PLATTE CANYON
WATER & SANITATION DISTRICT'S

SAFETY
MANUAL

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SAFETY POLICY AND PRACTICES

PURPOSE

The Platte Canyon Water and Sanitation District's safety philosophy provides a guiding vision and general policy by which we conduct business and safety together every day. This philosophy is a statement of the ideals the District would like to achieve in safety.

DISTRICT SAFETY PHILOSOPHY

We believe that the safety of employees is of utmost importance, along with quality, productivity, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the District and the employee. The following principles support this philosophy:

1. All injuries and accidents are preventable through establishment and compliance with safe work procedures.

2. The prevention of bodily injury and safeguarding the health are the first considerations in all workplace actions and are the responsibility of every employee at every level.

3. Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.

4. Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

DISTRICT RESPONSIBILITIES

It is the policy of the District to provide a place of employment reasonably free from hazards which may cause illness, injury, or death to employees.

It is also District policy to establish and maintain an effective and continuous safety program incorporating educational and monitoring procedures to teach safety, correct deficiencies, and provide a safe, clean working environment.

The District directors, manager, safety and health manager and supervisors are all responsible for the enforcement of safety policies and practices. They must ensure that:

- Staff members are trained in appropriate safety procedures, including job-specific training as required.
- Individual safety files are maintained in personnel files for all employees.
- The safety and health manager is notified and all necessary forms are completed if an accident or work-related health problem occurs.
- Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.
- The District complies with all applicable federal, state, and local safety laws and regulations.

EMPLOYEE RESPONSIBILITIES

All employees have a responsibility to themselves and to the District for their safety and the safety of coworkers. All employees are required to:

- Comply with all federal, state, and local rules and regulations applicable to the District and relevant to their work.
- Observe all District rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices to their supervisor.
- Report any accident to their supervisor that occurs while on the job.

- Participate in regularly scheduled workplace safety inspections and safety meetings.

SAFETY AND HEALTH MANAGER RESPONSIBILITIES

The safety and health manager is responsible for the overall administration of the District's safety plan. Specific duties and responsibilities include:

- Administration of the written safety program and general training of all employees.

- Developing, completing, and filing all necessary documentation and/or reports to meet local, state, and federal reporting and record keeping requirements, and working with local and state agencies as needed.

- Maintaining the MSDS binder, and ensuring that it is kept up-to-date.

- Planning, preparing, and conducting ongoing safety training sessions.

SUPERVISOR'S RESPONSIBILITIES

Supervisors are directly responsible for enforcement of all District safety policies and practices for their department. Specific duties and responsibilities include:

- Ensuring that employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe work practices at all times in their daily work.

- Disciplining employees in situations where safe work practices and procedures have been violated, and reinforcing the correct method of work.

- Scheduling and conducting regular workplace safety inspections with designated employees under their supervision.

- Reporting workplace injuries to the safety and health manager in accordance with prescribed procedures.

ACCIDENT REPORTING & INVESTIGATION PLAN

PURPOSE

The District's Accident Reporting and Investigation Plan prescribes methods and practices for reporting and investigating accidents. The Plan provides a means to ensure compliance with workplace and vehicle/equipment accidents in a standardized way. In addition, the Plan provides a means to ensure compliance with all workman's compensation laws and regulations.

The Accident Reporting and Investigation Plan contains two sections. The first section describes the reporting and investigation procedures for work related injury accidents while the second section describes reporting and investigation procedures for vehicle and equipment accidents which do not result in injury to a District employee.

WORK RELATED INJURIES

The District has designated Pinnacol Assurance as its workman's compensation insurance provider. The District has also designated a medical provider to be used for all work related injuries. All work-related accidents resulting in injury, or potential injury will be reported and investigated in accordance with the following procedures.

A. Accident Reporting Procedures

1. Employees injured on the job are to report the injury to their immediate supervisor and the Safety Manager the same day as the accident, if possible, but no later than forty-eight (48) hours.

2. Any employee witnessing an accident at work is to immediately call for emergency help and provide any assistance required. If the witnessing employee cannot directly contact emergency help, they are to notify the District office to contact emergency help as needed at the accident. The witnessing employee is to give detailed information regarding the accident and the location of the accident. In addition, the injured employee or witnessing employee is to report the accident to their immediate supervisor.

3. The injured employee's immediate supervisor is to complete the District's Accident Report and Preliminary Injury Report with the employee and any witnesses as soon after the accident as possible, but no later than forty-eight (48) hours after receiving notification of the injury.

4. The injured employee's immediate supervisor is to notify the Safety Manager of the injury and provide a copy of the Accident Report and the Preliminary Injury Report within the same day he or she has been notified.

5. The Safety Manager is to notify Pinnacol Assurance within twenty-four (24) hours of the accident, if possible, but no later than forty-eight (48) hours after the occurrence. If the investigation is not complete within twenty-four hours of the accident, the investigation report will be sent to Pinnacol Assurance as soon as it is completed to follow up with the first report of the injury. The Safety Manager is to complete the First Injury Report for all reported injuries and attach doctor statements and forms if applicable.

6. Injured employees in need of medical attention, **must** report to the District's designated medical provider with an Authorization for Medical Treatment form prepared by the Safety Manager. In case of an emergency in which the Safety Manager is not available, the employee is to go directly to the designated medical provider.

7. The designated medical provider must have authorization from the District before any treatment for a work-related injury can be performed. Authorization is to be given by the Safety Manager, or in the absence or unavailability of the Safety Manager, the District Manager, or the employees immediate supervisor. If authorization cannot be obtained, the injured employee shall present his medical insurance card to receive treatment under the District's medical insurance plan. The Safety Manager **must** be notified as soon as practical, but no later than forty-eight (48) hours after treatment is processed in this manner.

8. All doctor statements and forms must be submitted to the Safety Manager as soon as possible, but no later than twenty-four (24) hours after treatment is performed.

9. Employees with a workplace injury resulting in lost time from work shall be enrolled into the District's Return to Work program. (Subsection C)

B. Accident Investigation Procedures

Thorough accident investigations will help the District determine why accidents occur, where they happen, and any trends that may be developing. Such identification is critical to preventing and controlling hazards and potential accidents.

1. The immediate supervisor is to conduct an accident investigation with the

Safety Manager, if possible, at the scene of the accident as soon as possible after the occurrence. The employee will be asked to make a detailed report of the events that led up to, and resulted in the injury accident. All witnesses to the accident will be interviewed separately.

2. The immediate supervisor is to complete the Investigation Report and submit it to the Safety Manager along with the Accident Report.

3. The Safety Manager and the immediate supervisor are to review the accident and investigation reports to determine the cause of the accident and remedial actions to prevent a reoccurrence.

C. Return to Work

The purpose of the Return to Work program is to help enable healthy recovery and resumption of full capabilities by injured employees whose injury initially restricts their ability to perform their normal job duties. Employees are the District's most important asset and the District strives to ensure the best possible safety, health, and performance for every employee.

The following steps are to be taken by the injured employee after they have been diagnosed by a physician for any injury:

1. Report the injury to their immediate supervisor and Safety Manager as soon as practical, but no longer than forty-eight (48) hours after the occurrence.

2. Submit any doctor statements and work duty restrictions to their immediate supervisor and Safety Manager as soon as practical, but no longer than forty-eight (48) hours after treatment of injury. No modified duty assignments or loss time will be granted without written medical restrictions from the diagnosing physician.

3. The employee will be required to follow the diagnosing physicians restrictions. When written assessment from the physician indicates that the employee can return to normal duties, the Safety Manager will inform the immediate supervisor to return the employee to normal work duty.

The following steps are to be taken by the Safety Manager once he has been informed of the employee's restricted status:

1. Request the diagnosing physician to verify the written medical restrictions on the employee and send a copy to the workman's compensation insurance company.

2. Request the employee's supervisor to determine a modified duty assignment based on the written restrictions and have the modified duty assignment accepted by the diagnosing physician.

3. Inform the employee of the modified duty assignment and the start date. If the injury was work related, it is required that the employee return to work and begin the modified duty assignment on the date specified.

4. Request the diagnosing physician to make weekly assessment reports on the restriction status of the injured employee. When written assessment from the physician indicates that the employee can return to normal duties, the Safety Manager will inform the immediate supervisor to return the employee to normal work duty.

VEHICLE AND EQUIPMENT ACCIDENTS

The following steps are to be taken in the case of a vehicle or equipment accident resulting in property damage.

A. Accident Reporting Procedures

1. Employee involved in a vehicle or equipment accident should first check for injuries to anyone involved in the accident. In the case of injuries the employee is to call for emergency help and provide assistance if required. If the employee cannot directly contact emergency help, they are to notify the District office to contact whatever assistance is needed at the accident. The witnessing employee is to give detailed information of the accident and location of the accident. In addition, the employee is to report the accident to their immediate supervisor.

2. If a vehicle accident involves another party, the employee is not to admit any liability involving the accident. The employee is to contact the appropriate policing authority as soon as possible. If the accident involves a CDL vehicle (over 26,000 lbs.) the employee is to immediately notify their immediate supervisor and Safety Manager, and submit themselves to a mandatory post accident drug and alcohol test as specified in the District's Alcohol and Drug Policy in Compliance with the Federal Omnibus Transportation Employee Testing.

3. The employee is to exchange information (name, address, phone number, insurance carrier, policy number, and vehicle license plate number) with the other party involved in the accident and provide that information to the immediate supervisor.

4. All accidents are to be reported to the immediate supervisor immediately or as soon as practical.

5. The employee's immediate supervisor is to complete the District's Accident Report with the employee and any witnesses as soon as possible but no later than two days after the occurrence.

6. The immediate supervisor is to notify the Safety Manager and submit the written Accident Report as soon as possible but no later than three days after being notified of the accident.

