

City of Paragould

Health and Safety Program

2024

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PARAGOULD HEALTH and SAFETY PROGRAM

PURPOSE

The health and safety program contained herein has been prepared to assist employees in the safe and efficient performance of their duties. It is the City of Paragould's intent to ensure the safety and health of every City employee. This can be accomplished by providing a safe workplace and adopting safe work habits. We firmly believe that strict adherence to the procedures of this health and safety program will hold work-related accidents / injuries to a minimum. This way each employee's ability to earn a gainful living is protected as is the City's ability to deliver services to citizens in an efficient manner. Accidents can damage equipment and destroy material; thereby causing personal suffering, inconveniences, and expenses.

POLICY

It is the policy of the City of Paragould to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees and result in safe, efficient operations. Due to the diversified activities within the organization, the City intends to formalize its health and safety program utilizing written reports and records to achieve maximum use and effectiveness from an accident/incident prevention program.

Since it is not possible to cover all situations that might be encountered in the many operations of municipal government, Department Directors and supervisors will be responsible for adapting these guidelines to meet the requirements of their operation. Department Directors should understand that safety is a continuing concern, equal in importance to all other operational considerations, at all levels of the city workforce. They are expected to cooperate with and assist in implementing safety policies and in developing and administering an effective departmental safety program directed toward one mutual goal—An attitude of "Safety First" to produce a work environment free of potential hazards and to develop procedures that may reduce injuries to the employee and others and eliminate damage to equipment and property.

All employees are charged with the responsibility of, cooperation with, and support of, safety program objectives. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient, and therefore the only acceptable way to perform it.

SAFETY COMMITTEE

The Safety Committee is established to assist the City of Paragould in development and maintenance of the City employee's Health and Safety program.

The Human Resources Director is designated as the Safety Representative and is the primary person responsible for ensuring the City's Safety Committee meets on a regular basis, understands its responsibilities, and properly assumes the responsibilities set forth herein related to enforcing the City's Health and Safety Program.

The basic functions of the Safety Committee are to create and maintain an active interest in safety to reduce accidents. The Safety Committee will discuss the current safety concerns, trends, and ways of prevention.

The Safety Committee shall consist of the Mayor, the Human Resources Director/Safety Representative, Department Director from each City department, and Public Works Safety Coordinator. Departmental assistants are encouraged to actively participate as work demand allows.

One City Council member may be designated to serve as liaison to the Safety Committee. The Mayor will serve as Chairman and the Human Resources Director will serve as Recording Secretary.

The Committee will conduct quarterly meetings. Meetings may be postponed or rescheduled upon good cause.

RESPONSIBILITY

MANAGEMENT

Management is defined as the Human Resources Office acting under the direction and authority of the Mayor. Management accepts responsibility for leadership of the Safety and Health program and for its effectiveness and improvement in providing the safeguards required to insure safe working conditions. The Human Resources Office shall:

- Provide written policy statement identifying commitment to and support of a safety program for all employees to follow.
- Provide feedback of employees' safety needs on an as needed basis.
- Demonstrate interest in the safety program by attending and participating in safety meetings.
- Review and endorse departmental safety programs.
- Define responsibilities for safety to management, department directors, supervisors, and employees.
- Direct departments in new safety policies.

- Make assignments to various departments for correction of unsafe methods or practices.
- Make available resources and personnel to support the safety program.
- Provide training as needed including First Aid / CPR training.

DEPARTMENT DIRECTORS

Each Department Director has full authority and total responsibility for maintaining safe working conditions in all locations within their department. Although personnel exposure to hazards varies widely from department to department, it is expected that an effort will be directed toward controlling injuries, vehicle accidents, and liability situations. Therefore, each department head shall:

- Report to management (HR) regarding departmental safety meetings.
- Be responsible for tracking accidents.
- Plan an ongoing departmental safety program with the assistance of the Safety Committee, and with the approval of the Mayor.
- Conduct Job Safety Analysis to identify the hazards or potential accidents associated with each job.
- Prepare written procedures for potentially hazardous activities, including required personal protective equipment and clothing, if applicable.
- Ensure that the City's workers' compensation and vehicular accident reporting procedure is being followed by employees.
- Give leadership and direction in the administration of safety activities in their department. Also provide fair consideration to recommendations from employees and interpret policies and procedures for employees.
- Conduct a driver's license review on each employee that will drive a City vehicle during the year.
- At their discretion, require that employees wear safety boots, hard hats, class II clothing and/or glasses which meet departmental safety standards (as defined by the Department Director and coordinated with the Human Resources Director).

