shifts in excess of 8 hours, the 85 dBA TWA is reduced. For example, exposures in excess of 83.4 dBA for a 10-hour work shift and exposures in excess of 82.1 dBA for a 12-hour work shift necessitate inclusion in a hearing conservation program. An effective hearing conservation program is defined to include:

1) An assessment of noise exposure.
2) Annual audiometric tests of exposed workers.
3) Maintenance of noise and hearing data records.
4) Noise abatement and/or administrative controls.
5) Availability of hearing protectors.
6) Employee training and education.

An ongoing noise exposure evaluation program is required under the OSHA Standard for Occupational Noise Exposure (29 CFR 1910.95) when "information indicates that any employee's exposure may equal or exceed an 8 hour Time-Weighted Average of 85 dBA. Monitoring shall be repeated whenever a change in production, process, equipment or control increases noise exposure to the extent that: 1) Additional employees may be exposed at or above the action level or 2) the attenuation provided by the hearing protectors being used by the employees may be rendered inadequate." A complete sound survey of the workplace is recommended at least every two years.

After determining the noise level, and if it is 85 dBA TWA, then it is required that employers provide to the employees the following:

1) Annual hearing tests.
2) Annual hearing conservation training.
3) Hearing protection (optional or mandatory).
4) The OSHA Noise Standard (29 CFR 1910.95) posted.
5) Notification of the results of the sound survey.

If the Noise level exceeds 90 dBA, the OSHA Noise Standard requires that engineering and administrative control measures must be investigated, evaluated and where feasible, utilized to reduce employee exposures. It is important that any measure investigated, utilized, or evaluated to reduce the noise levels be documented.

II. Engineering Measures to Reduce Noise

1. Contact with the manufacturer for noise abatement suggestions.
2. The purchase of quieter equipment or routine maintenance to reduce noise levels.
3. Reduction of noise level at the source.
    a) Substitution of materials (i.e., plastic for metal).
    b) Dampening or reducing surface vibration.
    c) Increasing the distance between the employee and the noise source.
    d) Enclosures or sound insulation material.
    e) Relocation of job tasks which may be completed out of high noise areas.

III. Administrative Measures to Reduce Noise

When engineering measures alone cannot reduce the noise below 90 dBA, administrative methods may be used to minimize employee exposure such as worker rotation from high noise levels to quiet areas.

IV. Managing the Hearing Conservation Program

All employees who are exposed to a noise level of 85 dBA or above will be in the hearing conservation program and have their hearing checked annually by an Audiologist. All results of the hearing tests will be kept at the Human Resources office. Employees will be scheduled yearly for testing.

Testing will be for all employees requiring the annual hearing test. Each employee's Department Head or Supervisor will notify that employee of the test.

The Safety Manager is responsible for procuring a contractor to provide hearing test services that are compliant with the applicable OSHA regulations. It will be the responsibility of the Safety Manager to obtain and file the following documentation annually from the contractor providing the hearing tests: Current audiometer calibration check records, last audiometer check, background noise level records, and current audiometer technician certification. If a mobile van used for testing cannot provide these records, then another testing center will be used.

The Safety Manager will provide a file for the audiograms which is separate from other medical or personnel files. These files will be kept confidential.

V. Hearing Conservation Training

Hearing Conservation Training is required annually for all employees with noise exposures of 85 dBA TWA or greater. The goal of the training is to orient employees to the purpose of hearing protection, the use of hearing protection and city policy regarding the hearing conservation program.

The following topics will be included in the employee training of the hearing conservation program:

1) The effects of noise on hearing.

It can take many years to occur, and the employee may not realize the gradual hearing loss. The loss occurs without any pain and cannot be corrected by any known medical or surgical treatment. A good rule of thumb to remember is that if you have to raise your voice at a distance of three feet, you are in an area with a possible hazardous noise level. Repeated unprotected noise exposure will cause a permanent hearing loss. The hearing conservation program at the City of Asheboro has been established to ensure that if you ever have a standard threshold shift in hearing, your noise exposure can be lessened by using engineering or administrative controls or more effective hearing protection. Thus, the problem can be controlled.

2) The purpose of the annual hearing test and an explanation of the test procedures.

The purpose of the annual hearing test is to monitor your hearing. Periodic audiometric testing provides an “early warning” of hearing disability. Factors such as noisy hobbies, ear infections, diseases of the ear as well as general illness may also cause hearing loss. Employees’ for whom testing is required will be checked upon employment and once a year thereafter. You will be notified of any changes in your hearing. You cannot “fail” the test and you will not lose your job due to the results of the test.

"Mobile test van exception." Where mobile test vans are used to meet the audiometric testing obligation, the city will obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees shall wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.

3) The purpose of hearing protectors, instructions on selection, the advantages, disadvantages, fitting use and care.

The proper use of hearing protection will prevent many types of hearing loss. You must wear the required hearing protection properly and regularly to reap the benefits of the protection. You should have already been fitted by a trainer for your size and type of ear plug. If you have any problems with the fit of your hearing protectors notify your supervisor.