7. Upon notification of an accident, the Safety Manager will notify the appropriate insurance company of the accident. The Safety Manager will give as much information as possible, including a copy of the Accident and Investigation Reports and any other reports requested by the insurance company.

B. Accident Investigation Procedures

Thorough accident investigations will help the District determine why accidents occur, where they happen, and any trends that may be developing. Such identification is critical to preventing and controlling hazards and potential accidents.

1. The immediate supervisor is to conduct an accident investigation with the Safety Manager, if possible, at the scene of the accident as soon as possible after receiving notice. The employee will be asked to make a detailed report of the events that led up to and resulted in the accident. All witnesses to the accident will be interviewed separately.

2. The immediate supervisor is to complete the Investigation Report and submit it to the Safety Manager along with the Accident Report.

3. The Safety Manager is to review the Accident and Investigation Reports to determine the cause of the problem and possible remedial actions to prevent reoccurrence.

BACK SAFETY

PURPOSE

Platte Canyon requires that the procedures in this plan be followed to provide a safe working environment. The District has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting.

RESPONSIBILITIES

It is the responsibility of the Safety Manager to ensure that these policies are implemented and the information necessary to carry out these policies is communicated to the employees.

It is the responsibility of the employees to follow safe work practices and to comply with the practices set forth below. The effectiveness of the back safety plan depends upon the active support and involvement of all employees.

SAFE LIFTING TECHNIQUES

The following steps outline good lifting practices and procedures which, when properly implemented, will minimize the risk of back injury. Lifting remains an important function despite the level of mechanization found in the workplace today.

Practices and Procedures

1. Size up the load. If it's heavy or feels clumsy to lift, get a mechanical aid. **When in doubt, don't lift alone**.

2. Make sure there is a clear path to the destination.

3. Bend the knees. This is the most important technique to lifting.

4. When lifting - place your feet close together and center yourself over the load, get a good hold on the load, lift straight up, **using your legs and not your back**, and avoid overreaching and stretching to pick up the load.

5. Do not twist or turn your body once you have lifted the load.

6. Set the load down properly.

7. Always push, not pull, the load when possible.

8. Change the lifting situation if possible - get help, split the load into smaller loads, and avoid lifting loads below the knees

Alternative techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending. These alternative techniques include the use of hoists, dollies, carts, overhead cranes, and other mechanical devices. Back braces are available to all employees upon request to the Safety Manager. Back braces do not aid in lifting or carrying of a load, but can be used in conjunction with the steps listed above. Employees are cautioned against relying on back braces to protect against strain or injury.

OTHER SAFE WORK TECHNIQUES

The following are other issues related to back safety and the use of proper techniques to avoid back injury.

1. **Catching objects and working low** - When catching falling or tossed objects, firmly plant your feet, with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. If your working on something low, bend your knees and keep your back as straight as possible.

2. **Extended sitting or standing** - These conditions can create back troubles. If sitting, get up and stretch frequently and if standing, change foot positions, placing one foot on a rail or ledge. However, keep your weight evenly balanced, do not lean to one side.

3. **Housekeeping** - Slippery floors, crowded work conditions, tools or materials on the floor can create slips, trips, or falls that can result in back injury.

4. **Poor Posture** - When sitting, keep your knees slightly higher than your hips and your shoulders and upper back straight.

BLOOD BORNE PATHOGENS

PURPOSE

It is the purpose of this Exposure Control Plan (ECP) to advise employees of the degree of hazards from exposure to blood borne pathogens in the normal course of their duties and to eliminate or minimize employee exposure to potentially infectious materials.

EXPOSURE DETERMINATION

Industry literature suggests that there is a low degree of exposure to blood borne pathogens in water distribution and wastewater collection.[1]

EXPOSURE CONTROLS

The following work practice controls are to be utilized to eliminate or minimize exposure to employees.

Personal protective equipment is to be used to help protect against exposure. Gloves are to be worn where it is reasonably anticipated that employees will have hand contact with potentially infectious materials. Disposable gloves are not to be washed or decontaminated for re-use and should not be used when their ability to function as a barrier is compromised.

Hand washing accommodations, located on the television inspection and hydraulic cleaning vehicles, are available to employees who encounter the hazard of exposure to blood or other potentially infectious materials. Employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

All contaminated work surfaces or equipment will be decontaminated after completion of the job task being performed.

Although industry literature claims that there is a low degree of exposure to blood borne pathogens, the District does make available the Hepatitis B vaccine and vaccination series to all employees who have the potential to exposure.

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[1] Operations Forum: Hepatitis A: Are Wastewater Workers at Risk? P.7, March 1998.

TRAINING

It is the responsibility of the supervisor to provide training in the education of the District's ECP.

COMBUSTIBLE LIQUIDS

PURPOSE

The purpose of the Combustible Liquids section is to inform the District employees of the precautions that must be observed when receiving, storing, handling, and using flammable and combustible liquids. The Combustible Liquids section of the Safety Manual consists of the following sections:

- **Definitions** - defines and explains the classification of flammable and combustible liquids.
- **General Safety Measures** - explains precautions required when working with or around combustible liquids.
- **Health Hazards** - explains some of the health hazards surrounding combustible liquids.
- **Oxygen/Combustible Liquids** - explains how and when to use monitoring equipment.
- **Storage, Transporting, and Disposal** - explains how to store, transport, and dispose of combustible liquids.

DEFINITIONS

Flammable Liquids

A flammable liquid is any liquid having a flash point below 100° F (Class I). Flash point is the minimum temperature at which a liquid will produce vapor in a high enough concentration to form an ignitable mixture with air.

Flammable liquids can be classified as follows:

a. Class 1A - any liquid having a flash point below 73° F and a boiling point below 100° F.
b. Class 1B - any liquid having a flash point below 73° F and a boiling point at or above 100° F.
c. Class 1C - any liquid having a flash point at or above 73° F and a boiling point below 100° F.

Combustible Liquids

A combustible liquid is any liquid having a flash point at or above 100° F. Any combustible liquid heated to a temperature at or above its flash point will produce ignitible vapors.

Combustible Liquids can be classified as follows:

a. Class II - any liquid having a flash point at or above 100° F and below 140° F.
b. Class III - any liquid having a flash point at or above 140° F.

Some of the more common flammable and combustible liquids are gasoline, crude oils, and alcohols. They are all chemical combinations of hydrogen and carbon that may also contain oxygen, nitrogen, or sulfur. Some manufactured liquids contain flammable liquids such as paints, floor polish, cleaning solutions, and varnishes.

GENERAL SAFETY MEASURES

Flammable and combustible liquids require careful handling. Mixing these liquids, smoking around them, and using electrical equipment around them add to the hazards.

Preventing Dangerous Mixtures

Avoid accidentally mixing flammable and combustible liquids. For example gasoline mixed with fuel oil may change the flash point enough to make the fuel oil hazardous for use. In this case the lower-flash-point liquid can ignite, causing the higher-flash-point liquid to act as though it were a flammable liquid.

Smoking

Smoking in an area where flammable liquids are stored, handled, or used is absolutely prohibited. For further details on the District's smoking policy refer to the smoking section.

Electricity

Avoid using power tools in an atmosphere where flammable vapors may exist. If use of power tools cannot be avoided, only tools certified as spark resistant may be used.

HEALTH HAZARDS

Flammable and combustible liquids can create health hazards when inhaled or they

contact skin. Protective equipment will be worn or used when noted by the manufacturer of the liquid or the District's Safety Manual.

Vapors from flammable and combustible liquids are generally heavier than air. They will flow into pits and confined areas where they may displace the oxygen and contaminate the normal air, causing a toxic as well as an explosive atmosphere. Oxygen deficiency may occur in closed confined areas, such as manholes that have been closed for a period of time. Entry into confined spaces shall only occur in accordance with the District's confined space entry policy.

OXYGEN/COMBUSTIBLE GAS DETECTORS

All confined spaces are to be vented and continually monitored for flammable and combustible materials to determine the protective measures required for entry. If a confined space is left for any amount of time, the confined space is to be monitored upon returning to the confined space. Assume all confined spaces contain flammable and toxic mixtures or that oxygen deficiency is present.

When using detectors, continually monitor all depths of a confined space, as flammable and combustible atmospheres or oxygen deficiency can be detected at any depth and at any time. This procedure will ensure that the confined space is safe to enter or determine what protective measures must be taken. Do not place the monitor, nor the sampling hose where flammable liquid or water can be drawn into the detector.

Detectors should be calibrated on a regular basis to ensure accuracy. Only those trained at calibrating detectors will be authorized to calibrate the detectors. When calibrating the detectors, use the manufacturer's instructions and equipment.

For further details regarding confined space entry and monitoring procedures refer to the Confined Space Entry section.

STORAGE, TRANSPORTING, AND DISPOSAL

Only Class I and Class II liquids can be stored in a public building, and only if stored in approved containers. The approved containers are to be kept in a storage cabinet or an approved storage room, when not in use. Only 60 gallons of Class I and Class II liquids are allowed to be stored in the cabinet. Do not store them where they will limit the use of exists, stairways, or any other areas that are used to exit the building safely. Never expose them to any kind of direct heat. Flammable and combustible liquids are not to be stored in open containers. Make sure that all containers are closed after use or they are empty.

While transporting flammable and combustible liquids, they must be secured in the vehicle with rope or bungee cord. They must be tied or hooked to the vehicle to prevent the liquid from rolling and spilling. The liquids are to be transported only when needed and returned to the proper place after use.

For disposal of flammable liquids, they are to be returned to the vendor or given to a licensed disposal contractor. The District Risk Manager must be contacted whenever disposal is required. When drummed and properly stored, most flammable liquids are stable and safe. All flammable liquids are to be stored in the District's fire proof cabinet.

SUMMARY

Observe precautions when receiving, storing, handling, and using flammable and combustible liquids.

