



## **SAFETY DIRECTIVE**

Title: **Work Procedures**  
Issuing Department: Town Manager's Safety Office  
Effective Date: July 1, 2014  
Approved: Gilbert Davidson, Town Manager  
Type of Action: New

### **1.0 PURPOSE**

Published work rules are necessary to ensure that all employees are aware of the hazards in their jobs and the methods of performing each job safely.

The policies and procedures contained in this section are intended to assist in identifying and complying with OSHA Safety Standards. In all cases where there is a difference between specific OSHA standards and the Safety Training policies set forth in this directive, the stricter of the two shall apply.

### **2.0 DEPARTMENTS AFFECTED**

This Administrative Directive shall apply to all Town of Marana departments and employees.

### **3.0 REFERENCES**

- 3.1 Manual on Uniform Traffic Control Devices (MUTCD)
- 3.2 American National Standards Institute (ANSI)
- 3.3 NFPA.gov
- 3.4 OSHA.gov
- 3.5 Town of Marana Administrative Directive: Smoking, Tobacco and Electronic Cigarette Use
- 3.6 Town of Marana Administrative Directive: Uniforms
- 3.7 Town of Marana Personnel Policies and Procedures, Chapter 7, Safety and Health

## 4.0 DEFINITIONS

- 4.1 Safety Can: An approved container, of not more than 5 gallons, capable of having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.
- 4.2 Safety Vest: An American National Standards Institute (ANSI) 107 Type II (ANSI/ASEA compliant to the current adopted year) vest with reflective material.

## 5.0 POLICIES AND PROCEDURES

- 5.1 Education and Training. Where specific training is needed for employees to follow a Work Procedure, that training shall be conducted by the employee's supervisor or designee, except in cases where specialized training, certification or other conditions are applied. In specific cases, the Town Manager's Safety Office shall conduct or authorize specialized employee training.
- 5.2 General. Each department must complete the checklist for Job Hazard Analysis – Personal Protective Equipment Assessment (Appendix A) for each task it performs. The checklist will be incorporated into a formal Job Hazard Analysis for each job classification by Town Manager's Safety Office. The work procedures listed below are not all inclusive. Job Hazard Analysis-Personal Protective Equipment Assessments may be found on the Town Manager's Safety Office Intranet Web Site. <http://www.marana.com/index.aspx?NID=1269>
- 5.3 Operations in the Public Right-of-Way
  - 5.3.1 Whenever operations are taking place in or alongside streets, sidewalks, or other places where citizens or employees may be endangered, the supervisor or crew leader is responsible for their safety. **The procedures below are mandatory.**
    - 5.3.1.1 When work is to be performed which may affect pedestrians or passing vehicles, all required safety procedures and equipment will be in place before any such work begins. Advance traffic warning, using signs, barricades and other approved devices, shall be used to alert the motorist or pedestrian of the construction or maintenance area.
    - 5.3.1.2 All work zone traffic controls shall comply with the Manual on Uniform Traffic Control Devices (MUTCD) current adopted version.
    - 5.3.1.3 All employees responsible for work zone traffic control shall be adequately trained and certified for that task. All employees shall attend the eight hour Work zone/Flagger Training class and receive certification. Employees shall be retrained and certified every two (2) years.
    - 5.3.1.4 Lighted barricades will be used at night and under low light conditions.
    - 5.3.1.5 Where work zones will remain in place overnight, supervisors will examine the work zone traffic controls at the end of the work day before leaving. All traffic controls are to be re-inspected after any collision or reported near-miss complaint.
    - 5.3.1.6 Work zone hazards to pedestrians or cyclists must be adequately marked and lighted.

- 5.3.1.7 Where traffic in the traveled portion of the road must be periodically stopped or obstructed by workers or equipment, a trained (certified) flag person with reflective vest and stop/go paddles, will be used.
- 5.3.1.8 All workers in or near the roadway shall wear ANSI 107 Type II safety vests, or T-shirts compliant with ANSI Type II reflective requirement, compliant to the current year adopted, and hard hats where subjected to overhead hazards.
- 5.3.1.9 All plates used to cover street excavations will be secured against movement.
- 5.3.1.10 Excavations and/or work in or near the public right-of-way shall be secured by adequate barricade and caution tape or fenced to prevent public injury. Signage shall direct sidewalk traffic to a safe and secure path of travel. Concrete forming stakes shall be mushroom-capped, at a minimum. Rebar utilized as a forming stake shall be flat-capped per OSHA Standard.
- 5.3.1.11 In any case where streets are significantly obstructed or closed for any period of time, the Marana Police Department, appropriate fire officials, and Traffic Engineering shall be notified of the situation and told approximately how long the condition will remain in effect.
- 5.3.1.12 All routine lane closures or work in the right-of-way for maintenance or construction work must be coordinated through Traffic Engineering.
- 5.3.1.13 All emergency work in the roadway or right-of-way for which permits were not acquired in advance shall be addressed at the beginning of the next working day by advising Traffic Engineering and securing the required permit number.

