

INTRODUCTION

It is the policy of the District that every reasonable effort will be made to provide and maintain a safe and healthy workplace, to purchase and distribute safe equipment and proper materials, and to establish and implement safe methods and practices at all times.

Furthermore this organization encourages employees to report unsafe conditions and not to engage in work situations that present a safety hazard.

Employees must report all accidents, injuries, and unsafe conditions to their responsible supervisors. No such report will result in retaliation, penalty, or other disincentive. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Employees are encouraged to address safety issues through the suggestion box and when more pressing to address their supervisor and / or Human Resources directly.

Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against any employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands up to and including termination of employment.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program.

Our program will include

- Promoting and encouraging employee participation;
- Providing safety and health education and training;
- Reviewing and updating workplace safety rules on a regular basis

This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Executive Director

DISTRICT SAFETY MANUAL

The District's Board of Supervisors and District Administration have allocated resources to administer an effective safety program. Our safety program includes a Safety Manual, bi-weekly Safety Meetings and a designated Safety Coordinator who is accountable for the District's overall safety concerns and operates as the liaison between district administration and the employees. District designates the Chief Human Resources Officer to be the Safety Coordinator.

However, a formal safety program cannot be effective unless safe practices are part of our everyday work habits. Managers, supervisors and employees alike must ensure that realistic measures are taken to reduce accidents and injuries. It is our responsibility to ensure that safety procedures are adhered to, that safety equipment is utilized, and that unsafe conditions are reported and corrected immediately.

I. RESPONSIBILITIES

1. Safety Meetings

Human Resources, Maintenance Superintendent and Executive Director are responsible for scheduling Safety Meetings and ensuring that staff is attending. The meetings are pre-posted for the year in January complete with topics. A discussion leader shall be assigned for each meeting covering each department over the course of the year.

Human Resources will be responsible for assisting the supervisors in the preparation for the presentation of the safety meetings. Human Resources will assist the designated speakers to ensure complexity and knowledge of the presentation, and will also assist in the development and distribution of applicable handouts/ pamphlets.

During the safety meeting the following interruptions are not allowed: phone/ radio calls, sales/vendor disruptions, personal conversations amongst staff.

Minutes and notes from the safety meetings, along with the completed attendance sheet are maintained in the safety manual. These minutes are kept for 7 years after the conclusion of the pertaining calendar year by the District. The records will be scanned and stored according to record keeping policy.

2. Supervisors and Managers

The Supervisors and Managers are responsible for the fulfillment of departmental goals and objectives as well as the health and welfare of each employee in the department. In the adopted safety policy, the highest priority has been placed on employee safety which becomes the responsibility of the respective Crew Chief. It is normal practice for supervisors to be delegated the authority to carry out safety programs in their departments, but the responsibility for meeting objectives and the protection of employees in the performance of their assignments cannot be transferred. Supervisors should solicit concerns of unsafe conditions, near miss accidents, and/or any comments regarding the need for any employee personal protective equipment. Suggestions

should be evaluated and discussed on the platform of the Safety Meeting. For more pressing issues/concerns supervisors need to discuss with Human Resources and/or Executive Director immediately.

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to identify and eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practices in all areas of their endeavors. (Attachment 1 is to be used in identifying hazards)

Safety records shall be measured along with other phases of supervisory performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. The procedure for reporting accidents or incidents is covered in the Risk Management Manual.

The principal duties of Supervisors and Managers are as follows:

- Enforce that all safety regulations are in effect and make employees aware that violations of safety rules will not be tolerated.
- Make sure all injuries are reported **promptly** and treated properly and all accidents are reported even if injury is not immediately apparent. The procedure is outlined in the Worker's Compensation Policy and the Risk Management Manual.
- Conduct thorough investigations of all accidents and/or near mishaps and take necessary steps to prevent reoccurrence through employee safety education, operating procedures, or modification of equipment.
- Provide employees with complete safety instructions regarding their duties prior to the employees actually starting to work.
- Conduct regular safety checks, including careful examinations of all new and relocated equipment, before it is placed in operation.
- Properly maintain equipment. Issue instructions for the elimination of fire and safety hazards.
- Continuously inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions, including improvement in equipment and working conditions.
- Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
- Provide safety equipment and protective devices for each job based on knowledge of applicable standards
- Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
- Give full support to all safety procedures, activities, and programs.

3. Employees

Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

- Using the safety equipment which has been provided for use in performing daily work assignments.
- Wearing issued uniforms and personal safety equipment as required.
- Not operating equipment for which training or orientation has not been received.
- Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- Reporting defective equipment immediately to a supervisor.
- Reporting to his/her Crew Chief and Human Resources or Executive Director of any dangerous or unsafe conditions that exist in the workplace as well as throughout the District. This would include defective sidewalks, utility box covers, broken curbs, hanging tree limbs, loose handrails, missing or damaged traffic signs or signals, potholes, washouts, raised drainage grates, road debris, drainage issues, and employees speeding in parking lot and maintenance yard.
- Reporting of all injuries and accidents regardless of severity.
- Protection of the public from unsafe conditions resulting from District work that could present a hazard.
- Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.
- Taking care to watch for children and other foot traffic, especially near parks and in school zones.