Avoid mixing flammable and combustible liquids, prohibit smoking around or near flammable and combustible liquids, and use spark resistant tools when working with flammable and combustible liquids.

Some flammable and combustible liquids can cause skin irritation from contact, intoxication or illness from inhaling vapors and fumes, and oxygen deficiency in confined spaces.

Oxygen/combustible gas detectors must be used prior to entering a confined space to determine if and what protective equipment is needed. Detectors are to be calibrated by an experienced person and on a regular basis.

All Class I and Class II liquids must be stored in a storage cabinet or an approved storage room. Only 60 gallons of these liquids can be stored in the cabinet. Flammable and combustible liquids are to be returned to the vendor or disposed of by a licensed disposal contractor.

CONFINED SPACE ENTRY

PURPOSE

The purpose of this the District's Confined Space Entry program is to ensure that safe entry procedures are utilized prior to and during all work activities in a confined space. This program is designed to prevent injuries and illnesses that may occur in confined spaces.

DEFINITION

A confined space is defined as, "Any enclosed or semi-enclosed space that has limited openings for entry and exit that are not intended for continuous employee occupancy and does not have sufficient natural or mechanical ventilation to prevent a build-up of a hazardous atmosphere." All substructures (below ground), sewer manholes, water valve vaults, pump and lift stations are designated "confined spaces."

Three types of atmospheric hazards are possible in confined spaces.

1. **Oxygen Deficient Atmosphere** - An oxygen deficient atmosphere has less than 19.5% available oxygen. Any atmosphere with less than 19.5% oxygen should **not** be entered without self contained breathing apparatus (SCBA).

   The oxygen level in a confined space can decrease because of work being done, such as welding, cutting, brazing, or painting; or it can be decreased by certain chemical reactions (rusting) or through bacterial action (fermentation). The oxygen level is also decreased if oxygen is displaced by another gas, such as carbon dioxide or nitrogen. Total displacement of oxygen (below 16%) by another gas, such as carbon dioxide, will result in unconsciousness followed by death.

2. **Flammable Atmosphere** - Two things make an atmosphere flammable; 1) the oxygen in the air; and 2) a flammable gas, vapor, or dust in the proper mixture. Different gases have different flammable ranges. If a source of ignition (e.g., a spark or an electrical tool) is introduced into a space containing a flammable atmosphere, an explosion will result.

   An oxygen enriched atmosphere (above 21%) will cause flammable materials, such as clothing and hair, to burn violently when ignited. Therefore, **never use pure oxygen to ventilate a confined space.** Ventilate with normal air.

3. **Toxic Atmosphere** - Most substances (liquids, vapors, gases, mists, solid materials, and dust) should be considered hazardous in a confined space. Toxic substances can come from the following:

   a. The product stored in or passing through the space: The product can be absorbed into the walls and give off toxic gases when removed or when cleaning out the residue of a stored product, toxic gases can be given off.

   b. The work being performed in a confined space: Examples of such include cutting, welding, brazing, painting, sanding, degreasing, etc. Toxic atmospheres are generated in various processes. For example, cleaning solvents are very toxic in confined spaces.

   c. Areas adjacent to the confined space: Toxicants produced by work in the area of confined spaces can enter and accumulate in the confined space.

   All confined spaces must be tested once a cover has been lifted whether or not entry is proposed or expected.

CONFINED SPACE ENTRY PROCEDURES

No employee will enter a confined space without having proper confined space entry training and only in accordance with the procedures listed below.

1. **Tests must be taken of the atmosphere in the confined space before entry.** It is important to understand that some gases and vapors are heavier than air and will settle to the bottom of a confined space. Other gases are lighter than air and will be found around the top of the confined space. Therefore, it is necessary to test all areas (top, middle, and bottom) of a confined space with properly calibrated equipment to determine if gases are present.

   The atmosphere **must be tested** for the possibility of; 1) oxygen deficiency, 2) flammable conditions, and 3) toxic substances. **If testing reveals oxygen deficiency, or the presence of flammable or toxic gases, the space must be ventilated thirty seconds for every foot of depth with fresh air entering two feet to three feet above the bottom of the confined space to expel all hazardous conditions and retested before workers enter.** Failure to properly ventilate and clear the confined space of hazardous conditions will require use of appropriate respiratory protection during entry.

   Never trust your senses to determine if the air in the confined space is safe! You cannot see or smell many toxic gases, nor can you determine the level of oxygen present.

The confined space must be continually monitored for hazardous conditions with properly calibrated testing equipment while a worker is in the confined space.

2. Standing water must be pumped from confined spaces (water valve vaults) before worker entry.

3. Proper precautions must be taken prior to entry into a confined space that has registered a hazardous reading for oxygen deficiency or toxic gases. Entry is **prohibited** in confined spaces which register flammable atmosphere.

    a. A standby person (attendant) must be present and remain outside of the confined space and be in constant contact (visual or speech) with the worker in the confined space. In case of an emergency, the standby person **will not** enter the confined space until properly trained help arrives and then only with proper protective equipment, life lines, respirators, etc. The attendant shall follow the guidelines in the "emergency response" section of these procedures, if needed.

    b. Self contained breathing apparatus (SCBA) is required for entry into confined spaces registering an oxygen deficient or toxic atmosphere.

EMERGENCY RESPONSE

A plan of action shall be executed to conduct a timely rescue of individuals in a confined space should an emergency arise.

There are two possible confined space rescue procedures. The first describes actions to be taken when the occupant in the confined space is **not** connected to a tether line, while the second procedure describes actions to be taken when the occupant is connected to a tether line.

1. If the occupant in the confined space is **not** connected to a tether line, the following actions will be taken:

    a. Once realized that an occupant is in danger, rescuer **immediately** summons emergency assistance. This can be relayed in two fashions. If any person is nearby (in voice contact range) request them to call 911 and get back to you informing you that they have contacted the authorities. If not, contact anyone via the two-way radio communications. Make it perfectly clear that it is an emergency, you need help immediately and make certain you give a detailed description of your location.

b. Under no circumstances shall a person attempt to rescue a victim without being trained and certified in confined space rescue entry and only upon compliance with the procedures listed below.

1. Emergency authorities have been notified.

2. A third party is available to act as an attendant for the rescuer, who is trained in confined space practices.

2. If the occupant in the confined space is connected to a tether line, the following actions will be taken:

a. Once it is realized that an occupant is in danger, immediately retract the victim with the emergency crank at least to the position of having his head and chest above the rim level of the confined space.

b. Summon emergency assistance: either a bystander or contact help via the two-way radio. It must be made very clear to the person contacted that it is an emergency and help is needed immediately. Also, make certain you give a detailed description of your location.

c. You can now retrieve the victim from the opening, being careful not to further injure the victim.

d. Check vital signs of the victim and begin applying Cardiopulmonary Resuscitation (CPR) if so trained, and continue until the victim regains consciousness or until emergency personnel arrive and take over.

ELECTRICAL SAFETY

PURPOSE

The purpose of this section is to explain the procedures to be followed during work on or near electric equipment or exposes an employee to any electrical hazard. Electric equipment that has been de-energized but has not been locked out or tagged in accordance with these procedures shall be treated as energized parts.

LOCKOUT AND TAGOUT PROCEDURES

While any employee is exposed to contact with parts of fixed electrical equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked, tagged, or both in accordance with the Lockout/Tagout section. Fixed equipment refers to equipment fastened in place or connected by permanent wiring methods.

GENERAL PROCEDURES

De-energizing equipment must follow the steps listed below.

1. Safe procedures for de-energizing circuits and equipment must be determined before circuits or equipment are de-energized.

2. The circuits and equipment to be worked on shall be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for de-energizing circuits or equipment.

3. Stored electrical energy which might endanger personnel shall be released. Capacitors shall be discharged and high capacitance elements shall be short circuited and grounded, if the stored electrical energy might endanger personnel.

APPLICATION OF LOCKS AND TAGS

1. A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.

2. Each tag shall contain a statement prohibiting unauthorized operation, the disconnecting means and removal of the tag.

3. If a lock cannot be applied, or if the employee can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.

4. A tag used without a lock shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

5. A lock may be placed without a tag only under the following conditions:

   - Only one circuit or piece of equipment is de-energized, and
   - the lockout period does not extend beyond the work shift, and
   - employees exposed to the hazards associated with re-energizing the circuit or equipment are familiar with the procedure.

VERIFICATION OF DE-ENERGIZED CONDITION

The requirements of this paragraph shall be met before any circuits or equipment can be considered and worked as de-energized.

1. A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.

2. A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage feedback.

RE-ENERGIZING EQUIPMENT

These requirements shall be met, in order given, before circuits or equipment are re-energized, even temporarily.

1. A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.

2. Employees exposed to the hazards associated with re-energizing the circuit or equipment shall be warned to stay clear of circuits and equipment.

3. Each lock and tag shall be removed by the employee who applied it or under their supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that:

   - the employer ensures that the employee who applied the lock or tag is not available at the workplace, and
   - the employer ensures that the employee is aware that the lock or tag has been removed before the employee returns to the workplace.

4. There shall be a visual determination that all employees are clear of the circuits and equipment.

EQUIPMENT/VEHICLE SAFETY AND USAGE

PURPOSE

It is the policy of the District to permit only trained and authorized employees to operate equipment or vehicles at any time. This policy is applicable to both daily operators of the equipment or vehicles and those who only occasionally use the equipment or vehicles.

RESPONSIBILITIES

The Safety Manager is responsible for scheduling each employee for appropriate training with the designated trainer. The Safety Manager is responsible for maintaining safety records for all employees trained and certified to operate District equipment and vehicles.

The maintenance supervisor is responsible for training maintenance employees in the proper use of District maintenance equipment and vehicles. The Safety Manager is responsible for training employees in the proper use of District office equipment.

