

CITY OF HIALEAH

**SAFETY RULES AND
REGULATIONS**



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City of Hialeah

City of Hialeah Safety Mission Statement

The City of Hialeah is conscious of the safety of our employees and the citizens of our community and of the importance of our physical assets. As an employer, we recognize the obligation to ensure a safe work place for our employees.

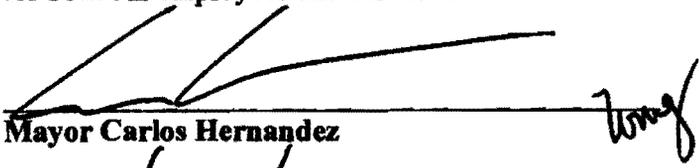
As a governmental entity, we recognize our responsibility to protect the City's physical assets from damage or loss and to provide a safe environment for the public we serve. Our ultimate goal is to create an environment to eliminate avoidable accidents and to substantially reduce losses.

To help meet these goals, the City has allocated resources to administer a loss control program. Some of the program components include a safety committee, written safety policies and procedures, employee training, safety inspections and additional administrative controls.

The overall program is the responsibility of the Mayor. Administrative responsibility is assigned to the Risk Manager. Departmental safety is the responsibility of department heads and supervisors. It is expected that department heads will complement the efforts of the Risk Management Division to reduce losses and provide for the safety of employees and the public. These loss control responsibilities are continuous and equal in importance with all other operational considerations.

It is the responsibility of each employee to follow all safety work rules and procedures and to cooperate with and support loss control program activities and objectives. Each employee is expected to report any unsafe conditions and to ask for instruction from a supervisor if they are unsure how to conduct a specific task safely. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of every employee's job performance. Loss control is every employee's responsibility.

This mission statement will meet the mutually beneficial goal of maintaining a safe environment for both our employees and the citizens we serve.



Mayor Carlos Hernandez

6/27/11

Date issued

SAFETY PROGRAM RESPONSIBILITIES

GENERAL

An effective safety program must include a complete and clear description of safety responsibilities for employees. It is important for everyone to understand not only their responsibilities but also the responsibilities of fellow employees. Individual departments who have existing Safety Programs or Policies in place may continue to use those Programs and Policies if those Safety Programs and Policies provide the same degree of protection as the City's Safety Rules and Regulations. This section describes key roles and responsibilities of people involved in the Safety Program. The positions covered include: Mayor, Safety Committee, Department Directors, Supervisor and Employee.

Mayor/ Mayor's Designee

- * Review all accident statistics
- * Track all safety and workers' compensation statistics
- * Communicate safety information
- * Manage special safety programs
- * Evaluate and approve safety equipment and personal protective equipment for use at City sites
- * Promote safety

Safety Coordinator

The Mayor will select one person to act as Safety Coordinator.

- * Update Safety Rules and Regulations
- * Establish annual City safety goals
- * Monitor safety program
- * Coordinate all safety audits as needed,
- * Assure timely and accurate accident reporting.
- * Coordinate preparation of accident summary reports and incident rate statistics
- * Communicate safety information
- * Recommend improvements in the safety program
- * Assist with safety activities and reporting issues
- * Assist in investigating unsafe conditions and accidents
- * Assist in training new and existing employees
- * Maintain safety records and information

Safety Committee

The Department Director will select the Safety Committee members.

- * Enforce all safety policies and procedures
- * Ensure that all employees understand the safety policies and procedures
- * Orient new employees
- * Ensure accidents are thoroughly investigated and follow-up action is taken
- * Establish Safety training sessions
- * Assist Safety Coordinator in conduction of safety audits
- * Assist Safety Coordinator in monitoring Safety Program activities
- * Recommend improvements in the Safety Program
- * Set an example of safe working habits and follow all safety regulations

Department Director/ Department Director's Designee/ Supervisor

- * Responsible for the safety of employees reporting directly to them, as well as the safety of others who may enter their work area
- * Communicate and enforce all safety policies and procedures within their operations
- * See that all injuries are promptly treated and reported
- * Instruct employees as to the hazards of the job, how to avoid injury, and appropriate emergency procedures
- * Assist in training new and existing employees
- * Investigate the cause of all accidents and injuries and complete reports as required
- * Periodically inspect all work areas to ensure that work practices and equipment are meeting established safety standards
- * See that essential safety devices and personal protective equipment are provided and used
- * Take immediate corrective action whenever unsafe conditions and/or unsafe acts are noted
- * Recommend improvements in the Safety Program
- * Set an example of safe working habits and follow all safety regulations

Employee

- * Read, understand, and follow all City safety policies and procedures
- * Recommend improvements in the Safety Program
- * Perform duties in a safe manner
- * Report all unsafe acts and conditions
- * Report all accidents
- * Wear all personal protective equipment that is required and maintain the equipment in good condition
- * Set an example of safe working habits and follow all safety regulations

SAFETY TRAINING

PURPOSE

Training is one of the most important elements of any safety and health program. Training is designed to enable employees to learn their jobs properly, reinforce safety policies and procedures. Safety training also provides an opportunity to communicate safety principles and commitment to a safe work place.

NEW EMPLOYEE SAFETY ORIENTATION

New employee safety orientation is conducted by the Department Director and/or their designee. The safety training in this orientation may consist of the following topics:

- General Safety Rules and Policies
- Hazard Communication and Chemical Safety Procedures
- Hearing Conservation
- Control of blood borne pathogens
- Electrical Safety and Lockout/Tag out
- Emergency Plans, Routes, and Assembly Locations
- Procedures for Safety violations, accidents, and near-miss
- Proper lifting and ergonomic techniques
- Equipment Safety

After completion of safety orientation, the new hire's supervisor will provide additional specific safety training applicable to the assigned tasks. This training may consist of the following topics:

- Emergency plans, evacuation routes, assembly locations, and emergency actions
- Rules for reporting safety violations, accidents, and near-misses
- Safe/Standard Operating Procedures and Guidelines
- Job Safety Analysis
- Location and use of Emergency Eye Wash and Shower Stations
- Location and use of Fire Alarm/Pull boxes
- Use of tools and equipment, lifting and material handling equipment
- Machine and Tool Guards, Emergency Stop Control Locations and Use
- Proper Ergonomic procedures and lifting techniques for the tasks assigned
- Safety equipment and personal protective equipment
- Hazard Communication. Specific hazards for work area chemicals.

Safety Audits and Inspections

PURPOSE

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety compliance and a safe workplace.

RESPONSIBILITIES

Department Director and/or their designee

- Design and schedule audit and inspection procedures for all work areas, processes and procedures.
- Conduct routine audits and inspections.
- Ensure employees who understand the various safety programs and policies conduct audits.

Supervisors

- Conduct informal daily safety inspections and ensure all unsafe conditions are corrected,
- Conduct documented weekly inspections and ensure all unsafe conditions are corrected.

CORRECTIONS

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentations of corrections should be made. Conditions that present hazards are to be corrected or controlled immediately.

TYPES OF INSPECTIONS

Supervisor Daily Walk-through: This is an undocumented inspection that is made daily to ensure the facility and equipment is in safe conditions for employees. All noted unsafe areas are placed in a safe condition prior to employees working in the area.

Equipment Inspections: are conducted to ensure specific safety equipment is in good working order and will function when needed. Examples and frequencies are:

- Sprinkler Inspection - Monthly
- Emergency Lighting Test - Monthly
- Fire Extinguisher Inspections - Monthly
- Safety Equipment Inventories - Monthly
- Respirator Inspections - Before/After Use

Program Audits: are conducted to check the administration of specific safety and health programs. Program Audits of the following should be conducted

- Accident Prevention
- Fire Prevention
- Material Handling
- Flammable Material Storage
- Lockout-Tag out
- Hazard Communication
- Confined Space Entry
- Contractor Safety
- Blood Borne Pathogens
- Electrical Safety
- Hot Work

Records

Records of audits and inspections will be maintained in accordance with the requirements of the specific programs. Routine inspection records will be maintained on a most current basis.

CONDUCTING SAFETY AUDITS

There are four basic questions an audit should answer. The persons or team designated to conduct the audits should take a fact-finding approach to gather data. These auditors should be familiar with both the City program and the various local, state, and federal requirements. All audits comments, recommendations and corrective actions should focus on these four questions:

- Does the program cover all regulatory and best industry practice requirements?
- Are the program requirements being met?
- Is there documented proof of compliance?
- Is employee training effective?

PHASE ONE: AUDIT PREPARATION

- Step One - Prior to the audit, inform all department directors and/or their designees and supervisors. They should be directed to have all records, documents and procedures available when audits start.
- Step Two - Review all past program area audits and corrective action recommendations
- Step Three - Review all City, local, state, and federal requirements for the specific program. Become familiar with document, inspection, and training requirements.
- Step Four - Determine the scope of the audit. This can be based on accident and inspection reports and input from various supervisors and/or department head. Set a start and stop time and date for the audit.

PHASE TWO: FACT-FINDING

A fact-finding event is used to gather all applicable information. Auditors should make an effort not to form an opinion or make evaluative comments during this phase. If an audit team is used, make assignments to each person that defines their area of inspection. Ensure they have the proper program background information and documents.

AUDIT AREAS - MOST AUDITS CAN BE BROKEN DOWN INTO THESE AREAS:

Employee Knowledge - The City Safety Rules and Regulations encourages effective training. An effective program ensures that employees have the knowledge required to operate in a safe manner on a daily basis. The level of knowledge required depends on the specific duties and responsibilities. This includes practical knowledge of program administration, management, and training. They should be able to discuss all elements of each program that affects their assigned employees.

Authorized employees must have a high level of working knowledge involving hazard identification and hazard control procedures. Determining employee level of knowledge can be achieved through written quizzes, formal interviews or informal question in the workplace.

Written Program Review - During the audit, a comprehensive review of the written program should be conducted. This review compares the City program to requirements for hazard identification and control, required employee training and record keeping against local, state, and federal requirements.

Program Administration - This review checks the implementation and management of specific program requirements. This section asks these and other similar questions:

- Is there a person assigned and trained to manage the program?
- Are specific duties and responsibilities assigned?
- Are sufficient assets provided?
- Is there an effective and on-going employee-training program?

Record and Document Review - Records are the City's only means of proving that specific regulatory requirements have been met. Record review also includes a look at the results, recommendations, and corrective actions from the last program audit.

Equipment and Material - This area of an audit inspects the material condition and applicability of the equipment for hazard control in a specific program. Examples of audit questions for this area are:

- Is the equipment in a safe condition?
- Is there adequate equipment to conduct tasks safely?
- Is personal protective equipment used and stored properly?
- Is equipment, such as exit lights, emergency lights, fire extinguishers, material storage, and equipment handling designed and staged to control hazards effectively?

General Area Walk-Through - While audits are not designed to be comprehensive physical wall-to-wall facility inspections, a general walk-through of work areas can provide additional insight into the effectiveness of the safety programs. Auditors should take written notes of unsafe conditions and unsafe acts observed during walk-through.

PHASE THREE: REVIEW OF FINDINGS

After all documents, written programs, procedures, work practices, and equipment have been inspected. Each program requirement should be addressed with deficiencies noted and comments of a positive nature should be included for each element that is being effectively managed.

PHASE FOUR: RECOMMENDATIONS

Develop recommended actions for each deficient condition of the program. Careful forethought should be applied to ensure that this is not a process that simply makes more rules, additional record keeping requirements, or makes tasks more difficult. Examine the manner and means in which the procedure that can be employed.

PHASE FIVE CORRECTIVE ACTIONS

Development of corrective action should involve the department directors and/or their designees and supervisors that will be required to execute the corrections. Set priorities based on level of hazard. All corrective actions should be assigned a completion and review date. Records of completed corrective actions should be reviewed through the normal management chain and then be filed for use during the next audit.

SAFETY COMMITTEE

A. Function

- a. The success of the City safety programs is greatly influenced by the level of involvement of the Safety Committee. The Committee is the focal point for all safety activities. It provides an important communications link allowing management, supervisors, and employees to share information and concerns related to safety.
- b. The Safety Committee also helps build safe attitudes within the City. This safety attitude, or safety awareness, is developed and maintained by the Safety Committee through its various functions involving training, hazard identification, accident investigation, etc.

B. Organization

- a. The Committee must be composed of a representative group of City employees from varying departments. It is important to include representatives from each functional area. The total number serving on the Committee should be kept small to facilitate better communication during meetings, and to achieve better results.
- b. There are three positions on each Safety Committee: chairperson, recorder, and committee member.

C. The Chairperson is responsible for:

- a. Chair and schedule safety committee meetings and distribute the agenda. Oversee the scheduling and delivery of all safety training sessions.
- b. Prioritize and delegate assignments. Ensure that follow-up action is taken.
- c. Oversee the maintenance of all safety records.
- d. Ensure that all committee members are aware of their responsibilities and perform their duties.
- e. Make sure safety program deadlines are met.
- f. Communicate effectively with the Mayor, department directors, supervisors, and employees.
- g. Make sure minutes are typed and copies are properly distributed and posted.
- h. Maintaining all safety records.
- i. Set an example of safe working habits and follow all safety regulations.

D. Committee Member

- a. There is no required number of members for a Safety Committee. The size of the group is dependent on the staff size and functional make-up. It is important to have representation from many departments.
- b. Committee members are responsible for attend and actively participate in all Safety Committee meetings, assist in completing assigned tasks and special safety projects, encourage open communication between the Safety Committee and all employees, and set an example of safe working habits and follow all safety regulations

E. City Safety Meetings

- a. The committee is responsible for developing the agenda for the general safety meeting. The Committee will review minutes of previous meeting and any old business. Other topics include accident reviews, introduction of new policies, review of old safety procedures, and safety training. This involvement by the Committee ensures that the meeting is topical and informative.

F. Safety Training

- a. The type of training conducted at the monthly training sessions is based on requirements established by the Safety Committee. The Committee guides and supports the safety training effort to ensure that quality training is provided.

G. Hazard Investigation

- a. The investigation of all reported hazards is the responsibility of the Safety Committee. Each hazard should be reviewed to determine its severity. The Committee then makes recommendations to correct the situation in an established time period. The Committee will review all past hazards to ensure that they have been corrected as assigned.

H. Accident Investigation

- a. Certain accidents are reviewed by the Safety Committee. The Committee is responsible for providing recommended corrective actions, and may be involved in follow up activities.
- b. The Committee is responsible for developing an effective safety policy and procedure communication system. The Committee acts as a sounding board for all personnel on safety matters, policies and procedures, etc. Special training sessions on new or revised policies and procedures will be developed by the Committee.

I. Inspection

- a. The Safety Committee is responsible for developing and monitoring safety inspection procedures.

Accident Analysis

PURPOSE

Accident prevention and control of hazards is the result of a well-designed program. One of the keys to a successful program includes unbiased, prompt and accurate accident analysis. The basic purpose of the analysis is to determine measures that can be taken to prevent similar accidents in the future. This section addresses:

- Responsibilities
- Hazard control
- Role of supervisors
- Analysis procedures

All analysis for work related accidents, injuries and illnesses are to be conducted in a professional manner to identify probable causes and are used to develop specific actions for the prevention of future accidents.

Responsibilities of Department Directors and/or their designees

- Conduct accident prevention and analysis training for supervisors
- Ensure all accidents and injuries are properly analyzed
- Ensure immediate and long term corrective actions are taken to prevent reoccurrence
- Maintain accident reports on file
- Provide all necessary medical care for injured workers
- Conduct immediate initial accident analysis
- Report all accidents to management as soon after the event as possible
- Collect and preserve all evidence that may be useful in an analysis
- Conduct interviews of witnesses in a polite professional manner
- Do not attempt to find or assign blame for accidents
- Take action to protect people and property from secondary effects of accidents employees
- Immediately report all accidents and injuries to their supervisor
- Assist as requested in any accidents analysis
- Report all hazardous conditions and near-misses to supervisors
- Hazard control

Engineering Controls - there are numerous engineered safeguards throughout the City used to protect employees and prevent exposure to hazards. Examples of engineering controls are machine guards, safety controls, isolation of hazardous areas, monitoring devices, etc.

Administrative Controls - these controls involve the use of procedures, assessments, inspection, records to monitor and ensure safe practices and environments are maintained. Other administrative controls are in place to identify new hazards and implement corrective action. Examples of administrative controls are periodic inspections, equipment operating and maintenance procedures, hazard analysis, selection and assignment of personal protective equipment, etc.

Training Controls - this aspect of hazard control is used to ensure employees are fully and adequately trained to safely perform all tasks to which they are assigned. No employee is to attempt any task without proper training in the equipment, required personal protective equipment, specific hazards and their control and emergency procedures. Examples of training controls are initial new hire safety orientation, job specific safety training and periodic refresher training.

SUPERVISOR INVOLVEMENT

In most cases, the immediate supervisor will conduct the initial phase of an accident analysis. This initial activity is primarily a recording of facts involved in the accident, list of affected employees and witnesses. Direct supervisors are familiar with employee's work environment and assigned tasks. Supervisors must take the accident situation under control and immediately eliminate or control hazards to others. The immediate steps are:

- Provide first aid for any injured persons
- Eliminate or control hazards
- Document accident scene information to determine the cause
- Interview witnesses immediately
- Contact Risk Management Division and Human Resources Department

ACCIDENT PREVENTION

A detailed analysis of an accident will normally reveal three cause levels: basic, indirect, and direct. At the lowest level, an accident results only when a person or object receives an amount of energy or hazardous material that cannot be absorbed safely. This energy or hazardous material is the direct cause of the accident. The direct cause is usually the result of one or more unsafe acts or unsafe conditions, or both. Unsafe acts and conditions are the indirect causes or symptoms.

BASIC CAUSES

Most accidents are preventable by eliminating one or more causes. An accident analysis determines not only what happened, but also how and why. The information gained from the analysis can prevent recurrence of similar or perhaps more disastrous accidents. Accident analysts are interested in each event as well as in the sequence of events that led to an accident. The recurrence of accidents of a particular type or those with common causes shows areas needing special accident prevention emphasis.

Initial analysis procedures have three purposes:

- Prevent further possible injury and property damage.
- Collect facts about the accident.
- Collect and preserve evidence.

STEPS

- Secure the area. Do not disturb the scene unless a hazard exists.
- Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
- Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired.

DETERMINE

- What was not normal before the accident.
- Where the abnormality occurred.
- When it was first noted.
- How it occurred.

FOLLOW-UP ACCIDENT ANALYSIS

- The follow-up analysis is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence.
- Analyze the data obtained in the initial investigation.
- Repeat any of the prior steps, if necessary.

DETERMINE

- Why the accident happened.
- A likely sequence of events and probable causes (direct, indirect, basic).
- Determine the most likely causes.

CONDUCT A POST-ANALYSIS BRIEFING

- Prepare a summary report, including the recommended actions to prevent a recurrence.
- An analysis is not complete until all data are analyzed and a final report is completed.

CONDUCTING INTERVIEWS

In general, experienced personnel should conduct interviews. All interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Analyst should not provide any facts to the witness - only ask non-leading questions.

Explain the purpose of the analysis (accident prevention) and put each witness at ease.

Listen, let each witness speak freely, and be professional, courteous and considerate.

Take notes without distracting the witness. Use a tape recorder only with consent of the witness.

Use sketches and diagrams to help the witness.

Emphasize areas of direct observation, label hearsay accordingly.

Do not argue with the witness

Record the exact words used by the witness to describe each observation.

Identify each witness (name, address occupation, years of experience, etc.)

ANALYSIS TYPES

Accidents represent problems that must be solved through analysis. Formal procedures are helpful in identifying and solving problems. This section discusses two of the recognized procedures for the City of Hialeah: change analysis and job safety analysis

CHANGE ANALYSIS

As its name implies, this technique emphasizes change. To solve a problem, an analyst must look for deviations from the norm. Consider all problems to result from some unanticipated change. Make an analysis of the change to determine its causes. Use the following steps in this method:

- Define the problem (what happened?)
- Establish the norm (what should have happened?)
- Identify, locate, and describe the change (what, where, when, to what extent)
- Specify what was and what was not affected.
- Identify the distinctive features of the change.
- List the possible causes.
- Select the most likely causes.

JOB SAFETY ANALYSIS

In general, JSA breaks a job into basic steps, and identifies the hazards associated with each step. The JSA also prescribes controls for each hazard. A JSA is a chart listing these steps, hazards, and controls. Review the JSA during the analysis if a JSA has been conducted for the job involved in an accident. Perform a JSA if one is not available. Perform a JSA as a part of the analysis to determine the events and conditions that led to the accident.