VI. How to Properly Wear Hearing Protectors

It is an OSHA requirement that the employer ensure the proper initial fitting and that the employer provide training in the use and care of all hearing provided to employees.

Employee hearing protection training is required:

1. Annually during Hearing Conservation Training
2. Each time an employee shows a Standard Threshold Shift change in hearing.

To prevent a hearing loss, hearing protectors must be worn correctly and taken care of. Keep your ear plugs clean by washing them in warm soapy water and make sure they are completely dry before inserting them in your ears. Inspect your hearing protection regularly. If it becomes damaged, hard, worn out, the city will replace old hearing protection.

Due to the fact that everyone has different size ear canals, each person will be fitted by a trainer to ensure they receive the right size. Each employee will be instructed on how to put their personal hearing protectors in and also be given the chance to practice in front of the Hearing Conservationist. Two different types of hearing protectors will be provided to employees. If there is a problem with the fit comfort of your hearing protectors, see your supervisor and you will be given a different type of protection.

VII. How Long Will My Hearing Protection Last?

Sponge plugs: 1 or 2 days

Custom plugs: 18-24 months

Insert plugs: 4-6 months

Muffs: Replace when worn out

The life of the hearing protector is dependent upon the care it is given. A sponge type hearing protector is disposable. But, as long as it is clean, it may be used until it no longer expands. How long the hearing protection lasts is unique to each employee depending on the chemical make-up of their body.

VIII. Putting in Earplugs Only Involves Two Steps

IX. Recordkeeping

Records are an important part of any effective hearing conservation program. The information contained in these records reflects the quality and effectiveness of the facilities hearing conservation program.

A number of documents are required to be maintained under the OSHA Noise Standard once the "Action Level" has been initiated. Some of these records must be retained for specified periods as shown in the following table. It is also required that these records be provided, upon request, to employees, former employees, representatives designated by the individual employee and the Assistant Secretary of Labor.

X. The Following Records / Documentations is Required by OSHA

1. Sound Survey (retain at least two years)
2. Employee notification on the results of the sound survey
3. Posted OSHA Noise Standard
4. Hearing Testing (retain for at least the duration of employment)
    a) Annual
    b) Baseline
5. Audiogram Evaluation Requirements
    a) Standard Threshold Shift Requirements
    b) Physician review
6. Hearing Protection
7. Hearing Conservation Training
8. Audiometer
    a) acoustic calibration check
    b) exhaustive calibration check
    c) biological calibration check
    d) self-listening check
9. Recording hearing loss on the OSHA 300 log

XI. Employee Notification on The Results of The Sound Survey

Employees must be notified of the results of the sound survey. Whether written or verbal notification is used, documentation must be maintained. It is recommended that the results of the survey be posted in a central location. Keep records for two years.

XII. Posted OSHA Noise Standard

It is an OSHA requirement that the OSHA Noise Standard be PERMANENTLY posted in a central location.

XIII. Hearing Testing

The two types of hearing tests are annual hearing tests and baseline hearing tests. Annual hearing testing is required for employees with 85 dBA TWA or higher noise exposures. Testing can be done anytime during the day. Baseline hearing testing is done when an employee is initially hired. The baseline is extremely important because it is the reference against which future audiograms are compared to determine the extent to which an employee's hearing is deteriorating. OSHA says a baseline must be done within 6 months. If a mobile van is used, the baseline is required within one year of an employee's first exposure at or above the "Action Level". However, the employee must wear protection for any period exceeding six months until the baseline is obtained. (North Carolina Workers' Compensation Law has a 90 working day "grace period". If a company gives the baseline before the grace period is up then the company may be liable only for subsequent hearing loss.) It is required that the baseline audiogram be preceded by at least 14 hours without exposure to workplace noise. Time that hearing protection is worn may be included as part of the 14 hours without exposure to noise. The employer shall also notify the employee that they need to avoid non-occupational noise exposure during the 14 hours prior the audiometric test. Documentation of this notification is strongly recommended.

A retest audiogram can be conducted to verify or confirm a hearing threshold result. Times when a retest may be needed:

1. If an employee has suffered a Standard Threshold Shift, the employer may obtain a retest within 30 days and use the results of the retest as the annual audiogram.

2. The Audiologist or Physician can request a retest to confirm test results.

3. When problems are suspected by the test administrator.

XIV. Notification of "Quite Period" Prior to Baseline Hearing Test

It is an OSHA Noise Standard requirement that you be free from high noise exposure for 14 hours before your baseline test.

You should avoid the following types of noise prior to the hearing test:

WORKPLACE NOISE
LAWN MOWERS
LEAF BLOWERS
WEED TRIMMERS
CHAIN SAWS
POWER TOOLS
SMALL ENGINES
CAR RACES
SMALL AIRPLANES
POWER BOATS
ALL FIREARMS (hunting, target shooting, skeet shooting)
LOUD MUSIC (concerts, earbuds or other headset radio, radio/stereos)

Please wear hearing protection until your baseline hearing test is completed to minimize noise exposure on and off the job.