LIST OF EQUIPMENT AND VEHICLES

The equipment and vehicles used at this District are as follows:

1. Drill Press
2. Power Grinder
3. Power Hand Tools (drills, circular saw, sawsall, etc.)
4. Pumps
5. Demo Saw
6. 4" Trash Pump
7. Air Compressors
8. Pick-up Trucks
9. Flatbed Truck with Mounted Air Compressor and Autocrane

10. Hydraulic Sewer Cleaners

11. Television Inspection Units

12. Lawn Maintenance Equipment

PRE-OPERATIONAL PROCEDURES

1. Any equipment or machine, part, function, or process which may cause injury must be guarded. Ensure that all permanent guards are securely attached in good working order and all removable guards are in place on the equipment before starting use. Guards must meet these minimum requirements:

   Prevent contact - The guard must prevent hands, arms, or any part of the body or clothing from making contact with dangerous moving parts.

   Secure - Guards should not be easy to remove or alter. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the equipment.

   Protect from falling objects - The guards should ensure that no object can fall into moving parts.

   Create no new hazards - If the guard creates a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause injury, then employees are not to use the equipment.

2. If a guard is defective, damaged or in any way does not meet the requirements of these procedures, do not use the equipment, and immediately notify your supervisor and Safety Manager.

3. Inspect all equipment, cords, and accessories to ensure the equipment is in good condition to use.

4. Where the operation of a piece of equipment or accidental contact with the equipment can cause injury to the employee or others in the area, the hazard must be either controlled or eliminated.

5. Use the necessary and appropriate personal protective equipment before use of equipment.

6. Keep all work areas clean and dry to prevent damage to the equipment and injury to the employee.

7. Dress correctly. Change clothing and take off jewelry that could become entangled in the equipment.

8. Notify the immediate supervisor of any equipment or vehicle in need of repair.

9. If a lock or tag is in place on a piece of equipment, do not remove it and do not use the equipment.

OPERATING PROCEDURES

1. Do not remove guards for any reason while operating any equipment.

2. Do not remove any required or necessary personal protective equipment while operating equipment.

3. Pay constant attention to the job being performed. Do not focus on anything else. If distracted or unable to focus on the job being performed, stop work with the equipment.

4. Upon finishing with a piece of equipment, do basic maintenance for it. Keep it sharp, oiled, clean, and store properly, as appropriate. If equipment is damaged during use notify the immediate supervisor and Safety Manager.

5. Always use the proper equipment for the job.

6. Keep electrical cables and cords clean and free of kinks. Never carry a piece of equipment by the cord.

EQUIPMENT START-UP PROCEDURES

The following procedures are required during and after the installation of new equipment, rearrangement of existing equipment into a new layout, and during the relocation of existing equipment.

1. While new equipment is being installed, the Safety Manager and/or the maintenance supervisor must be involved from the beginning to the end of the installation process.

2. Corrections required during installation should be done as needed.

3. Before operation of the equipment in the workplace, the Safety Manager and/or

the maintenance supervisor must acknowledge that the equipment meets all safety requirements.

4. The Safety Manager and/or the maintenance supervisor must make sure that the equipment is safe and efficient before employees can operate it.

TRAINING PROGRAM

The District will train employees in the use of the equipment and vehicles they will be required to use in the job duties. Under no circumstance is an employee to operate a piece of equipment or drive a vehicle until they have successfully been trained in the use of the District's equipment or vehicle. This includes all new operators of the District's equipment or vehicles, regardless of claimed experience. The Safety Manager will identify all new employees in the employee Orientation Program and make arrangements with the immediate supervisor to schedule the safety training program.

EQUIPMENT/VEHICLE USAGE

No equipment or vehicles can be used without being trained in proper operating procedures and without exercising such procedures in the use of equipment and vehicles.

Employees operating District vehicles must comply with all local, state, and federal laws. Employees must have a valid commercial drivers licence, CDL, to operate any District vehicles that have a GVW of above 26,000 pounds. Seat belts are required to be worn at all times. Employees must look behind before backing up in any vehicle and it is required that a "spotter" help back up an employee driving any of the District's large vehicles.

ERGONOMICS

PURPOSE

The purpose of this program is to inform employees that the District is committed to protecting the employee's safety and health by identifying and correcting ergonomic risk factors on the job. The District strives for clear understanding, safe and efficient work practices, and involvement in the program from every level of the District. This program applies to all work operations, both in maintenance and office areas. It is the policy of the District to maintain an ergonomic program that:

- Prevents the occurrence of work-related musculoskeletal disorders such as tendinitis, low back pain, and carpal tunnel syndrome, by controlling employee exposure to workplace risk factors which can cause or aggravate them.
- Ensures that affected employees are informed about work-related musculoskeletal disorders and workplace risk factors that can cause or aggravate them.
- Reduces the severity of work-related musculoskeletal disorders through early medical management.
- Promotes continuous improvement in equipment and methods to control exposure to risk factors in the workplace.

The company is interested in preventing chronic injuries resulting from repetitive motion. To accomplish these goals, the District has instituted this plan, which covers the following areas:

- Identifying problem jobs
- Exposure control
- Medical management
- Employee involvement and training
- Enforcement
- Changes to plan

RESPONSIBILITY

The Safety Manager will be responsible for coordinating and reviewing all ergonomic programs. It will be the responsibility of the employees to evaluate jobs that they have identified as needing an ergonomic program. Employees are to help in the development and implementation of safety measures to reduce job-related injuries.

IDENTIFYING PROBLEM JOBS

Identifying problem jobs involves several steps. The Safety Manager will periodically examine workplace operations to inspect for jobs where employees are exposed to risk factors including:

- Performance of the same motion or motion pattern every few seconds for more than two hours at a time.
- Fixed or awkward work postures for more than a total of two hours, i.e., overhead work, twisted or bent back, bent wrist, kneeling or squatting.
- Use of vibration or impact tools or equipment for more than a total of two hours during the workday.
- Unassisted manual lifting, lowering, or carrying of anything weighing more than 25 pounds more than once during the workday.

EXPOSURE CONTROL

Once problem jobs have been identified, supervisors and employees in affected areas will be notified. The Safety Manager will develop possible solutions and implement them.

MEDICAL MANAGEMENT AND INJURY INVESTIGATION

The District has chosen a health care provider to provide medical treatment for employees with injuries related to ergonomics. The District encourages all employees to immediately report symptoms of discomfort that may be associated with their job duties. Employees are to report injuries to their immediate supervisor.

All work procedures that result in injury or illness, regardless of their nature will be reported and investigated. It is an integral part of the District's safety program that documentation is completed as soon as possible so that the cause and means of prevention can be identified to prevent reoccurrence.

EMPLOYEE INVOLVEMENT AND TRAINING

The District will train each employee in a job with exposure to a specific risk factor and each employee in a job where a work-related musculoskeletal disorder is recorded. Training will consist of the following:

- How to recognize workplace risk factors associated with work-related musculoskeletal disorders and ways to reduce exposure to those risk factors.
- The signs and symptoms of work-related musculoskeletal disorders, the importance of early reporting, and medical management procedures.
- Reporting procedures including the person to whom the employee is to report workplace risk factors and work-related musculoskeletal disorders.
- The process the District is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
- Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods which apply to the job.

ENFORCEMENT

Constant awareness of and respect for ergonomic hazards, and compliance with all safety rules and regulations are considered conditions of employment. Supervisors and the Safety Manager have the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

FALL PROTECTION

PURPOSE

It is the policy of the District to permit only employees trained in fall protection procedures to work in areas where fall hazards occur, to reduce likelihood of fall accidents and to help ensure a safe workplace.

PRE-WORK CHECK

Prior to beginning work in any area or on any device where fall hazards exist, the following inspections must be made.

Stairs

1. All required covers or guardrails must be in place.

2. All handrails or guardrails are in place on stairways.

3. All treads and risers on stairs are in good condition.

4. Non-slip surfaces are in place on stairs.

Ladders

1. Gripping safety feet are in place and secure on ladders.

2. All parts and fittings on ladders are secure and in good operating condition. All worn or damaged fittings and parts are replaced or repaired prior to use.

3. Non-slip surfaces are in place on ladder rungs.

4. When setting ladders up, footing of ladders is secure on a firm, level, and non-skid surface and top of ladders are placed against a solid, stationary object.

Tri-Pod

1. Inspect tri-pod for worn belts, buckles, parts, and cables. Ensure all parts are in good working condition. Tri-pod must be in good working condition before use.

2. Place tri-pod on a level and in a stable position over the entry area. Position

safety feet on a flat surface.

3. All pins are secure and locked into place.

4. Secure the manual lift winch and cargo winch in the appropriate position.

WORK PROCEDURES

1. If any one of the conditions described in the Pre-Work Check is not met for the area or piece of equipment posing a potential fall hazard, the employee is not to perform the job until the conditions are met. If the condition cannot be remedied immediately, the employee's supervisor should be advised of the problem and a different piece of equipment should be utilized.

2. If the situation calls for use of fall protection devices such as harness, tripod or belts because the fall hazard cannot be reduced to a safe level, then the employee must use the proper protective equipment before beginning the work and use it as intended throughout the duration of the work.

3. Only employees trained in the proper fall protection devices are allowed to perform the work that requires fall protection.

4. Passageways, storerooms, and reception area shall be kept clean and orderly.

5. The floor of every workroom shall be kept clean and in a dry condition. Where wet processes are performed, drainage shall be maintained, mats, and other dry standing places should be provided where practicable.

TRAINING

It is the responsibility of the supervisor to train employees in the District's fall protection procedures. Under no circumstances shall an employee work in areas of high fall hazards, do work requiring fall protection devices, or use fall protection devices until they are trained in the use of the devices.