SUPERVISORS

Each supervisor has the authority and responsibility for maintaining safe working conditions within the work area. Each supervisor shall:

- Report activities of the safety meetings to the Department Director.
- Review serious accidents personally to determine accident causes and that proper corrective action is taken.
- Take the initiative in recommending correction of deficiencies found in facilities, work procedures, employee job knowledge or attitudes.
- Meet with the appropriate employees when new operations are implemented or new

equipment introduced to the department to discuss proper procedures and safety precautions which must be followed.

- Ensure that each employee is fully trained for the assigned job and that they are familiar with departmental safety policies.

EMPLOYEES

Employees are required as a condition of employment to exercise care in the course of their work, to prevent injuries to themselves and to their fellow workers and damage to City equipment. Each employee shall:

- Report all unsafe conditions to the supervisor.
- Always keep work areas clean and orderly.
- Report all accidents to the supervisor immediately.
- Avoid horseplay and distracting others.
- Obey all departmental safety rules. If a doubt exists concerning the safety of a job, stop and obtain instruction from the supervisor before continuing work.
- Operate only equipment that you have been trained to operate and authorized to operate by your supervisor.
- Wear required personal protective equipment and clothing.
- Take an active part in the City's Health and Safety program.

No employee shall be discharged or discriminated against in any manner for reporting unsafe or unhealthy conditions through the appropriate supervisor, department director or management staff.

ACCIDENT/INJURY ANALYSIS REVIEW

The Safety Representative will review all accident investigation reports, hazard reports, incident reports, inspection reports and the OSHA 200 Log on a quarterly basis or as needed, to determine any trends in accidents or hazards that may be developing. The Safety Representative shall report any findings to the Safety Committee on an annual basis or more often, if deemed necessary.

The Safety Representative will recommend corrective action necessary to prevent recurrence of similar accidents or hazards. The Safety Representative is responsible for implementing corrective actions and for tracking the status of corrective action and reporting such to the Safety Committee as needed.

Documentation of these reviews will be retained by the Human Resources Department for a minimum period of two (2) years.

SAFETY PROGRAM RECORD KEEPING

The Human Resources Department is responsible for maintaining documentation of training, accident reports, OSHA Logs, hazard reports, accident investigation records, safety meeting records, incident reports and any other documentation incidental to the implementation of this program. All records may be maintained on the Human Resources Information System that permits reports to be provided in printed form, if necessary.

Blank forms and reports concerning all safety-related training and documentation will be available in the Human Resources Department or through the Safety Representative.

Injury Records: An injury log is maintained in the Human Resources Department and will be recorded on an OSHA 200 Log, or equivalent, within 24 hours of being reported or the next business day for incidents on weekends. Inspection Records are maintained by the Human Resources Department. Injury records will be kept for a period of five (5) calendar years.

ADMINISTRATIVE GUIDELINES

POST-OFFER PHYSICAL & DRUG SCREEN

Offers of employment to any individual who will be performing safety/security sensitive duties will be contingent upon the passing of a pre -employment physical and drug screen to ensure the employee's ability to perform job -necessary functions.

SAFETY TRAINING

This is a continual process that must reach all levels of management and is most essential at the operating level. Safety education should start at the time a new employee is hired and continue until the employee leaves City employment. Safety training activities will be conducted regularly as part of the overall training program. Each department is responsible for identifying the educational and training needs of their respective employees on an annual basis.

- For newly hired or reassigned employees, a thorough briefing by the supervisor of departmental safety policies.
- Monthly safety meetings as needed conducted by the supervisors and/or qualified instructors for employees.
- Quarterly safety meetings designed and conducted by Department Directors and/or other qualified instructors for departmental supervisors and employees.
- Annual employee driver's license review.
- Annual First Aid/CPR training will be made available to employees.

Supervisors are responsible for ensuring that specialized training is provided and documented before employees are required to perform tasks that could potentially expose them to health and safety concerns.

New employees will receive HAZCOM training before being allowed to work with potentially hazardous chemicals and will be provided with a copy of the Hazard Communication Program in place for their respective department. Refer to the Hazard Communication Program for additional details concerning HAZCOM and SDS.

ACCIDENT INVESTIGATION / REPORTING

An accident may be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents may involve bodily injury. Accidents usually arise from a combination of unsafe acts and unsafe conditions.

The purpose of an accident investigation is to determine what basic condition(s) or act(s) caused the accident so corrective measures can be taken to prevent reoccurrence. Accidents should be investigated as soon as possible and at least within the first 24 hours. The sooner information is gathered, the more accurate the investigation's findings.