I have been notified of the need to avoid occupational and non-occupational noise prior to my test.

_____ _____

Employee Signature Date

XV. Hearing Conservation Training

It is required that all employees with noise exposure of 85 dBA TWA or greater be included in hearing conservation training annually. Documentation of this training should be maintained.

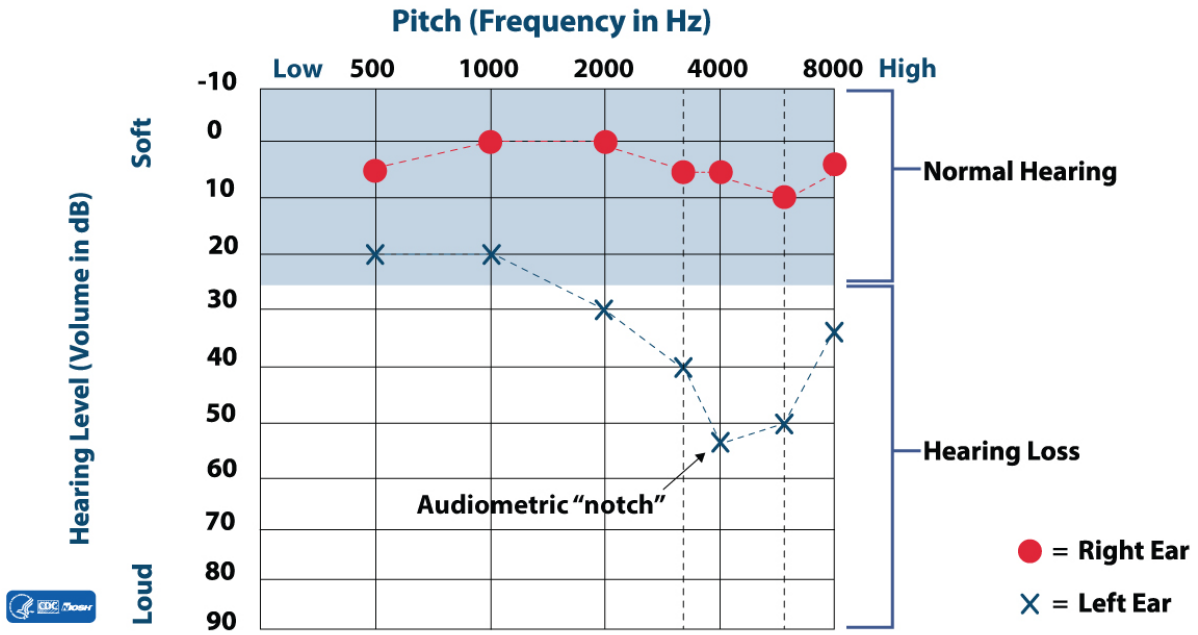
XVI. Recording Hearing Loss on the OSHA 300 Log

It is required that some types of hearing loss and/or tinnitus be recorded on the Occupational Illness or Injury form. Record hearing loss on the illness side under repeated trauma. Log on the 300 form within 6 days a Standard Threshold Shift of 25 dBA for North Carolina. This is cumulative which means that if an employee suffers a 10 dBA shift this year and a 15 dBA next year, the STS of 25 dBA would be listed on next year's OSHA 300 log.

XVII. Standard Threshold Shift

A Standard Threshold Shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 or more dBA at 2000, 3000, and 4000 Hz. If a Standard Threshold Shift has occurred, the employee must be informed in writing within 21 days of the determination. Employees will be trained in using hearing protectors, and in care of the hearing protectors. If the employee is already using hearing protectors, they will have to be retrained and refitted. If necessary, hearing protectors can be changed to a different type.

EXAMPLE OF A STANDARD THRESHOLD SHIFT AT 2000, 3000, and 4000 Hz



XVIII. Standard Threshold Shift Notification

I have been notified of a Standard Threshold Shift on my last annual hearing test. As a result of my Standard Threshold Shift, I was fitted/refitted with _____

Hearing protectors and received instructions in the proper way to wear and care for this protector. I understand that the use of this hearing protection is mandatory.

Signature_____

Date _____

Effective Date

This policy was originally implemented on April 10, 2007, and was most recently revised on the date indicated below.

_____

John N. Ogburn III

City Manager

_____

Date

Review Date: 11/6/26

SUBJECT: Hot Work Program/Policy **TOTAL PAGES: 6**

Effective Date: 8/21/2018 **Revision Date: 11/9/26**

RELATED LEGISLATION:

This program outlines procedures for City of Asheboro employees who perform operations (for example, grinding, welding, cutting, burning & heating) capable of producing a source of ignition. The material for this program is in the OSHA Standard for Welding, Cutting, & Brazing Standard, 29 CFR 1910, Subpart Q and NFPA 51B, Fire Prevention During Welding, Cutting, and Other Hot Work.