II. EMPLOYEE SAFETY TRAINING

1. New Employee Orientation

The Chief Human Resources Officer in combination with Maintenance and Operations will meet with new employees and present the safety program upon hire. This will include a presentation dealing with the basic safety rules and regulations.

- The new employee will be educated on the proper procedure to report any work-related injury, no matter how minor it seems
- Personal Protective Equipment (PPE) - Employees will be instructed by their direct supervisor on the proper use of safety equipment.

2. Safety Training

Supervisors are responsible for providing proper safety procedures to all employees. The following is a listing of the required training:

- District Safety Policy
- District Safety Rules

- On-the-Job Training
- Personal Protective Equipment as required

3. Training

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do the job safely and efficiently. This training shall include:

- Orientation to departmental and overall District safety and health rules.
- Procedures for reporting on-the-job injuries and accidents.
- Procedures for processing hospital/medical bills related to job-related injuries.
- Workers' Compensation claims process.
- Requirements for use of vehicles.
- Requirements for use of equipment and tools.
- Reporting of unsafe conditions.
- Proper use of hazardous chemicals in the workplace.
- CPR training, recertification for current employees, new hires within 6 month of hire

In addition, specialized training must be provided by the Crew Chief in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents. All employees are expected to request instruction in those tasks or for any equipment or tools with which they are not familiar.

III. SAFETY RULES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

1. Specific Prohibited Actions

a) Use of Headsets, Radios, Earbuds, And Other Audio Devices By Employees

As a general policy, the use of personal cell phones, texting, IPODs or other MP3 or similar devices, personal headset radios, CD players or tape players by employees shall not be permitted on the job. Employees are to be aware of their surroundings at all times without limitations to vision, audio and/or mobility.

b) Alcoholic Beverages

Under no circumstances shall an employee report to work anytime under the influence of alcoholic beverages. Failure to observe this rule will result in disciplinary action up to and including termination. If there is a reasonable suspicion of an employee being under the influence of alcohol, the supervisor will notify Human Resources immediately and accompany the employee to the designated drug testing facility unless otherwise directed by Human Resources.

c) Use of illegal, non-prescribed and/or prescribed Drugs

The use of illegal, non-prescribed prescription drugs and the abuse of prescribed drugs are prohibited. The prohibitions against drug use are more specifically described in the District's Drug Free Workplace Policy.

The employee will not drive or operate heavy machinery or equipment while using a prescribed drug that would negatively affect his or her skills in safely performing the duties of the position. It is the employees' responsibility to advise their supervisor if they are temporarily using a prescription known to impair judgment or cause drowsiness. Failure to do so will result in disciplinary actions up to and including termination.

Drug testing will apply for any cases of reasonable suspicion of violation of the District's Drug Free Workplace Policy, as well as periodic random drug testing for all employees holding mandatory testing positions.

2. General Rules

- Straighten or remove rugs and mats that do not lie flat on the floor or do not have foam rubber pads or other anti-slip features.
- Use caution signs or cones to barricade slippery areas such as freshly mopped or greasy floors.
- Upon discovery of wet or greasy floors, take short steps when walking on them.
- Use a ladder or step stool to retrieve or store items that are located above your head.
- Use handrails when ascending or descending stairs or ramps.
- Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket. Place absorbent substance over grease spills.
- Approved safety boots or safety footwear should be worn at all times by employees in safety sensitive positions.

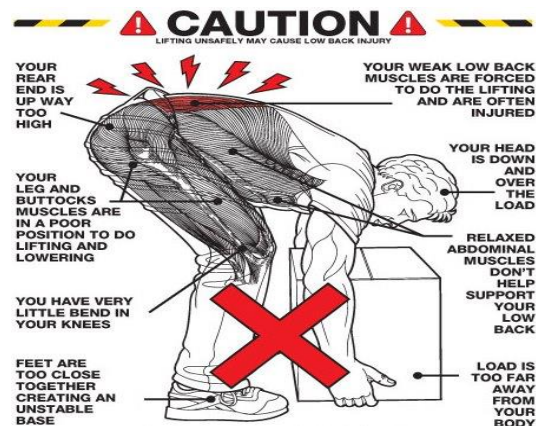
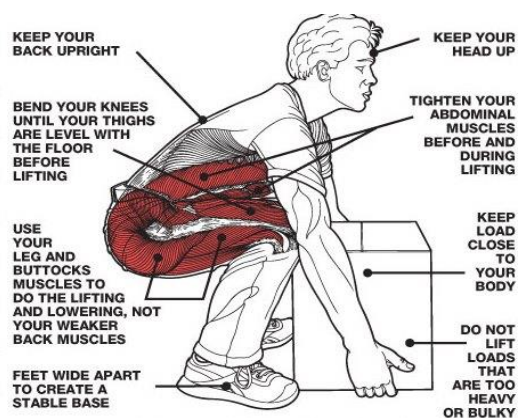
3. Use of Hard Hats

Approved hard hats will be worn by employees when involved in the following situations:

- Present, for any reason, on construction sites where hard hat signs are posted.
- All street and construction operations where work is being done with lifting equipment; or where other potential for head injury exists.
- Any task by any employee where a potential for head injury exists.
- In locations damaged by disaster, fire, flood, or other cause which could result in structural damage or falling material.
- All supervisors involved in the above types of work.