#### 5.4 Fire Codes and Regulations

- 5.4.1 Fire prevention policies and procedures are governed by National Fire Protection Association (NFPA) recommendations, various state and local codes (adopted) and OSHA Standards, and shall be reviewed with each employee.
- 5.4.2 The Town of Marana presently follows the current version of the Uniform Fire Code, with local amendments.
- 5.4.3 Barriers at fire, medical, and emergency scenes shall be respected by all Town employees. Permission from the Fire Officer shall be required to enter an area demarcated with caution tape. Red/White chevron tape shall be utilized when an area is unsafe to enter and shall be off-limits to all Town personnel.

#### 5.5 Fire Prevention. Town policies regarding fire prevention governing employee activities and Town facilities are as follows:

- 5.5.1 Combustible materials such as oily rags, waste and shavings shall be kept in approved metal containers with metal lids. Employees shall empty containers of combustible waste material daily.
- 5.5.2 Flammable liquids such as gasoline, benzene, naphtha, or lacquer thinner shall not be used for general cleaning purposes.
- 5.5.3 All flammable liquids shall be kept in an OSHA defined Safety Can with a correct content label. The spark arrest feature shall be present when transferring flammable liquids from the Safety Can to a fuel tank or other container. When transferring fuel

- from can to power tools, the tool shall be placed on the ground.
- 5.5.4 All flammable and combustible liquids in aggregate amounts in excess of 25 gallons must be stored in an approved flammable liquids storage cabinet when stored in buildings.
- 5.5.5 Waste flammable or combustible liquids shall not be disposed of in drains, sewers or trash containers, but shall be disposed of in accordance with approved procedures. Do not mix or contaminate waste streams. Contact the Town Manager's Safety Office, for assistance with disposal.
- 5.5.6 Waste paper and other combustible materials shall not be allowed to accumulate and shall not be stored directly adjacent to occupied buildings.
- 5.5.7 Weeds and other undesirable vegetation shall not be allowed to grow or accumulate adjacent to substations, parking areas, garages, supply yards, buildings, oil tanks, or any other structure.
- 5.5.8 All stairways, halls, aisles, walkways and exit ways shall be kept free and clear of obstructions and all flammable and combustible materials. Fire doors shall not be propped open. Any room used for storage shall be kept neat and orderly. Trash shall not be allowed to accumulate.
- 5.5.9 Storage is not permitted in electrical rooms. Storage in mechanical rooms shall be limited to small quantities of provisions required to maintain the facility.
- 5.6 Smoking. All employees shall comply with Town of Marana Administrative Directive: Smoking, Tobacco and Electronic Cigarette Use.
- 5.7 Proper Work Attire
- 5.7.1 Each employee will wear clothing suitable to the job. Suitable clothing means clothing that will minimize the danger from moving machinery, hot or injurious substances, sunburn, etc.
- 5.7.2 Inspectors shall wear clothing that conforms to requirements posted or conveyed to the inspector by the owner or job-site contractor. This shall include long pants, safety shoes, and a hard hat, at a minimum. Coveralls can be worn over shorts.
- 5.7.3 Employees with long hair shall wear a cap or net while working around machines.
- 5.7.4 Employees required to wear respirators shall be clean shaven where the mask contacts the face and shall have been fit-tested per the Town Manager's Safety Office Respiratory Protection Program.
- 5.7.5 Employees working in the field shall not wear tennis shoes, loafers or sandals. Safety footwear as referenced in Town of Marana Administrative Directive: Uniforms shall be worn where required by Job Hazard Analysis. For questions regarding appropriate safety footwear, the supervisor shall consult with Town Manager's Safety Office for a final decision.
- 5.7.6 Employees shall not wear jewelry which poses a hazard of becoming caught on machinery or being energized by electrical conductors.
- 5.7.7 Employees shall only wear a back belt when prescribed by a physician.

5.7.8 Employees are discouraged from wearing shaded eye protection or shaded eyewear while indoors. Exceptions to this policy are made for:

5.7.8.1 Polarized lenses that change rapidly with environmental conditions;

5.7.8.2 Glasses, shields or goggles for hot work (welding, cutting brazing);

5.7.8.3 Glasses prescribed by a physician, with documentation.

#### 5.8 Physical Condition

5.8.1 If a supervisor is concerned with the physical condition of an employee, the supervisor shall contact the Human Resources Department.

5.8.2 Back injuries occurring on employee personal time and resulting in more than twenty-four (24) hours leave, and eye injuries occurring on personal time, shall require examination and clearance to work from the Town Physician.