I. Program Statement

It is the responsibility of City of Asheboro to protect employees and other individuals from hazards associated with hot work operations and to comply with all regulatory requirements for the safe operation of such equipment. This program establishes guidelines to guard against fires from heat-producing operations performed by using portable equipment away from the shop area. Employees must be aware of procedures to follow when welding, grinding, cutting or conducting other hot work operations.

II. Definitions

Brazing and Soldering - Soldering and brazing use molten metal to join two pieces of metal. The metal added during both processes has a melting point lower than that of the workpiece, so only the added metal is melted, not the workpiece. Brazing produces a stronger joint than does soldering, and often is used to join metals other than steel, such as brass. Brazing can also be used to apply coatings to parts to reduce wear and protect against corrosion.

Cutting/Grinding - Any process which produces sparks capable of igniting combustible or flammable materials and transmits heat to the work material from hot gas.

Designated Area - A permanent location designed for or approved for hot work operations to be performed regularly.

Fire Watch - Trained personnel who are in attendance during the entire hot work operation and are immediately available to extinguish a fire or take other effective action if needed.

Hot Work - Any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting and brazing.

Hot Work Permit – A document issued for the purpose of authorizing a specified activity.
Welding – Joining together (metal pieces or parts) by heating the surfaces to the point of melting using a blowtorch, electric arc, or other means, and uniting them by pressing, hammering, etc.

III. Roles and Responsibilities

Safety Manager

The Safety Manager ensures that a written plan is in place to establish a program for the hot work and hot work permitting. The Safety Manger reviews the program periodically and monitors work areas to ensure compliance with this program. They are also responsible for coordinating training for applicable employees on hot work safety and permitting.

Manager/Supervisor

The manager/supervisor ensures that only authorized and trained employees do hot work. The manager/supervisor ensures that designated employees complete required training prior to performing hot work and complete permits as required.

Employees

Employees are responsible for complying with this program. Employees only perform hot work if trained to do so and with a completed permit. Affected employees complete training as required.

IV. Implementation

Inspection

Department staff will inspect the area to identify the fire hazards, safety precautions, or special equipment needed to perform the job safely.

Hot Work Permit

A Hot Work Permit must be completed prior to the commencement of any hot work.

- Department staff completely fill out the Hot Work Permit (see attachment).
- Department staff submit the completed Hot Work Permit to the Department Supervisor for review.
- Hot work permits will not be approved after 4:30 p.m. on regular workdays, and on weekends and holidays, except for emergencies, security, health, or safety reasons.

- Permits are prohibited in buildings with inoperable fire alarms or sprinkler fire system; or when flammable or highly combustible material cannot be relocated or effectively guarded against sparks or heat (radiant, conductive or convective).
- Permits are not required when welding in a designated hot work area or when working outside of the facility.
- After the completion of all hot work, Department Staff will complete the bottom portion of the permit and return it to the Department Supervisor
- Department staff must ensure that all contractors are aware of this permit system.

Fire Hazards
If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity will be relocated away from the work site.

Guards
If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards must be used to protect the immovable fire hazards.

Safety Screen
If there is welding where ultraviolet light radiation could harm the eyes of anyone passing by, Department staff shall install an approved noncombustible or flameproof screen or shield to protect by-standers.

Combustible materials
Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks that might drop through the floor. The same precautions shall be observed regarding cracks or holes in walls, open doorways and open or broken windows.

Fire extinguishers
Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. Selection of equipment depends upon the nature and quantity of the combustible material exposed. Such equipment may consist of:

- Portable fire extinguisher(s)
- Pail of water
- Bucket of sand
- Water hose

Personal Protective Equipment
All employees must wear required personal protective clothing and equipment as prescribed by codes and standards while performing any hot work operations, including welding helmets, goggles, filter lenses, and properly fitting protective clothing.

Ventilation
Two thousand cubic feet/per welder of mechanical ventilation is provided when in a space less than 10000 cubic feet per minute per welder or in a room with a ceiling less than 16 feet or in a confined space.

Compressed Gas Cylinders

- Cylinders must be secured to prevent tipping; valves are closed with protection caps in place.
- Oxygen and fuel cylinders are separated and away from combustible fuel, flammable fuels and heat sources.

Fire Watch

A fire watch will be maintained for 30 minutes following hot work activity.

Training

Employees will be trained to perform hot work activities as outlined in this plan and according to requirements contained in 29 CFR. 1910 Sec Q, 251-255.

HOT WORK PERMIT

This permit must be completed prior to the commencement of any hot work (welding, grinding, etc.) It must be maintained on-site and in place until the hot work and associated procedures (inspections, fire watch, etc.) are complete. Once complete, the original of this form is to be returned to the Department Supervisor or equivalent, and a copy is to be maintained by the Department Manager.