ANALYSIS REPORT

An accident analysis is not complete until a report is prepared and submitted to Risk Management. To be an effective tool, an accident report should be clear and concise. The purpose of the analysis is to prevent future accidents. The following outline has been found especially useful in developing the information to be included in formal report:

- Background information.
- Where and when the accident occurred.
- Who and what were involved.
- Operating personnel and other witnesses.
- Account of the accident (what happened?)
- Sequence of events.
- Extent of damage.
- Accident type.
- Agency or source (of energy or hazardous material)
- Discussion (analysis of the accident; how, why)
- Direct causes (energy sources, hazardous materials)
- Indirect causes (unsafe acts and conditions)
- Basic causes (management policies, personal or environmental factors)
- Recommendations (to prevent a recurrence) for immediate and long-range action to remedy
- Basic causes.
- Indirect causes.
- Direct causes (such as reduced quantities or protective equipment or structures)

POSSIBLE CAUSES

Obvious accident causes are most probably symptoms of a "root cause" problem. Some examples of unsafe acts and unsafe conditions may lead to accidents are:

Unsafe acts:

- Unauthorized operation of equipment
- Running - horse play

- Not following procedures
- By-passing safety devices
- Not using protective equipment
- Under influence of drugs or alcohol

Unsafe conditions

- Ergonomic hazards
- Environmental hazards
- Inadequate housekeeping
- Blocked walkways
- Improper or damaged pipe
- Inadequate machine guarding

RECOMMENDATIONS - AS A RESULT OF THE FINDING IS THERE A NEED TO MAKE CHANGES TO:

- Employee training?
- Work stations design?
- Policies or procedures?

Accident Treatment

PURPOSE

To ensure injured or ill employees receive prompt and professional medical attention.

- Employees are responsible for immediately reporting all accidents or injuries to their supervisor.
- It is the responsibility of the supervisor to ensure that prompt first-aid or medical attention is provided.
- Appropriate accident procedures set forth in this section will be followed in a timely manner.

PROCEDURES

Once an accident is reported to the supervisor, the following steps shall be taken:

- Upon notification of an injury, determine if medical attention is required. When it is questionable as to whether onsite first-aid or professional medical attention is needed, call for outside medical assistance.
- If emergency first-aid treatment is required, trained (first-aid, CPR, etc.) personnel designated should be immediately contacted to provide appropriate treatment.
- If an ambulance or paramedics are required:
 - Contact your Communication Center by radio or dial 911 immediately.
 - Designate an emergency and provide the following information:
 - i Your name and assigned radio number
 - ii Name of the location from which you are calling, the address and telephone number if calling by phone.
 - iii Specify "This is an emergency personal injury" and request immediate assistance.
 - Stand by, or delegate someone to stand by until operator acknowledges that they have all the necessary information.
 - Stand by, or delegate someone to stand by for recall.
 - If the injured person is unconscious or incapable of describing the injury, another employee should accompany him/her to the hospital. This should be the same person who provided first-aid and/or the person with the most complete knowledge of the accident.
 - In all cases where CPR is administered, the person administering the CPR should accompany the injured person to the hospital.

If an ambulance is not needed, the injured employee should be sent to the hospital emergency room. Transport the injured employee to the hospital emergency room in a City vehicle driven by another City employee, who will wait until medical treatment is completed. The transporting employee shall contact the Department Director and/or their designee to advise him/her of any changes or special instructions that are given by emergency room staff or doctor.

Under no conditions should an injured person be permitted to drive himself/herself to the emergency room, no matter how slight the injury may appear to be. Notify the Department Director, Risk Manager and Human Resources Director immediately if any serious injury or accident occurs.

CITY OF HIALEAH

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memorandum

TO: All Department/Division Heads
FROM: Tarlesha Williams Smith, Acting Human Resources Director *TWS*
DATE: June 25, 2004
RE: After Hours on Duty Accident Protocol - Revised

The City of Hialeah desires to promote and maintain the highest standards of employee safety and health, by deterring and detecting the use or abuse of drugs and alcohol, thus providing a safe, productive and healthy work environment for all of its employees. In an effort to further this goal, the City of Hialeah maintains a policy of submitting its employees to drug testing, to detect the use of prohibited drugs and/or presence of alcohol. All employees involved in after hours on-duty accidents where the employee is operating a City vehicle and/or City equipment will be tested for the presence of drugs or alcohol.

If the after hours on-duty accident occurs between the hours of 5:30 p.m. and 6 p.m. the following procedure is to be followed:

1. Testing and medical attention is available on location between the hours of 5:30 p.m. and 6:00 p.m. at Physicians Health Center at 6221 N.W. 36th Street, Miami, Florida 33166.
2. In the event the employee is injured as a result of the accident and is transported to the hospital the supervisor is to contact Physician's Health/OM Management Call Center at 305.871.3627 to request an on-call drug screen. Supervisors must provide their name, title and contact number.
3. The operator will have the on-duty collector return the call within fifteen (15) minutes.
4. The collector will report to the scene as well as provide all necessary paperwork.

If the after hours on-duty accident occurs after 6:00 p.m. or during the weekend the following procedure is to be followed:

1. The supervisor must contact the Physician's Health/OM Management Call Center at 305.871.3627 to request an on-call drug screen. Supervisors must provide their name, title and contact number.
2. The operator will have the on-duty collector return the call within fifteen (15) minutes.
3. The collector will report to the scene as well as provide all necessary paperwork.
4. In the event the employee is injured as a result of the accident and is transported to the hospital the supervisor is to follow steps 1-3.

Please be aware that the providers are subject to change. In the event that Physician's Health/OM Management Call Center is no longer our contracted provider you are to immediately contact the Human Resources Director and/or the Risk Manager.

FIRST-AID SUPPLIES

PURPOSE

To establish guidelines for the purchase and use of first-aid supplies.

POLICY

- First-aid kits containing approved supplies shall be maintained at City facilities. A minimum of one kit should be provided at each location.
- Primary vehicles owned and operated by the City should carry an approved first-aid kit.
- First-aid kits shall be mounted in an easily observed location, and labeled with a sign on/or adjacent to the kit.

PROCEDURES

The following supplies should be maintained in portable and vehicle first-aid kits:

| Amount | Item |
|---------|--|
| 1 roll | 1 1/2" Adhesive tape |
| 1 roll | 4" Gauze bandage |
| 1 roll | 2" Gauze bandage |
| 2 boxes | Cleansing wipes; antiseptic |
| 1 | Tweezers |
| 1 | Scissors; 5 1/2" stainless steel sheers with safety tip |
| 2 | Triangle bandages |
| 1 box | Insect sting swabs |
| 2 boxes | 1" Self-adhesive bandages |
| 1 box | 2"x2" Sterile pads |
| 1 box | 4"x4" Sterile pads |
| 1 | CPR Mouthpiece shield; one way valve |
| 1 | Eye-wash-kit; saline, 4oz bottle; single use |
| 1 tube | Antibiotic ointment |
| 2 | Instant cold compress; 4"x5" |
| 1 | First-aid booklet |
| 2 pair | Disposable latex-free gloves; suitable for first aid and infection control |
| 1 | Small biohazard bag; approx. 1.5 gallons |

The following supplies should be maintained in large, central supply first-aid kits:

| | Item |
|---------|---|
| 6 rolls | 1/2" Adhesive tape |
| 6 rolls | 4" Gauze bandage |
| 6 rolls | 2" Gauze bandage |
| 6 boxes | Cleansing wipes; antiseptic |
| 4 | Tweezers |
| 4 | Scissors; 5 1/2" stainless steel sheers with safety tip |
| 6 | Triangle bandages |
| 4 boxes | Insect sting swabs |
| 6 boxes | 1" Self-adhesive bandages |
| 2 boxes | 2"x2" Sterile pads |

| | |
|---------|--|
| 2 boxes | 4"x4" Sterile pads |
| 4 | CPR Mouthpiece shields; one way valve |
| S | Instant cold compress; 4" x 5 |
| S tubes | Antibiotic ointment |
| 4 | First-aid booklets |
| 2 boxes | Disposable latex free gloves; suitable for first aid and infection control |
| 1 roll | Small biohazard bags; approx. 1.5 gallon |

First-aid kits should be inspected using the checklist provided with kit. Items that are missing, or low in quantity, should be replaced immediately.

CONTRACTOR SAFETY

Purpose

The Contractor Safety Program is designed to protect company and contractor employees, equipment, and facilities from injury, accident, or loss. Contractors are persons not directly employed by the City of Hialeah who provide specific labor or services. Examples of Contractors are:

- Construction Companies
- Utility Service or Repair Companies
- Pest Control Services
- Transportation and Shipping Services
- Product Suppliers

As a condition of doing business with the City of Hialeah, Contractors are expected to comply with applicable local, state and federal regulatory requirements. It is the sole responsibility of the Contractor to direct, control and enforce the applicable local, state and federal safety statutes and regulations.

Responsibilities

Department Directors and/or their designees

- Ensure that all contracts have been signed by the Contract's duly authorized representative and that the City of Hialeah is in possession of those signed contracts before the Contractor can begin work.
- Obtain a copy of the Contractor's Certificates of Insurance and Additional Endorsement before the Contractor begins work.
- Provide access to City MSDS material upon request of Contractors.
- Should not loan City owned equipment/personnel or provide City services to the Contractor.

Contractors

For reference purposes only, the Contractor shall provide to the City a copy of or provide continuously available access to:

- The Contractor's Corporate Safety Program;
- Material Safety Data Sheets of chemicals brought onto City property;
- Safety Inspection Documentation;
- Onsite Training Documents;
- Site Specific Safety Plans.

Certificates of Insurance

Contractors must provide the City of Hialeah a Certificate of Insurance. These Certificates of Insurance should be provided to the Department Directors with a copy to Risk Management.

- The Certificate must list the City of Hialeah as a Certificate Holder naming the City as an Additional Insured on a primary and non-contributing basis.
- The Contractor is also responsible for maintaining the minimum limits established by contract during the construction project including any insurance policy renewal occurring during the course of the construction project or service contract.

- The Contractor will provide copies of renewal Certificates of Insurance as well as immediate notification of cancellation or non-renewal of any insurance policy affecting the City to the Department Directors with an additional copy to Risk Management.

Additional Insured Endorsements

The Contractor will provide the City of Hialeah with the current copy of their Additional Insured Endorsement. The Additional Insured Endorsement should be provided to the Department Directors with a copy to Risk Management.

- A blanket Additional Insured Endorsement that will be maintained providing coverage for the City as stated in the Contract.
- The Additional Insured Endorsement providing coverage for the City on a primary and non-contributory basis.

OTHER POLICIES AND PROCEDURES

The Contractor is responsible for employee adherence to City policies regarding:

- Restrictions involving access to non-project related City facilities and property;
- Forbidden use of City owned tools and equipment by Contractor personnel;
- The banned use of controlled substances on City property including alcoholic beverages;
- Use of designated smoking areas;
- Firearm prohibition;
- Hostile Work Environment;
- Traffic and parking regulations.

CITY OF HIALEAH



OFFICE OF THE MAYOR

TO: DEPARTMENT/DIVISION HEADS
CITY EMPLOYEES AUTHORIZED TO OPERATE CITY VEHICLES AND/OR
HEAVY EQUIPMENT

FROM: MAYOR JULIO ROBAINA 

DATE: JUNE 9, 2008

SUBJECT: VEHICLE USE POLICY

I. Policy

City vehicles are to be operated only by City employees in good standing, and who have a valid Florida driver license. City employees are to operate vehicles in a safe and skillful manner within the guidelines of this policy, departmental directives, City Rules and Regulations and Florida Statutes, including obedience to all traffic laws and basic rules of courtesy. Employees shall refrain from conducting illegal activities and/or the personal use of City vehicles. Only employees authorized to drive City vehicles, under proper assignment, may operate a City vehicle.

A. Assignment of City Vehicles

City vehicles shall be assigned to departments, individuals or to a general vehicle pool on the basis of work responsibility. Vehicles may be assigned to employees, either solely for use during normal working hours or as a take-home vehicle when deemed appropriate. Department/Division Heads shall periodically review the assignment of vehicles to ensure cost effectiveness and the proper utilization of City vehicles.

All non-management employees assigned a City vehicle after normal working hours must keep a daily log showing each trip, time, destination and reason for such trip.

B. Personal Use of City Vehicles

City vehicles are to be used solely for the purpose of conducting City business. Employees shall not operate City vehicles for the purpose of conducting a private business or enterprise,

or any other personal use. Minimal personal use of a City vehicle is allowed, but shall be limited to:

1. Commuting to and from home/work for those employees assigned a take-home vehicle;
2. Incidental stops, of limited duration, while commuting to and from home/work, as long as the stop is in route or within close proximity to the employee's home or worksite;
3. Driving to and from a restaurant to eat during an approved meal break if the employee uses the City vehicle to conduct their daily work, as long as the stop is in route or within close proximity to their work location, and the appropriate Department/Division Head grants approval; and
4. Travel to and from off/extra duty police assignments.

When at home, take-home vehicles should be parked in a garage, private driveway or in an otherwise safe and secure location adjacent to the employee's residence. The vehicle should not be parked where it may suffer damage or violate Federal, State, County or municipal codes or ordinances.

Employees authorized to commute in a City vehicle may be subject to imputed income tax regulations as set forth by the Internal Revenue Service (IRS), which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of taxation. There are some IRS exemptions for commute travel such as qualified first responder (fire and police) vehicles and utility service vehicles. For further information, contact the Finance Department or your tax advisor.

C. Possession of a Valid Florida Driver License

All City vehicle and heavy equipment operators are responsible for possessing and maintaining a valid Florida driver license, with the proper applicable endorsement(s). Additional requirements may be applicable by Federal and State regulations for operators of specialized vehicles such as emergency vehicles, commercial motor vehicles and heavy equipment. Employees authorized to operate City vehicles or heavy equipment are required to immediately inform their supervisor if their driver license becomes canceled, invalid, expired, restricted, suspended or revoked. The supervisor will in turn notify the Department/Division Head of the employee's canceled, invalid, expired, restricted, suspended or revoked driver license status immediately upon becoming aware of the situation.

D. Driver License Check

During the last week of every month, Department/Division Heads shall verify the validity of driver licenses for employees in their Department/Division who are authorized to operate City vehicles and/or heavy equipment.

E. Adherence to Traffic Regulations

Employees operating City vehicles and/or heavy equipment shall at all times obey all municipal, county, State and Federal traffic regulations, as well as departmental and City Rules and Regulations.

Any employee authorized to drive a City vehicle must notify their Department/Division Head within five days of being issued a traffic violation, other than parking citations.

F. Safety Requirements

All operators and passengers of City vehicles and/or heavy equipment shall use the vehicle seat and lap belts if the vehicle is so equipped. Any employee injured in a crash and found not wearing such protection may have Worker's Compensation benefits reduced as allowed by Florida Statutes §440.09(4). Airbags shall not be rendered inoperable on vehicles so equipped.

Non-emergency employees driving City vehicles should not use cellular telephones or radios in distracting traffic situations. Employees should pull off the road to make calls.

At no time are employees to ride in the bed of a truck, except in vehicles where proper equipment for such use has been installed.

G. Vehicle Inspection

Vehicles must be inspected by the operator prior to each use to ensure all parts, equipment and accessories are in safe operating condition and free of any damage or defect. Failure to do so will result in the driver assuming responsibility for the damage and/or condition of the vehicle.

No vehicle shall be put into service until defects and/or safety violations have been corrected. If body damage is discovered, the employee shall check with their supervisor to see if an Incident Report has been completed and a copy forwarded to the Fleet Maintenance Department. If no Incident Report has been completed, the employee must make note of the damage in writing to his/her supervisor immediately, who will in turn notify the Department/Division Head and the Fleet Maintenance Director. The supervisor, with the assistance of the Fleet Maintenance Department, will determine the operability of the vehicle prior to allowing the vehicle on the road.

H. Preventive Maintenance and Service

City vehicles are to undergo preventive maintenance according to standards established by the Fleet Maintenance Department. Department/Division Heads who have vehicles assigned to their department are responsible for ensuring that the required maintenance and service is scheduled. Vehicle operators shall immediately notify their supervisor if they detect any irregularities in a City vehicle. The supervisor, in turn, is responsible for informing the appropriate Fleet Maintenance Department personnel of the possible defect.

Prior to making arrangements for emergency repairs, vehicle operators must make a reasonable attempt to contact the Director of Fleet Maintenance or his or her designee for repair authorization.

Operators are responsible for the appearance (interior and exterior cleanliness) of the City vehicle assigned to them, and should have the vehicle washed when needed. All trash and/or debris must be discarded at the end of each shift or workday.

I. Altering Vehicles

City vehicles may not be altered in any way without first obtaining written approval from the appropriate Department/Division Head. All approved alterations must be coordinated through the Fleet Maintenance Department.

No City vehicle shall have any stickers, posters, signs or any other similar attachment placed on or affixed to them unless a previous approval or directive has been issued by the Department/Division Head.

J. Vehicle Collisions

Employees involved in any vehicular collision in a City vehicle, irrespective of responsibility, shall:

1. Call for medical and/or fire suppression assistance, if needed;
2. Notify the appropriate law enforcement agency;
3. Call their immediate supervisor, or main department number if unable to reach a supervisor;
4. Complete the City's First Report of Injury or Illness form, if the incident resulted in injury to an employee, and forward copies to the Department/Division Head, who will forward it to the Risk Management Division; and
5. Complete an Incident Report and submit it to their immediate supervisor, who in turn will forward it to the Department/Division Head. The Department/Division Head will send the Incident Report to the Risk Manager and the Director of Fleet Maintenance.

The supervisor will:

1. Immediately notify the Department/Division Head of the incident and proceed to the scene;
2. Without interfering with medical and/or law enforcement personnel, the supervisor shall offer assistance to the City employee involved in the incident, gather information and take photographs of the scene;
3. Immediately have office staff contact the Human Resources Department for drug testing and transportation if necessary. If the incident occurs after hours, the supervisor shall call the Physicians Health/OM Management Call Center at (305) 871-3627 to request an on-call drug screen; and
4. Obtain a copy of the Police Report.

K. Safeguarding Issued Equipment

Employees are responsible for securing and safeguarding City-issued equipment and tools associated with their assigned vehicles. This includes, but is not limited to, issued equipment and tools that are normally left in the assigned vehicles.

Police Officers shall not store any firearm, personal or City issued, in a City vehicle after the Officer is off duty. In keeping with the established Police Department Policy, all firearms must be taken from the City vehicle and stored in the Officer's home.

Employees shall not store any portable radio/communication equipment in a City vehicle when the vehicle is not in use.

L. No, Smoking or Tobacco Products

Smoking or the consumption of other tobacco products is not allowed in any City vehicle at any time.

M. Persons other than City Employees Riding in City Vehicles

The transportation of non-employee passengers in City vehicles is not permitted unless it is in the furtherance of City business, is related to the job activities of the City employee, or has been approved in advance by the Department/Division Head.

N. Operation of City Vehicles

City vehicles are to be operated in a safe, responsible and courteous manner at all times.

1. Employees shall not operate City vehicles or heavy equipment after the consumption of any amount of alcoholic beverages and/or controlled substances;
2. City vehicles and heavy equipment shall not be left running while unattended. This prohibition shall not apply to K-9 personnel or other public safety employees whose duties require the constant operation of a City vehicle;
3. Employees shall remove keys from the ignition, close all windows, secure all exposed equipment and compartments and lock all doors while the City vehicle is left unattended; and
4. City vehicles and/or heavy equipment shall be operated in a manner that ensures the maximum life expectancy of the vehicle/heavy equipment.

O. Motor Vehicle Idling Prohibition

City vehicles shall not be left idling, or operating while the vehicle is not in motion, for more than three (3) minutes in a sixty (60) minute period. Unattended vehicles shall not be left idling, unless covered by one or more of the following exceptions, for which this prohibition does not apply:

1. Public safety vehicles while engaged in operational activities;
2. Vehicles assisting in an emergency activity;
3. Vehicles for which idling is required to service the engine and/or conduct repairs;
4. Vehicles remaining motionless because of an emergency, traffic, weather conditions, or mechanical difficulties over which the driver has no control;
5. Vehicles engaged in the course of a parade or any other event authorized by the Mayor and/or the City Council; and
6. Vehicles idling while passengers are embarking and/or disembarking.

P. Violation or Non-Compliance

Any violation or non-compliance with the requirements and responsibilities of this policy may result in disciplinary action, up to and including suspension and/or termination, or the revocation of an employee's take-home vehicle privilege.