4. Lifting Procedures

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use a carrying aid such as a hand truck or get assistance from a coworker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- Follow below steps of proper lifting:
 - ✓ Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
 - ✓ Face the load.
 - ✓ Bend at the knees and keep your back straight.
 - ✓ Get a firm grip on the object with your hands and fingers. Use handles when present.
 - ✓ Never lift anything if your hands are greasy or wet.
 - ✓ Wear protective gloves when lifting objects with sharp corners or jagged edges.
 - ✓ Hold objects as close to your body as possible.
 - ✓ Perform lifting movements smoothly and gradually; do not jerk the load.
 - ✓ If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
 - ✓ Set down objects in the same manner as you picked them up, except in reverse.
 - ✓ Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.



5. Housekeeping/Machine Shop

- Sweep up shavings from around equipment such as lathes and sanding equipment by using a broom and a dust pan.
- Keep air hoses and electrical extension cords coiled up and off the floor when not in use.
- Return tools to their storage places after use.

- Use caution signs or cones to barricade slippery areas such as oily, greasy or freshly mopped floors.

6. Lift Equipment

- Wear eye protection when working under vehicles to block dirt, debris and parts from entering your eyes.
- Watch the clearance of the top of the vehicle so that the vehicle does not hit the ceiling fixtures when using a lift.
- Use and never by-pass the safety latches on the hydraulic lift contact pads.

7. Shop Machines

- Replace the guards before starting machines and after making adjustments or repairs.
- Do not remove, alter or bypass any safety guards or devices when operating any piece of shop machinery.
- Read and obey safety warnings posted on or near any drill press, lathe or other shop machinery.
- Do not try to stop a work-piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

8. Bench Grinders

- Do not use grinding wheels that have chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it "Out of Service" and report it.
- Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- Do not try to stop the wheel with your hand, even if you are wearing gloves.

9. Sanders

- Wear gloves, an apron, a dust mask, goggles and hearing protection while using a sander.
- When using a disk sander, sand on the downward side of the disk.
- Do not eat, drink, or use tobacco products while using sanders.
- After leaving the sanding area, wash your hands and the exposed skin area of your arms.

10. Battery Handling and Storage

- Do not lay tools or metal parts on top of a battery.
- When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
 - ✓ Press your thighs against the fender by leaning into the vehicle.
 - ✓ Grasp the battery with both of your hands when lifting it.
 - ✓ Keep the battery close to your body, with your elbows close to your body.
 - ✓ Turn your body using your feet, not by twisting at your waist.

- ✓ Move the battery to a work bench and lower it onto the bench. Use your arms to lower it and do not bend at your waist.

11. Disassembly Mechanics

a) *Pneumatic Tools*

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Place an "Out of Service" tag on damaged tools to prevent usage of the tool and report the damage.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "Off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.

b) *Electrical Powered Tools*

- Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Turn the tool off before plugging or unplugging it.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service" until the repair or service is successfully completed.
- Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not connect multiple electrical tools into a single outlet.
- Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

c) *Handling Chemicals*

- Do not use gasoline for cleaning parts.
- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace. The MSDS binder is located in the Administrative Office in the Maintenance Building.

- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eye wear when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous."
- Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible signs of damage.
- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- Do not drag containers labeled "Flammable."

12. Compressed Gas Cylinders

Storage and Handling:

- Do not handle oxygen cylinders if your gloves are greasy or oily.
- Store all cylinders in the upright position.
- Place valve protection caps on gas cylinders that are in storage or not in use.
- Do not lift cylinders by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
- Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

13. Use of Cylinders

- Do not use dented, cracked or other visually damaged cylinders.
- Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
- Do not transport cylinders without first removing regulators and replacing the valve protection caps.
- Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
- Do not store oxygen cylinders near fuel gas cylinders such as acetylene, or near combustible material such as oil or grease.
- Stand to the side of the regulator when opening the valve.
- If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

14. Welding

GENERAL RULES

- Obey all signs posted in the welding area.

- Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
- Do not wear contact lenses when welding.
- When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.

15. Oxy-Fuel Welding

- Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
- Use the red hose for gas fuel and the green hose for oxygen.
- Do not use worn or cracked hoses.
- Do not use oil, grease or other lubricants on the regulator.
- "Blow Out" hoses before attaching the torch.
- Ignite torches with friction lighters only. Do not use a cigarette lighter.
- Bleed oxygen and fuel lines at the end of the work shift.
- Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
- Purge oxygen valves, regulators and lines before use.

16. Arc Welding

- Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
- Insulated work gloves are required for all welders when using welding equipment.
- Do not use the welding apparatus if the power plug is cut, frayed, split or otherwise visibly damaged or modified.
- Do not change electrodes with your bare hands; use dry rubber gloves.

17. Spray Paint Operations

- Spray painters must wear goggles, gloves, respirators, face shields, long sleeve shirts and long pants while painting.
- Obey all "No Smoking" rules and signs. Open flames are not permitted in the spray booth or any paint area.
- Keep coating and solvent containers labeled "Flammable" tightly closed.
- Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
 - Only use red color-coded, plastic or metal containers for transferring the liquid.
 - Electrically ground and bond the containers as follows:
 - Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a copper pipe.

- Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
- Read the inclined manometer before each job and replace the filters if the reading on the manometer is in the red color coded zone.
- Press the pressure relief valve prior to releasing the pressure from the air hoses before disconnecting them.
- Do not point a spray gun at any part of your body or at anyone else.
- Only use brass hand tools in the spray booth.
- Turn off and remove all portable lamps and heaters, before spraying.

18. Respirators

- Shave daily to prevent facial hair from interfering with the face seal of the respirator.
- Do not wear contact lenses when wearing a respirator.
- Return respirators to their carrying cases or cartons and store them in your locker or in the storage area when your work is completed.
- Only use the respirator that has been issued to you.

19. Ladders and Step Ladders

Mishaps involving electricity and falls from high places result in the two most critical types of injuries involving ladders. Other hazards include: splinters, slivers, and slips that can cause sprains, strains, bruises, and abrasions. The following safety procedures will prevent accidents and possible injury:

- Never stand on the top step of a stepladder.
- Do not over-load the ladder. Pay heed to posted weight limits on ladder.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles or leans.
- Only one person shall be on a ladder at a time.
- Before climbing a ladder, ensure that another employee is at the bottom of the ladder to stabilize the ladder.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not carry items in your hands while climbing up or down a ladder. Use a hand line to raise and lower tools and materials or suspend them suitably in a tool belt.
- Always face a ladder when ascending or descending and use both hands.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

- When properly placed, the feet of the ladder should be about one-fourth as long as the vertical (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall). Ladders should never be placed against window sashes.
- When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders must not be used in lieu of straight ladders. They are not designed for this purpose.
- If the feet of a straight ladder are to rest on an unsecured surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats, or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.
- Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work. If it is necessary to place a ladder near a door or where there is potential foot traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.
- Clean muddy or slippery shoes before beginning to climb the ladder.
- Keep rungs clean and free of grease, oil, and caked-on dirt.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
- Periodically inspect wooden ladders. They shrink over a period of time. This may cause steps or back bar members, in a stepladder, to become loose. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and keep the ladder steady.
- Wooden ladders should not be painted because defects may be covered up. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.
- Nonskid feet should be used on all straight and extension ladders.



!! Metal ladders shall not be used in the vicinity of electrical circuits!!

20. Operations in the Public Way

Whenever operations are taking place in streets, sidewalks, or other places where citizens or employees may be endangered, the supervisor or crew leader on the worksite is as responsible for

the safety of the public in this type of operation as for getting the job done. The supervisor must spend ample time before, during, and after the work to protect employees and the public from hazards created by this work.

The following procedures are to be followed:

- If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian safety before such work is allowed to begin.
- If traffic is affected by the operation, proper signage must be used to warn in advance of the work area and traffic control signs in and around the affected area are to be correctly placed and maintained through the period when work is being performed and traffic obstructions exist, including flashing lights on top of utility vehicles in the work area. Notification should be given to the responsible Police and Fire departments.
- Where barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday.
- Lighted barricades will be used for overnight protection.
- Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a roadway, a flagman wearing a protective vest will be stationed.
- All workers in or near the roadway will wear reflective safety vests on their clothing while at the worksite. (This includes all District personnel and police.)
- All plates used to cover holes in the street on a temporary basis are to be securely fastened in place.
- In any case where streets are significantly obstructed or closed for any period of time, the Palm Beach County Sheriff's Department and Fire Department will be notified of the situation and told approximately how long the closure will be in effect.

21. Pedestrian Safety

When pedestrian traffic is impeded by official District business, barricades, restrictive tape, rope, or other restraint will be used to keep the public from the worksite.

If pedestrian traffic must be routed off sidewalks and into the street, protection will be provided by cones, barricades, and signs to guard from vehicular traffic.

Holes in the sidewalk, which **must** be left open, will be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole should be used. Keep in mind that darkness can complicate this situation.

Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the responsible supervisor, the Crew Chief, or Executive Director immediately.

22. Office Safety

- Use office furniture and equipment only for the purposes for which it was intended and designed.