NOTE: All hot work must be conducted prior to 4:30 p.m. except for emergencies or other mechanical needs that could affect the safety and health of staff and individuals. This permit is good only for the time and date indicated below:

Issued To:	**Date:**
Division:	**Facility:**
Building:	**Location:**
Start Time:	**End Time:**

Please complete the following checklist:

Type of Work:		**Precautions:**	
Welding		**Guards**	
Cutting		**Fire Extinguishers**	
Brazing		**Safety Screen**	
Open Flame		**Personal Protective Equipment**	
Solder		**Movable Fire Hazards Removed from Work Area**	
Blow Torch Use		**Other (Specify):**	
Other (Specify)			

	SIGNATURE:	**PRINT NAME:**
Department Head:		
Shop Supervisor:		
Safety Officer (if needed):		

To be completed by the Shop Floor Supervisor:

This is to confirm that I have personally made a fire inspection of the above mentioned are where I have been supervising hot work and as of _____(insert date and time), there was no fire in the area and, in my opinion, there was not residue that could cause a fire to develop.

Signature:	**Print Name:**

Distracted Driving Prevention Policy

PURPOSE: The City of Asheboro has enacted a Distracted Driving Prevention Policy that is designed to lessen the risk to life and property by preventing employees operating the city's fleet of motor vehicles and municipal equipment from engaging in distracted driving. The city's mission to provide municipal services in a safe, effective, and cost-efficient manner is advanced by keeping the hands of drivers on the wheel and their eyes on the road.

RULE: Subject to the definitions and exceptions stated herein, city employees are prohibited from **using hand-held electronic communications devices** of any kind while driving a motor vehicle or a piece of municipal equipment that is owned or leased by the City of Asheboro. Additionally, city employees, while driving a motor vehicle or a piece of municipal equipment that is owned or leased by the City of Asheboro, are prohibited from using **either a hand-held or hands-free electronic communications device** to read an electronic mail or text message transmitted to the device or stored within the device; provided that this specific prohibition does not apply to any name or number stored in the device nor to any caller identification information.

DEFINITIONS:

(A) The term "using hand-held electronic communications devices" means (1) using at least one hand to hold a communications device, including two-way radios, to conduct voice communication or to listen to a voice mail message; (2) entering numbers, text, or any other kind of data by pressing more than a single button; or (3) reaching for a communications device in a manner that requires a driver or operator to maneuver so that he or she is no longer in a seated driving position and properly restrained by a seat belt that is adjusted in accordance with the vehicle manufacturer's instructions.

(B) The term "driving" means operating a motor vehicle or any piece of municipal equipment on a public vehicular area or on a public or private highway/street, including while temporarily stationary on one of the listed areas due to traffic, a traffic control device, or other momentary delays. The term "driving" does not include operating a motor vehicle or piece of equipment when the driver has moved the vehicle to the side of, or off, a highway, street, or a public vehicular area and has halted in a location where the vehicle or piece of equipment can safely remain stationary and be deemed to be lawfully parked or stopped.

Distracted Driving Prevention Policy

EXCEPTIONS:

(A) Communications or data entry conducted by firefighters or sworn law enforcement officers when such activity is deemed by their respective department heads to be essential to the performance of the assigned duties of the public safety officials.

(B) Emergency voice communications, not emailing or texting, between any driver and law enforcement officials or other emergency services personnel. This exception shall be interpreted very narrowly and only applies to genuine emergencies that involve an imminent threat to life and/or property.

SUPPLEMENTARY GUIDANCE:

(A) Hands-free use of mobile telephones is allowed. For example, so long as a driver can initiate, answer, or terminate a call by touching a single button on the device, earpiece, steering wheel, or instrument panel, a mobile telephone can be used by the driver. Dialing a number and any other form of data/text entry that requires more than a single push of a button in order to perform a function is prohibited.

(B) A driver can use a mobile telephone and push-to-talk mobile communications equipment, such as a two-way radio, so long as the driver does not reach for, dial, adjust, or hold the device, or a part thereof, in his or her hand while driving and the driver is able to touch the button to operate the mobile telephone or push-to-talk feature of the device from the normal seated position with the safety belt fastened.

(C) A driver can use a 311 data recorder to enter data with a single push of a button so long as the driver can push the required button from the normal seated position with the safety belt fastened. Drivers are prohibited from switching between screens unless they have pulled to the side of the street or road and come to a complete stop in a location where the vehicle can safely remain stationary.

INTERPRETATION:

If a question pertaining to the interpretation of this policy arises, the question shall be immediately referred to the Safety Coordinator for resolution.

Distracted Driving Prevention Policy

EFFECTIVE DATE:

This policy shall take effect and be in force from and after April 2, 2012.

Brad Dalke
Safety and Risk Manager

Review Date: 6/29/2026

City of Asheboro

*** Safety Shoe Policy****

1910.136

OSHA General Requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard and slip resistant

The City of Asheboro is thereby adopting the following guidelines in reference to this standard:

(1) Employees required to wear safety shoes per the City of Asheboro Personal Protective Equipment Hazard Assessment shall be provided with safety shoes. Departments below are authorized.