### 6.0 RESPONSIBILITIES

6.1 The Safety Coordinator has overall responsibility for the Town's safety programs. The Safety Coordinator shall consult with the Town Manager regarding appropriate changes and amendments to this administrative directive.

6.2 Department Heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.

6.3 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.

6.4 The Safety Coordinator and the Safety Committee are authorized to halt any operation of the Town where there is danger of serious personal injury.

### 7.0 ATTACHMENTS

Appendix A - Personal Protective Equipment/Hazard Assessment

## Appendix A

<b>Personal Protective Equipment/Hazard Assessment</b>			
<b>Department:</b>	<b>Date:</b>		
<b>Job Classification:</b>	<b>Evaluator:</b>		
<b>Area:</b>	<p style="text-align: center;"><b>Department Safety Representative or Supervisor</b></p>  <p style="text-align: center;"><i>Signature</i></p>		
Eye Protection			
<p>Hazards:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                     Impact/Flying Objects                      Heat                      Chemicals                 </td> <td style="width: 50%; vertical-align: top;">                     Dusts                      Light/Radiation (Welding, Cutting, etc)                      Other _____                 </td> </tr> </table> <p>Current PPE:</p> <p>Recommendations:</p>		Impact/Flying Objects Heat Chemicals	Dusts Light/Radiation (Welding, Cutting, etc) Other _____
Impact/Flying Objects Heat Chemicals	Dusts Light/Radiation (Welding, Cutting, etc) Other _____		
Head			
<p>Hazards:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                     Impact/Flying Objects                      Bump Hazard                 </td> <td style="width: 50%; vertical-align: top;">                     Electrical                      Other _____                 </td> </tr> </table> <p>Current PPE:</p> <p>Recommendations:</p>		Impact/Flying Objects Bump Hazard	Electrical Other _____
Impact/Flying Objects Bump Hazard	Electrical Other _____		
Hand and Arm			
<p>Hazards:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                     Cut/Abrasion                      Heat/Cold                      Electrical                      Biologicals                 </td> <td style="width: 50%; vertical-align: top;">                     Chemicals Liquid/Solid                      Corrosives Acid/Base                      Organic Solvent                      Other _____                 </td> </tr> </table> <p>Current PPE:</p> <p>Recommendations:</p>		Cut/Abrasion Heat/Cold Electrical Biologicals	Chemicals Liquid/Solid Corrosives Acid/Base Organic Solvent Other _____
Cut/Abrasion Heat/Cold Electrical Biologicals	Chemicals Liquid/Solid Corrosives Acid/Base Organic Solvent Other _____		

## Appendix A (continued)

<b>Foot</b>			
Hazards:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 20px;">                     Impact                      Compression                      Water                      Heat                      Cold                 </td> <td style="width: 50%; vertical-align: top;">                     Puncture                      Metatarsal (Top of Foot)                      Electrical/Grounding                      Chemical                      Other _____                 </td> </tr> </table>	Impact Compression Water Heat Cold	Puncture Metatarsal (Top of Foot) Electrical/Grounding Chemical Other _____
Impact Compression Water Heat Cold	Puncture Metatarsal (Top of Foot) Electrical/Grounding Chemical Other _____		
Current PPE:			
Recommendations:			
<b>Lungs</b>			
Hazards:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 20px;">                     Particulate (Dust, Silica, etc.)                      Organic Vapor                      Pesticide                 </td> <td style="width: 50%; vertical-align: top;">                     Gas (Carbon Monoxide, etc)                      IDLH (Oxygen Deficient,                      etc) Acid Gas                      Other _____                 </td> </tr> </table>	Particulate (Dust, Silica, etc.) Organic Vapor Pesticide	Gas (Carbon Monoxide, etc) IDLH (Oxygen Deficient, etc) Acid Gas Other _____
Particulate (Dust, Silica, etc.) Organic Vapor Pesticide	Gas (Carbon Monoxide, etc) IDLH (Oxygen Deficient, etc) Acid Gas Other _____		
Current PPE:			
Recommendations:			
<b>Noise</b>			
Hazards:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 20px;">                     Continuous (&gt;85db)                      Impact                 </td> <td style="width: 50%; vertical-align: top;">                     Other _____                 </td> </tr> </table>	Continuous (>85db) Impact	Other _____
Continuous (>85db) Impact	Other _____		
Current PPE:			
Recommendations:			
<b>Other</b>			
Hazards:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 20px;">                     Wet Conditions                      Chemical Exposure                 </td> <td style="width: 50%; vertical-align: top;">                     Disposable Outerwear                      Heat/Cold                      Other _____                 </td> </tr> </table>	Wet Conditions Chemical Exposure	Disposable Outerwear Heat/Cold Other _____
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Current PPE:			
Recommendations:			

**REVISION HISTORY**

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
<b>OR</b>	Original Release	7/1/14

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