FIRE PROTECTION

PURPOSE

The purpose of the Fire Prevention Plan is to inform District employees of the procedures to be taken to prevent fires and the actions to be taken in the event a fire occurs. The Plan lists safety precautions as well as actions which are prohibited and will result in safety violations being filed against responsible individuals.

The Fire Protection Plan consists of the following sections:

- **Classifications of Fires** - explains the three most common fires.
- **Fire Prevention Plan** - explains practices and procedures for prevention of fires.
- **Emergency Action Plan** - explains procedures and guidelines to be taken if a fire occurs.

Safety is a major concern for all people occupying the District buildings. Compliance with this Fire Protection Plan will greatly reduce the risk of injury or death, and reduce loss of assets if a fire occurs.

CLASSIFICATIONS OF FIRES

Four general classifications of fires have been adopted by the National Fire Protection Agency (N.F.P.A.). These classifications are based on the type(s) of combustible materials, and the extinguishing agent needed to combat each type of fire. Three of the four fire classifications are defined below. The fourth class pertains to metal fires to which District property and/or employees will most likely never be exposed.

Class A Fires - These fires occur in ordinary materials such as wood, paper, excelsior, rags, and rubbish. The quenching and cooling effects of water, or of solutions containing large percentages of water, are of first importance in extinguishing these fires. Dry-chemical agents provide both rapid knockdown of the flames and the formation of a coating that tends to retard further combustion. Where total extinguishment is mandatory, follow-up with water.

Class B Fires - These fires occur in the vapor-air mixture over surface flammable liquids, such as gasoline, oil, grease, paints, and thinners. The limiting of air (oxygen) or combustion inhibiting effect is of primary importance to stop fires of this class. Solid streams of water are likely to spread the fire. However, under certain circumstances, water-

fog nozzles may prove effective in the control, but not the extinguishment of these fires. Generally, use dry chemicals, multipurpose dry chemicals, CO_2 foam, or halogenated agents for such fires.

Class C Fires - These fires occur in or near energized electrical equipment where nonconducting - extinguishing agents must be used. Use dry chemicals, CO_2, or halogenated extinguishing agents for such fires. Do not use foam or a stream of water because both are good electrical conductors and may result in shock or electrocution.

FIRE PREVENTION PLAN

The following Fire Prevention Plan evaluates hazards and describes procedures to prevent hazardous conditions which could result in a fire.

Potential Workplace Fire Hazard: The objective of the Fire Prevention Plan is to eliminate potentially hazardous situations that may exist or occur in, on, or around District facilities. A few examples of such situations are as follows:

- An area or areas where flammable and combustible materials are stored.
- An unsafe area arising from the prohibited accumulation of hazardous materials such as rags saturated with a combustible material, paper, wood, etc.
- Improperly disposing of a cigarette which may come in contact with combustible materials or liquids.

Housekeeping - Housekeeping is extremely important to maintain a safe workplace. All areas of the District building and facilities shall be continually cleaned and kept in an orderly fashion. This reduces the chance of a fire occurring.

Storing and Handling of Flammable and/or Combustible Liquids - Extreme care must be taken when using combustible and/or flammable materials.

Handling - Liquids are not to be left exposed to heat either by direct sunlight or open flame. If transporting any flammable and/or combustible liquid in a vehicle, it must be secured in the vehicle with rope or bungee cords. It must be tied or hooked to the vehicle to prevent the liquid container from rolling and spilling. It will only be transported when needed and must be stored in its proper place after use.

When dispensing new, or disposing of used oils or lubricants, spills shall be cleaned and the containers sealed properly. Rags used to clean any spills will be placed in the fire proof waste receptacle and not in the ordinary waste bins.

When vehicles and equipment are being refueled, the engine must be turned off before fueling. There is a possibility that the fuel could contact the exhaust and cause an explosion or fire.

1. **Smoking** - Smoking is prohibited in all District buildings and is only allowed on District property in designated areas. Smoking is prohibited when or where combustible and/or flammable liquids are being handled or dispensed.

2. **Storage** - Flammable and combustible liquids must be stored in a designated storage cabinet when not in use. No combustible or flammable liquids, such as thinners, fuels, lubricants, or other combustible or flammable materials will be left in a vehicle or the garage area. They shall be returned to their designated area after each use.

3. **Housekeeping** - Housekeeping is essential for a safe environment and workplace. All rags saturated with combustible material shall be placed in the fire proof waste receptacle after use and not the regular waste bins. All potential fire hazard materials will be cleaned up and placed in the proper designated storage areas.

Electrical Outlets - Electrical fires can occur if any outlet is overloaded with appliances. Any outlet supplying power to more appliances than receptacles shall be protected with a circuit breaker type of extension cord.

Fire Protection Equipment - There are several types of fire equipment and protection systems in use at District facilities.

Fire Extinguishers - Most fire extinguishers located at District buildings are of the "A,B,C" type. However, the District also uses Halon chemical and Carbon Dioxide (CO_2) extinguishers in areas where those units would provide the most effective fire extinguishing capability. All District employees must become familiar with the different types of fire extinguishers, their fire fighting capabilities, and their locations in District facilities. The different types of fire extinguishers located at District facilities include the following:

1. **ABC Dry Chemical** - This type of extinguisher can be used on class A, B, and C type fires. It is a multipurpose extinguisher that will attack any common fire in the workplace.

2. **Halon Chemical** - This extinguisher is mainly intended for the office equipment, i.e., computers, printers, copiers, etc., as this type of chemical (Halon) reduces the risk of chemical reaction on valuable electrical equipment and greatly reduces the risk of shock to the operator from electrically charged equipment. This extinguisher is rated as a B and C type fire fighter.

3. **Carbon Dioxide (CO_2)** - This fire extinguisher is rated type B and C fire fighting equipment. This cannot be used on type A fires.

Fire extinguisher locations, types and sizes for the District office/garage facility are shown on the attached building floor plan in the exhibit section.

The **Columbine West Pump Station** has one 5 lb. "A,B,C" in the office in the upper level (office storage) and one 10 lb. CO_2 fire extinguisher in the pumping area, in the lower level.

The **Platte River Sewage Lift Station** has one 5 lb. Halon fire extinguisher located in the underground pumping station and one 5 lb. “A,B,C” fire extinguisher in the generator building.

The **Hogback Pump Station** has three fire extinguishers located throughout the building. There is one 10 lb. “A,B,C” fire extinguisher located inside the generator room, one 5 lb. “A,B,C” fire extinguisher located in the pump room, and one 9 lb. halon fire extinguisher located in the pump room next to the controlling units.

The **Sheridan Pump Station** is generally used for storage of non-combustible materials and supplies. However, the pump station contains a type ABC fire extinguisher.

All District vehicles contain a 2.5 lb. class A,B,C fire extinguisher.

All District employees using the above referenced facilities and vehicles must become familiar with the type and location of each of the fire extinguishers.

Alarm System - The basement of District office/garage facility is the only section of the building that is equipped with a sprinkler system; however, all the other sections of the facility are equipped with a fire detection system for monitoring heat and smoke. The alarm alerts the fire department and the occupants immediately after a smoke or heat sensor is tripped. The Hogback Pump Station is also equipped with the same alarm system as the District office/garage facility. The Columbine West Pump Station, the Platte River Sewage Lift Station, and the Sheridan Pump Station are not equipped with any type of alarm or sprinkler system.

Maintenance - The fire extinguishers and the alarm system must be inspected and maintained on a regular basis to confirm proper operation. It is the responsibility of the Safety Manager to have all fire extinguishers and alarm systems inspected and/or tested.

1. **Fire Extinguishers** - The District has all fire extinguishers tested on an annual basis by a private contractor.

2. **Alarm System** - The District's alarm system is tested on a semiannual basis by the alarm company.

EMERGENCY ACTION PLAN

The following Emergency Action Plan provides all employees with procedures and guidelines to follow in the event a fire emergency occurs. Unless a specific District building is referenced, these procedures shall apply to all District buildings, vehicles, and equipment.

If an alarm sounds, or a fire is reported by another employee, evacuate the premises and report to the designated area discussed later in this section. There is only one situation where attempts to extinguish a fire would proceed evacuating the building, which is when a fire is caught in the very early stages and one fire extinguisher will extinguish a fire. Only one person shall attempt to extinguish a fire, all other occupants shall evacuate the premises immediately.

The office/garage facility is equipped with a fire/smoke detection system combined with the security system. There are various locations throughout the entire building where both smoke and heat sensors are placed. If any of these sensors are tripped, an alarm will sound in the lobby area and will automatically summon the fire department. None of the other District buildings are equipped with heat and smoke detector or alarm systems. Therefore, employees must be vigilant in monitoring for fire hazards.

If a fire occurs, depending on the circumstances, the following actions should be taken:

- **Extinguish** - Many fires can be extinguished if discovered in the very early stages. If ever in doubt, or a fire extinguisher has been expelled against the fire with no success, you are required to evacuate and let the fire department fight the fire.

  The procedure to be used for extinguishing a fire is as follows:

  1. Use an extinguisher approximately six feet away from the fire.
  2. Aim the stream at the base of the fire and not in the flames. This procedure will increase the effectiveness of the fire extinguisher.
  3. Be careful not to spread the fire onto combustible materials near the flames when using a fire extinguisher.

- **Evacuate** - If a fire is not discovered in the early stages, it will most likely be impossible to extinguish it with the fire fighting equipment available at District facilities. Depending upon your location in the building and the location of the fire and smoke, evacuate the building using the closest exit.

  Always use the nearest fire exit. If the closest fire exit is blocked by fire or smoke immediately move to the next closest exit. Do not attempt to retrieve District or personal property before evacuating. A map identifying the fire exists and recommended exit routes is attached in the exhibit section.

In an area where dense smoke has accumulated, get down on the floor and crawl to the nearest exit. As smoke rises there is less chance of smoke inhalation closer to the ground.