Don't Wait Until an Accident Happens!

Too often hazardous conditions come to our attention only after someone is hurt or seriously injured. If you see an unsafe act or unsafe condition, don't ignore it.

If you notice someone working in an unsafe manner, let that person know. You could prevent a serious injury. If you see an unsafe condition, correct it. If you can't, report it to your supervisor.

If You See An Accident

Make a mental note of everything that occurred and the condition that existed before the accident. Ask yourself the following questions:

1. Where was I when the accident happened?
2. What was I doing?
3. What equipment was involved?
4. Where was the injured person and what work was being done?
5. What was the sequence of events?

Imprint these things on your memory. Remember that others were in a different position and may not have seen things as you did.

Cooperate In The Investigation

When the investigator asks questions about the accident, give the facts as you saw them. If you omit or change information to protect someone, how can we accurately determine the causes and help prevent the same thing from happening again? Next time you may be the victim.

Responsibilities

- The Supervisor of the department in which the incident, illness or near miss occurred shall assure a complete and thorough accident investigation is conducted. Copies of this report (Appendix C) should be sent to the Department Director for processing and follow-up.
- Management needs to review the report to ensure completeness and accuracy and maintain a copy of any accident reports.
- The Department Director can assist the Supervisor in incident investigation as required.
- Employees must immediately report all occupational incidents, illness and near misses to their immediate supervisor as soon as possible.
- Management needs to ensure the proper notification of authorities per Federal, State, and Local regulations.

Arkansas Occupational Safety and Health (AOSH) Accident / Injury Reporting

Arkansas Occupational Safety and Health (AOSH) is responsible for administering Arkansas' laws dealing with safety and health in the public sector. Notification must be given to AOSH within 48 hours for each accident resulting in a fatality, amputation, or when one or more employees are hospitalized.

The accident investigation should be conducted as soon as possible so all details can be reported to AOSH. The Department Director or the Human Resources Director shall report accidents / injuries that meet the above criteria through the Arkansas Department of Labor website.

VEHICULAR CONTROL PROCEDURES

The operation of vehicles and equipment is necessary in conducting City Business, and how each vehicle is handled directly affects the productivity of each respective department. Vehicle collisions are potentially the costliest losses the City can incur considering property damage, bodily injury, fatalities, and liability suits. The City is insured; however, premiums must be paid; and unless perfect driving is the rule, the cost of insurance can increase to a degree that can have a negative impact on the funds available for each department's operations.

DEPARTMENT DIRECTORS

- Establish an aggressive campaign to enforce the wearing of safety belts.
- Insist that all assigned vehicles are maintained adequately for safe operation.
- Establish periodic inspections of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage, and cleanliness. Have repairs made as soon as possible.
- Periodically provide defensive driving training for employees.
- Investigate all vehicle collisions involving departmental vehicles and equipment.

SUPERVISORS

- Ensure that all employees are briefed and understand that the use of safety belts while driving or riding in a city vehicle is mandatory.
- Ensure that no employee drives any city vehicle unless they have valid driver's license and are familiar with State and City driving rules and regulations.
- Ensure that only authorized personnel are allowed to operate City vehicles, trucks or heavy equipment. An employee shall not be authorized to operate City vehicles, trucks, or heavy equipment until they have demonstrated complete familiarity with its function and understands thoroughly all operating instructions, vehicle limitations, and emergency procedures.
- Be alert in observing unsafe driving practices of City employees and ensure that action is taken immediately to correct the infraction.
- Review all preventable vehicle collisions with employees at safety meetings and discuss each unsafe act to avoid the reoccurrence of this accident.
- Ensure that unsafe city vehicles are not driven until safety discrepancies have been corrected.

EMPLOYEES

All employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees, and the public.

Each employee driving a City vehicle shall:

- Have a valid Arkansas driver's license.
- Wear safety belts always while driving or riding.
- Inspect the vehicle before operating.
- If the vehicle is found to be unsafe, the employee shall report it to their supervisor. No unsafe vehicle should be operated until repairs have been made and the supervisor has inspected the vehicle and approved it to be driven.
- If there is evidence of damage to the vehicle, the employee shall report it to their supervisor before driving the vehicle. Otherwise, they could be held responsible for additional damage.
- Call the Police Department immediately to report all collisions involving City vehicles and report details to the immediate supervisor as soon as possible. A police report shall be completed.
- Immediately notify the Department Director of the revocation of the individual's license or of any moving motor vehicle violations received. Once reported, the Department Director and Human Resources Director shall evaluate the individual's driving record and determine if any infractions should be cause for removing driving privileges of the City's vehicles.