Q. Additional Policies

Each department may establish additional policies, with the Mayor's prior approval, regarding the use of City vehicles, provided that they are not inconsistent with the policies stated herein.

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**CITY OF HIALEAH
OFFICE OF THE MAYOR**

ADMINISTRATIVE DIRECTIVE

TO: All City Employees
Operating a City Vehicle

Date: February 8, 2007

FROM: Mayor Julio Robaina 

RE: **SAFETY – ADMINISTRATIVE DIRECTIVE**
(1) USE OF SEAT BELTS WHILE RIDING IN A CITY VEHICLE &
(2) INSTRUCTIONS TO ALL NON-EMERGENCY EMPLOYEES
ABOUT TALKING ON CELLULAR PHONES OR RADIOS WHILE
DRIVING A CITY VEHICLE

The City of Hialeah is vitally concerned with the safety and well being of every employee. It is the City's policy to make every reasonable effort to ensure that every precaution is taken to protect you from potential hazards.

SEAT BELTS

To that end, I have put forth this directive that requires each of you, regardless of position, to use seat belts in City vehicles when either driving or riding as a passenger.

As former U.S. Transportation Secretary Norman Y. Mineta stated in a U.S. Department of Transportation news release dated March 29, 2001: "Safety is an individual as well as government responsibility, and we must work together to improve it." Secretary Mineta further pointed out: "We've been saying it for years and it's still true, using your seat belt can save your life." In Florida, it is the LAW.

Every 14 seconds someone in America is injured in a traffic crash. Every 12 minutes someone is killed in a crash. Traffic-related injuries are the leading cause of all injury deaths in America. The National Highway Traffic Safety Administration ("NHTSA") estimates that seat belts currently save more than 9,500 lives a year on average. According to the NHTSA a belted occupant is 39-49 percent less likely to die than an unrestrained person in a crash of the same severity.

According to NHTSA, safety belts are your best protection in a crash. They are designed so that the strongest areas of your body absorb the forces in a crash – the bones of your hip, shoulders and chest. They keep you in place so that your head, face, and chest are less likely to strike the steering wheel, windshield, dashboard, or the vehicle's interior frame, and they prevent you and other occupants from being thrown into each other or ejected from the vehicle.

Please obey the following safety guidelines:

- The lap belt or lap portion of the lap shoulder belt combination should be adjusted so it is low across the hips and pelvis, and never across the stomach.
- Adjust the lap belt so that it is snug.
- The shoulder belt should cross the chest and collarbone and be snug.
- The belt should never cross the front of the neck or face.
- Do not add excessive slack (more than 1 inch) into the shoulder belt.
- In some vehicles, the shoulder belt comes across your chest automatically, but the lap belt must be buckled manually. If your city vehicle has a manual lap belt, it must be buckled for maximum protection.
- Use the complete system the manufacturer installed in your city vehicle and follow the instructions provided in the owner's manual.

Furthermore, the way you sit when you ride in a vehicle is important. Your safety belts cannot work properly if you have the seat back in a reclined position or if you are slouched in your seat. Doing so, will cause the shoulder belt not to be against your chest and the lap belt could ride up over your stomach. For best protection:

- Have the seat back upright and sit back in the seat.
- Adjust your safety belts for a snug fit.
- Also remember to buckle up if in the back seat.

The attached figure illustrates the correct way to wear a safety belt.

Cellular Telephone and Radio Safety

To all non-emergency employees driving City vehicles, please follow these instructions for using cellular telephones and radio while driving:

- Do not use your cellular telephone or radio in distracting traffic situations. Pull off the road to make a call.
- When calling 911 to report an emergency, be prepared to provide the closest major cross streets or off-ramps, and know your cellular telephone number.
- Do not take notes while driving.
- Disconnect your cellular telephone when using jumper cables. The power surge could burn out your telephone.

Many of your jobs require long periods of time on the road, in all types of weather, and on all types of roadways. As an employee of the City of Hialeah riding a vehicle marked as a City vehicle, you are a respected member of the community. The example you set by bucking up and pulling over to use your cellular telephones and radios can influence others and prevent accidents endangering yourself and the rest of the community.

PROPER SEAT BELT USAGE



ADULTS

Always wear lap belt low and snug.

Always wear shoulder belt snug across chest, never across face or throat.

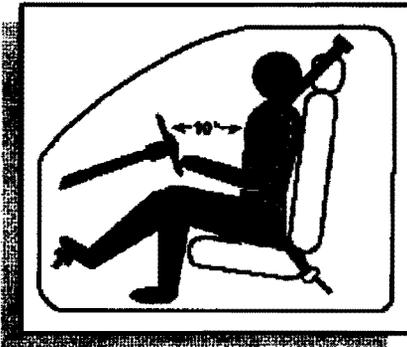
Keep back of vehicle seat in upright position.



PREGNANT WOMEN

Wear lap belt *below* abdomen.

Wear shoulder belt across chest.



CITY OF HIALEAH



OFFICE OF THE MAYOR

TO: DEPARTMENT/DIVISION HEADS
CITY EMPLOYEES
FROM: MAYOR JULIO ROBAINA 
DATE: OCTOBER 28, 2009
SUBJECT: SAFETY DIRECTIVE – TEXT MESSAGING WHILE DRIVING

Policy –

Recent deadly crashes involving drivers distracted by text messaging while behind the wheel highlight a growing danger on our roads. Text messaging causes drivers to take their eyes off the road and at least one hand off the steering wheel, endangering both themselves and others. Every day, City employees drive City vehicles or privately-owned vehicles on official City business, and some City employees use City supplied electronic devices to text or e-mail while driving. A City-wide prohibition on the use of text messaging while driving on official business or while using City supplied equipment will help save lives, reduce injuries and set an example for individual drivers.

Text Messaging While Driving by City Employees –

City employees shall not engage in text messaging:

- (a) When driving a City vehicle, or when driving a privately-owned vehicle while on official City business; or
- (b) When using electronic equipment supplied by the City while driving.

Definitions –

- (a) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data communication.

- (b) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

Disciplinary Action –

Violation of this policy may result in disciplinary action, up to and including termination.

I understand the above information, and I have been given a copy of this policy.

Employee Name (Print)

Employee Signature

Date

CITY OF HIALEAH



OFFICE OF THE MAYOR

TO: ALL CITY EMPLOYEES
FROM: MAYOR CARLOS HERNANDEZ 
DATE: JUNE 23, 2011
SUBJECT: COMMERCIAL DRIVER LICENSE (CDL) DRUG AND ALCOHOL
POLICY

I. POLICY STATEMENT:

The City of Hialeah desires to promote and maintain the highest standards for employee safety and health by detecting and deterring the use or abuse of drugs or alcohol, thus providing a safe and productive work environment. To achieve these goals, the City intends to comply with Department of Transportation regulations pertaining to the requirement that employees who possess a commercial driver license (CDL), operate heavy equipment vehicles and/or perform safety-sensitive functions and applications submit to drug testing, to detect the use of prohibited drugs and/or the presence of alcohol. The procedures that will be used to test for the presence of drugs and/or alcohol will protect the dignity of the employee, the integrity of the drug testing process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee or applicant. Direct supervisors will not be permitted to serve as the collection site representative for a drug test of their employee. Employees are encouraged to seek professional assistance if at any time personal problems, including drug and/or alcohol use, affect the employee's ability to perform their job duties. This policy also applies to contractors, and their employees, that perform safety-sensitive work for the City.

This policy complies with the Federal Transit Administration's (FTA) drug and alcohol testing regulations (Title 49, Code of Federal Regulations, Parts 40 and 665) and the Drug Free Workplace Act of 1988. The Director of Human Resources or his/her designee shall be available to answer any questions pertaining to this policy. Copies of this policy and all pertinent material may be obtained from the Human Resources Department, located at 501 Palm Avenue, Third Floor, Hialeah, FL 33010.

II. DEFINITIONS:

- A. Accident** – An occurrence associated with the operation of a vehicle or equipment which results in death, bodily injury, property damage and/or a moving violation being issued to the employee.
- B. Covered Employee** – A person, including an applicant or transferee, who performs a safety-sensitive function. Employees performing any of the following functions are considered safety-sensitive employees:
1. Operating a revenue vehicle, in or out of revenue service;
 2. Operating a non-revenue vehicle that requires the possession of a commercial driver license.
 3. Controlling dispatch or movement of a revenue service vehicle;
 4. Maintenance of a revenue service vehicle or equipment used in revenue service; and/or
 5. Carrying a firearm for security purposes.

Note: All Transit Division employees are considered safety-sensitive employees. To wit, the following positions are classified as safety-sensitive:

Equipment Serviceworker;
Tire Repairperson;
Mechanic I & II;
Automotive Supervisor I & II; and
Transit Manager.

- C. Contractor** – An outside (non-employee) individual or entity authorized to perform business within the State of Florida that performs work for and/or on behalf of the City. Contractors performing safety-sensitive work for the City are covered by the provisions of this policy.
- D. Medical Review Officer (MRO)** – A licensed physician, knowledgeable in substance abuse disorder, who receives laboratory results of the drug/alcohol testing program and interprets and evaluates an individual's positive test and any other pertinent information.
- E. Prescribed Drugs** – A drug for which an individual has received a prescription or other written authorization from a physician for use during the course of medical treatment.

- F. Prohibited Drugs** – Marijuana, Cocaine, Opiates, Phencyclidine (PCP), Amphetamines, Methamphetamines, MDMA, MDA, MDEA, Delta9-THCA and BZE. Other controlled substances may be included for citywide purposes, in accordance with City policy and the applicable collective bargaining agreement(s) in effect.
- G. Safety-Sensitive Functions** – Operating, inspecting, repairing or maintaining service vehicles that required drivers to possess a commercial driver license (CDL). An employee is considered to be performing safety-sensitive functions when he or she is actually performing, ready to perform or immediately available to perform any safety-sensitive functions.
- H. Substance Abuse Professional (SAP)** – A licensed physician, psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

III. CIRCUMSTANCES FOR DRUG AND ALCOHOL TESTING:

All drug and alcohol testing shall be conducted in accordance with Title 49, Federal Code of Regulations, Part 40, a copy of which is available at the Human Resources Department and each collection site.

A. Pre-Employment

1. An applicant for a safety-sensitive position may not be hired, unless the applicant takes a drug test with a verified negative result. Applicants will be evaluated within a reasonable timeframe after a job offer is made. Applicants who test positive for a controlled substance and/or alcohol will not be hired and may not be considered for employment for a period of 13 months.
2. An employee will not be assigned (transferred, promoted, demoted) from a non-safety sensitive position to a safety-sensitive position until the employee takes a drug test with a verified negative result.

The City is required to obtain a release from all applicants for the purpose of obtaining drug and alcohol test results from previous employers. Applicants that refuse to sign a City provided release form will not be eligible for employment in a safety-sensitive position. An applicant who has previously failed or refused a required drug or alcohol test must provide proof of having successfully completed a Substance Abuse Professional (SAP) approved treatment plan, follow-up testing, and has taken and passed return-to-duty or fitness-for-duty test. Applicants who fail to provide his information will not be eligible for employment in a safety-sensitive position. Covered employees who have not performed a safety-sensitive function for 90 consecutive calendar days, regardless

of the reason, must take a pre-employment drug and alcohol test with negative results before performing safety-sensitive duties.

Bus operators, whether employed by the City or through a contractor, who have been out from work for 30 consecutive calendar days or longer for any medical reason, including workers' compensation accidents, must take and pass a complete physical before being allowed to drive a bus. External applicants or internal applicants temporarily disqualified for a medical condition will not be hired until the Medical Review Officer has cleared them to perform safety-sensitive functions.

B. Post-Accident

1. Fatal Accidents

Covered employees must be tested for prohibited drug and alcohol concentration as soon as practicable following an accident involving the loss of human life, regardless of circumstances. Each surviving covered employee operating the vehicle at the time of the accident shall be tested. The City shall also test any other covered employee whose performance could have contributed to the accident, as determined by the City, using the best information available at the time of the decision. The employee must be relieved from duty pending the results of the post-accident drug and alcohol tests for all fatal accidents.

2. Nonfatal Accidents

Covered employees shall be tested for prohibited drug and alcohol concentration as soon as practicable following an accident not involving the loss of human life. The City shall test each covered employee operating the vehicle at the time of the accident unless the City determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. All decisions related to post accident testing must be documented in detail, using the required forms. The City shall also test any other covered employee whose performance could have contributed to the accident, as determined by the City, using the best information available at the time of the decision.

If an alcohol test is not administered within two hours (2) following the accident, the City shall prepare and maintain on file a record stating the reason why the test was not promptly administered. If an alcohol test is not administered within eight hours (8) following the accident, attempts to administer an alcohol test shall cease and a record shall be maintained.

A post-accident drug test is required as soon as practicable, but within thirty-two (32) hours of the accident. If a required drug test is not administered within thirty-two (32) hours following the accident, the City shall prepare and maintain on file a record stating the reason that the test was not promptly administered.

A covered employee who leaves the accident scene without proper authorization prior to submitting to a drug or alcohol test will be considered to have refused the test and will be subject to disciplinary action, up to and including dismissal. Leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident and/or to obtain necessary emergency medical care shall not be construed as refusing to submit to testing.

C. Reasonable Suspicion or Belief

1. A drug test will be conducted of an employee when the City has reasonable suspicion or belief that the employee has used a prohibited substance.
2. A reasonable suspicion determination shall be based on specific contemporaneous articulable observations of a supervisor concerning the appearance, behavior, speech and/or body odors of the employee.
3. The supervisor or observer of the suspicious behavior shall contact the Human Resources Department and/or the Risk Management Division as soon as possible.
4. The employee shall be immediately escorted for medical evaluation and/or drug and/or alcohol testing. An employee displaying the signs and/or symptoms of drug use or alcohol misuse and sent for reasonable suspicion testing must be relieved from duty after taking the reasonable suspicion test. The employee cannot return to safety-sensitive duty until a negative test result is obtained. The employee will be sent home by means of safe transportation.
5. If a reasonable suspicion alcohol test is not administered within two (2) hours following determination of reasonable suspicion, the City shall prepare and maintain on file a record stating the reason the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following determination of reasonable suspicion, the City shall cease attempts to administer an alcohol test and shall state in the record the reasons for not completing the test.

D. Random

1. The selection of employees for random drug testing shall be made by a scientifically valid method (i.e. computer-based random number generator that is matched with employee social security numbers, payroll identification numbers, etc.).
2. A sufficient number of employees shall be randomly selected for testing based on an annual percentage rate established by the administrator of the Federal Transit Authority.
3. Random drug tests shall be unannounced and the dates for the test shall be spread out during the calendar year.
4. Immediately upon being notified, employees selected for drug and/or alcohol testing shall report to the testing site.

E. Return-to-Duty and Follow-up

1. Every employee, who has refused to submit to a drug test or who has a verified positive drug test result, shall take a return to duty drug test, with a verified negative result, before returning to duty. In addition, the employee shall be evaluated by a Substance Abuse Professional (SAP) to determine whether the employee has complied with the recommendations for action, including, but not limited to, participation in a rehabilitative program.
2. After returning to duty, the employee will be subject to a minimum of 6 unannounced follow-up drug tests with verified negative results during the first 12-month period after returning to duty, for up to 5 years.

Employees who refuse to submit to a drug and/or alcohol test will be immediately relieved of duty and may be subject to disciplinary action, up to and including termination. All return-to-duty and follow-up tests shall be conducted under direct observation.

IV. PROHIBITED CONDUCT:

The following alcohol and controlled substance-related activities are prohibited:

- A. Reporting for duty or remaining on duty to perform safety-sensitive functions or other job duties while having an alcohol concentration of 0.02 or greater. Confirmed alcohol breath concentrations of 0.04 or greater are considered positive. A covered employee with a confirmed positive alcohol test will be relieved from duty immediately. Covered employees whose alcohol test results are 0.02 or greater, but less than 0.04, will be relieved from duty and placed on

unpaid leave pending further investigation. A confirmed result of 0.02 or greater may result in disciplinary action, up to and including termination.

- B.** Testing positive for or using any controlled substance (on or off duty), except when instructed by a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform their duties.
- C.** Performing safety-sensitive functions within four (4) hours of consuming alcoholic beverages.
- D.** Being on duty or operating a commercial motor vehicle or any City vehicle while the driver is in possession of a controlled substance or alcohol. This includes possession of medicines containing alcohol (prescription and over-the-counter), unless the packaging seal is unbroken.
- E.** Using a controlled substance/alcohol while performing safety-sensitive functions or other job duties.
- F.** When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident test, whichever comes first.
- G.** Refusing to submit to an alcohol/controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.

The following behaviors displayed by covered employees or applicants during drug or alcohol testing shall constitute a refusal to test:

- Failure to appear for any test within a reasonable time, as determined by the City, after being directed to do so;
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a urine specimen, breath or saliva sample for any drug and alcohol test required by DOT and/or FTA regulations;
- Failure to permit a direct observation or monitoring of your provision of a specimen;
- Failure to provide a sufficient amount of urine or breath without an adequate medical explanation;
- Failure or decline to take a second test, as requested by the City or collector;

- Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the City as part of the shy bladder or insufficient breath procedures;
- Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational manner that disrupts the collection process, etc.);
- When evidence is found that the employee is wearing a prosthetic device that could be used to interfere with the collection process;
- When an employee admits to have adulterated his/her sample or substituting a specimen to the MRO or the collector;
- If the MRO reports that your urine sample is determined to be a verified adulterated or substituted specimen;
- Leaving the accident scene without proper authorization prior to submitting to a drug or alcohol test;
- Refusing to wash his or her hands; and/or
- Admitting to adulterating or substituting a specimen.

The aforementioned behaviors are examples of refusal to submit, other circumstances not mentioned herein, as determined by the City, may be considered refusal to submit.

H. Manufacturing, distributing, trafficking, selling, dispensing and/or possessing controlled substances is prohibited on City property, while using City equipment or while on City business.

V. CONSEQUENCES OF PROHIBITED USE:

Compliance with this testing policy is a condition of employment. Employees who refuse to take required tests or who test positive shall be removed from performing safety-sensitive functions as well as any other job duties. In addition, the employees will be evaluated by a Substance Abuse Professional (SAP). Disciplinary action, up to and including termination, may occur. Refusal to take the required test or lack of cooperation with the testing procedures will be considered a "test positive" and will be handled accordingly.

VI. PRESCRIBED DRUGS:

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, the use of any substance which contains a warning label

indicating that mental functions, motor skills or judgment may be adversely affected must be reported to supervisory personnel and medical advice shall be sought, if appropriate, before performing work-related activities. The misuse or abuse of legal drugs is prohibited. Violations of this nature may lead to disciplinary action, up to and including termination.

VII. INTERPRETING AND EVALUATING RESULTS:

The Medical Review Officer (MRO), who will be responsible for receiving laboratory results generated by the City's drug testing program, the MRO will be responsible for interpreting and evaluating an employee's confirmed positive test result. In the event that the MRO reports a diluted negative test result, an immediate retest is required.

VIII. REFERRAL, EVALUATION AND TREATMENT:

A covered employee who has a verified positive drug test result or refuses to submit to a drug test shall be:

- A. Advised of the resources available for evaluation and resolving problems associated with prohibited drug use, including the names, addresses and telephone numbers of Substance Abuse Professionals (SAP) and counseling and treatment programs.
- B. Evaluated by a Substance Abuse Professional (SAP) provided by the City who shall determine whether the employee is in need of assistance in resolving problems associated with prohibited drug and/or alcohol usage. The initial assessment cost and expenses incurred are the responsibility of the employee. The employee may elect to use the services of their health insurance plan, if applicable. If participation in a program requires attendance during working hours, the employee will need to use time from their accumulated leave bank or request unpaid leave of absence.
- C. Required to comply with the referral and evaluation recommendations made by the SAP and take a return to duty drug test with verified negative results, before returning to duty.

IX. EDUCATION AND TRAINING:

The City believes that the education and training of all employees in the effects and treatment of substance abuse contributes to a safer and more efficient workplace for everyone. Therefore, educating and informing employees about the dangers of drug use and/or alcohol misuse and the possible penalties for violation of the City's Drug and Alcohol Policy are essential components of our program. The City has established an employee education and training program for all covered employees, which is inclusive of the following:

A. Education

The educational components include making available and distributing informational material and community service hotline telephone numbers for employee assistance, if available, to every covered employee.