If there is an indication of a fire on the other side of a closed door, feel the door for heat. If heat is detected from feeling the door, an alternate exit should be used. It is possible you could fuel a fire with oxygen by opening a door.

Evacuation will be conducted in accordance with the following procedures at all District buildings unless a specific building is referenced:

1. **Verbal Warning** - Shout loudly to anyone in the vicinity that there is a fire, immediately evacuate the premises, and report to the designated area listed later in this section.

2. **Summon Emergency Equipment** - the emergency telephone number 911 will contact the authorities in case of an emergency. This call can be made from the office as long as you are not in danger of smoke inhalation or fire. If smoke or fire is present you must evacuate and place the call from another location.

3. **Accounting for Personnel** - Accounting for personnel after an evacuation will proceed in the following manner to confirm no one is trapped inside the building.

    a. Employees that are in the District office/garage facility should attempt to meet in the front (south) parking lot. If this is not possible, attempt to assemble somewhere near that vicinity away from danger and emergency response vehicles and operations. In case of fire at other District buildings, employees should attempt to assemble at a location away from danger and emergency response activities.

    b. In the event of a fire at the office/garage facility, the receptionist will be in charge of obtaining the sign-in/out sheet while evacuating, **only** if there is no danger. The receptionist will determine who was present in the building before the fire and confirm that all individuals are present.

        For fires at other District facilities the employees should attempt to assemble at a safe location to determine if everyone has evacuated and no injuries have occurred.

    c. If someone is suspected of still being in a building, no rescue attempt shall be made. You must wait for the authorities and inform them of

the suspected trapped victim, and if possible their location in the building.

4. **Medical Treatment** - After evacuation it should be determined if any personnel require medical attention. The District provides training and certification in Cardiopulmonary Resuscitation (CPR) and First Aid to all regular full-time employees.

   a. If an employee becomes unconscious, the first available employee trained in the use of CPR shall administer CPR until the victim regains consciousness or medical personnel arrive and take over.

   b. If an employee is injured because of an emergency situation other employee(s) shall administer First-Aid until medical assistance is available.

5. **Reporting Fires** - After the above procedures have been carried out the fire should be reported to the District Manager, or in his absence, the Assistant District Manager, or in his absence the Safety Manager.

   It will be the responsibility of the Safety Manager to notify the District's insurance agent of the fire as soon as practical. The District's insurance agent is The Urman Company (303-773-1373).

HAZARDOUS COMMUNICATIONS

PURPOSE

The purpose of this section is to provide information and guidelines to assist in the safe handling, storage and disposal of hazardous chemicals. The Hazardous Communication program will accomplish this by compiling a hazardous chemical list, using MSDSs, by ensuring that containers are labeled, and providing training.

The program applies to all work operations in the District where employees are exposed to hazardous substances under normal working conditions or during an emergency situation. Employees will be informed of:

- the contents of the hazard communication program,
- the hazard properties of chemicals used,
- safe handling procedures, and
- protection used while using these chemicals.

LIST OF HAZARDOUS CHEMICALS

The Safety Manager will maintain and keep a list of all hazardous chemicals related to the work operations of the District. The list will identify the corresponding MSDS for each chemical. The list of these chemicals will be maintained by and is available from the Safety Manager.

MATERIAL SAFETY DATA SHEETS (MSDS)

MSDSs provide specific information related to the hazardous chemicals used by employees. The Safety Manager will maintain and keep a binder in his office with an MSDS on every hazardous substance on the list of hazardous chemicals. The maintenance supervisor will ensure that each work site maintains a current MSDSs for the hazardous chemicals in that area. The Safety Manager is responsible for acquiring and updating MSDS. The Safety Manager will contact the vendor if additional information is necessary or if an MSDS has not been supplied with the shipment.

LABELS AND OTHER FORMS OF WARNING

The Safety manager will ensure that all hazardous substances are properly labeled. Labels should at the least list the chemical identity, appropriate hazard warnings, and the name and phone number of the manufacturer or responsible party. The maintenance supervisor will be responsible for ensuring that all containers received are properly labeled.

If hazardous chemicals are transferred from a labeled container to a portable container that is intended for immediate use, no labels are required on the portable container.

NON-ROUTINE TASKS

When performing hazardous non-routine tasks, like entering a confined space, a training session will be conducted to inform you regarding the hazardous chemicals that might be found and the proper precautions to take to reduce or avoid the exposure.

TRAINING

All District employees who work with or are potentially exposed to hazardous chemicals will receive initial training on the District's Hazardous Communication program and the safe use of those hazardous chemicals. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding the hazards and the appropriate protective measures so they will be able to answer questions from the employees and provide daily monitoring of safe work practices.

Training will emphasis the following:

- Summary of this program.
- Chemical and physical properties of the hazardous materials and methods that can be used to detect the presence or release of chemicals.
- Physical hazards of the listed chemicals.
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the listed chemicals.
- Procedures to protect against hazards.

- Procedures to follow when cleaning hazardous chemical spills and leaks.
- Where the MSDSs are located, how to read and interpret the information on both labels and MSDSs.

INCENTIVE AND VIOLATIONS

PURPOSE

A safe work environment requires the cooperation of all employees to protect everyone involved. The written policies are for everyone's protection and must be followed by all employees. The District has developed an incentive program for the employee(s) to remain active and aware of the Districts safety procedures.

INCENTIVE PROGRAM

There is a safety incentive program for both administrative and maintenance employees. The safety incentive program has been developed for the employee(s) to remain active and aware of the Districts safety procedures.

The administrative employees will be awarded one day off with pay for 365 consecutive days without a safety violation. If a safety violation is recorded, all previous time accumulated is lost and the employee begins the next day.

The maintenance employees will have a two-tier incentive program. The first tier is an individual incentive, and any maintenance employee going 365 consecutive days without a safety violation will be awarded one day off with pay. The second tier is a group incentive, for every 365 consecutive days without a safety violation by all maintenance employees, each employee will be awarded one day off with pay. If a safety violation is recorded, all previous time accumulated is lost and the employee and the group begin the next day.

A safety day must be taken within the following 365 days from the date it was awarded or be lost.

VIOLATIONS

Safety warnings and violations are for the purpose to protect all employees involved. The safety program will be enforced by the maintenance supervisor and safety manager. Violations consist of but are not limited to, non compliance with the safety program, work related injuries, cited auto accidents

LOCKOUT / TAGOUT PROCEDURE

PURPOSE

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Lockout is the preferred method of isolating machines or equipment from energy sources. The following simple procedure is provided for use in both lockout and tagout programs. This procedure may be used when there are limited numbers or types of machines or equipment or there is a single power source.

RESPONSIBILITIES

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

PROCEDURAL STEPS TO CONTROL HAZARDOUS ENERGY

Prior to initiating work on a machine or equipment, the employee shall survey the area to locate and identify all isolating devices to be certain which switch, valve, or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

1. Upon completion of the survey, the employee shall notify all affected employees that service or maintenance is required on a machine or equipment and that the machine or equipment must be shut down prior to lockout.

2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy. The employee will make a survey to locate and identify all isolating devices to be certain which switches, valves, or other isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source.

5. Stored or residual energy (such that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, or bleeding down.

PROCEDURAL STEPS TO PERFORM LOCKOUT/TAGOUT

1. Lock out the energy isolating devices with assigned individual lock(s), the design, purpose and use of which the employee shall have been trained on prior to use.

2. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.

3. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

4. Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

5. 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.

REQUIREMENTS FOR TESTING LOCKOUT/TAGOUT EFFECTIVENESS

1. Ensure that the equipment is disconnected from the energy source by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
   Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

2. The machine or equipment is now locked out, and servicing or maintenance may

begin.

RESTORING EQUIPMENT TO SERVICE

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are optionally intact

2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

3. Verify that the control(s) are in neutral or “off”.

4. Remove the lockout devices and reenergize the machine or equipment.

5. Notify the affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

OFFICE SAFETY

PURPOSE

The purpose of the District's office safety policy is to inform all the employees of the general guidelines for safety in the office areas of the District office. Safe work practices apply to all employees, including office personnel. The following rules are those specifically addressing the office setting, but do not relieve the office personnel from their responsibility to follow other relevant safe work practices and procedures in addition to this section.

OFFICE ERGONOMICS

Certain work in offices has been shown to contribute to pain and/or injury due to poor ergonomic design, which include jobs involving extensive telephone usage and computer inputting. The District has taken the following measures to control these office ergonomic hazards.

1. All employees whose jobs require extensive telephone usage will be issued a headset to be used when telephone usage exceeds three hours per day. Headsets are available upon request from the safety manager.

2. All employee workstations where terminals are present shall be equipped to allow comfortable computer use, such as a wrist rest at each workstation, non-glare screens, adjustable heights chairs, and keyboard wrist supports. All the mentioned items are available upon request from the safety manager.

In addition, when employees feel stiff or uncomfortable after working for a period of time, they are encouraged to stretch, go to a different task for a while, or stand up and walk around for a few minutes. If the employee has phone responsibilities, he or she must ask someone to cover for them while they are away from their desk.

OFFICE CLEANLINESS/HOUSEKEEPING

Offices are to be kept in a neat order at all times, to prevent accumulation of paper, boxes, or other flammable materials on the desk or floor. Any spills or other hazards that you see are to be cleaned up immediately. If an entrance rug, boxes, or anything else creates a trip hazard in the work area, remove it or report it immediately to your supervisor for removal.

SECURITY

To protect the District and employees, certain security restrictions are in place. See the Workplace Security Plan for all the information. The material covered in that section include the following:

Access Restrictions

- Identification Cards
- Computer access
- Reception area/visitor procedures
- Parking issues

Anti-Theft Practices

FIRST AID

First aid stations equipped with basic bandages, non prescription pharmaceutical products, and eye wash solution are located in two areas, the universal bathroom on the main floor and the locker room. Employees should bandage their own cuts and abrasions if at all possible, to avoid any exposing of blood or other bodily fluids.