Public Works – All departments minus administration
Water Resources
Systems Maintenance
Facilities Maintenance minus administration
Building and Fire Inspections minus administration
Fire Department minus administration
Engineers minus administration
Police Department has own policy

(a) The employee shall get authorization from his/her Department Head. This will authorize the employee to bill his/her department up to $180.00 on the purchase of safety shoes.

(b) The employee shall go to a retailer of choice and purchase approved safety shoes up to $180.00. Employee is responsible for all expense above $180.00.

(c) The City of Asheboro will allocate funding for one pair of safety shoes every year to full time employees and for one pair every two years for part time employees meeting this criteria.

(d) The employee shall be responsible for the care of his/her Safety Shoes, However, if the need for the repair or replacement is a direct result of a work-related incident, the Department Head may authorize payment after a COA Accident/ Incident Report has been completed and reviewed.

(2) Employee's shall purchase safety shoe during the time period of July 15th to Sept 15th of each budget year.

(a) New Employees will purchase their safety shoes after employee orientation.

NOTE:

1910.136(b)(1)
Protective footwear must comply with any of the following consensus standards:

1910.136(b)(1)(i)
ASTM F-2412-11, "Standard Test Methods for Foot Protection,"

ASTM F-2413-11, "Standard Specification for Performance Requirements for Protective Footwear

ASTM # F2413-18 Standard Specification for Performance Requirements for Protective Footwear

ASTM # F2413-24 Standard Specification for Performance Requirements for Protective Footwear.

Department Heads Complete Verification Form and to verify Standards are met. Then send form when completed To Safety Manager.

EFFECTIVE DATE:

This policy shall take effect and be in force from and after June14th, 2022.

Kristen Terry

Kristen Terry
HR Director
City of Asheboro, North Carolina
Review Date: 5/14/2026

CITY OF ASHEBORO

VEHICLE CONE, BACKING & SPOTTER GUIDELINES

Purpose

The purpose of this document is to set a policy for safe backing of COA department vehicles.

Policy

It is City Of Asheboro (COA) policy that all authorized drivers Get Out and Look (G.O.A.L) and use spotters to safely back vehicles out of parked spaces and other areas. This policy is effective January 31, 2025

Policy Applies To

- Current Full-Time Employees
- Current Part-Time Employees
- Current Paid and Unpaid Interns
- Current Temporary Employees
- Current Grant-Funded Employees

Definitions

Authorized Driver – COA employee must have an issued City employee identification number, valid state driver license, appropriate endorsements, and required certifications, prior to operating COA vehicles.

Spotter – A person designated to assist drivers in the safe backing of a vehicle when parking or maneuvering in reverse.

Vehicle – Any motor-driven or self-propelled vehicle with two or more wheels operated on the streets, highways or COA property.

Policy Guidelines

1. Drivers shall position the vehicle to allow for driving forward rather than backing out of a space or other areas.
2. If a vehicle cannot be positioned so it can drive forward into and out of a parked space or area, then the driver shall use a mandatory spotter to assist in backing out safely. The driver shall maintain eye contact with the spotter at all times. If visual contact with the spotter is lost, then the driver must stop the vehicle immediately and reestablish visual sight and communication.
3. Workers will not use cell phones while operating/working/walking around heavy equipment.
4. All appropriate Personal Protective Equipment (PPE) must be worn when applicable including high visibility (Class II or Class III vests) per the established PPE policy.
5. If a spotter is not available to assist in backing out of a parked space or area, the driver shall use **G.O.A.L** to gauge the movement needed and ensure the vehicle rear, sides, and overhead are clear from obstruction and hazards.
6. Cones shall be positioned behind the driver's side rear of all commercial vehicles (1 ton and above) and any vehicle pulling trailers when parked. Operator of the vehicle shall be responsible for retaining and maintaining in good condition the traffic cone(s) provided for the vehicle.
7. Any violation of this policy by an employee may be subject to disciplinary actions, up to and including termination.

Roles & Responsibilities

Authorized Drivers shall:

1. Operate an appropriately sized vehicle to conduct the assigned task. Make necessary adjustments to allow for clear front, sides and rearview vision.
2. Park the vehicle in a position to allow for driving forward rather than backing out of a space or other areas.
3. Never back a vehicle into an intersection or over a crosswalk except when guided by a spotter.
4. Never open the vehicle doors while the vehicle is in motion.
5. Be responsible for designating a passenger or nearby employee to be a spotter if the vehicle cannot be positioned to drive forward (mandatory).
6. Establish and maintain verbal and visual contact with the spotter at **"ALL TIMES."** The driver shall **IMMEDIATELY STOP** if visual contact of the guiding spotter is lost. Movement will not resume until the spotter's location is re-established.
7. Completely roll down the window to better hear the spotter, but do not rely solely on verbal commands. The spotter must use hand signals.