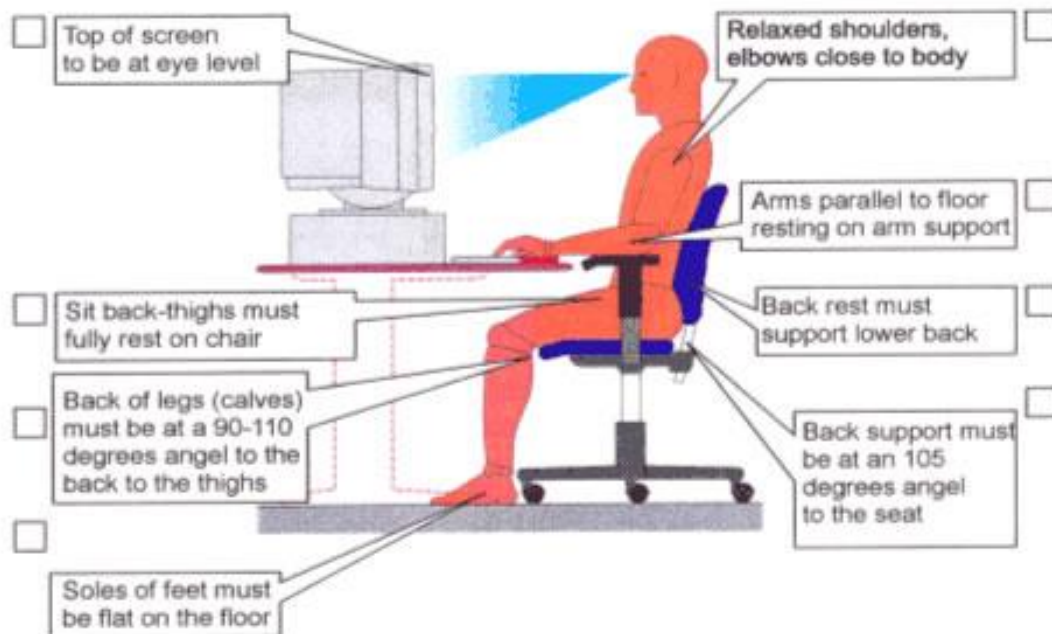
- Be sure to keep fingers in the clear when closing safes, vaults, bookcases, drawers, doors, and file cabinets. Always grasp the handles or doorknobs and keep fingers away from the edge of drawers or doors. Keep doors and drawers closed when not in use.
- Do not reach above your head to remove heavy objects from shelves. Use only approved ladders or step stools to reach items on high shelves.
- Heavy material should be filed in the lower drawers of file cabinets with lighter materials in the upper drawers. However, the lower drawers should be filed first. Every precaution should be taken to see that only one drawer of a cabinet is open at a time. There may be no locking device on inexpensive or older models.
- Articles on desks or cabinets should not project beyond the edges of such surfaces.
- "Good housekeeping" throughout the office is of extreme importance. A clean and orderly office makes a safe and desirable place in which to work.
- Aisles should be kept clear of stumbling hazards. Electrical or telephone cords, bottles, lunch boxes, umbrellas, etc., should not be placed in the aisles.
- Lunch papers and other refuse should be deposited in the designated containers. No food should be left overnight in desks. Store food in sealed containers in designated areas.
- Every employee shall be responsible to ensure that his own desk, floor, and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around.
- Haste when walking between desks results in bruises, falls, slipping, or tripping. Hazards such as torn or loose floor covering should be brought to the attention of your supervisor. Be extra cautious when you come to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a "blind" corner.
- In areas with raised floors make sure tiles are always in place. Check chair mats for cracks, broken, or upturned corners. Never bypass or ignore obvious hazardous conditions. Correct or report them as soon as observed.
- Only authorized employees are permitted to operate or repair electrical equipment or office machines and then only in accordance with safe procedures. Be sure all electrical equipment is grounded and the cord is in good shape. If a machine gives you a shock or starts smoking, **unplug** it, and report the defective device immediately to your supervisor.
- Machines should be placed firmly on the desk or stand provided for that purpose and not to be placed on the side leaf or allowed to project over the edge of a desk or table.
- Only approved paper cutting devices should be used for cutting. Keep the blades of paper-cutters closed when not in use.
- Don't overload electrical outlets. Only District-supplied and installed multi-plug outlets are to be used.
- Report burned out or flickering lights to your supervisor.
- Only District-supplied and installed supplemental heating and/or cooling outlets are to be used.
- Avoid loose clothing and jewelry which could get caught in typewriters, printers, or on corners of furniture. Avoid wearing high heels when working in an area with grates or slotted, slippery, or uneven floors.
- Be considerate of others, avoid excessive perfumes and fragrances.
- Don't eat or drink around office equipment.
- Keep volume low on radios so as not to disturb others.
- Use caution when operating electrical equipment and telephones during electrical storms.

- When cleaning electrical equipment such as typewriters and computers, turn the equipment off and unplug.
- Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, loose wheels, etc.

23. Computer Safety

When using a computer in the workplace follow these general rules:

- Do not work on the computer for more than two continuous hours without a brief break.
- Keep forearms level with the keyboard so your wrists aren't bent. Keep keyboard flat on the work surface.



24. Eyestrain

- Adjust brightness and contrast of monitor/terminal.
- Obtain document holders. The distance between the keys and the key board or the eyes and the paper text should be the same to avoid excessive eye movement. Paper text should be on the same level as the monitor or terminal.
- Adjust the angle of the monitor or terminal to eliminate glare and veiled images.
- Arrange the monitor or terminal so the background lighting is not greater than the screen, or control the background light with window treatments.

25. Seating

If you are sitting at a desk or work table for extended periods of time, the adjustment of your chair is very important in order to avoid back and arm pain. Every person requires a different setting to suit their height, build, and task. Basically, the chair should be adjusted for three different settings:

- Height - legs are at 90 degree angle to torso.
- Seat Back Depth and Height - Back should make firm contact with the lumbar (lower) part of the back.
- Back Tilt - Seat and Back - Be sure stops and springs are adjusted to prevent tipping over and wheels and swivels move easily.
- Be aware of chair limitations- stay mindful of the three point rule- two legs should remain in contact with the floor at all times.



26. Desks

Work surfaces for typing or keyboard use should be between 23" and 28" depending on your height. This should allow you to type with your arms and wrists in a level straight line position with an approximately 90° bend at your elbow. Use a higher desk height for handwriting and other desk work. Move your chair close to your desk to avoid bending over at your lower back.