In addition, the District provides CPR and First Aid training to all employees. In a serious situations, any employee to discover a situation in which they are incapable of providing adequate assistance should call emergency help immediately.

ELEVATOR SAFETY

1. Never load an elevator beyond its rated safety capacity.
2. Horseplay or fooling around is not permitted in elevators or anywhere else in the District office.
3. Never block elevator doors open.
4. Only qualified technicians are allowed to work on the elevator.

TORNADO AND FIRE SAFETY

In the case of a tornado emergency, emergency sirens will sound. Employees and visitors are to move immediately to the designated area inside the building and stay there until and "all clear" announcement is made.

In the case of a fire, fire alarms will sound. Employees are to follow the Fire Safety Plan, which includes gathering in a designated area for a "head count". Entrance into the building is not allowed until an "all clear" announcement is made.

USE OF SPACE HEATERS AND SMALL APPLIANCES

Space heaters, fans, coffee warmers, and other small electrical appliances are allowed in District offices' or work areas only with the express approval of the safety manager. These items should only be turned on and in use during working hours and when employees are in need of them.

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

The purpose of this section is to describe the hazard assessment plan and personal protective equipment in use at Platte Canyon Water and Sanitation District. Personal protective equipment is not to be relied on as the only means of providing protection against hazards, but is used in conjunction with other safety controls and practices. If possible, hazards will be abated first through engineering controls, then with personal protective equipment to provide protection against hazards which cannot reasonably be abated otherwise.

HAZARD ASSESSMENT

Safety Manager Responsibilities

It is the responsibility of the safety manager to become familiar with each department's hazard assessment and select the proper personal protective equipment to ensure worker protection and safety.

Supervisor Responsibilities

It is the responsibility of each supervisor to complete an annual hazard assessment and recommend practices and equipment required to perform each job function in a safe manner, and to train employees in the proper use of personal protective equipment. Supervisors are responsible for enforcing proper use of all personal protective equipment.

Employee Responsibilities

It is the responsibility of all employees to learn the proper use of the personal protective equipment, use personal protective equipment as necessary and/or required, report any defects in personal protective equipment, and report any unsafe equipment, work areas, or work procedures to their immediate supervisors. It is the responsibility of the employee to keep their assigned personal protective equipment clean and properly maintained. Personal protective equipment is to be inspected, cleaned and maintained by the employee as part of their normal job duties. If a piece of equipment is in need of repair or replacement, it is the responsibility of the employee to bring it to the attention of their immediate supervisor or the safety manager.

PERSONAL PROTECTIVE EQUIPMENT

All work activities require different levels of protection and precautions to protect the employee and others. Some equipment is required to be available at all times regardless of the job being performed, i.e., safety shoes, safety vests, etc. Other equipment is

available to provide a more comfortable and safe work atmosphere. All employees who are required to use personal protective equipment will be trained in the proper use of such equipment by their immediate supervisor. Employees will not be allowed to perform a job without the appropriate personal protective equipment to protect against potential hazards.

The District will provide the employee with the following personal protective equipment.

Hand Protection

The District requires that all employees working in designated job assignments use the proper hand protection to help protect fingers, hands, wrists, and forearms. The following are some types of hand protection available to all employees. Hand protection must be used under the conditions described below.

Gloves

Gloves are the most common hand protection against cuts, punctures, scrapes, and skin irritations from chemicals or germs. If chemical hazards may affect the hand, rely on material safety data sheets for hazard information and the appropriate required personal protective equipment.

Rubber - protect against corrosives, toxic chemicals, and unsanitary fluids. Rubber gloves should be worn wherever and whenever the above-mentioned conditions exist, i.e., hydraulic cleaning, root cutting, sewer main televising, handling of automobile batteries, and any lift station operations. Rubber gloves are **required** to be worn whenever handling root treatment chemicals.

Leather - protect against rough, sharp, or abrasive materials. Leather gloves must be worn wherever and whenever the above-mentioned conditions exist, i.e., hand digging, handling materials or equipment, during the use of hand tools, jack hammer or tamper, and removing manhole and valve box lids.

Contamination is one of the biggest concerns when using gloves. Employees are to inspect gloves for defects, holes and cracks to ensure there will be no leaks. Clean or rinse reusable gloves. Dispose of defective gloves. Employees should always wash their hands after the use of any kind of gloves.

Wrist rest

Wrist rests are the most common wrist protection for employees who perform typing duties. Wrist rests are available to all employees upon request and should be used to prevent wrist injuries.

Foot Protection

The District requires that all employees working in designated job assignments wear foot protection to help prevent foot injuries, ankle injuries, slips and falls. The following are some types of foot protection available to all employees and

must be use under the conditions described below.

Safety shoes and boots

Safety shoes and boots are the most common foot protection against cuts, punctures, scrapes, burns, and sprains.

Steel toed shoes - are **required** to be worn at all times by all field employees, including any district related work after normal work hours. Steel toed safety shoes protect toes and feet from falling objects, and sharp metal material on the ground. Purchase and care of steel toed shoes or boots are the employee's responsibility. However, District policy provides for reimbursement of the cost of safety shoes or boots when acquired in accordance with District purchasing policies.

Rubber boots - protect against corrosives, toxic chemicals, and unsanitary fluids. Rubber boots should be worn wherever and whenever the above-mentioned conditions exist, i.e., sewer back-ups, entering the wet well, and entering a saturated trench.

Eye Protection

The District requires that all employees working in designated job assignments wear eye protection to help prevent eye injuries. The following are some types of eye protection available to all employees and must be used under the conditions described below.

Safety shields and glasses

Safety shields and glasses are the most common eye protection against flying objects, dusts, and splashing liquids.

Shields - protect face and eyes against flying objects, dust, mists, powders, and splashing liquids. Some of the District's equipment has been equipped with shields and should be used in conjunction with safety glasses, i.e., the grinder. Face shields are **required** to be worn during any grinding, wire wheel polishing and cutting with the demo saw.

Safety glasses - protect against falling and flying objects, dust, mists, powders, and splashing liquids. Safety glasses must to be worn whenever or wherever these hazards exist, i.e., manhole or vault entry, soldering, sledge hammering, and vehicle maintenance. Safety glasses are required to be worn during sand blasting, any form of chipping, and handling of root treatment chemicals. Employees are **required** to inspect their glasses for defects and keep their glasses clean during every use.

Computer screen filters

Computer screen filters are the most common protection against computer screen glare. Computer screen filters are available to all employees upon request and should be used to help reduce eye strain.

Hearing Protection

The District requires that all employees working in designated job assignments wear ear protection to help prevent ear injuries. The following are some types of ear protection available to all employees and must be used under the conditions described below.

Ear plugs and muffs

Ear plugs or muffs are the most common hearing protection. Ear plugs or muffs help protect employees hearing and should be used when around pumps and small motors. Ear plugs or muffs are **required** during the operation of the truck mounted air compressor, jack hammer or tamper, and the generators.

Head Protection

The District requires that all employees working in designated job assignments wear head protection to help prevent head injuries.

Hard hat

Hard hats are the most common protection against falling objects. All maintenance employees are provided hard hats and must be worn wherever and whenever the above-mentioned conditions exist. Hard hats are **required** to be worn whenever entering and working in a manhole, vault, or trench.

Respiratory Protection

The District requires that all employees working in designated job assignments be required to wear respiratory protection to help prevent respiratory injuries. The following are types of respiratory protection available to all employees and must be worn under the conditions described below.

Air Purifiers

Air purifying devices are the most common protection against impure air. The types of air purifying equipment range from comfort masks to respirators to ventilation blowers.

Comfort masks - protect against dust and pollens. Comfort masks **cannot** be used to protect your lungs, and they **do not** protect against sprays, mists or vapors. Comfort masks should be worn wherever and whenever the above-mentioned conditions exist, i.e., weed control.

Respirators - protects against sprays, vapors, mists, and dusts. Respirators should be worn wherever and whenever the above-mentioned conditions exist. Respirators are **required** during painting and handling of root treatment chemicals.

Ventilation blowers - are the most common use of preparing an unsafe environment for entry, i.e., manholes and vaults. Employees are **required** to use a ventilation blower whenever a toxic or oxygen deficient atmosphere exists.

Self contained breathing apparatus (SCBA)

The District provides self contained breathing apparatuses (SCBA) which is to be used when necessary (see confined space entry procedures). Employees will be trained in the proper use and limitations of the SCBA. SCBA is to be cleaned and disinfected after each use. Worn and deteriorated parts will be replaced. SCBA will be inspected once a year and after every use. It will be the responsibility of the safety manager to make sure that the SCBA is clean, inspected, and charged. Inspection of the SCBA is to include but to be limited to the high pressure hose and connections, the regulator, the bypass valve, harness assembly, buckles, the back plate, the cylinder, the cylinder valve, the facepiece, and the breathing tube.

General Safety and Health Protection

The District requires that all employees working in designated job assignments wear and use appropriate personal protective equipment to help prevent injuries. The following are types of personal protective equipment available to all employees and must be used if applicable.

Safety vest

Safety vests are used to protect the employee in traffic areas. Safety vests are **required** to be worn at all times while the employee is working in right of way.

Rain gear

Rain gear protects against rain and any other form of spraying water. This should be worn at times wherever and whenever the above-mentioned conditions exist.

Safety Belts

Safety belts are **required** to be worn at all times while driving or riding in a District vehicle.