PARKING

- City vehicles are not allowed to park in **"NO PARKING"** zones except in emergency situations or in required performance of official duties. While a vehicle is parked in a **"NO PARKING"** zone, emergency blinkers will be turned on. The misuse of a disabled parking space will not be tolerated.
- City vehicles should not be left unattended with ignition key left in the ignition unless vehicle is locked. The only exception will be emergency vehicles when in emergency situations such as rendering aid at an accident.
- When possible, vehicles will be locked when not occupied.

VEHICLE ACCIDENT REPORT

- Each collision involving a City vehicle shall be fully investigated by the Police Department and the supervisor of the employee involved as soon as possible. The supervisor shall then notify the Department Director of the accident. The Department Director should contact Human Resources to ensure protocol is followed regarding reporting, testing, and worker's compensation. A supervisor's Accident/Incident Report shall be submitted to the Human Resource's office within two (2) working days of the occurrence.
- Even though law enforcement personnel are called to investigate city vehicle collisions, it is imperative that the supervisor ensure that all facts are obtained with respect to the driver himself. Accidents involving police vehicles will be investigated by the police department referring to Supervisor as needed.

- Using the accident report form as a checklist, the supervisor shall determine as many facts as possible, evaluate his findings, and submit a copy of the completed report to the department head for review.
- Close calls or near-accident information is frequently as valuable as accident reports in recognizing potentially hazardous procedures or conditions. Supervisors should encourage employees to report details on incidents which nearly produce an accident.
- Information gained from such reports will then be shared with all who can benefit from the lesson.

DISCIPLINARY ACTION

When an employee disregards established written departmental safety policies, the disciplinary procedure as described in the City's Personnel rules, regulations and policies will be followed.

BLOOD BORNE PATHOGENS PRECAUTION POLICY

The purpose of this exposure control plan is to establish guidelines that will eliminate or minimize occupational exposure to blood or other potentially infectious materials. This policy applies to all situations. All personnel must take precautions to prevent incidents caused by exposure to blood borne pathogens, and report all such incidents should they occur.

KEY DEFINITIONS

- **Blood borne Pathogens:** Micro-organisms present in human blood that can cause disease in humans. These include but are not limited to: Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).
- **Exposure Incident:** A specific eye, mouth, or other mucus membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from doing one's job.
- **Occupational Exposure:** A reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from doing one's job.
- **Parenteral:** A piercing of mucus membranes or the skin barrier by means of needle-stick, human bite, cut, and/or abrasion.
- **Universal Precautions:** An infection control approach whereby all human blood and certain body fluids are treated as if they were known to be infectious for HIV, HBV, or other blood -borne pathogens.
- **Body Substance Isolation (BSI):** An infection control strategy which considers all body substances potentially infectious.
- **Contaminate/Contaminated:** A substance or process that poses a threat to life, health, or the environment.
- **Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface of item is rendered safe for handling, use, or disposal.
- **Hand washing Facilities:** A facility providing an adequate supply of running potable water, soap and single use towels or hot air-drying machines.
- **Personal Protective Equipment (PPE):** Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as a protection against a hazard are not considered to be personal protective equipment.
- **Sterilize:** The use of physical or chemical procedures to destroy all microbial life including highly resistant bacterial endospores.
- **Work Practice Controls:** Controls that reduce the likelihood of exposure by altering the way a task is performed.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In general, employees should follow the selected personal protective equipment appropriate to the potential for spill, splash, or exposure to body fluids. Only personal protective equipment (PPE) needed to perform routine operations that have an inherent injury potential shall be issued to employees. No standard operating guideline or personal protective equipment ensemble can cover all situations. When in doubt, maximal rather than minimal personal protective equipment should be selected.

GLOVES

Gloves will be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucus membranes and non-intact skin and when handling or touching contaminated items or surfaces.

- Disposable (single use) gloves should be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Disposable gloves will not be washed or decontaminated for reuse.
- Heavy duty utility gloves should be used for the handling, cleaning, decontamination, or disinfection of potentially contaminated equipment.
- Appropriate personal protective equipment can be obtained from an employee's supervisor.

MASKS, EYE PROTECTION, FACE SHIELDS

Masks, eye protection, and face shields: Facial protection will be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious and/or hazardous materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated.

- Appropriate protective equipment can be obtained from an employee's supervisor.

HANDWASHING

Hand washing is the most important infection control procedure. Employees will wash hands:

- After removing personal protective equipment.
- After handling potentially infectious materials.
- After cleaning or decontaminating equipment.
- After using the restroom.
- Before eating.