B. Training

Covered employees receive training on the effects and consequences of prohibited drug use on personal health, safety and the work environment, as well as the signs and symptoms that may indicate prohibited drug use. Supervisors and/or other individuals authorized by the City to make reasonable suspicion determinations under this policy receive training on the physical, behavioral and performance indicators of probable drug use, as well as training on the physical, behavioral, speech and performance indicators of probable alcohol misuse. The training curriculum shall include information pertaining to all prohibited substances, including ecstasy.

X. EMPLOYEE ASSISTANCE:

All employees covered by this policy shall be provided with informational material and a telephone number for the Employee Assistance Program (EAP), in order to obtain assistance or to obtain answer to questions regarding drug and/or alcohol concerns.

XI. CONTRACTORS:

All contractors that perform Federal Transit Administration (FTA) related safety-sensitive work for the City are required to comply with Department of Transportation (DOT) Drug and Alcohol Testing Regulations, in particular Title 49, Code of Federal Regulations, Parts 40 and 655, as well as the Drug Free Workplace Act of 1988, and must provide a copy of each to their employees. In order to perform FTA safety-sensitive work for the City, contractors must have a safety-sensitive drug and alcohol program in place that is consistent with Title 49, Code of Federal Regulations, Part 655.

XII. DRUG-FREE WORKPLACE ACT OF 1988:

The Drug-Free Workplace Act of 1988 requires that the City notifies all employees that the unlawful manufacture, distribution, trafficking, sale, dispensing, possession and/or use of a controlled substance is prohibited on City property, while using City equipment or while on City business.

XIII. ACCESS AND RETENTION OF RECORDS:

Records pertaining to an employee's use of prohibited drugs and alcohol shall be maintained in a secure location with controlled access. Information contained in the records shall not be released, except as required/permitted by law. An employee is entitled to obtain copies of records pertaining to the employee's use of prohibited drugs and alcohol. Subsequent employers shall be provided with records only upon receipt of a signed release from the employee.

XIV. SEVERABILITY CLAUSE:

If any phrase, sentence, paragraph or section of this policy shall be declared invalid or unconstitutional by the judgment or decree of a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, sentences, paragraphs or sections of this policy. In the event that a conflict exists between this policy and the applicable collective bargaining agreement(s) in effect, the collective bargaining agreement(s) shall supersede this policy.

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APPENDIX "A"

Citywide Employer Representative

- Joaquin Martinez-Arrazola
Deputy Human Resources Director
501 Palm Avenue, Third Floor
Hialeah, FL 33010
(305) 883-8053 Office
(305) 883-8061 Fax
jarrazola@hialeahfl.gov

Testing Centers

- Occupational Medical Center, Inc.
3270 NW 36 Street
Miami, FL 33142
(305) 635-1445

Medical Review Officer:

Mark A. LaPorta, MD, MRO
3270 NW 36 Street
Miami, FL 33142
(305) 635-1445

Substance Abuse Professional (SAP):

Mark A. LaPorta, MD, MRO
3270 NW 36 Street
Miami, FL 33142
(305) 635-1445

Laboratory:

Medtox, Inc.
(888) 295-6702

- Miami-Hialeah Medical Group, Inc.
1025 East 25 Street
Hialeah, FL 33013
(305) 696-0842

Medical Review Officer:

Monica Grinberg, MD, MRO
1025 East 25 Street
Hialeah, FL 33013
(305) 696-0842

Substance Abuse Professional (SAP):

Monica Grinberg, MD, MRO
1025 East 25 Street
Hialeah, FL 33013
(305) 696-0842

Laboratory:

Medtox, Inc.
(877) 628-7279

- O.M. Management, Inc.
4483 NW 36 Street, Suite 118
Miami, FL 33166
(305) 888-7555

Medical Review Officers:

Chapnick, Diaz and Mirabal, MD, MRO
4483 NW 36 Street, Suite 118
Miami, FL 33166
(305) 888-7555

Substance Abuse Professional (SAP):

Jorge Soto
Family Center for Psycho Therapy
1470-R NW 107 Avenue
Miami, FL 33172
(305) 796-0582

Laboratory:

Quest Diagnostics, Inc.
1777 Montreal Circle
Tucker, GA 30084
(800) 877-7484

CITY OF HIALEAH



OFFICE OF THE MAYOR

TO: ALL CITY OF HIALEAH EMPLOYEES
FROM: MAYOR JULIO ROBAINA 
DATE: SEPTEMBER 7, 2007
SUBJECT: ANTI-HARASSMENT / DISCRIMINATION POLICY AND COMPLAINT
PROCEDURE

STATEMENT OF POLICY

The City of Hialeah is committed to maintaining a work environment in which all employees are free from harassment and discrimination.

APPLICABILITY

The provisions of this policy apply to all personnel working for the City of Hialeah.

IN GENERAL

It is the policy of the City of Hialeah that all employees enjoy a work environment free from discrimination and harassment. Discrimination and harassment are forms of misconduct that undermine the integrity of the employment relationship, lowers morale and interferes with work effectiveness. Discrimination and/or harassment are illegal, and will not be tolerated.

Discrimination and harassment are violations of Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Equal Pay Act of 1963; the Rehabilitation Act of 1973; the Pregnancy Discrimination Act of 1978; the Immigration Reform and Control Act of 1986; the Americans with Disabilities Act of 1990; and the Florida Civil Rights Act of 1992. This policy applies equally to any discrimination or harassment based on race, color, gender, national origin, religion, age, disability, sexual orientation, marital status, pregnancy, ancestry, familial status, military status, veteran status, or any other legally protected status. Further, no employee, male or female, should be subjected to unsolicited, offensive and unwelcome sexual overtures or conduct (verbal or physical).

It is the responsibility of all supervisors and Department/Division Heads to ensure that discrimination and/or harassment does not take place. At a minimum, Department/Division Heads are required to inform all employees of this policy and to immediately correct any problems that may occur. Supervisors are responsible for maintaining a work environment free from discrimination and/or harassment, and any other conduct that creates a hostile work environment for any individual.

Harassment and discrimination participants fall into three categories: The offender, the target, and the observer or witness. Any of the three can be found in violation of this policy. Violation of this policy includes participating in discriminatory and/or harassing practices, permitting subordinate employees to engage in such practices, filing false statements or malicious complaints, or retaliating against employees who report instances of discrimination and/or harassment. Appropriate disciplinary action will be taken against individuals who violate this policy. In accordance with the City's policy of progressive discipline, and based on the seriousness of the offense, discipline may include a verbal or written reprimand, suspension and/or termination.

PROHIBITED CONDUCT UNDER THIS POLICY

- **Sexual Harassment**

Sexual harassment refers to unwelcome behavior of a sexual nature that is personally offensive, deliberate and repeated. It can also be behavior that is simply abusive, with no sexual element, if it is directed at an individual because of his or her sex. The Federal Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may be verbal, nonverbal or physical, and is illegal when:

1. Submission to such conduct is made implicitly either a term or condition of employment; or
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale and that interferes with work effectiveness. Some behavior that may be acceptable in a social setting is not appropriate in the work place and is considered insulting and demeaning to the target. In addition, no one should imply, joke about, or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any affect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

- **Discrimination**

It is a violation of this policy to discriminate against any employee concerning employment opportunities, benefits, or privileges of employment, to create discriminatory work conditions or to use discriminatory evaluative standards in employment if the basis of that treatment is made on the individual's race, color, gender, national origin, religion, age, disability, sexual orientation, marital status, pregnancy, ancestry, familial status, military status, veteran status, or any other legally protected status.

- **Harassment**

Harassment consists of unwelcome conduct (verbal, nonverbal, physical) that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates because of race, color, gender, national origin, religion, age, disability, sexual orientation, marital status, pregnancy, ancestry, familial status, military status, veteran status, or any other legally protected status. Examples of prohibited conduct include epithets, slurs, negative stereotyping and written/graphic material or jokes that show hostility or prejudice.

COMPLAINT PROCEDURE

Any employee who feels that he or she has been harassed or discriminated against at work by anyone, including supervisors, coworkers, clients, or visitors, should, if possible, make it clear to the offender that he or she finds such behavior offensive, and immediately bring the complaint to the attention of his or her supervisor, Department Head or the Human Resources Department.

If the supervisor is the offending party, the employee may go directly to that person's supervisor, Department/Division Head, or the Human Resources Director.

If an employee notifies a supervisor of such a problem, the supervisor shall notify the Department/Division Head immediately of the situation. The Department/Division Head shall notify the Human Resources Director, as soon as they are made aware of such a situation.

INVESTIGATIONS

Complaints will be investigated by the Department/Division Head and/or the Human Resources Department in as confidential and timely a manner as possible and in accordance with the Public Records Law, Chapter 119 of the Florida Statutes. Information concerning an active complaint will not be released by the City to third parties or to anyone within the City who is not involved with the investigation. The purpose of this provision is to protect the confidentiality of an employee who files a complaint, to encourage reporting of all instances, and to protect the reputation of any employee charged with discrimination and/or harassment.

Disciplinary action taken as a result of discrimination and/or harassment will become part of the personnel file of the offender, and is subject to the Public Records Law.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be guaranteed fair and impartial treatment. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

Determination will be made as to whether a complaint is founded or unfounded. If the investigation reveals evidence supporting the occurrence of an incident of discrimination and/or harassment, the alleged offender will be subject to disciplinary action, which may include termination. The Department/Division Head shall be required to take immediate remedial action to stop the discrimination and/or harassment and prevent its recurrence.

If the Department/Division Head or supervisor fails to take appropriate action to resolve the problem, and if it is known, or should have been known to him or her, that supervisor or Department/Division Head shall be subject to disciplinary action.

If the investigation fails to disclose discrimination and/or harassment conclusively, the City reserves the right to nonetheless take action. Such action may include counseling, a reminder of the City's policy, or a written warning.

The City recognizes that false accusations of discrimination and/or harassment can have serious effects on innocent individuals. Therefore, the City will not tolerate the filing of false complaints. Such a filing will result in appropriate disciplinary action, up to and including termination.

NON-RETALIATION

Retaliation against employees who file discrimination/harassment charges, assist, or participate in any investigation of such charges is prohibited. No employee will be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of having such a complaint.

Any employee, supervisor or Department Head who condones, engages, or attempts to engage in retaliation will be subject to disciplinary action up to and including dismissal. Employees who believe they have been retaliated against should immediately inform their supervisor or Human Resources.

FOLLOW UP

Once the investigation has concluded, the City will continue to monitor the employee's involved in the discrimination and/or harassment complaint to ensure that no future incident of discrimination and/or harassment occurs.

CONCLUSION

The City of Hialeah is dedicated to maintaining a work environment free of discrimination and/or harassment and based on professionalism. We expect that all employees will continue to act responsibly to fulfill the City's commitment to working in an environment totally free of discrimination and/or harassment.

This policy supersedes the previously published policy on employee discrimination and/or sexual harassment dated June 26, 1997.

CITY OF HIALEAH, FLORIDA

ADMINISTRATIVE DIRECTIVE

TO: All Employees

Date: February 7, 2007

FROM: Mayor Julio Robaina

SUBJECT: Workplace Violence Policy and Procedure

I. PURPOSE / INTENT

The City of Hialeah is committed to and has a compelling interest in maintaining a safe, secure, healthy and efficient working environment, where employees and the public are free from the threat of workplace violence. Threats or acts of violence in the workplace will not be tolerated. Violators will be subject to disciplinary action up to and including termination and may be subject to criminal sanctions.

The City implemented this policy to increase employee awareness, to provide a system for reporting acts or threats of violence and to reduce the risk of workplace violence. This policy is not intended to create any duty to act by the City that is not otherwise required by law.

II. PROHIBITED CONDUCT

A. WORKPLACE VIOLENCE

A threat is the expression of an intent to cause physical or mental harm. Workplace violence includes any acts, words, gestures, or conduct, whether made directly or indirectly, occurring either on city property or during the performance of work-related duties that:

- Threaten the life, health, safety, or well-being of the public or an employee or his/her family or property.
- Affect the life, health, safety, or well-being of the public or an employee; and/or
- Result in damage to City, customer, or employee property.

Examples of prohibited behavior include, but are not limited to, the following:

- Threatening, intimidating, coercing, harassing, stalking, or assaulting an employee or any other individual.
- Carrying concealed weapons on City property or concealing a weapon on City property.
- Using, duplicating, or possessing keys or electronic door access cards to any City building without authorization.
- Stealing or attempting to steal City property or property of an employee or any other individual.
- Damaging or attempting to damage City property or property of an employee or any other individual.

B. WEAPONS

Employees are strictly prohibited from bringing onto City property or to the work site any concealed or unauthorized weapons or weapon accessories, such as a gun holster, either on their person or in their belongings or vehicles (City or personal vehicles), unless such possession is a necessary and approved requirement of the job. Employees are also strictly prohibited from concealing a weapon on City property.

Weapons covered by this policy include, but are not limited to, firearms, knives (other than a common pocket knife or an eating utensil), stun guns, bats or clubs, brass knuckles, and martial arts weapons. Authorized work tools are not considered weapons for purposes of this policy, unless the work tool is used in a threatening manner. In such situations, employees may be requested to turnover such authorized work tools to their supervisors. Failure to comply will be construed as a violation of this policy and other applicable rules and regulations of the City.

III. POLICY IMPLEMENTATION

A. REPORTING AND INVESTIGATION PROCEDURES

Any employee who (1) has been threatened, (2) is a victim of a violent act, (3) witnesses any threats or violent acts, and/or (4) learns of any threats or violent acts is required to report such activity to a supervisor. Employees who fear for his/her personal safety and security or the safety and security of another employee should inform the Police Department immediately.

In cases where employees, who have frequent contact with City residents, visitors or customers feel they have been threatened or harassed at work for performing their duties, the incident should be reported to the employee's supervisor. If there is a concern over the possibility of imminent physical violence, employees should leave the area and report the situation immediately to a supervisor, department head, the City's Risk Manager, or the Human Resources Director. In instances where the potential for violence is not imminent, but the behavior of the City resident, visitor or customer was inappropriate (i.e., shouting, cursing, or similar actions), the information should be reported to a supervisor or department head. In either case, the supervisor, department head, Risk Manager, or the Human Resources Director will make a record of the incident and, if appropriate, provide the information to the Internal Affairs Section of the Police Department, via the Police Chief, for review and action.

Employees have a responsibility to act upon any observation, event, or occurrence that may indicate a potential for workplace violence against themselves or others. Supervisors, who have been alerted to a potentially violent situation, are responsible for reporting it to their department head or the Human Resources Director. All threats or acts of violence are treated seriously, under this "zero-tolerance" workplace violence policy. Employees, who make intentionally false or frivolous reports of workplace violence, may be subject to disciplinary action.

B. CONFIDENTIALITY

Information regarding an incident or threat will be disclosed on a need-to-know basis only, consistent with applicable public record laws, so that a fair and thorough investigation can be conducted and/or appropriate corrective action can be taken. The City will make every effort to ensure the safety and privacy of the individuals involved.

C. DISCIPLINE

An employee, who engages in prohibited conduct, will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such disciplinary action, may include warnings, reprimand, suspension, or immediate termination. Additionally, the employee may be held legally liable for certain actions, under state and/or federal law.

D. RETALIATION

Workplace violence can be eliminated if employees are willing and able to report threats, violent acts, and other unsafe conditions. To encourage employees to come forward without fear of retaliation, the City will promptly investigate all complaints of retaliation and impose appropriate disciplinary action up to and including termination.

E. NOTIFICATION

All City employees will be furnished with a copy of the Violence in the Workplace Policy and will be asked to sign for receipt. All vendors doing business with the City will be notified of the City's Violence in the Workplace Policy and the requirement of their compliance with it.

IV. EMPLOYEE SUGGESTIONS

All employees are encouraged to take an active role in creating a safe work environment. Any suggestions for improving this policy or the security of the workplace should be directed to the City's Risk Manager or Human Resources Director. Changes may be made, as necessary, to correct deficiencies and reflect changing workplace conditions.

V. CONCLUSION

The City of Hialeah is dedicated to maintaining a professional workplace environment. All employees are expected to continue to act responsibly to fulfill the City's commitment to prevent workplace violence.

BLOOD BORNE PATHOGENS

THIS SECTION CONTAINS THE FOLLOWING TOPICS:

- City of Hialeah Requirements
- Written Program Development
- Blood Borne Pathogen Written Exposure Control Plan
- Recordkeeping

The City of Hialeah has developed a written exposure control plan for employees that may be exposed to Blood Borne pathogens as part of their work activities. The exposure control plan endeavors to make the employees aware of Blood Borne pathogen hazards in the workplace and in the use of proper procedures and protective equipment to prevent infection. Individual departments who have an existing Blood Borne Pathogens Program or Policy in place may continue to use that program if it provides the same degree of protection.

THE WRITTEN EXPOSURE CONTROL PLAN INCLUDES THE FOLLOWING ELEMENTS:

- Identification of Blood Borne pathogen hazards in the workplace and of employees who may be exposed to those hazards
- HBV vaccination
- Personal protective equipment selection
- Engineering and work practice controls
- Post-exposure follow-up procedures
- Employee training
- Key personnel who have responsibility for each segment of the program
- How Blood Borne pathogen hazards will be identified
- Engineering and work practice controls that will be used to control Blood Borne pathogen hazards
- What personal protective equipment will be made available
- How post-exposure follow-up will be performed
- How training will be performed
- Procedures to evaluate and update the program

PURPOSE

The purpose of this plan is to establish a program and procedures for employee protection from Blood Borne pathogens at the City of Hialeah.

DEFINITIONS

Blood Borne Pathogens: Microorganisms that are present in human blood and can cause disease in humans. These pathogens include hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Exposure Incident: When an employee has contact with blood or other potentially infectious materials as a result of his or her duties. This contact includes specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact.

Non-Intact Skin: Skin that has cuts, abrasions or other openings through which Blood Borne pathogens could enter the bloodstream.

Occupational Exposure: Reasonably anticipated employee contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. This includes skin, eye, mucous membrane or parenteral contact.

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

Universal Precautions: An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other Blood Borne pathogens.

RESPONSIBILITIES

Department Director and/or their designee is responsible for:

- Issuing and administering this plan and making sure that the plan satisfies the requirements of all applicable federal, state or local Blood Borne pathogen regulations
- Identifying which employees are likely to be exposed to Blood Borne pathogens
- Developing procedures for post-exposure incidents
- Maintaining medical records of exposure incidents, training records and hepatitis vaccination records
- Completing exposure incident reports and notifying affected individuals
- Evaluating and updating the program
- Training employees

PROGRAM ACTIVITIES

DETERMINATION OF EXPOSURE

- A list will be made of all job classifications that have the potential for exposure to Blood Borne pathogens
- Specific tasks and procedures will be listed when only some employees in a job classification have the potential to be occupationally exposed.

PERSONAL PROTECTIVE EQUIPMENT

- Employees will be provided with personal protective equipment.
- Protective equipment will be removed before leaving the work area or after a garment becomes contaminated.
- Used protective equipment will be placed in designated containers.
- Gloves will be worn when the employee may have contact with blood or other potentially infectious materials.
- Gloves will be replaced if torn, punctured or contaminated.
- Utility gloves will be decontaminated for reuse if they are not torn or cracked.
- Decontaminated disposable gloves will never be reused.
- Appropriate face and eye protection will be worn when splashes, sprays, spatters or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose or mouth.
- Appropriate protective body covering will be worn when occupational exposure is anticipated.

HOUSEKEEPING

- All equipment and work surfaces that have been contaminated with blood or other potentially infectious materials will be cleaned and decontaminated with an appropriate disinfectant.
- Tongs, forceps or a brush and a dust pan will always be used to pick up contaminated broken glass.
- All infectious waste will be placed in red colored plastic bags for disposal.
- Contaminated sharps will be discarded in containers that are closeable and puncture-resistant. The containers will then be discarded into the red-colored plastic bags.
- All regulated waste will be discarded according to federal, state and local regulations.

LABELING

- All infectious waste containers will be labeled with a bio-hazard symbol and the word "bio-hazard."

HBV PRE-EXPOSURE PROGRAM

- The hepatitis B vaccine and vaccination series may be offered to employees who have occupational exposure.
- The vaccine and vaccinations, as well as all medical evaluations and follow-up will be made available to employees.
- Vaccinations will be administered according to current recommendations of the U.S. Public Health Service.

HBV POST-EXPOSURE PROGRAM

- The City's post-exposure procedures will be followed for any employee who is not initially identified as occupationally exposed, but who voluntarily or inadvertently becomes exposed in the workplace.
- HBV vaccine should be administered within 24 hours of any reported exposure incident.