8. Get Out and Look before backing out of a parked space or area to ensure vehicle rear, sides, and overhead are clear from obstruction and hazards when no spotter is available.
9. Use safety cones to mark nearby obstacles.
10. Honk the horn twice to warn pedestrians just prior to backing.

11. Back slowly and only when it is safe to do so (not exceeding 5 mph).
12. Check both sides as you reverse, using both rear view mirrors and turning your head around to look through the rear window (if available). Use pre-positioned wheel chocks (if available) between vehicle and obstacles to prevent collision.
13. Place wheel chocks (if available) on rear vehicle wheel after it is parked.

Spotters shall:

1. Communicate any observed hazards or concerns to the driver before allowing backing to proceed. Use G.O.A.L to ensure the vehicle rear, sides, and overhead are clear from obstruction and hazards before proceeding to back the vehicle.
2. Passengers not being utilized as spotters shall stay in the vehicle while vehicle is backing.
3. Be in a position to maintain visual and verbal contact with the driver at **"ALL TIMES."** Avoid the blind spots of the vehicle.
4. Avoid walking backwards while spotting to prevent a slip, trip, or fall.
5. Keep a reasonable and safe distance between themselves, the vehicle, and surrounding objects. Never stand directly behind the vehicle.
6. Use hand signals (see Appendix A) to indicate it is safe for movement in a certain direction. Verbal commands alone are not adequate.
7. Stop the driver immediately if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering.
8. Direct the driver safely away from obstacles until the vehicle has finished reversing.
9. Use safety cones to mark nearby obstacles.
10. Pre-position wheel chocks (if available) between the vehicle and any obstacles to prevent collision.
11. Place wheel chocks (if available) on the rear vehicle wheel after parking is complete if applicable.

Appendix A: Spotter Hand Signals

TURNS

Point one arm to indicate the direction to turn.

Bend monitoring arm repeatedly toward head to indicate continued turning.

DISTANCE TO STOPPING POINT

Face palms forward, with hands above head. Bring elbow forward and hand together.

PROCEED SLOWLY

FORWARD

Always face palms in direction of desired travel.

BACKWARD

Then bend both arms repeatedly head and chest, and then extend.

CLEAR TO LEAVE AREA

Point at the drive and gain eye contact.

Turn and extend arms in desired direction.

STOP

Cross both arms above head.

EMERGENCY STOP

Start with hands clasped over head. Extend downward repeatedly until vehicles stops.

ASHEBORO
NORTH CAROLINA

EMPLOYEE ACKNOWLEDGMENT FORM
FOR
VEHICLE BACKING & SPOTTER POLICY

Employee:

I acknowledge that on _____, 2026__, I received information on COA Vehicle Backing and Spotter Policy, and was given the opportunity to ask questions or contact my Supervisor if I have any questions.

_____ _____

Employee Name (Print) Department

_____ _____

Employee Signature Employee ID Number

EFFECTIVE DATE:

This policy shall take effect and be in force from and after January 31, 2025.

Doug Kemp, HR Manager

1/31/26
Date

Silica Exposure Control Plan

OSHA 1926.1153

Annual Review: 8/10/26

Company: City of Asheboro	**Plan Administrator:** Brad Dalke
Jobsite Project: W/S Maintenance, Street Dept, Facilities and Systems Maintenance	

Tasks involving exposure to respirable crystalline silica

One or more of the following tasks listed below will be performed by employees. The task will depend on the scope of work for the jobsite.

Material: **Concrete**	**Task:** **Cutting into concrete containing silica**
Equipment: Handheld power saws (any blade diameter)	**Controls:** Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. – Used outdoors for less than 4 hours.
Additional Information:	

Equipment: Walk behind saws	**Controls:** Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. − Used outdoors
Additional Information:	

Equipment: Rig-mounted core saws or drills	**Controls:** Use saw equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. − Used outdoors
Additional Information:	

Material: **Concrete**	**Task:** **Jackhammering concrete containing silica**
Equipment: Jackhammers and handheld powered chipping tools	**Controls:** Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. − Used Outdoors for less than 4 hours. − Used outdoors for less than 4 hours.
Additional Information:	

Tasks Not Listed in Table 1:

Employees will occasionally mix bags of concrete containing silica. No more than 4 bags will be mixed during an 8-hour work shift. As a result, it is not reasonably anticipated that employees will be exposed to crystalline silica at or above the action level.

Engineering Controls:

Engineering controls listed in Table 1 will be fully implemented. See Table 1 for details.

Mixing bags of concrete will be done downwind from other employees and water will be added simultaneously to the mixture.

Respirators:

Table 1 tasks performed by our employees do not require respirators to be worn since all tasks take place outside and are performed for less than 4 hours a day.

In terms of mixing concrete, respirators are not required since it is reasonably anticipated that employees will not be exposed to crystalline silica at or above the action level.

N95 filtering facepieces are available to be worn on a voluntary basis for any employee wanting one. Employees are trained on the contents of Appendix D of the respiratory standard.