27. Water Hazards

When working in or near water, proper safety equipment should be worn at all times. This includes life vests and flotation devices. Oars and paddles should be kept in the boat at all times. Never work near the water alone- always bring a co-worker and ensure that your Supervisor is aware of your location. Keep an eye out at all times for water predators such as alligators and snakes. Never

approach a predatory animal, keep a safe distance and choose a different location for the day if at all possible.

IV. SAFETY EQUIPMENT

It is the District's intent to provide all necessary personal protective equipment required in performing routine operations. Those items include, but are not limited to:

- Rain Gear
- Gloves
- Boots, Knee Boots, Hip Boots- must be EA rated, steel-toe/water proof/chemical resistant and at least ankle high
- Protective Headgear
- Goggles/Eye Protection
- Respirators
- Glass Cutters in all enclosed vehicles
- Visibility/Reflective Vests
- Safety Harnesses
- Welding Clothing and Shields
- Special Application Tools
- Protective Clothing
- OSHA approved Hard Hats
- First Aid Kit in each vehicle
- Fire Extinguisher securely mounted in each vehicle
- Winter Jackets
- Life Jackets and Flotation Devices
- Paddles/Oars

Mandated use of equipment shall be set at the departmental level. Departments shall document rules and regulations concerning specific issue, training and use of equipment. Requests for equipment not immediately available should be directed to the responsible supervisor. When renting equipment, ensure that all applicable safety equipment and attire are also available. The use of available and required personal protective equipment is the employee's responsibility and ignoring this requirement will not be tolerated. Safety equipment is provided for your own protection- marking and/or defacing equipment (including hard hats) will not be tolerated. Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning lights and many other specialty items. Consult with a supervisor for information.

The buddy system should be in place at all times- never travel in the District without first informing co-workers as to your location destination.

VII. FIRES

Burns from fires can cause very serious injury. Avoid the accumulation of flammable material and store any material of this type in approved containers at proper locations. Know the location of firefighting equipment and the proper use of this equipment. Safety practices with respect to fire

prevention require knowledge of: the ingredients necessary for a fire; fire control methods; and fire prevention practices.

1. Ingredients Necessary for a Fire

The three ingredients necessary for an ordinary fire are: fuel; heat; and oxygen. Fuel can be materials as diverse as paper, wood, solvents, hydrocarbons such as oil and gasoline vapors, and gases. These flammable materials require different levels of heat in order to burn. A concentration of 15 percent oxygen in the air is generally sufficient to sustain a fire. The greater the concentration of oxygen, the brighter the blaze with more rapid combustion.

2. Fire Control Methods

To extinguish a fire, one need only remove one of its three necessary ingredients. Cooling involves removing or reducing the heat or temperature. Smothering requires removing oxygen. Isolation requires the controlling or removal of a fire's source of fuel.

3. Fire Types

Fires are classed as A-, B-, C-, or D- type according to what is burning.

Class A fires - general combustibles such as wood, cloth, paper, or rubbish - are usually controlled by cooling--as by use of water to cool the material.

Class B fires - flammable liquids such as gasoline, oil, grease, or paint - are usually smothered by oxygen control--as by use of foam, carbon dioxide, or a dry chemical.

Class C fires - electrical equipment - are usually smothered by oxygen control--use of carbon dioxide or dry-chemical extinguishers--nonconductors of electricity.

Class D fires - occur in combustible metals, such as magnesium, lithium, or sodium. These fires require special extinguishers and techniques.

VIII. FIRE PREVENTION PRACTICES

You can prevent fires by:

- Maintaining a neat and clean work area and preventing the accumulation of rubbish.
- Putting oil- and paint-soaked rags in covered metal containers.
- Observing all "No Smoking" signs.
- Keeping fire doors, exits, stairs, fire lanes, and firefighting equipment clear of obstructions.
- Keeping all combustible materials away from furnaces or other sources of ignition.
- Reporting any fire hazards you see that are beyond your control, especially electrical hazards which are the source of many fires.

A Fire Prevention Manual outlining safety caution techniques is kept in the office of the Director of Operations & Maintenance.

- Prevent fires by practicing good housekeeping and proper handling of flammable materials.
- Make sure that everyone obeys "No Smoking" signs in all areas near explosive or flammable gases.
- In case of fire, turn on the alarm immediately and make sure that the Fire Department is properly directed to the scene of the fire.
- Action during the first few seconds of ignition generally means the difference between destruction and control. Use the available portable fire-fighting equipment to control the fire until help arrives.

- Use the appropriate extinguisher for the type of fire.
- Learn how to operate the extinguisher.
- Ensure that all fire extinguishers are routinely inspected and kept up to date.

If it is necessary to evacuate the building, do not stop to get anything--just get out!

IX. ELECTRICAL SHOCK

Electrical shock may cause serious injury. Do not attempt to repair electrical equipment

X. Noise

Loud noises from gas engines and gas or electrical blowers can cause permanent ear damage. Operators and maintenance men must wear the proper ear protection devices whenever working in noisy areas for any length of time.

XI. Lifting

When lifting, the use of the rule "Lift with your legs, not with your back" will help eliminate back strain. Avoid accidents. Learn the right way to handle materials. Improper lifting, in one careless moment, can cause you agonizing pain. Know your physical capacity and limitations. Get help, if needed, to lift. (Please also refer to pages 6 & 7 in this manual on proper lifting etiquette)

XII. Traffic Hazards

Before starting any job in a street or other traffic area, adequate warning to and protection from traffic **must** be provided.