EXPOSURE INCIDENT PROCEDURE

- The routes of exposure and how exposure occurred should be documented.
- The source individual should be identified and documented.
- If consent is given, the source individual's blood will be tested and documented as soon as possible to determine HIV and HBV infectivity.
- The exposed employee will be provided with the source individual's test results and information about applicable laws and regulations concerning source identity.
- After consent is given, the exposed employee's blood will be tested for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing, the baseline blood sample will be preserved.
- Recommendations by the U.S. Public Health Service will be followed.
- After an exposure incident occurs, the health care provider will receive a description of the exposed employee's job duties relevant to the exposure incident, documentation of the route of exposure, circumstances of exposure, results of the source individual's blood tests and all relevant employee medical records, including vaccination status.
- The employee will be provided with a copy of the health care provider's written opinion after the evaluation.
- The health care provider who will complete the post-exposure evaluations:

TRAINING

Employees will be trained on the Blood Borne Pathogens Exposure Control Program, symptoms of Blood Borne diseases, ways in which Blood Borne pathogens are transmitted, an explanation and copy of the exposure control plan and how to recognize tasks that might result in occupational exposure.

RECORDKEEPING

EXPOSURE DETERMINATION RECORDKEEPING

To insure that you are in compliance with the City's requirements for exposure determination complete the appropriate forms.

EXPOSURE INCIDENT RECORDKEEPING

These are the records that should be kept for all individual employees who are involved in an exposure incident. These records are kept in each employee's file. These forms include:

- *Equipment and Evaluation Recordkeeping:* These forms document equipment selection and evaluation information and also annual evaluation of your program
- *Training Recordkeeping:* Training records must be kept on file.

Chainsaw Safety

GOAL

This program is designed to provide information and procedures that will reduce the possibility of injury from chainsaw accidents in the logging, construction, and agriculture industries. Individual departments who have an existing Chainsaw Safety Program or Policy in place may continue to use that program if it provides the same degree of protection.

OBJECTIVE

With up to 600 teeth passing a given point each second, the chainsaw is one of the most efficient cutting devices ever invented. However, a chainsaw in the hands of an inexperienced or inattentive operator is a dangerous device. Some of the accidents associated with chainsaws include:

- chainsaw kickback;
- reaching across or holding work near the moving blade;
- losing control of the saw due to loss of footing;
- cutting at or above waist level; • climbing while carrying a running chainsaw;
- getting struck by falling limbs or flying particles;
- receiving burns from contact with hot chainsaw parts or fires.

SAFETY PRECAUTIONS

- **Owner's Manual:** Read the owner's manual before using a chainsaw;
- **Equip yourself** with the proper clothing and other protective equipment to help reduce the possibility of a serious injury:
- **Clothing:** Clothes should be well fitted (not baggy) and be free of dangling strings, loose belt ends, or anything that could become entangled in the chainsaw. Use cut-resistant material, such as ballistic nylon, for protection of legs and thighs.
- **Head protection:** A properly fitted hard hat provides protection from falling tree limbs, branches, or other material that could cause serious head injuries.
- **Eye protection:** Safety goggles, face shields, or safety glasses with side shields will prevent eye injury from flying wood chips, twigs, and sawdust.
- **Hearing protection:** Ear muffs or earplugs should be worn by the operator to protect from continual exposure to noise from the operating saw.
- **Foot protection:** Protect your ankles and feet with steel-toed boots in case of accidental contact with the moving saw blade. Slip-resistant soles may be necessary to provide additional safety if weather conditions or terrain indicate the need.
- **Hair:** Secure long hair or wear it under a hat so that it doesn't obstruct your view or become entangled.

GENERAL CHAINSAW SAFETY BEFORE AND AFTER EACH OPERATION:

- Check the saw carefully for loose, damaged, or broken parts. Remove from operation until repaired or replaced.
- Check for damage to the bar such as nicks, dents, or bends. Repair or replace the guide if necessary.
- Keep the saw chain sharp and at the proper tension.

- Fill the fuel tank in an open area while the engine is cool. Sparks from an already hot engine can create a fire hazard. Fuel at least 10 feet away from the area of operation. Properly clean any spills.
- Check the chain to make sure it does not move when the engine is idling. Adjust the idle of the saw if necessary.
- Do not cut large trees on windy days. The wind may cause a tree to fall in an unplanned direction.
- Use extreme caution if weather conditions create poor footing.
- Clear the area before cutting. Create an escape path 45 degrees to the rear of the tree fall line.
- Remove any broken or dead limbs that could fall before cutting the tree.
- Check for trees with large crotches that can split or cause the tree to fall either way.
- Look for trees with tension that could cause them to spring when cut. Cut spring poles or branches from the underside. Always use extreme caution.

KICKBACK PREVENTION

Kickback occurs when the upper chain or the chain at the nose of the guide bar grabs into the wood or other obstruction, and with the force of the engine, pushes (or kicks) the saw back toward the operator. This action can cause even an experienced operator to lose control of the saw and come into direct body contact with the moving saw blade. If the upper chain is involved, the saw can be forced straight back toward you. If you attempt to make cuts with the tip of the chainsaw or if the tip of the saw comes in contact with a hidden limb in front of the saw cut, the saw will be forced in an upward arc back toward you.

TO PREVENT KICKBACK

Maintain a firm, two-handed grip of the saw by:

- Grasping the forward handle with the left hand, palm down;
- Wrapping your fingers around the handle bar and keeping it between your index finger and thumb; and
- Firmly grasping the rear handle with the right hand.
- Never stand directly in back of a cut. Stand to one side of the cut. When cutting limbs from a felled tree (limbing), stand on the opposite side of the trunk from the cut.
- Saw only with the bottom part of the chain, with the work against the saw or saw bumper. Never cut with the nose or tip of the chainsaw.
- Avoid cutting limbs above mid-chest height.

Hearing Conservation

The City of Hialeah administers a hearing Conservation Program (HCP) in order to assist the City in achieving our overall goal of a safer work place. Individual departments who have a Hearing Conservation Program or Policy in place may continue to use that program if it provides the same degree of protection.

ANTICIPATED BENEFITS

Several benefits are anticipated with the implementation of the Hearing Conservation Program

- Prevention of employee hearing loss due to noise exposure
- Overall improvement of the City's safety program
- Improvement of employer-employee relations by establishing regular lines of communications
- Avoidance of WISHA citations, violations, and related problems
- Reduction in possible hearing loss related Workers Compensation claims

PURPOSE

The purpose of the Hearing Conservation Program (HCP) is to reduce, and eventually eliminate hearing loss due to workplace noise exposures.

SUMMARY

This Hearing Conservation program includes provisions for monitoring, method of noise measurement, calibration of monitoring equipment, employee notification, observation of monitoring, noise control methods, audiometric test requirements, hearing protectors, hearing protector attenuation, training program, access to information and training materials, warning signs, and record keeping.

The HCP outlines the steps the City of Hialeah has taken to establish the objectives of the standard. Each objective will be defined and discussed in this document.

The City of Hialeah may perform an exposure determination identifying which employees may incur noise exposures equal or exceeding an 8-hour time weighted average (TWA) sound level of 85 decibels (dB) measured on the scale weighting at slow response or, equivalently, noise dose of 50%. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency.

OBJECTIVE 1 – NOISE TESTING AND RESPONSIBILITIES

The City will make a reasonable attempt to follow the below actions:

- Identification of work areas and equipment within Hialeah's facilities where noise levels equal or exceed 85 dBA.
- Identification, through personnel monitoring of Hialeah's employees whose noise exposures level equals or exceeds an 8-hour TWA of 85 dBA. Notification of employee exposure measurements will be filed with Human Resources Department.
- Re-monitoring of identified at-risk employees.
- Re-survey of work areas and equipment where noise levels exceed 85 decibels as needed.
- Employee training on proper use and care of hearing protection devices

- Identification of noise control measures (including engineering and administrative controls) and recommendations

3rd Party Audiometric Testing Agency

The 3rd party audiometric testing agency conducts baseline and annual audiograms for employees in designated job functions. This agency will also provide audiograms training for employees in the HCP. This 3rd party audiometric agency notifies the City of each employee who has experienced significant changes in hearing (standard threshold shifts) in order that follow-up investigations may be conducted.

Supervisors

It is the responsibility of Supervisors to ensure that all of their employees in designated job functions have access to appropriate hearing protection devices in the work area. Supervisors are also responsible for enforcing the use of hearing protective devices. The supervisor and safety coordinator must determine if engineering and administrative controls can be used in designated noise hazardous areas to reduce employee exposure.

Employees

Employees are primarily responsible for wearing and maintaining their hearing protective devices as instructed. Employees in the HCP must also participate in annual training programs and the medical surveillance program, which includes audiometric testing.

OBJECTIVE 2 - NOISE ASSESSMENT PROCEDURE

In order for the City to effectively control noise it is necessary that the noise be accurately measured according to WISHA's standard procedures and that the measurement be evaluated against accepted criteria. All noise monitoring will be done in accordance with WISHA's established standards.

Identification of Hazardous Noise Areas

The City will attempt to identify areas within work environments where noise levels equal or exceed 85 dBA. Signs will be posted at the entrance to any work area where noise levels exceed 85 dBA, requiring anyone entering the area to wear proper hearing protection. Employees working in these areas, shall have hearing protection supplied to them, shall be instructed in proper use, and required to wear this equipment in these identified areas. Signs shall also be placed on equipment, which creates noise levels that exceed 85 dBA, requiring equipment operators and exposed employees to wear proper hearing protection.

The monitoring of employees for noise exposure is attained through area monitoring. Employees and their job functions exposed to excessive noise levels are placed in the HCP. Typical measurement locations would include:

- In the places designated as being hearing zones
- Directly on sight where employees are using noise producing equipment
- At the entrance(s) to the work area
- At facilities and/or locations within the area where employees may spend time working

OBJECTIVE 3 - NOISE CONTROL METHODS

The primary purpose of noise control methods is to reduce or eliminate employee exposure to hazardous noises through engineering controls. Engineering controls are modifications or replacement of equipment in order to reduce the noise level and ultimately reduce the employee's exposure. If engineering solutions cannot reduce the noise, then rotation of jobs between workers in the high noise area should be

used if possible. The use of engineering and administrative controls should help reduce noise exposure to a less hazardous and more manageable working environment.

Personal Protective Equipment

Hearing protective devices shall only be used when engineering and administrative controls are considered to be infeasible or cost prohibitive. Supervisors shall attempt to ensure that hearing protectors are worn:

- By any employee who is exposed to an 8-hour TWA of 85 dBA or greater; or
- By any employee who is exposed to noise above 115 dBA; or
- By any employee who is exposed to any impulsive or impact noise measured at or above 140-dB peak using an impulse sound level meter set to either the linear or C-scale.

Objective 4 - Employee Notification

Departments are responsible for attempting to notify their employees if they are in the HCP. Departments are responsible for attempting to assure the components of the HCP are compiled with throughout the year. New employees in designated job functions must be oriented about the HCP by their supervisors.

Objective 5 - Audiometric Testing

The 3rd party audiometric testing agency administers the audiometric testing program portion of the Hearing Conservation Program. The objective of the audiometric testing program is to identify workers who are beginning to lose their hearing and to intervene before the hearing loss becomes worse. The City will attempt to have audiometric testing performed on employees in designated job functions. If an employee changes job classifications, the employee should be tested at the next scheduled audiometric testing.

1. Baseline audiograms

Prior to or after a new permanent employee's first exposure to noise at or above a TWA of 85 dBA, the City of Hialeah shall attempt to conduct a baseline audiogram. Additionally, those employees who participate in the City's HCP are trained, provided suitable hearing protectors, and are tested by the 3rd Party Audiometric Testing Agency.

2. Subsequent audiograms

After obtaining the baseline audiogram, the City of Hialeah shall attempt to obtain a new audiogram for each employee exposed at or above a TWA of 85 dBA. (The City of Hialeah includes all employees that are periodically exposed to noise levels above 85 dBA in the City's HCP.)

3. Evaluation of audiograms

Each employee's subsequent audiogram will be compared to that employee's baseline audiogram and determined whether or not a threshold shift has occurred. This comparison is completed by certified audiometric technician with an audiologist review of the results.

Employee Training

Training on HCP will be provided in order to assure employees are aware of adverse effects of noise and how to prevent noise-induced hearing loss.

Training Topics

The HCP requires the City of Hialeah to provide occupationally exposed employees with information and training on the following subjects:

- Noise induced hearing loss—the effects of noise on hearing
- Recognizing hazardous noise
- Symptoms of overexposure to hazardous noise
- Hearing protection devices – the purpose of hearing protectors; advantages and limitations
- Selection, fitting, use, and maintenance of hearing protection devices.
- Explanation of noise measurement procedures
- The purpose of audiometric testing and explanation of the test procedures
- HCP requirements
- The employees rights to access records

Training Methods

The methods of training can include videos, multimedia presentations, and lectures. Training for each employee should be conducted prior to initial assignment to tasks where excessive noise exposure may occur.

OBJECTIVE 6 – PROGRAM EVALUATION

The City will evaluate the HCP to assess compliance with WISHA when necessary. Both the monitoring and audiometric testing portions of the HCP will be reviewed to assure its quality and effectiveness.

This evaluation will consist of:

- Standard operating procedures
- Training records and course content for supervisors and employees
- Maintenance of hearing protection devices
- Audits of hearing protection devices
- Review of recorded threshold shifts
- Updating of database storing HCP data at least annually

OBJECTIVE 7 - RECORD KEEPING

All records are maintained and kept confidential by the City and the 3rd party audiometric testing agency. Personnel who routinely work in excessive noise areas shall be identified and a current file of such employees shall be maintained and updated systematically.

The City's Hearing Conservation Program will contain the following:

- Medical evaluations and audiograms
- Training Records
- Hearing Conservation Manual
- Hazard evaluations
- Program evaluations

HEAVY EQUIPMENT/MOBILE EQUIPMENT SAFETY

INTRODUCTION

The City of Hialeah recognizes the hazards associated with the operation of heavy equipment/mobile equipment. This policy has been developed to establish guidelines to eliminate injuries or fatalities related to this type of equipment. Individual departments who have a Heavy Equipment/ Mobile Equipment Safety Program or Policy in place may continue to use that program if it provides the same degree of protection.

SCOPE

This policy applies to free moving mobile equipment that may be propelled by gasoline, propane, diesel or electricity. Only competent personnel may operate heavy equipment/mobile equipments. City employees should comply with the procedures outlined in this document. Individual departments who have an existing Heavy Equipment/Mobile Equipment Safety Policy or Program in place may continue to use that program if it provides the same degree of protection.

DEFINITIONS

Competent Person – Person who by possession of a recognized degree in an applicable field or a certificate of professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter and work.

Free Moving Mobile Equipment – Operator controlled mobile equipment not constrained by fixed rails and can include industrial fork trucks, aerial lifts, buggies, sweepers and backhoes.

Mobile Equipment – Free moving equipment propelled/powered by gasoline, propane, natural gas, diesel or electricity used to haul, transport, excavate, move, maneuver, or hoist materials, equipment, products or personnel.

Pre-use Inspection – Required inspection of a piece of mobile equipment completed when the facility has not operated the mobile equipment for each shift. (Attachment One –Forklift, Attachment Two – Aerial Lift)

RESPONSIBILITIES

Department Directors and/or their designees will:

- Ensure that this policy and all department rules in the equipment training procedure are followed.
- Ensure a competent person is available for heavy equipment/mobile equipment training.
- Provide a resource for training the operators of heavy equipment/mobile equipment that is needed to operate all equipment safely.
- Enforce this policy and departmental rules in the equipment training procedures.
- Identify and provide the appropriate training for the competent person to conduct heavy equipment/mobile equipment training.
- Ensure that operators of heavy equipment/mobile equipments are trained, evaluated, observed and given skills needed to operate the equipment safely.
- Document random observations and on the spot corrections or department refresher training.
- Enforce these safety procedures and rules as related to heavy equipment/mobile equipment such as but not limited to seatbelt use.

Employees will:

- Follow this policy and other safety rules pertaining to the pre-shift inspection of, operation and routine maintenance of heavy equipment/mobile equipments.
- Perform pre-shift inspections prior to start of work for respective equipment.
- Report any pre-shift inspection deficiencies with equipment to their immediate supervisor for maintenance or further action prior to operation of the equipment.
- Obey traffic signs and signals and audible or visual warning devices.

GENERAL OPERATING REQUIREMENTS

- The location shall determine the vehicle speed limit and post the information.
- All incidents involving mobile equipment shall be formally investigated following the City's guidelines.
- Equipment operators are responsible for keeping the equipment under control at all times.
- All equipment operators must obey traffic signs and signals, and audible or visual warning devices.
- Alteration or modification of equipment is not permitted without prior written consent of the manufacturer and location management.
- When parking equipment, the operator must not block fire aisles, access to stairs, stretcher storage, fire equipment, or other emergency response areas or equipment.
- Stunt driving and horseplay are strictly forbidden.
- All equipment rated capacities shall not be exceeded.
- Equipment operators shall perform a pre-shift inspection on all equipment using the appropriate form.
- Any deficiencies found in the pre-shift inspections shall be reported and the equipment taken out of service until repairs are made and equipment is safe to operate.
- The right of way must be yielded to emergency vehicles.
- Riders are not permitted except for the operator unless approved by appropriate personnel.
- Operators must keep both hands free such as not eating, reading and drinking while operating.

FREE MOVING EQUIPMENT OR VEHICLES

- If governors are in use and are set to a specific speed, they must not be removed or altered in any way.
- Equipment operators must maintain a safe following distance from other equipment or vehicles (three truck lengths or three seconds).
- For intersections with obstructed views, the equipment operator is responsible to slow down, sound the horn and use fixed convex mirrors, where provided to check for cross-traffic.
- Equipment operators must stay within the floor markings and out of the pedestrian lanes.
- Seatbelts must be worn at all times.
- Load backrest extension will not increase the maximum weight, which can be handled and provides overhead protection for operators and helps prevent parts of the load from falling on employees.
- Excess counter-weighting is forbidden.
- Unstable or unsafely arranged loads shall not be picked up and restacked, banded, taped, or shrink-wrapped.
- Transfer loads from broken pallets or containers to sound ones before picking them up and promptly remove these same pallets or containers to void their future use.
- The proper attachments must be used for the respective equipment.
- Be aware of bystanders and pedestrians that may be in the target zone of an unstable load.
- Level the top of the forks and do not lift with only one fork.
- Lift from the broadest side of the load and set the forks at the greatest width the pallet allows.

- Fork extensions shall be used for deep loads and can cause a pallet behind the load being lifted to move or fall over.
- Heavy equipment must be wedged; a spotter used; and controls not run from the floor unless made for that type of operation.
- Off-center loads must be strapped if it could become unstable; operate slower; and use controls such as raise and tilt smoothly.
- Center of gravity of the load must be as close to the mast as possible. The stability is greater as the center of gravity of the load is brought closer to the front axle.
- Tilt the mast gently backward to stabilize the load when the load is elevated.
- Loads become less stable when the load is raised, turning, on slopes, tilting the load, and on rough or uneven surfaces.
- Traveling surfaces must be able to support the weight of the equipment and the load.
- Railroad tracks and similar edges shall be crossed at a 45-degree angle, where possible.
- There must be adequate overhead clearance maintained such as from lights, sprinklers and pipes.
- Employees are responsible to report and help correct leaning stacks.
- Equipment operators must maintain a safe distances from edges such as elevated ramps, platforms and docks.
- Transporting an individual in a lift platform is forbidden.
- Equipment operators must not pass forks or attachments over anyone, nor shall anyone pass under them whether the equipment is loaded or empty.
- Equipment operators shall not pass other vehicles moving in the same direction at intersections, blind spots or other dangerous locations.
- Equipment operators shall check that wheels are blocked; brakes are set; and use dock locks before loading a trailer.
- Dock boards or bridge plates must be substantial to hold the equipment and the load; secured; and equipment operators travel slowly on them.
- Condition of the floorboards must be satisfactory and enough overhead clearance prior to boarding a trailer.
- Equipment operators need to look back over both shoulders before changing direction or moving in reverse.
- Equipment operators shall travel with the load as close to the floor as possible (one or two inches at the heel of the forks and four to six inches at the tips, with the load resting against the mast).
- Equipment operators must follow rules for refueling.
- When traveling loaded on ramps greater than 10%, equipment operators shall always have the load upgrade.
- When traveling unloaded on ramps, forks shall be down ramp and mast tilted back.
- When leaving free moving equipment or industrial trucks unattended (greater than 25 feet away is abandoned), the operator shall place the forks on the floor; put the truck in neutral; set the brakes; shut-off the truck; and block the wheels if on a ramp.
- Equipment operators shall keep their bodies within the dimensions of the truck and not between the mast uprights.
- When parking near railroad tracks, equipment operators must park no closer than 25 feet from the center of the railroad tracks.
- Equipment operators shall travel with the load trailing if it obstructs their view.
- Equipment operators must avoid running over loose materials, uneven or soft surfaces and slippery areas including oils slicks. The equipment operator must report and help correct these situations.
- Equipment operators shall slow down for the conditions including wet or slippery floors and weather factors.
- Equipment operators shall avoid running on ice and snow, where possible.
- All free moving mobile equipment shall have back-up alarms.
- Back-up alarms and lighting must be inspected during the pre-shift inspections and any deficiencies corrected.