Fire Extinguisher

Most fire extinguishers located at District buildings are of the "A,B,C" type. However, the District also uses Halon chemical and Carbon Dioxide (CO_2) extinguishers in areas where those units would provide the most effective fire extinguishing capability. All District employees must become familiar with the different types of fire extinguishers, their fire fighting capabilities, and their locations in District facilities. Employees will be trained in the proper use of fire extinguishers. The different types of fire extinguishers located at District facilities include the following:

ABC Dry Chemical - This type of extinguisher can be used on classes A, B, and C type fires. It is a multipurpose extinguisher that will attack any common fire in the workplace.

Halon - There is one Halon chemical type extinguisher in the office located on the second floor near the computer/copier area. This extinguisher is mainly intended for the computer equipment

as this type of chemical reduces the risk of chemical reaction on valuable electrical equipment and greatly reduces the risk of shock to the operator from electrically charged equipment. This extinguisher is rated as a B and C type fire fighter.
Carbon Dioxide (CO_2) - This fire extinguisher is rated type B and C fire fighting equipment. This cannot be used on type A fires. Fire extinguisher locations, types and sizes for the District office/vehicle building are shown on the building floor plan in the exhibit section.

Toxic gas/oxygen monitor

Toxic gas/oxygen monitor is use to detect the potential hazard of toxic gases and/or oxygen deficiencies. Employees will be trained in the proper use and application of the District's gas monitors. Employees are **required** to use the toxic gas/oxygen monitor whenever entering a confined space.

WORKPLACE SECURITY

PURPOSE

It is the District's policy to maintain a Workplace Security Plan to prevent violence and to protect against internal or external theft of information or materials. To accomplish these goals the District has implemented the following plan.

RESPONSIBILITY

The District Manager and the Safety Manager administer all programs related to security, including building security and information systems security programs. The District manager is responsible for issuing security access cards and code numbers to new employees, replacing lost or defective access cards, and other various security related functions.

Supervisors are responsible for ensuring that employees under their supervision abide by all security policies and procedures, as well as for notifying the safety manager of any security related problems.

Employees are responsible for notifying their supervisor or the District Manager immediately if a security card is lost or stolen. Employees are responsible for notifying their supervisor if they are unable to enter the building using their access card. Employees are also responsible for complying with all security policies and procedures, and notifying the supervisor of any security related problems.

BUILDING SECURITY

It is the policy of the District to provide all regular full-time and part-time employees with a security access card and code number. The security access code number is used to enable and disable the District burglar alarm system. Employees are to return their security card to their supervisor upon termination.

The system is designed to allow authorized employees entrance to District owned buildings through designated doors during normal business and off hours. Employees must have their security access and employee identification cards with them at all times that they are on duty to provide verification of employment to the contracted security service and the local law enforcement agency. Employees are to notify their supervisor immediately upon loss or theft of their security access card so that it can be canceled and replaced by the District Manager.

Violations of the District's security policy include:

- Lending your security code number or using someone else's security code number to gain access into the District buildings.

- Allowing an individual without a security card to enter the District office on non business hours without the supervision of an employee with a security card.

EMPLOYEE IDENTIFICATION (I.D.) CARDS

It is the policy of the District to provide each regular full-time and part-time employee with an I.D. card. A District I.D. card is to be used when District identification is requested. I.D. cards are to be returned to the employees supervisor upon the employees termination.

Employees must have their I.D. card and security access card with them during all working hours to provide verification to the contracted security service, the local law enforcement agency, and others requesting said verification of employment. Employees are to notify their supervisor immediately upon loss, theft, or damage of their card, or in the event of a name change so that their I.D. card can be replaced.

COMPUTER ACCESS

It is the policy of the District to provide all employees whose job requires the use of District computers a user-name and password which allow them access to the District's computer system. It is the responsibility of the administrative assistant to assign an employee a user-name and password. If an employee's computer access codes are forgotten or do not work, it is their responsibility to notify the administrative assistant as soon as possible.

No District data files are allowed off company property without approval of the District manager or administrative assistant. Remote access to the District computer system must be approved by the District manager.

Violations of the District's computer access policy include:

- Allowing another employee or non-employee to use their user-name and password to access the District's computer system.

- Loading software programs on District computers or the network server without written approval of the administrative assistant.

RECEPTION AREA/VISITOR PROCEDURES

All visitation by non-employees is restricted to Monday through Friday, 8:00 a.m. to 4:30 p.m., except by special permission provided by the employee's supervisor. Visitors to the District office must register with the receptionist. Visitors to any District property or facility should be accompanied by a District employee or have appropriate supervisory permission to enter a work area. Access to any District property or facilities by individuals not employed by the District, not on District-related business and/or not having District supervisory permission is not allowed.

Vendors should be directed to check in with the receptionist at the District office for appointments unless prior arrangements have been made. Vendors with no appointment should be directed, by the receptionist, to the purchasing agent.

PARKING

Parking is available in the District parking lot to all employees and visitors free of charge. Employees are asked to observe the following regulations.

- Park in the designated employee areas.
- Handicap parking spaces are available to disabled persons only.
- Speed limit is not to exceed 10 mph in the District parking lot.
- The District takes no responsibility for items stolen from vehicles parked in the District parking lot. Vehicles should be locked.

ANTI-THEFT PLAN

It is the policy of the District to not tolerate theft, destruction, or inappropriate use of District assets, resources, and property. It is also the policy of the District to not tolerate theft and/or destruction of employees' personal property. The District is not, however, responsible for the personal property of its employees.

It is the responsibility of all employees to report incidents of theft, misuse, or destruction of property to their supervisor. Employees are responsible for safeguarding any personal property brought to work and kept on District premises.

All incidents of theft, destruction, or misuse of District assets, resources, and property and/of employees' personal property should be directed to their supervisor and/or the Safety Manager.

SMOKING POLICY

PURPOSE

This smoking policy is being instituted by the District to provide clear guidelines on the rules regarding smoking in the workplace.

RESPONSIBILITIES

It is the responsibility of the safety manager to ensure that all employees are notified of the smoking policy and that the policy is followed by all the employees.

It is the responsibility of the employees to inform company visitors of the smoking policy and to politely inform them that there is no smoking inside the district office.

WHERE SMOKING IS ALLOWED

It is the policy of the District not to allow smoking within the District's buildings and vehicles at any time. Smoking of cigarettes, pipes, and cigars is allowed on District property outside of the District buildings.

TRAFFIC CONTROL AND WORK AREA PROTECTION PROCEDURES

PURPOSE

The traffic control and work area procedures section of the Safety Plan provides guidelines and requirements for conducting safe work procedures in all vehicle rights of way (ROW) for the protection of the District employees and the public.

RESPONSIBILITY

It is the responsibility of the supervisor to train all maintenance employees in the proper methods and procedures for conducting work in accordance with these procedures and the Federal Highway Administration's Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). The supervisor is also responsible for ensuring that all applicable traffic control signs and devices are available to maintenance employees for their use in conducting traffic control operations and safe work procedures.

All District employees conducting work in vehicular rights of way are required to plan and carry out traffic control operations in a safe manner in compliance with these procedures and the Federal Highway Administration's MUTCD.

GENERAL REQUIREMENTS

- Safety vests issued by the District must be worn in a visible manner at all times when working in or adjacent to a vehicular right of way.
- Vehicle and equipment beacons and headlights must be used at all times when working in a vehicular right of way.
- Whenever possible, the vehicle or equipment should be positioned between oncoming traffic and the work area.
- Signs, flagging, and barricades must be used in accordance with the Federal Highway Administration's MUTCD for all work conducted in vehicular rights of way.
- Any excavations or trenches which are left open during non-working hours must be isolated and protected by use of reflective fencing and lighted barricades. In general, excavations and trenches should be back-filled during non-working hours.

TRENCH AND EXCAVATION SAFETY

PURPOSE

The purpose of the trench safety section is to inform District employees of the possible dangers associated while working around or entering a trench or excavation.

RESPONSIBILITY

While it will not be common practice for District employees to enter a trench or excavation, there will be times when it may be required (i.e., inspecting the condition of pipe during water or sewer main repairs, service line inspections, main line inspections). It will be the responsibility of all employees to understand and comply with the District's Trench Safety Program, and to recognize the potential dangers that may occur while in or around a trench or excavation.

PROCEDURES

The following procedures must be followed while working around or entering a trench or excavation.

- Survey the trench or excavation area to determine where to stand at all times during the excavation.
- A "spotter" should be present to watch for any unstable banks that may "slough" off into the trench.
- Do not enter a trench or excavation that is over your head unless the trench or excavation is sloped a minimum 2:1 ratio or a shoring system is in place.
- Stand clear of all trenching or excavating machinery (i.e., backhoe, loader).
- Horseplay will not be tolerated in or around any excavation or trench.
- Common sense and awareness will be the best assets for any situation regarding trench safety.

MEETINGS AND TRAINING

PURPOSE

The purpose of this section is written to notify all employees that the District will hold safety meetings and training classes to keep all employees alert and aware of safety requirements and to discuss safety procedures and policies. All employees will be trained in proper safety procedures. Safety is for each employee's benefit and protection, so any comments or changes are welcomed to make this effort as safe as possible.

RESPONSIBILITIES

It is the responsibility of the Safety Manager to schedule and conduct safety meeting and training.

It is the responsibility of each employee to participate in the meetings and training classes for the safety program to be a success.

EXHIBIT A

PLATTE CANYON WATER AND SANITATION DISTRICT

ACKNOWLEDGMENT OF RECEIPT

I, the undersigned employee of the Platte Canyon Water and Sanitation District, hereby acknowledge that I have received a copy of the "Safety Manual" and understand that it is my responsibility to become familiar with its contents including any future revisions and referenced materials. I further understand that this Manual supersedes all previous editions, that it is the property of the District, and will be returned upon termination.

If I have any questions regarding this Manual or other District policies, I understand I am encouraged to discuss them with my supervisor and/or the District Manager.

_____ _____

Signature Date

_____ _____

Revision Date

EXHIBITS

FORMS