Access to Work Area:

If there is a need to perform tasks not listed on Table 1 of the silica standard, specific procedures will be implemented to restrict access to the work area. Currently, all tasks performed by employees are listed in Table 1 and all controls are in place except for the occasional mixing of up to 4 bags of concrete. For this task, exposure to crystalline silica is anticipated to be less than the action level so a regulated area is not required. Additionally, City of Asheboro employees are not permitted to work in areas where other tasks producing silica are taking place.

Employee Training:

Employee training will consist of the following:

1) Information on the health hazards associated with exposure to crystalline silica (table 1).

2) Specific tasks in the workplace could result in exposure to respirable crystalline silica.

3) Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices and respirators to be used.

4) The contents of the OSHA regulation.

6) The identity of the competent person designated by the employer and

7) The purpose of the medical surveillance program.

Housekeeping:

Dry sweeping will be prohibited. Wet sweeping or a HEPA filtered vacuum will be used. Compressed air will not be used for cleaning materials containing silica.

Medical Surveillance:

Employees are not required to wear respirators. As a result, medical surveillance is not required. If this changes, we will implement a Medical Surveillance program.

Competent Person:

Water Sewer Maintenance:

Louis Bivins	Blake Elliott	Todd Spencer	Richard Hicks
Jason Wilkins	Marty Satterfield	Bo Wansley	Aaron Smith
Kyle Martin	Tim Allred	Ryan Green	Jeff Luck

Street Department:

Barry Hamilton	Holden Caviness	Shannon Auman	Clint Macon
Brian Hicks	Daniel Allred	Chuck Yates	

Facilities:

Jimmy Cagle	Jamie Chriscoe	Steve Trogdon

Systems Maintenance:

Jeff Cagle	Travis Joyce	Chad Cox

Operations:

David Hutchins	Andrew Connor	Brad Phillips	Arnold Cook
Dean Richardson	Kaleb Brown		

Effective Date

This policy shall take effect and be in force from and after the date indicated below.

Doug Kemp
HR Director
City of Asheboro, North Carolina

Date 12/16/25

Chainsaw Safety Policy
(Reference 29 CFR 1910.266)

Working Safely with Chainsaws

The chainsaw is one of the most efficient and productive portable power tools used in the industry. It can also be one of the most dangerous. If you learn to operate it properly and maintain the saw in good working condition, you can avoid injury as well as be more productive.

Before Starting the Saw

- Check controls, chain tension, and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer's instructions.
- Fuel the saw at least 10 feet from sources of ignition.
- Check the fuel container for the following requirements:
    - Must be metal or plastic
    - Must not exceed a 5 gallon capacity
    - Must be approved by the Underwriters Laboratory (UL), Factory Mutual (FM), the
    - Department of Transportation (DOT), or other Nationally Recognized Testing Laboratory (NRTL).

Fueling a Chainsaw

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. *No smoking during fueling.*
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chainsaw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension, they may spring out when cut.
- Gasoline-powered chainsaws must be equipped with a protective device that minimizes chainsaw kickback.
- Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place.

While Running the Saw

- Keep hands on the handles, and maintain secure footing while operating the chainsaw.
- Clear the area of obstacles that might interfere with cutting the tree or using the retreat path.
- Do not cut directly overhead.
- Shut off or release throttle prior to retreating.
- Shut off or engage the chain brake whenever the saw is carried more than 50 feet, or across hazardous terrain.
- Be prepared for kickback; use saws that reduce kickback danger (chain brakes, low kickback chains, guide bars, etc.).

Personal Protective Equipment

Personal protective equipment (PPE), for the head, ears, eyes, face, hands, and legs are designed to prevent or lessen the severity of injuries to loggers and other workers using chainsaws. PPE must be inspected prior to use on each work shift to ensure it is in serviceable condition

The following PPE must be used when hazards make it necessary:

- Head protection
- Hearing protection
- Eye/face protection
- Leg protection/chaps
- Foot protection
- Hand protection

Training

Employers involved in tree removal/logging are required to assure that their employees are able to safely perform their assigned tasks. When loggers are trained to work safely, they should be able to anticipate and avoid injury from the job-related hazards they may encounter. Training requirements include:

- Specific work procedures, practices and requirements of the work site, including the recognition, prevention, and control of general safety and health hazards.
- Requirements of the logging standard, 29 CFR 1910.266.
- Requirements of the bloodborne pathogens standard, 29 CFR 1910.1030.
- First aid and CPR training.
- How to safely perform assigned work tasks, including the specific hazards associated with each task and the measures and work practices which will be used to control those hazards.
- How to safely use, operate, and maintain tools, machines and vehicles which the employee will be required to utilize in completing the assigned requirements.

Effective Date
This policy shall take effect and be in force from and after the date indicated below.

Doug Kemp
HR Director
City of Asheboro, North Carolina
Date 6/5/25

Review Date: 11/9/26