- Flatbed truck operators shall avoid steering wheels all the way in either direction.
- The load must clear the floor for a flatbed truck before engaging the reverse speed.
- Flatbed truck operators shall pre-examine loads to ensure they do not overload the truck.
- Flatbed truck operators shall not use the reverse direction power for braking.
- Flatbed truck operators shall allow sufficient clearance for lowering loads into storage spaces.

EQUIPMENT OPERATOR TRAINING AND EVALUATION

- A formal training program that consists of a combination of classroom instruction with competency testing and practical training.
- Training shall include safety rules, operating procedures, equipment controls and safety work instructions such as, but not limited to, job safety analyses and standard operating procedures.
- A competent person who has the requisite mobile equipment knowledge, training and experience to conduct the training and evaluations.
- The competent person will evaluate each prospective operator while performing the safe operation of the equipment.
- Operators shall exhibit satisfactory operating skills.
- Employee operating equipment should be certified/ re-certified on the specific equipment they operate. The documentation shall be training and evaluation records with the name of the operator, date of training and the competent person performing the training.

SAFE OPERATION TOPICS FOR TRAINING:

- All operating instructions, warnings and precautions for the type of trucks the operator will be authorized to operate.
- Differences between the industrial vehicle and an automobile.
- Equipment controls and instrumentation location, what they do and how they work.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading).
- Fork and attachment adaptation, operation and use limitation.
- Vehicle capacity.

- Vehicle stability.
- Vehicle inspection and maintenance the equipment operator will be required to perform.
- Any other operating instruction, warning or precaution listed in the operator's manual for the type of vehicle that the employee is being trained to operate.
- Workplace related topics and operating procedures (i.e., weather, docks, etc).
- Surface conditions where the vehicle will be operated.
- Composition of probable loads and load stability.
- Load manipulation, stacking, un-stacking.
- Pedestrian traffic areas where vehicles will be operated.
- Narrow aisles and other restricted places of operation where vehicles will be operated.
- Hazardous (classified) locations where vehicles will be operated.
- Ramps and other sloped surfaces that could affect the stability of the vehicle.
- Other unique or potentially hazardous environmental conditions that exists or may exist in the workplace.
- Closed environments and other areas where insufficient ventilation could cause a build-up of carbon monoxide or diesel exhaust.
- Operating limitations.
- Refueling and charging/recharging batteries.

EVALUATION AND REFRESHER TRAINING

A periodic evaluation and periodic formal documented refresher training based on the evaluation shall be conducted for equipment operators. A competent person(s) must conduct and document an evaluation of the performance of the operator of heavy equipment/mobile equipment at least initially and where feasible triennially thereafter. Documented corrective training shall be required when conditions in the workplace change or the equipment operator demonstrates the following:

- Observed operating in an unsafe manner;
- Involved in an incident;
- Evaluated not operating the equipment safely;
- Assigned to drive a different piece of equipment; or
- Conditions in the workplace have changed and could affect the safe operation of the equipment.

MOBILE EQUIPMENT SAFETY REQUIREMENTS

Forklift

- Only certified personnel are permitted to operate the forklift.
- The operator shall perform pre-shift inspections.
- Defective equipment must be locked out until repairs are complete.
- A preventative maintenance program shall be utilized and documented.
- Seat belts shall be required at all times the forklift is being operated.
- Make sure there is a clear path before moving loads
- Always move at a safe speed.
- Always face the direction of travel.
- When necessary to travel in reverse, or there is obstruction to vision, have another person guiding.
- Always sound horn when coming around blind corners, at intersections or traveling in reverse.
- In picking up a load, be sure forks are set squarely and as far as possible under the load. Never raise or lower loads while traveling. Whether loaded or empty forks shall be carried as low as possible.

- Never swing or suspend loads over people. No one is permitted to walk or stand under raised material handling equipment.
- On inclines, forklifts must be driven with the load on the upgrade side of the driver.
- Check to make sure loads are firmly fastened and positioned to prevent tipping or slipping.
- Avoid any action that might dump a load.
- Moveable or replaceable forks must be firmly in place by use of a proper securing pin.
- Never use improvised attachments. Use only those approved by the manufacturer and be certain all attachments are properly secured.
- Only the operator is permitted to ride the forklift.
- The forklift may not be left unattended unless the load is lowered, controls are in neutral, brakes are set and the lift is turned off.
- When the forklift is parked on an incline the wheels shall be chocked.
- When trucks are unloaded the wheels of the truck must be chocked and only approved properly stabilized dock boards may be used.
- Detached semi-trailers must be properly jacked before being unloaded.
- The forklift driver will check the soundness of the dock plate and truck floor before driving the forklift onto either.
- The forklift shall be used only for the purpose for which it is designed. Raising personnel on the forks, for example, must be prohibited.

Aerial Lift

- Lift controls shall be tested prior to use to ensure safe working conditions.
- Manlift must not be used to carry any load that does not completely fit into the basket, or, with the addition of the operator's weight, exceeds the rated capacity of the lift.
- An exception to the above rule can be allowed for installation of pipe or conduit. Pipe or conduit less than ten feet long may be straddled across the top of the manlift provided the total load (operator and materials) is not in excess of the rated capacity of the lift. Operators must abide by safe lifting limits as prescribed in these procedures, and must survey the area for possible contact with electrical conductors.
- Only the appropriate departmental personnel shall approve any exceptions to the above.
- Operators shall always stand firmly on the floor of the basket and not sit or climb on the edge of the basket or use planks, ladders or other devices for work position.
- The brakes must be set and outrigger, when used, shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial manlift on an incline surface.
- The aerial manlift may not be moved when the boom is elevated in a working position with personnel in the basket. The exception is for equipment specifically designed for this type of operation.
- If the aerial manlift is to exceed 16 feet inside a facility, all overhead cranes must be locked out and tagged or an observer must be in place to ensure the safety of the personnel.

Maintenance

The location shall follow the manufacturer's recommendations in their equipment preventative maintenance program. Only designated maintenance personnel shall be authorized to perform service on equipment. Maintenance shall conduct a pre-release inspection on equipment prior to return to service. Inspections should be reviewed periodically.

Hot-Work Permits

INTRODUCTION

Ensuring fire safety in the performance of hot-work (welding, cutting, and brazing) operations during demolition, construction, renovation, or maintenance activities is a critical component of fire prevention. Individual departments who have an existing Hot-Work Policy or Program in place may continue to use that program if it provides the same degree of protection.

GUIDE

- Policies and procedures should include a written hot-work permit procedure.
- A survey of the work location to identify hazardous areas for hot-work activity should be completed. Hot-work in hazardous areas can result in catastrophic losses. Hazardous areas generally include areas with flammable liquids and/or gases.
- Hazardous areas for hot-work activities must be posted with appropriate warning signage such as "Hot-work is not allowed without proper authorization".
- Flammable and combustible material should be removed and/or protected from the hot-work. Special precautions, such as using fire-resistant tarps, to cover areas/equipment that cannot be removed from the hot-work area, and controlling potential migration of hot sparks and slag to other floors/areas, must be taken prior to the commencement of hot-work.
- The fire watch person(s) must be posted in the area to assure that the hot-work does not initiate a fire. This often includes person(s) posted below the area where the hot-work is performed.
- Depending on the hazards present, a firewatch should stay at the hot-work area for 30 to 60 minutes following completion of the hot-work. A fire can be initiated several hours after the hot-work is completed, if the area is not protected during the hot-work.
- Fire extinguishing equipment suitable for potential hazards present must be maintained in a state of readiness for immediate use.
- For some Municipalities, outside contractors are used for hot-work activities and will pose a risk of fire.
- Welding equipment must be properly used and all cables maintained in good condition.

The hot-work permit program includes the following:

- Inspection of the area where work is to be done to see how close combustible materials are to the work area.
- Establish fire watches, if hazards warrant. A fire watch should stay on duty following the shut-down of all spark-producing equipment.
- Provide fire extinguishing equipment, usually manned by a standby employee.
- Communicate with and coordinate the activities of all departments concerned with fire protection.
- Isolate combustible materials from sources of ignition.
- Limit unauthorized use of flame- or spark-producing equipment.

If hot-work is to be done by an outside contractor, establish areas of responsibility in a written contract. Ask the following questions:

- Who issues the hot-work permits and what signatures are required?
- Who provides fire watches?
- Who provides standby fire equipment?
- Who coordinates activities of the contractor with plant personnel?

LOCK-OUT/TAG-OUT

SCOPE

This program specifically outlines the purpose, authorization, rules, and techniques to be utilized by City of Hialeah employees on a daily basis to guard against unexpected energizing, start-up, or release of stored energy, which could cause injury. It shall be the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Department Directors and/ or their designees shall ensure that employees under their supervision receive training in the contents of this program and ensure records of this training are maintained. Individual departments who have an existing Lock-Out/ Tag-Out Policy or Program in place may continue to use that program if it provides the same degree of protection.

PURPOSE

The purpose of this program is to establish procedures for affixing appropriate lockout or tag-out 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.

DEFINITIONS APPLICABLE TO THIS PROGRAM

Affected Employee: An employee whose job requires them to operate or use a machine or piece of equipment on which servicing is being performed under lock-out or tag-out, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

Authorized Employee: A person who locks or implements a tag-out system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or piece of equipment, which must be locked, or a tag-out system implemented. **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lock-Out: 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. **Lock-Out Device:** A device that utilizes a positive means, such as a lock, to hold an energy-isolating device in the safe position and prevent the energizing of a machine or piece of equipment.

Normal Production Operations: The utilization of a machine or piece of equipment to perform its intended production function.

Primary Authorized Employee: The authorized employee who has been vested with responsibility for a set number or group of employees performing service or maintenance on machines or equipment subject to Lock-out or tag-out procedures.

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 un-jamming of machines or equipment, and making adjustments or tool changes where the employee may be exposed to the unexpected energizing or start-up of the equipment or release of hazardous energy.

Tag-Out: The placement of a tag-out 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 tag-out device is removed.

AUTHORIZATION

A designated City of Hialeah representative may authorize the use of this program by all facilities, departments, and individuals associated with the control of hazardous energy on any City of Hialeah entity. Department Directors and/or their designees will attempt to insure that the personnel under their supervision are trained in accordance with the procedures established herein.

RULES

Each department utilizing the City of Hialeah program for the control of hazardous energy may establish site-specific procedures for energy isolation. Specialized lock-out devices shall be obtained and kept within the department for its use. A standard supply of the most-often-used lock-out devices shall be maintained. If an energy-isolating device is capable of being locked out, the authorized employee shall utilize lock-out, unless the Department Director and/or their designee can demonstrate that utilization of a tag-out system will provide full employee protection. When a tag-out device is used on an energy-isolating, which is capable of being locked out, the tag-out device shall be attached at the same location that the lockout device would have been attached.

Lock-out devices used for the implementation of this program shall be accompanied by a standard tag. These devices shall be used for no other purpose than lock-out, and shall be substantial enough to prevent removal without the use of excessive force or unusual techniques. Tag-out devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tag-out device attachment means shall be of a 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.

Department Directors and/or their designee are required to provide training to ensure that the purpose and function of the energy control program. Through training, employees will be required to possess the knowledge and skills required for safe applications, usage, and removal of energy controls.

Training shall include the following:

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. Each affected employee shall be instructed in the purpose and use of the energy control procedure. 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 re-energize machines or equipment which are locked-out or tagged-out.

When tag-out systems are used, employees shall also be trained in the following limitations of tags:

Tags are essentially warning devices affixed to energy-isolating devices, and do not provide the physical restraint on those devices that is provided by lock-out.

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.

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.

Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.

Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

Tags must be securely attached to energy-isolating devices so that they cannot be inadvertently or accidentally detached during use.

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 process that presents a new hazard, or when there is a change in energy control procedures. Retraining shall establish employee proficiency and introduce new or revised control methods and procedures as necessary,

TECHNIQUES

Only authorized employees shall perform implementation of the lock-out or tag-out system. The established procedure for the application of energy control shall cover the following elements and actions and shall be done in the following sequence:

- **Preparation for shutdown:** Before an authorized or affected employee turns off a machine or piece of equipment, they 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.
- **Machine or equipment shutdown:** An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of equipment de-energizing.
- **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).
- **Lock-out or tag-out device application:** authorized employees shall affix Lock-out or tag-out devices to each energy-isolating device. Lock-out devices, where used, shall be affixed in a manner that will hold the energy in a "safe" or "off" position. Tag-out 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.
- **Where tag-out devices are used** with energy-isolating devices designed with the capability of being locked, the tag shall be fastened at the same point at which the lock would have been attached.
- **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.
- **Stored Energy:** Following the application of lock-out or tag-out devices to energy-isolating devices, all potentially hazardous stored energy shall be rendered safe. If there is a possibility of re-accumulation 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.
- **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 de-energizing of the machine or equipment has been accomplished.
- **Release from Lock-out or Tag-out:** Before lock-out or tag-out 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:
 - **The Machine or Equipment:** the work area shall be inspected to ensure that nonessential items have been removed and that machine or equipment components are operationally intact.

- Employees: The work area shall be checked to ensure that all employees have been safely positioned or removed. Before lock-out or tag-out devices are removed and before machines or equipment are energized, affected employees shall be notified.
- **Lock-out or Tag-out Device Removal:** Each lock-out or tag-out device shall be removed from each energy-isolating device by the employee who applied the device.
 1. **Exception:** When the authorized employee who applied the lock-out or tag-out device (installer) is not available to remove it, that device may be removed under the direction of the installer's supervisor. Each department involved in lock-out or tag-out operations shall provide specific training and procedures for such removal. The procedures and training shall be documented. The documentation shall demonstrate that safety equivalent to the original process of having only the installer remove the device is maintained. The specific procedure shall include at least the following elements:
 - i. Verification by the supervisor that the employee who applied the device is not at the facility,
 - ii. Making all reasonable efforts to contact the authorized employee to inform them that his/her lock-out or tag-out device has been removed, and
 - iii. Ensuring that the authorized employee has this knowledge before they resume work at the facility.
 2. **Testing or Positioning of machines, equipment, or components thereof:** In situations where lock-out or tag-out devices must be temporarily removed from the energy-isolating device and the machine or equipment energized to test or position the equipment or component thereof the following sequence of actions shall be followed:
 - Clear the machine or equipment of tools and materials
 - Remove employees from the machine or equipment area
 - Remove the lock-out or tag-out devices
 - Energize and proceed with testing or positioning
 - Re-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.
 3. **Outside Personnel (contractor, etc):** Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this program, the Department Director and/or their designee and the outside employer shall inform each other of their respective lock-out or tag-out procedures. The Department Director and/or their designee shall ensure that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures. If the outside employer has no documented lock-out or tag-out procedures, they shall ensure that their personnel understand and comply with the procedures established in this program.
 4. **Group Lock-out or Tag-out:** When servicing and/or maintenance is performed by a crew or department, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lock-out or tag-out device. This shall be accomplished by:
 - The application of a multi-lock accepting device by the primary authorized employee to the energy-isolating device.
 - The primary authorized employee attaching his/her lock to the multi-accepting device.
 - Each authorized employee shall affix a personal lockout or tag-out device to the multi-lock accepting device when the begin work, and shall remove those devices when they stop working on the machines or equipment being serviced or maintained.
 - The primary authorized employee removing his/her lock and the multi-lock accepting device when all service or maintenance has been complete.

5. **Shift or Personnel Changes:** To insure the orderly transfer of lock-out or tag-out devices between off-going and on-coming employees and minimize exposure to hazards from unexpected energizing start-up of the machine or equipment, or release of stored energy, these procedures shall be followed:
- The on-coming personnel shall notify the off-going personnel that they are ready to begin work on the machine or equipment.
 - All lock-out and/or tag-out devices attached to the machine or equipment by the off-going personnel shall be removed and immediately replaced with like devices by the on-coming authorized personnel.
 - The primary authorized employee shall insure that all pertinent coordination between off-going and oncoming personnel has been completed before

PORTABLE LADDER SAFETY

PURPOSE

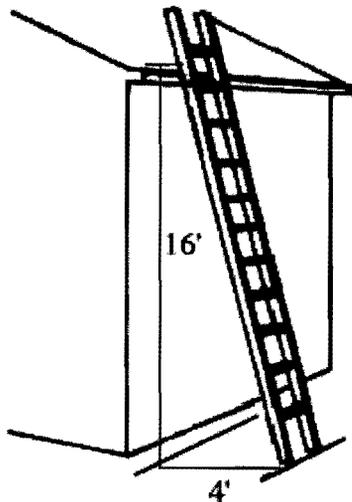
Portable ladders can be dangerous when used incorrectly or when not in good repair.

GENERAL RULES

- a. Do not stand on the ladder's top three rungs.
- b. Do not use a ladder with a damaged side rail.
- c. The base of the ladder should be spaced (1') one foot away for every (4') four feet it reaches up.
- d. Ladders used to reach a walking surface or roof must extend at least (3') three feet beyond.
- e. The ladder shall be so placed as to prevent slipping, or it shall be lashed, or held in position.
- f. Stepladders should be securely spread open and locked.
- g. Do not use a wet wooden ladder around electrical sources
- h. Keep two feet and one hand on ladder at all times.
- i. Never use a ladder in a strong wind.
- j. Never use a ladder in front of a door unless it is locked, blocked or guarded.
- k. Never carry tools or materials in your hand when going up or down a ladder.
- l. Only one person should be on a ladder at a time.
- m. Always use metal ladders around power lines.

PROPER LADDER PLACEMENT

The ladder should be placed so that its base is one foot away from what the ladder leans against for every four feet in height to the point where the ladder rests. This is referred to as the four-to-one rule. For example, if a 16 foot ladder leans against a wall, its base should be placed four feet from the wall.



Four-To-One Rule

For every four feet of rise the base of the ladder should be one foot away from the object that the top of the ladder is resting.

LADDER MAINTENANCE & PRE-USE INSPECTIONS

Wooden Ladders

Check carefully for cracks, rot, splinters, and splinters on uprights.
Broken or loose rungs, loose joints, bolts or nails, and hardware in poor condition.
Damaged or worn non-slip bases.

Step Ladders

Wobbly (from side strain).
Loose or bent hinge spreaders.
Stop on hinge spreaders broken.
Broken, split, or worn steps.

Extension Ladders

Loose, broken, or missing extension locks.
Defective locks that do not seat properly while extended.
Worn or rotted rope.

LADDERS FAILING INSPECTION

Any ladder that fails an inspection is to be taken out of service immediately and either repaired or disposed of and the supervisor notified.

TRENCHING AND SHORING SAFETY

A. Scope and Application:

This policy sets forth the guidelines required for excavations made by the City of Hialeah and Contractors employed by the City of Hialeah. Individual departments who have an existing Trenching and Shoring Safety Policy or Program in place may continue to use that program if it provides the same degree of protection.

B. Definitions:

- a. **Aluminum hydraulic shoring** means an engineered shoring system comprised of aluminum hydraulic cylinders (cross braces), used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such a system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.
- b. **Benching** means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.
- c. **Cave-in** means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by failing or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.
- d. **Competent person** means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
 - i. All competent persons must complete the necessary classes. A competent person should have and be able to demonstrate the following training experience and knowledge of:
 1. soil analysis, and
 2. use of protective systems, and
 3. requirements of 29 CFR 1926 Subpart P.
 - ii. Ability to detect:
 1. conditions that could result in cave-ins,
 2. failures in protective systems,
 3. hazardous atmospheres, and
 4. other hazards including those associated with confined space.
 - iii. Authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.
- e. **Excavation** means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.
- f. **Registered professional engineer** means a person who is registered as professional engineer.
- g. **Shield (shield system)** means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees with the structure. Shields can be permanent

structure or can be designed to be portable and move along as work progresses. Also known as trench box or trench shield.