Traffic may be warned by high-level signs and flags placed far enough ahead of the work area to adequately alert vehicular traffic, by traffic cones - fluorescent red cones are particularly effective - arranged to guide traffic around your work area, by signs or barricades to direct traffic, by a flagman to direct and control traffic, or by any combination of these. Our local Palm Beach County Sheriff's Department may provide you with some basic patterns on the use of cones, barricades, and other warning or traffic control devices. Traffic warning devices must be placed in such a fashion to avoid causing confusion and congestion. An added protection, whenever possible, is to place your work vehicle between you and the oncoming traffic. This will alert traffic to your presence. The use of flashing or revolving amber light or red flashing lights is an excellent means of alerting traffic of your presence.


XIII. Excavations

If it becomes necessary for you to excavate, become familiar with the fundamentals of excavating and the proper, safe methods for shoring a ditch.

OSHA Occupational Safety and Health Administration **Safety Tips**




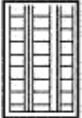

Working safely in trenches

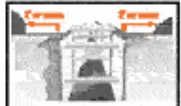
Do **NOT** enter an unprotected trench!




Each employee in a trench shall be protected from a cave-in by an adequate protective system.

Some of the protective systems for trenches are:

- Sloped for stability; or 
- Cut to create stepped benched grades; or 
- Supported by a system made with posts, beams, shores or planking and hydraulic jacks; or  
- Supported by a trench box to protect workers in a trench. 

Additionally, excavated or other materials must be at least 2 feet back from the edge of a trench; and 

A safe means of egress shall be provided within 25 feet of workers in a trench. 


For more complete information:
OSHA Occupational Safety and Health Administration
 U.S. Department of Labor
 www.osha.gov (800) 321-OSHA
 TTY (877) 639-5827

OSHA 3248-101R-05

OSHA Administración de Seguridad y Salud Ocupacional **Consejos de Seguridad**




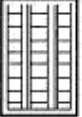

Trabajando de manera segura en una trinchera


¡**NO** entre en una trinchera que careza de protección!




Todo empleado en una trinchera tiene que ser protegido de un derrumbe por un sistema de protección adecuado.

Algunos de los sistemas de protección para trincheras son:

- Indinar para estabilidad, o 
- Cortar para crear pasos o niveles escalonados, o 
- Sostener por un sistema formado de postes, vigas, puntales o tablas con gatos hidráulicos, o  
- Sostener por una caja de zanja que proteja a los trabajadores en la trinchera. 

Además, los materiales excavados u otros materiales tienen que colocarse a un mínimo de 2 pies de la orilla de la trinchera y 

Un medio seguro de salida tiene que ser colocado en una trinchera a un máximo de 25 pies de los trabajadores. 

Para información más completa:
OSHA Administración de Seguridad y Salud Ocupacional
 Departamento del Trabajo de los EE.UU.
 www.osha.gov (800) 321-OSHA
 TTY (877) 639-5827

XIV. DRIVING RULES AND REGULATIONS

All drivers of District vehicles, and those using their personal vehicles in pursuit of District business, will comply with all applicable laws of the state as well as any additional regulations of the District. A valid operator's license of the class necessary for the particular type vehicle driven and necessary insurance for personal car use, shall be in the possession of the operator at all times.

1. Parking

- District vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
- No District vehicle is to be left unattended with ignition key left in the ignition. (Exception: Vehicles or equipment in use for emergency situations when ignition is necessary to complete the operation.)
- Any vehicle parked on a perceptible grade or incline must set the parking brake.
- All District vehicles must be locked when not in use. (Note: A vehicle is considered unattended and not in use when the operator is more than 100 feet from the vehicle.)
- Before initial use of any vehicle each day, the driver must walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation.
- Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem.
- Written authorization is required for daily personal use of District vehicle. Verbal authorization is needed for occasional personal use of an District vehicle when one is not assigned to the employee. The District Vehicle Mileage Log must be maintained on a daily basis.
- Parking in the Designated Handicapped Parking Spots in the front of the building may only be utilized by the holder of an authorized Handicapped Parking Permit during the day. After hours, this parking may be utilized for the storage of District vehicles.

2. Vehicles and Equipment

- Vehicle registration and insurance card shall be kept in the vehicle at all times and available in case requested by law enforcement officials.
- Safety belts will be worn at all times by all drivers and passengers.
- Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent to turn.
- Drivers will ensure that the windows, headlights, taillights, and windshield wipers are clean and operational at all times.
- Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate, or anything hanging out over the gate.
- In any case, the driver of the vehicle is responsible to see that all necessary conditions are met on his vehicle before he operates it.
- If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will ensure that the load is secure on the truck and that overhangs are properly marked in accordance with local laws.
- When working on District roadways, the wearing of a reflective safety vest is required.

3. General

- Backing vehicles without a clear view of the area in back of the vehicle will be done only with the assistance of a guide. If a second person is in the vehicle, he will exit the vehicle and guide it back using the appropriate hand and voice signals. If the driver is alone, he will exit the vehicle and inspect the area behind before backing.