- h. **Shoring (shoring system)** means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.
- i. **Sloping (sloping system)** means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline varies with differences in such factors as soil type, environmental conditions of exposure, and application of surcharge loads.
- j. **Trench (trench excavation)** means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also consider to be a trench.

C. Procedures

- a. A competent person shall be placed in charge of all excavations. Underground utilities must be located and marked before excavation begins.
- b. Employees are not allowed in the excavation while heavy equipment is digging.

D. Inspections

- a. The competent person shall conduct inspections:
- b. Daily and before the start of each shift
- c. As dictated by the work being done in the trench
- d. After every rain storm
- e. After other events that could increase hazards, such as snowstorm, windstorm, thaw, earthquake, dramatic change in weather. etc.
- f. When fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or other similar conditions occur.
- g. When there is a change in the size, location, or placement of the spoil pile
- h. When there is an indication of change or movement in adjacent structures.

E. Soil Types

- a. **Type A Most stable:** clay, silty clay, and hardpan (resists penetration) No soil is Type A if it is fissured, is subject to fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.
- b. **Type B - Medium stability:** silt, sandy loan,, medium clay and unstable dry rock, previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil but are fissured or subject to vibration.
- c. **Type C - Least stable:** gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.
- d. **Layered geological strata (where soils are configured in layers)** - The soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. where a Type C soil rests on top of stable rock.

- e. Because most excavations done by City of Hialeah employees will be conducted in order to repair/replace utilities or equipment (i.e. the soil has been previously disturbed), excavations shall be made to meet the requirements for Type B or Type C soils only, as appropriate.

F. Testing Methods

- a. The competent person in charge of the excavation shall be responsible for determining whether the soil is Type B or C. The competent person shall use a visual test coupled with one or more manual tests.

G. Visual Test

- a. In addition to checking the items on the trench inspection form, the competent person should perform a visual test to evaluate the conditions around the site. In a visual test, the entire excavation site is observed, including the soil adjacent to the site and the soil being excavated. The competent person also checks for any signs of vibration.
- b. During the visual test, the competent person should check for crack-line openings along the failure zone that would indicate tension cracks, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geologic structuring.
- c. This person should also look for signs of bulging, boiling, or sloughing, as well as signs of surface water seeping from the sides of the excavation or from the water table.
- d. In addition, the area adjacent to the excavation should be checked for signs of foundations or other intrusions into the failure zone, and the evaluator should check for surcharging and the spoil distance from the edge of the excavation.

H. Manual tests

a. Thump penetration test

Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of the thumb, it is Type C. It should be noted that the thumb penetration test is the least accurate testing method.

b. Dry strength test

Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).

c. Plasticity or Wet Thread Test

Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin tread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.

I. Spoil

- a. Temporary spoil shall be placed no closer than 2 feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

- b. Spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.
- c. Permanent spoil should be placed some distance from the excavation.

J. Surface Crossing of Trenches

- a. Surface crosses of trenches should not be made unless absolutely necessary. However, if necessary, they are only permitted under the following conditions:
 - i. Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.
 - ii. Walkways or bridges must:
 - 1. have a minimum clear width of 20 inches,
 - 2. be fitted with standard rails, and
 - 3. extend a minimum of 24 inches past the surface edge of the trench.

K. Ingress and Egress

- a. Trenches 4 feet or more in depth shall be provided with a fixed means of egress
- b. Spacing between ladders or other means of egress must be such that a worker will not travel more than 25 feet laterally to the nearest means of egress.
- c. Ladders must be secured and extend a minimum of 36 inches above the landing. Metal ladders should be used with caution, particularly when electric utilities are present.

L. Exposure to Vehicles

- a. Employees exposed to vehicular traffic shall be provided with and required to wear reflective vests or other suitable garments marked with or made of reflectorized or high-visibility materials.
- b. Trained flag persons, signs, signals, and barricades shall be used when necessary.

M. Exposure to Falling Loads

- a. All employees on an excavation site must wear hard hats.
- b. Employees are not allowed to work under raised loads.
- c. Employees are not allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
- d. Employees are required to stand away from equipment that is being loaded or unloaded to avoid being struck by falling materials or spillage.
- e. Equipment operators or truck drivers may remain in their equipment during loading and unloading if the equipment is properly equipped with a cab shield or adequate canopy.

N. Warning Systems for Mobile Equipment - The following steps should be taken to prevent vehicles from accidentally falling into the trench:

- a. Barricades must be installed where necessary,

- b. Hand or mechanical signals must be used as required,
- c. Stop logs must be installed if there is danger of vehicles falling into the trench,
- d. Soil should be graded away from the excavation; this will assist in vehicle control and channeling of run-off water,
- e. Trenches left open overnight shall be fenced and barricaded.

O. Hazardous Atmospheres and Confined Spaces - Employees shall not be permitted to work in hazardous and/or toxic atmospheres. Such atmospheres include those with:

- a. less than 19.5% oxygen
- b. a combustible gas concentration greater than 20% of the lower flammable limit, and,
- c. concentrations of hazardous substance that exceed those specified in the Threshold Limit Values contaminants established by the ACGIH
- d. All operations involving such atmospheres must be conducted in accordance with OSHA requirements for occupational health and environmental controls for personal protective equipment and for lifesaving equipment. Engineering controls (such as ventilation) and respiratory equipment may be required.

P. Testing for Atmospheric Contaminants

- a. If there is any possibility that the trench or excavation could contain a hazardous atmosphere, atmospheric testing must be conducted prior to entry. Conditions that might warrant atmospheric testing would be if the excavation was made in a landfill or if the excavation was crossed by, adjacent to, or contained pipelines containing a hazardous material (for example, natural gas lines).
- b. Testing should be conducted before employees enter the trench and should be done regularly to ensure that the trench remains safe. The frequency of testing should be increased if equipment is operating in the trench.
- c. Testing frequency should also be increased if welding, cutting, or burning is done in the trench.
- d. Employees required to wear respiratory protection must be trained, fit-tested, and enrolled in respiratory protection program.
- e. Some trenches qualify as confined spaces. When this occurs, compliance with the City of Hialeah's Confined Space Program is also required.

Q. Methods of controlling standing water and water accumulation must be provided and should consist of the following if employees must work in the excavation:

- a. Use of special support or shield systems approved by a registered professional engineer.
- b. Water removal equipment, such as well pointing, used and monitored by a competent person.
- c. Safety harnesses and lifelines used in conformance with 29CFR 1926.104.

- d. Employees removed from the trench during rainstorms.
- e. Trenches carefully inspected by a competent person after each rain and before employees are permitted to re-enter the trench.

R. Benching, Sloping, Shoring, and Shielding Requirements

- a. All excavations or trenches 4 feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in OSHA's Excavation standard, 29 CFR 1926.650, .651, .652.
- b. Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.
- c. Excavations under the base of footing of a foundation or wall requires a support system designed by a registered professional engineer.
- d. Sidewalks and pavement shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse.

S. Sloping

Maximum allowable slopes for excavations less than 20 feet based on soil type and angle to the horizontal are as follows:

| Soil Type | Height/ depth ratio | Slope angle |
|-----------|---------------------|-------------|
| Type B | 1:1 | 45 degrees |
| Type C | 1 ½ : 1 | 34 degrees |

A 10-foot-deep trench in Type B soil would have to be sloped to a 45-degree angle, or sloped 10 feet back in both directions. Total distance across a 10-foot-deep trench would be 20 feet, plus the width of the bottom of the trench itself. In Type C soil, the trench would be sloped at a 34-degree angle, or 15 feet back in both directions for at least 30 feet across, plus the width of the bottom of the trench itself

- T. Benching** - There are two basic types of benching, single and multiple, which can be used in conjunction with sloping.
- a. In Type B soil, the vertical height of the benches must not exceed 4 feet. Benches must be below the maximum allowable slope for that soil type. In other words, a 10-foot deep trench in Type soil must be benched back 10 feet in each direction, with the maximum of a 45-degree angle.
 - b. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of: 1:1.
 - c. Benching is not allowed in Type C soil.

U. Shoring

- a. Shoring or shielding is used when the location or depth of the cut makes sloping impractical. There are two basic types of shoring, timber and aluminum hydraulic.

- b. If the City of Hialeah has aluminum hydraulic shores, they will be the focus of this section. Hydraulic shoring provides a critical safety advantage over timber shoring because workers do not have to enter the trench to install them. They are also light enough to be installed by one worker; they are gauge-regulated to ensure even distribution of pressure along the trench line; and they can be adapted easily to various trench depths and widths. However, if timber shoring is used, it must meet the requirements of 29CFR 1926.650, 651, .652.
- c. All shoring shall be installed from the top down and removed from the bottom up. Hydraulic shoring shall be checked at least once per shift for leaking hoses and/or cylinders, broken connections, cracked nipples, bent bases, and any other damaged or defective parts.
- d. The top cylinder of hydraulic shoring shall be no more than 18 inches below the top of the excavation.
- e. The bottom of the cylinder shall be no higher than four feet from the bottom of the excavation. (Two feet of trench wall may be exposed beneath the bottom of the rail or plywood sheeting, if used.)

Confined Space

INTRODUCTION

Entering and working in confined spaces has been and will be an integral part of daily activity by City of Hialeah employees. This policy was developed to ensure the safety of personnel required entering and conducting work in confined spaces. The program contained herein describes reasonable and necessary policies and procedures for any and all facilities, departments, and individuals who are associated with confined space entry operations. Individual departments who have an existing Confined Space Safety Policy or Program in place may continue to use that program if it provides the same degree of protection.

IDENTIFYING CONFINED SPACES

Department Directors and/or their designees should determine if any personnel under their supervision are required to enter or conduct work in confined spaces as defined in this section.

IDENTIFYING CONFINED SPACE HAZARDS

This section gives information on the types of hazards that may be present on a confined space. It should be reviewed whenever the hazards of a confined space are being evaluated.

RESPONSIBILITIES AND TRAINING REQUIREMENTS

This section lists the responsibilities and training requirements of each individual involved in a confined space entry.

IDENTIFYING CONFINED SPACES

The first step toward conducting a safe confined-space entry is to identify the space as potentially dangerous. All Confined Spaces shall be considered "permit-required" until pit-entry procedures demonstrate otherwise. To clarify what constitutes a confined space, the following definition will be used.

A Confined Space is any space that has the following characteristics:

- Large enough or so configured that an employee can bodily enter and perform assigned work.
- Has limited or restricted means for entry or exit. Confined-space openings may be small in size and may be difficult to move through easily. However, in some cases openings may be very large; for example, open-topped spaces such as pits or excavations. Entrance and exit may be required from top, bottom, or side. Size or location may make rescue efforts difficult.
- Is not designed for continuous employee occupancy.
- Most confined spaces are not designed for employees to enter and work on a routine basis. They may be designed to store a product, enclose materials and process, or transport products or substances. Therefore, occasional employee entry for inspection, maintenance, repair, cleanup, or similar tasks, is often difficult and dangerous. The danger associated with entry may come from chemical or physical hazards within the space.

Non-Permit Confined Space means a confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious physical harm (with respect to atmospheric hazards).

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

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

Based on the definition many types of spaces may be considered "confined," and therefore, hazardous. Some examples of confined spaces might be sewers, electrical vaults, steam tunnels, mechanical rooms, or other types of enclosures.

It is the responsibility of Department Directors and/or their designees to evaluate potentially hazardous spaces within facilities or area under their control and ensure that the proper precautions are taken for safety.

- This responsibility may be delegated to a competent person within the department provided he/she is qualified.
- It may be determined that a space presents no real danger for employees. However, until the space has been evaluated and tested, it shall be assumed to be confined and potentially dangerous.
- Once a space has been evaluated and it has been determined that confined space characteristics are present, the Safety Coordinator shall determine if the Confined Space requires a permit and will apply appropriate labeling.

IDENTIFYING CONFINED SPACE HAZARDS

Once a space has been identified as confined, the hazards that may be present within the confined space must be identified. Confined-space hazards can be grouped into the following categories:

OXYGEN-DEFICIENT ATMOSPHERES

The normal atmosphere is composed of approximately 21% oxygen and 79% nitrogen. Atmosphere containing less than 19.5% oxygen shall be considered oxygen-deficient. The oxygen level inside a confined space may be decreased as the result of either consumption or displacement.

There are a number of processes that consume oxygen in a confined space. Oxygen is consumed during combustion of flammable materials, as in welding, cutting, or brazing. A more subtle consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen can also be consumed during chemical reactions such as in the formation of rust on the exposed surfaces of a confined space. The number of people working in a confined space and the amount of physical activity can also influence oxygen consumption. Oxygen levels can also be reduced as the result of oxygen displacement by other gases.

FLAMMABLE ATMOSPHERES

Flammable atmospheres are generally the result of flammable gases, vapors, dust mixed in certain concentrations with air, or an oxygen-enriched atmosphere.

Oxygen-enriched atmospheres are those atmospheres that contain an oxygen concentration greater than 22%. An oxygen-enriched atmosphere will cause flammable materials such as clothing and hair to burn violently when ignited.

Combustible gases or vapors can accumulate within a confined space when there is inadequate ventilation. Gases that are heavier than air will accumulate in the lower levels of a confined space. Therefore, it is especially important that atmospheric tests be conducted near the bottom of all confined spaces.

The work being conducted in a confined space can generate a flammable atmosphere. Work such as spray painting, coating or the use of flammable solvents for cleaning can result in formation of an explosive atmosphere. Welding or cutting with oxyacetylene equipment can also be the cause of an explosion in a confined space and shall not be allowed without a hot work permit. Oxygen and acetylene hoses may have small leaks in them, which could generate an explosive atmosphere and, therefore, should be removed when not in use. The atmosphere shall be tested continuously while any hot work is being conducted within the confined.

TOXIC ATMOSPHERES

Toxic atmospheres may be present within a confined space as the result of one or more of the following:

- The Product Stored in the confined space
- When a product is stored in a confined space, the product can be absorbed by the walls and give off toxic vapors when removed or when cleaning the residual material. The product can also produce toxic vapors, which will remain in the atmosphere due to poor ventilation.
- The work being conducted in the confined space toxic atmospheres can be generated as the result of work being conducted inside the confined space. Examples of such work include Welding or brazing.

MECHANICAL AND PHYSICAL HAZARDS

Problems such as rotating or moving mechanical parts or energy sources can create hazards within a confined space. All rotating or moving equipment such as pumps, process lines, electrical sources, etc., within a confined space must be identified.

Physical factors such as heat, cold, noise, vibration, and fatigue can contribute to accidents. These factors must be evaluated for all confined spaces.

Confined Space Entry Program

All confined spaces located within a facility or under a Department's control should be identified. Once the space has been identified as confined, a determination should be made if a permit is required. All employees shall be made aware of these confined spaces through training or instruction provided by Department Directors or their designee.

PREVENTING UNAUTHORIZED ENTRY

Department Directors or their designee shall instruct all employees that entry into a confined space is prohibited without an authorized permit. Department Directors or their designee representatives shall instruct all employees to list their names on the authorized permit before they will be allowed to enter a confined space.

THE PERMIT SYSTEM

- When a confined space must be entered, a permit shall be completed and authorized by Department Directors, Supervisors, or their designated representatives prior to entry of the confined space. This permit shall serve as certification that the space is safe for entry. The permit shall contain the date, the location of the space, and the signature of the person providing the certification.
- A permit shall not be authorized until all conditions of the permit have been met.
- The permit to be used by City of Hialeah employees can be requested from the Department Director.

PLANNING THE ENTRY

The first step towards conducting a safe confined-space entry is to plan the entry. This will allow for the identification of all hazards, and for the determination of all equipment necessary, to complete the project.

GATHERING GENERAL DATA

- Identify the confined space. Give the name or location of the confined space.
- (Give the reason for entering the confined space. Be specific, and identify if hot work will be done.
- Identify the contents of the confined space. This refers to any chemicals or other materials and energy that are usually present in the confined space.

IDENTIFYING THE HAZARDS

It is recommended that the entry supervisor prior to the opening of any covers conduct atmospheric tests. The entry supervisor will determine the oxygen content and describe the testing procedures and equipment used. The entry supervisor will determine flammable gas content and describe the testing procedures and type analyzer used. If a toxic substance is determined to be in the confined space during testing by the entry supervisor, the Department Director and/or their designee shall be contacted to assist in obtaining a Material Safety Data Sheet or other chemical information to determine what type of personal protective equipment is required, the potential health effects, the permissible exposure limits, and any other information needed to safely conduct the work. Department Directors and/or their designee will determine mechanical and physical hazards. They should list all items and energy that will require lock-out/tag-out, blanking and bleeding, disconnecting, or securing. Physical hazards should be listed.

VENTILATION OF CONFINED SPACE

Indicate whether mechanical or natural ventilation will be used. Describe the procedures to be used. If mechanical ventilation is to be used, the exhaust must be pointed away from personnel or ignition sources. Also, mechanical ventilators should be bonded to the confined space.

ISOLATING THE CONFINED SPACE

Describe the procedures for disconnecting equipment or lock-out/tag-out. All mechanical, electrical, or heat-producing equipment should be disconnected or locked and tagged out. This would also include any pumps that pull fluid from, or pump fluid into, confined space.

PURGING/CLEANING THE CONFINED SPACE

Indicate if the confined space will be purged. Purging with inert gas is not recommended. If the space must be purged, describe the procedures. Indicate the type of cleaning methods to be used. If chemical cleaners are to be used, name the type and describe the procedures. The MSDS for the chemical should be consulted prior to use. When introducing a chemical into a confined space, the compatibility of that chemical with the contents of the confined space must be checked. If in doubt, consult the Department Director and/or their designee.

If steam is to be used, the hose should be bonded to the confined space. Placement of Warning Signs.

Indicate if warning signs or barriers will be needed to prevent unauthorized entry or to protect workers from external hazards. If the confined space will be left open and unattended for any length of time, warning signs and barriers will be required.

IDENTIFYING ALL PERSONNEL

List all employees that will be required to prepare the confined space and complete the work inside the space.

IDENTIFYING NECESSARY EQUIPMENT

List all equipment that will be necessary to complete the project.

CONDUCTING ENTRY TRAINING

Once the entry has been planned, Department Director and/or their designee should train all employees who will be involved in the entry. The following outline should be used for the training:

- Identify the confined space and the reason(s) for entry
- Identify the work detail
- Assign each employee the job(s) he/she is to perform in the project (entrant, standby person, etc.)
- If an employee is required to use a piece of equipment, be sure that he/ she is capable of using the equipment properly
- Inform all personnel that no one is to enter the confined space unless the standby person is present at the work site.
- Inform entrants of all Known or Suspected Hazards.
- Any access or exit problems
- All equipment that must be locked out or tagged out
- The contents of the confined space
- All atmospheric levels that must be maintained before entering and while working in the confined space
- If a toxic atmosphere or substance is present or could become present, the following additional training must be completed:
 - If respiratory protection is not going to be used, inform personnel of the maximum permissible exposure level (PEL) that can exist within the confined space, and the method used to monitor pa.
 - Inform personnel of the potential health effects of exposure to the toxic atmosphere or substance.
 - Inform personnel of the signs and symptoms of exposure to the toxic flume.

- Inform personnel of the personal protective equipment (PPE) that they will be required to wear.
- If entrants are unaware of the proper use of the PPE, they must be trained in the proper use of this equipment,

Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

IDENTIFY ISOLATION PROCEDURES

- Inform the personnel responsible for the lock-out/tag-out of all equipment that must be isolated.
- Inform the personnel responsible for performing this function of the methods to be used.

IDENTIFY PURGING AND/OR VENTILATION PROCEDURES

- Inform all personnel responsible for performing this function of the methods to be used

IDENTIFY ALL EQUIPMENT NEEDED

- Inform personnel involved in the project of all equipment that will be necessary to complete the project
- Make sure that all employees are capable of using their assigned equipment properly

DETERMINE NECESSARY PERSONAL PROTECTIVE EQUIPMENT

- Inform personnel of all PPE that must be used to ensure their safety
- Make sure that all personnel required to use PPE are trained in the proper use of the equipment

ESTABLISH COMMUNICATION

- Inform all entrants that they are required to maintain communication with the standby person
- Inform standby person that he/she must maintain constant contact with all entrants
- Inform personnel of the type of communication they are to use.

PROTECT FROM EXTERNAL HAZARDS

- Inform personnel where signs and barriers will be placed to prevent unauthorized entry and protect entrants from external hazards

PRE-PLAN RESCUE PROCEDURES

- The designated standby person(s) should be informed of the rescue procedures to be followed
- The standby person should be informed that he/she can have no other duty but maintain contact with personnel inside the confined space
- Inform the standby person(s) that they must not enter the confined space under any circumstances

PLACE THE CONFINED SPACE BACK INTO SERVICE

- Secure entrance

- Return power, flow or mechanical effects

INFORM PERSONNEL OF THE STEPS TO BE TAKEN TO PLACE THE CONFINED SPACE BACK INTO SERVICE

- Verbal, written communication

PREPARING THE CONFINED SPACE FOR ENTRY

Once the entry has been planned and personnel have been trained, the next step is to prepare the confined space for entry. The following steps are to be followed when preparing the confined space for entry:

- If warning signs or barriers are to be used to prevent unauthorized entry or to protect entrants from external hazards, they should be placed on or around the confined space as planned and discussed in training.
- Place all tools, safety equipment, monitoring equipment, etc., near the confined space.
- Isolate all mechanical and/or electrical hazards as planned and discussed in training.
- Purge / ventilate the confined space as planned and discussed in training.
- The entry supervisor will test the atmosphere as discussed in training.
 - If oxygen content is less than 19.5% or greater 21.5%, perform additional ventilation. Then, shut off ventilation equipment and re-test the oxygen content.
 - If oxygen content is between 19.5% and 21.5%, continue entry preparation.

The entry supervisor will test for flammable gas level as planned and discussed in training.

- If the meter reading is less than 10% of the lower explosive limit (LEL), continue entry preparations.
- If the meter reading is above 10% of the LEL, continue ventilation of the confined space. Shut off the ventilation and have the atmosphere retested.
- If the meter reading is still above 10% of the LEL, the confined space must be cleaned before entry is permitted. If the confined space must be entered for cleaning purposes, the procedures outlined in Item 9 of this section must be followed.

The entry supervisor will determine the toxicity of the atmosphere as planned and discussed in training. If a toxic atmosphere is present, no person should be permitted to enter the confined space at a level exceeding the Permissible Exposure Limit without proper Personal Protective Equipment. The Department Director and/or their designee should be called to assist in identifying proper precautions and the protective measures to be taken.

Assemble all personnel involved and conduct a simulated rescue drill.

The entry supervisor will then add any needed information, then complete and sign the permit.

UTILIZING SAFETY EQUIPMENT

Where practical, all personnel entering a confined space should be equipped with a retrieval line secured at one end to the entrant by a full-body harness with its other end secured on a tripod lifting hoist.

ATMOSPHERIC TESTING PROCEDURES

- All testing equipment shall be calibrated as instructed by the manufacturer
- All of the manufacturer's operating instructions must be followed
- The test equipment should be tested in a known atmosphere to insure its accuracy
- Ventilation equipment must be shut off before conducting any atmospheric tests
- The atmosphere must be tested at the bottom, top, and middle of all confirmed spaces
- The atmosphere must be continuously monitored while work is being conducted in the confined space
- If the confined space is left for any reason, the atmosphere must be re-tested before re-entering the space

CONFINED SPACE CLEANING PROCEDURES

If cleaning must be conducted in a confined space to achieve acceptable atmospheric conditions, the following procedures must be followed:

- All entrants must be equipped with designated safety equipment
- All entrants must be equipped with an SCBA
- No spark-producing tools will be allowed for use

RESCUE PROCEDURES

- In the event of an emergency, the standby person should:
- The standby person(s) is not to enter the confined space for any reason
- Immediately summon the City of Hialeah Fire Department by radio or telephone (Dial 911).
- Attempt to remove the victim by use of the retrieval line from outside the confined space if this can be accomplished without creating further hazard for the entrant or the attendant
- If the standby person is able to remove the victim with the retrieval line, he/she should administer aid within the limits of his/her training until emergency medical services arrive
- If the standby person is unable to remove the victim by using the retrieval line, he or she must wait for help to arrive.
- Give EMS / Rescue personnel any information they request.

PERSONNEL RESPONSIBILITIES & TRAINING

Everyone involved in a confined-space entry project has certain responsibilities and requires a certain amount of training. It is very important that every individual is familiar with their responsibilities. This section outlines the responsibilities and training requirements of each individual involved in a project

RESPONSIBILITIES AND TRAINING REQUIREMENTS OF DEPARTMENT DIRECTORS AND/OR THEIR DESIGNEES

- Identifying confined spaces within facilities or areas under their control
- Identifying hazards within a confined space under their control
- Documenting that all training requirements for a specific confined space entry have been met by signing the pre-entry authorization space on the permit
- Insuring that the required atmospheric tests are performed at the confined space and results recorded on the permit prior to entry authorization
- Obtaining and maintaining all equipment necessary to complete the confined-space entry project
- Authorize entry by signing the Entry Authorization space on the entry permit after all conditions for a safe entry have been met

- Terminating the entry and canceling the permit when:
- Entry operations covered by the entry permit have been completed
- Condition that is not allowed under the entry permit arises in or near the permit space
- Determining, whenever responsibility for the permit space entry operations transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

RESPONSIBILITIES AND TRAINING REQUIREMENTS OF AUTHORIZED ENTRANTS

The person(s) authorized to enter a confined space shall be responsible for and receive training in the following:

- The knowledge of hazards that may be faced during entry, including the mode,
- Signs, or symptoms and consequences of the exposure
- Proper use of equipment, which includes:
 - Atmospheric testing and monitoring equipment
 - Ventilating equipment needed to obtain acceptable entry conditions
 - Communication equipment necessary to maintain contact with the standby person
 - Personal protective equipment as needed
 - Lighting equipment as needed
 - Barriers and shields as needed
 - Equipment, such as ladders, needed for safe ingress and egress
 - Rescue and emergency equipment as needed
 - My other equipment necessary for safe entry into and rescue from permit spaces

Communications with the attendant, as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space if required.

Alert the attendant (standby person) whenever:

The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
The entrant detects a prohibited condition

Exiting the permit space as quickly as possible whenever:

- An order to evacuate has been given by the attendant or the entry supervisor
- The entrant recognizes any warning sign or symptom of exposure to a dangerous situation
- The entrant detects a prohibited condition
- An evacuation alarm is activated

RESPONSIBILITIES AND TRAINING REQUIREMENTS OF STANDBY PERSONS

Persons authorized to perform duties as attendant shall be responsible for and receive training in the following:

- Knowing the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of exposure
- Is aware of possible behavioral effects of hazard exposure in authorized entrants
- Continuously maintaining an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space
- Remains outside the permit space during entry operations until relieved by another attendant

- Attempting non-entry rescue if proper equipment is in place and the rescue attempt will not present further hazards to the entrant or attendant
- Communicating with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant
- Monitoring activities inside and outside the space to determine if it is safe for entrants to remain in the space and ordering the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - If the attendant detects a prohibited condition
 - If the attendant detects the behavioral effects of hazard exposure in authorized entrant
 - If the attendant detects a situation outside the space that could endanger the authorized entrants
 - If the attendant cannot effectively and safely perform all the duties required by this program
 - Summoning rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from the permit space hazards
 - Taking the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the permit space
 - Advise the unauthorized persons that they must exit immediately if they have entered the permit space
 - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space
 - Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants

SIGNS & SYMPTOMS

POTENTIAL EFFECTS OF OXYGEN-DEFICIENT ATMOSPHERES

| Oxygen Content | Effects and Symptoms |
|----------------|--|
| 19.5% | Minimum permissible level |
| 15 - 19% | Decreased ability to work strenuously. Impaired coordination and possible coronary, pulmonary or circulatory problems. |
| 12 - 14% | Respiration and pulse increases in exertion. Impaired coordination, perception and judgement. |
| 10 - 12% | Respiration further increases. Poor judgement, blue lips. |
| 8 - 10% | Mental fatigue, fainting, nausea, unconsciousness, ashen face, blue lips and vomiting. |
| 6 - 8% | Mental fatigue, fainting, nausea, unconsciousness, ashen face, blue lips and vomiting. |
| 4 - 5% | recovery with treatment. |
| 4 - 6% | Coma in 40 seconds, convulsion, death. |

Potential Effects of Carbon Monoxide Exposure

| PPM | Effects & Symptoms | Time |
|------|-----------------------------|--------|
| 35 | Permissible exposure | 8 hrs. |
| 200 | Slight headache, discomfort | 3 hrs. |
| 400 | Headache, discomfort | 2 hrs. |
| 600 | Headache, discomfort | 1 hr. |
| 1000 | Confusion, nausea, headache | 2 hrs. |
| 1000 | Slight heart palpitation | ½ hr. |
| 2000 | Unconsciousness | ½ hr. |
| 2500 | Fatal | <1 hr. |

CARBON MONOXIDE IS AN ODORLESS, COLORLESS GAS THAT IS HEAVIER THAN AIR AND CAN BUILD UP IN A CONFINED SPACE.

LIST OF TERMS

Authorized Entrant - A person who is approved or assigned by the department head in charge of the entry to perform a specific type of duty or duties or to be at a specific location at the job site

Bonding - The joining of two or more items with an electrical conductor so that all ends joined have the electrical charge or potential

Confined Space – Explained in beginning of confined space policy

Department Superintendent - Department Superintendent are those people in charge of their respected department

Entry - The action by which a person passes through an opening into a permit-required confined space. Entry includes the 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 - 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 this program

Entry Supervisor - Department Superintendent or the designated representative (such as foremen 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 program

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

- Flammable gas, vapor, or mist in excess 10% of its lower flammable limit (LEL)
- Airborne combustible dust at a concentration that meets or exceeds its LEL
 - NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less.
- Atmospheric oxygen concentration below 19.5% or above 23.5%
- Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart O, Occupational health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of 29 CFR 1910 and that could result in employee exposure in excess of its dose or permissible exposure limit

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

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

For hr 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 Communication Standard, section 1910.1200, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot Work - Any work involving burning, welding or similar fire-producing operations. Also, any work that produces a source of ignition; such as grinding, drilling, or heating.

Immediately Dangerous to Life or Health (IDLH) - An atmosphere that poses an immediate threat of loss of life; May result in irreversible or immediate severe health effects; may result in eye damage/irritation; or other condition that could impair escape from a confined space.

Lower Explosive Limit (LEL) - The minimum concentration of a combustible gas or vapor in air that will ignite if an ignition source is introduced.

Non-Permit Required Confined Space - A confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious physical harm (with respect to atmospheric hazards)

Oxygen-Deficient Atmosphere - An atmosphere that contains an oxygen concentration of less than 19.5% by volume

Oxygen Enriched Atmosphere - An atmosphere that contains an oxygen concentration greater than 22.5% by volume

PPE – Personal Protective Equipment - Any devices or clothing worn by the worker to protect against hazards in the environment. Examples are respirators gloves, and chemical splash goggles

PEL - Permissible Exposure Level - Concentration of a substance to which an individual may be exposed repeatedly without adverse effect

Permit - Required Confined – Defined early in policy

Purging - The removal of gases or vapors from a confined space by the process of displacement

Standby Person - A person designated by the department head in charge of entry to remain outside the confined space and to be in constant communication with personnel working inside the confined communication with the personnel working inside the confined space.

FORMS

FIRST REPORT OF INJURY OR ILLNESS
FLORIDA DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741
 or contact your local EAO Office
 Report all deaths within 24 hours 1-800-219-8953 or (850) 922-8953

| | | |
|---------------------------------------|-----------------------|------------------------|
| RECEIVED BY CLAIMS-HANDLING ENTITY | SENT TO DIVISION DATE | DIVISION RECEIVED DATE |
| | | |

PLEASE PRINT OR TYPE

| | | | | |
|--|--|--|-----------------------------------|---|
| NAME (First, Middle, Last) | | Social Security Number | Date of Accident (Month-Day-Year) | Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM |
| HOME ADDRESS Street/Apt #: _____ City: _____ State: _____ Zip: _____ | | EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury) | | |
| TELEPHONE | Area Code | Number | | |
| OCCUPATION | INJURY/ILLNESS THAT OCCURRED | | PART OF BODY AFFECTED | |
| DATE OF BIRTH | SEX <input type="checkbox"/> M <input type="checkbox"/> F | | | |

EMPLOYER INFORMATION

| | | |
|--|---|---|
| COMPANY NAME: _____ D. B. A.: _____ Street: _____ City: _____ State: _____ Zip: _____ | FEDERAL I.D. NUMBER (FEIN) | DATE FIRST REPORTED (Month/Day/Year) |
| TELEPHONE | Area Code | Number |
| EMPLOYER'S LOCATION ADDRESS (If different) Street: _____ City: _____ State: _____ Zip: _____ LOCATION # (If applicable) _____ | DATE EMPLOYED _____/_____/_____ | PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO |
| PLACE OF ACCIDENT (Street, City, State, Zip) Street: _____ City: _____ State: _____ Zip: _____ COUNTY OF ACCIDENT _____ | LAST DATE EMPLOYEE WORKED _____/_____/_____ | WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP? <input type="checkbox"/> YES |
| | RETURNED TO WORK <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DATE _____/_____/_____ | LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP _____/_____/_____ |
| | DATE OF DEATH (If applicable) _____/_____/_____ | RATE OF PAY \$ _____ PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> DAY <input type="checkbox"/> MO |
| | AGREE WITH DESCRIPTION OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | Number of hours per day _____ Number of hours per week _____ Number of days per week _____ |
| Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S. I have reviewed, understand and acknowledge the above statement. | | NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL |
| EMPLOYEE SIGNATURE (If available to sign) _____ | DATE _____ | |
| EMPLOYER SIGNATURE _____ | DATE _____ | AUTHORIZED BY EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO |

CLAIMS-HANDLING ENTITY INFORMATION

1(a) Denied Case - DWC-12, Notice of Denial Attached 2. Medical Only which became Lost Time Case (Complete all required information in #3)

1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached Employee's 8TH Day of Disability _____/_____/_____

Entity's Knowledge of 8TH Day of Disability _____/_____/_____

3. Lost Time Case - 1st day of disability _____/_____/_____ Full Salary in lieu of comp? YES Full Salary End Date _____/_____/_____

Date First Payment Mailed _____/_____/_____ AWW _____ Comp Rate _____

T.T. T.T. - 80% T.P. I.B. P.T. DEATH SETTLEMENT ONLY

Penalty Amount Paid in 1st Payment \$ _____ Interest Amount Paid in 1st Payment \$ _____

| | | | |
|-----------------------|-------------------------------|-----------------------|--|
| REMARKS: | | | INSURER NAME |
| INSURER CODE # | EMPLOYEE'S CLASS CODE | EMPLOYER'S NAICS CODE | CLAIMS-HANDLING ENTITY NAME, ADDRESS & TELEPHONE |
| SERVICE CO/TPA CODE # | CLAIMS-HANDLING ENTITY FILE # | | |

**CITY OF HIALEAH
EMPLOYEE INJURY REPORT
(To be completed by Employee)**

| | | |
|--|----------------------|-----------|
| Employee's Name (first, middle, last): | | |
| Social Security Number: | Date of Birth: | Sex: |
| Employee's Home Address: | | |
| Employee's Home Telephone Number: | | |
| Department: | | |
| Supervisor's Name: | Telephone #: | |
| Occupation: | Employed Since: | |
| Date of Accident: | Time of Accident: | |
| Place of Accident (Address): | Employer's Premises: | Yes No |
| Has this accident happened to you before? | Yes | No |
| Has this accident happened to anyone else in your department? | Yes | No |
| Do you have a second job? | Yes | No |
| If yes, Employer's Name & Telephone #: | | |
| Describe the accident? (State fully what you were doing at the time of the accident. State all factors contributing to the accident.) | | |
| | | |
| | | |
| | | |
| Do you feel this accident was avoidable, and if so, how? | | |
| | | |
| Describe the part of the body that was injured: | | |
| Witness Name: | Witness Telephone: | |
| Witness Name: | Witness Telephone: | |
| Do you wish to see a doctor? Yes:___ No:___ If yes, contact the Risk Management Office at (305-883-8059) for the name of a Doctor. If you have already seen a doctor, please provide name, address and telephone number of doctor | | |
| Name of Doctor: | Telephone Number: | |
| Address: | | |
| Do you require hospital treatment? Yes:___ No:___ Name of Hospital: | | |
| Are you able to return to work? Yes:___ No:___ | | |
| NOTE: Anyone who is injured on the job MUST bring a release from the doctor if he/she required medical treatment. (If you are out more than 24 work hours due to injury, you must bring a statement from the doctor showing you were under his/her care). | | |

Do you wish to be considered for City Short Term Disability? Yes:___ No:___

If yes, you must file Form 70-66. **Your Department/Division Head has the form.**

I hereby certify that the above injury happened during working hours while employed by the City of Hialeah, and the report has been made to the best of my knowledge.

Employee Signature

Date Report File



CITY OF HIALEAH

Authorization for Use or Disclosure of Protected Health Information

Release Form

I hereby authorize the use or disclosure of my medical information (also known as protected health information) as described below.

1. I, _____, authorize all persons or entities who provide medical treatment to me to disclose the following medical information in your possession to Xchanging its employees, agents, subcontractors and/or authorized representatives of the City of Hialeah.
2. Please provide Xchanging/City of Hialeah with any and all information in your possession concerning my physical condition, past, present, and future, included but not limited to, healthcare history, diagnosis, condition, treatment or evaluation and other medical information so that they may use it or disclose it to evaluate, administer and resolve my claim related to injuries I received on _____. I understand that the medical information that is disclosed may include information relating to sexually transmitted disease(s), acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services, and treatment for alcohol and drug abuse.

Authorization for Use or Disclosure of Protected Health Information

Release Form (Page 2)

3. This authorization shall be in force and effect until my claim related to injuries I received on _____ is resolved, at which time this authorization to use or disclose this protected health information terminates. I understand that I may revoke this authorization by notifying the adjuster from Xchanging handling the claim and Robert Lloyd-Still, Acting Risk Manager 501 Palm Ave., 3rd Floor, Hialeah, Florida 33010, in writing, of my desire to revoke it. However, I understand that if I revoke this authorization, it will not have any effect on actions taken by Xchanging/City of Hialeah or the Releasing Party in reliance on it before I revoke it.

4. As the person signing this Authorization for Release of Protected Health Information, I understand that I am giving permission to Xchanging/City of Hialeah to obtain and use protected health information. I understand that information used or disclosed by the recipients may no longer be protected by federal or state law.

5. A copy of this authorization may be accepted with the same authority as the original.

All statements and information given in this Authorization for Use or Disclosure of Protected Health Information are true and accurate to the best of my knowledge and belief.

Name of Applicant (Printed)

Name of Applicant (Signature)

Date

Social Security Number

City of Hialeah 501 Palm Avenue Hialeah, Florida 33010
Name and address of Employer



CITY OF HIALEAH
REQUEST FOR SHORT TERM DISABILITY

DEPARTMENT/DIVISION _____

DATE _____

I, _____ hereby request Short Term Disability 70-66 from the City for the following on the job injury: (Note: Show date and nature of injury).

Signature _____

Date _____

Department/Division Head _____

Approved/ _____
Disapproved: Date _____

Risk Manager _____

Approved/ _____
Disapproved Date _____

Human Resources Director _____

Approved/ _____
Disapproved Date _____

*
* From: _____ To: _____ *
*
* TOTAL HOURS: _____ *
*

**RECEIPT OF
SAFETY
PROGRAM**

CITY OF HIALEAH

Subject: Receipt of Safety Practices and Regulations booklet

I have received the City of Hialeah Safety Practices and Regulations handout booklet, and/or been advised that the booklet is on the Risk Management page of the City of Hialeah's website.

I understand it is my responsibility to read the material and put it into practice.

If I am unable to read, it is my responsibility to have it read to me.

Refente: Recibo de panfleto de practicas y regulaciones de seguridad.

Yo he recibido de la ciudad de hialeah el panfleto de practica y regulciones de seguridad.

Yo entiendo que es mi reponsabilidad de leer los materiales y ponerlos en practica.

Si no lo puedo leer es mi responsabilidad que otra persona me lo lea.

EMPLOYEE'S NAME - PRINT

EMPLOYEE'S SIGNATURE

DATE

WITNESS' NAME - PRINT

WITNESS' SIGNATURE

DATE

DEPARTMENT - PRINT

DEPARTMENT HEAD OR HUMAN RESOURCES DEPARTMENT DESIGNEE SIGN HERE TO ACKNOWLEDGE EMPLOYEE RECEIVED BOOKLET, BUT REFUSED TO SIGN

NOTE: WHEN COMPLETED, PLEASE FORWARD THIS FORM TO THE HUMAN RESOURCES DEPARTMENT