- Non- Emergency use of cell phones while operating a District Vehicle is prohibited.
- If you receive a call regarding District business, employees must pull over to the side of the road and come to a complete stop before completing conversation.
- Passengers are not allowed to ride in the bed of pickup trucks.
- Only District employees and authorized guests are allowed to ride in District vehicles.
- Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his supervisor who will in turn advise the applicable state agency of this fact. **Failure of an employee to report a change in license status within 3 days will result in disciplinary action and/or possible suspension up to and including termination of employment. The District may periodically check driving records of employees who operate vehicles and equipment as part of their job duties to ensure compliance.**
- Riding on running boards of trucks and equipment is strictly prohibited.
- Riding on any area of equipment not designated a seating area is strictly prohibited. For example, riding in the bucket of a truck is prohibited while the vehicle is in motion.
- Posted speed limits will be strictly adhered to.
- During periods of limited visibility or anytime windshield wipers are in use, vehicle headlights will be turned on.
- Be particularly watchful for pedestrians at dusk and dawn, when visibility is limited and children are on the roads.
- Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
- All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
- No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat. All riders shall utilize a seat belt.

XV. PROCEDURES FOR REPORTING ACCIDENTS, DAMAGE TO, AND/OR BREAKDOWNS OF DISTRICT VEHICLES

In the event an operator of a District vehicle is involved in an accident, must follow the procedures in the Risk Management Manual.

If a District vehicle breaks down and becomes inoperable, the responsible Crew Chief is to be notified immediately. Should the vehicle need to be towed, the appropriate jurisdiction's Police Department should be notified and requested to, in return, contact the Palm Beach County Sheriff's Department to arrange to tow the vehicle and return it to the District's Maintenance Department or other location the Crew Chief may authorize.

XVI. ACCIDENT, INJURY, AND INCIDENT REPORTING

In the event of accident or injury to a District employee, injury to a citizen by District operations, or damage to property related to District operations, staff must follow the procedures set forth in the Risk Management Manual.

XVII. FIRST AID PROCEDURES

Safety/Risk Coordinator: Chief Human Resources Officer
Direct Line 561-721-4830
Cell: 561-513-1218

- **Medical Facility:** 911 OR District contracted medical facility
- **Minor First Aid Treatment** First aid kits are stored in the front office and in employee vehicles. If you sustain an injury or are involved in an accident requiring minor first aid treatment:
 - Inform your supervisor immediately.
 - Administer first aid treatment to the injury or wound.
 - If a first aid kit is used, indicate usage on the accident investigation report
 - Access to a first aid kit is not intended to be a substitute for medical attention.
 - Provide details for the completion of the accident investigation report.
- **Non-Emergency Medical Treatment** For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:
 - Inform your supervisor immediately.
 - Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
 - Provide details for the completion of the accident investigation report.
- **Emergency Medical Treatment** If you sustain a severe injury requiring emergency treatment:
 - Call 911 OR and seek assistance from a co-worker.
 - Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
 - Provide details for the completion of the accident investigation report.

Submit Accident Report to your supervisor immediately.

ALL INJURIES MUST BE REPORTED THE SAME DAY AS THE ACCIDENT!!

NOTE:

Only doctors authorized by the District will be accepted as treating physicians for on-the-job injuries or illnesses. Use of an unauthorized doctor may result in you being liable for payment of the bill(s).

XV. RECEIPT AND ACCEPTANCE OF SAFETY MANUAL

I have this day received a copy of the District's Safety Manual, approved by the Board of Supervisors on September 16, 2020, and I understand that I am responsible for reading the policies and practices described within it.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED IN THIS SAFETY MANUAL. I UNDERSTAND THAT THE POLICIES AND PRACTICES CONTAINED IN THIS MANUAL MAY BE ADDED TO, DELETED OR CHANGED BY THE DISTRICT AT ANY TIME. I UNDERSTAND THAT NEITHER THIS MANUAL NOR ANY OTHER WRITTEN OR VERBAL COMMUNICATION BY ANY EXECUTIVE DIRECTOR OR OTHER DISTRICT OFFICIAL IS INTENDED TO IN ANY WAY CREATE A CONTRACT OF EMPLOYMENT.

I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL, WHICH PERMITS THE DISTRICT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE. NOTHING IN THIS MANUAL IS INTENDED TO GUARANTEE EMPLOYMENT FOR A SPECIFIC DURATION.

If I have any questions regarding the content or interpretation of this Manual, I will bring them to the immediate attention of the Crew Chief, Maintenance Superintendent, or Human Resources.

PRINTED NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

Attachment 1

HAZARD IDENTIFICATION ANALYSIS

Once a hazard has been recognized through regular inspection procedures or through a change in operations, new machinery or equipment, or physical plant changes, it must be determined just how to rectify the hazard. Submit request to the Department Director using the form below.

Attached is a form (Attachment 1) that will be utilized for this purpose

INDIAN TRIAL IMPROVEMENT DISTRICT WORK ORDER REQUESTS

DATE: _____

DEPARTMENT: _____

REQUESTED BY: _____

HAZARD IDENTIFIED: _____

REQUEST:

DATE REQUEST HAS BEEN COMPLETED: _____

COMPLETED BY: _____

IF NOT COMPLETED, REASON WHY OR TIME WILL BE COMPLETED:

AFTER COMPLETION, PLEASE RETURN THIS FORM TO HUMAN RESOURCES.