Hand washing with soap and water will be performed for twenty seconds. If soap and water is not available at the scene, a waterless hand wash may be used, provided that a soap and water wash is performed immediately upon availability.

HOUSEKEEPING

All equipment and work surfaces that have become overly contaminated with blood or infectious material will be cleaned and disinfected as soon as feasible and at the end of the work shift or if the surfaces may have become contaminated since the last cleaning. Bags that are to be used for contaminated waste are red designated biohazard, and/or a placard, sign or tag will be affixed to the bag.

EMPLOYEE EXPOSURE GUIDELINES

- Any employee exposed to potentially infectious materials will immediately wash the exposed area with soap and water or saline eye wash if the eyes are involved.
- Any employee having occupational exposure will immediately report to their supervisor. After reporting to the supervisor, reports and follow-up work will be done accordingly.

PERSONAL PROTECTIVE EQUIPMENT – OTHER

HIGH VISIBILITY SAFETY APPAREL

High visibility safety apparel shall be worn at a minimum any time an employee is exposed to increased risks of moving traffic or equipment, on public roadways or property. If a department director believes that high visibility apparel should be worn in additional situations, they may direct employees to do so.

This apparel shall include, at a minimum, a vest or shirt and all apparel shall meet ANSI standards.

- Appropriate personal protective equipment can be obtained from an employee's supervisor.

HEARING PROTECTION

Hearing protection shall be worn to guard against prolonged exposure to noise exceeding sound tolerance levels as outlined by law.

- Hearing protection can be obtained from an employee's supervisor.

HEAD PROTECTION

Protecting employees from potential head injuries is a key element of any safety program. A head injury can impair an employee for life, or it can be fatal. Wearing a safety helmet or hard hat is one of the easiest ways to protect an employee's head from injury. Hard hats can protect employees from impact and penetration hazards as well as from electrical shock and burn hazards.

Employers must ensure that their employees wear head protection if any of the following apply:

- Objects might fall from above and strike them on the head.
- They might bump their heads against fixed objects, such as exposed pipes or beams; or
- There is a possibility of accidental head contact with electrical hazards.

Whenever there is a danger of objects falling from above, such as working below others who are using tools, head protection must be worn. Hard hats must be worn with the bill forward to protect employees properly.

In general, protective helmets or hard hats should do the following:

- Resist penetration by objects.
- Absorb the shock of a blow.
- Be water-resistant and slow burning.

- Have clear instructions explaining proper adjustment and replacement of the suspension and headband.
- Hard hats must have a hard outer shell and a shock-absorbing lining that incorporates a headband and straps that suspend the shell from 1 to 1 1/4 inches (2.54 cm to 3.18 cm) away from the head. This type of design provides shock absorption during an impact and ventilation during normal wear.

FOOT PROTECTION

Protective footwear should be strong enough to withstand the stresses placed upon it, have protected (steel) toecaps capable of resisting a heavy falling object. If there is any risk of a penetration injury, then the footwear should incorporate steel mid-sole or similar footwear.

Foot injuries may be caused by the following:

- Crushing caused by heavy objects falling onto part or all the foot, e.g., oxygen cylinder falling onto foot.
- Foot penetration due to standing or walking onto a sharp object, e.g., nails left embedded in timber.
- Contact with irritant or corrosive chemicals, for example cement burns when pouring concrete

COMMUNICABLE DISEASES

POLICY

It is the responsibility of the city of Paragould to ensure that its employees can perform their duties in a safe and effective manner and to make certain that its employees provide every person the same quality of service, regardless of a person's state of health.

The city of Paragould's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms, and special circumstances of everyone who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The city of Paragould may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The city of Paragould will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The City reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The city of Paragould will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence of persons who have communicable diseases.

SUPPLIES

Each Department Director is responsible for maintaining and storing in a convenient location an adequate amount of communicable disease control supplies for the department.

Face Shields	Gloves
Goggles and Glasses	Gowns
Head Covers	Masks
Respirators	Shoe Covers

HAZARD COMMUNICATION PROGRAM

PURPOSE

The purpose of this program is to establish guidelines that will ensure the hazards of all chemicals used within the city of Paragould are evaluated and that this hazard information is transmitted to all affected employees.

HAZARDOUS CHEMICAL INVENTORY

A list of all hazardous chemicals at each location/facility will be compiled. The name of the chemicals on this list will match the name of the chemicals on their corresponding safety data sheet (SDS). The list will be kept:

- In the SDS book in the employee breakroom
- In the Department Director's office

Department Directors will designate a person responsible for updating the chemical inventory list whenever new hazardous chemicals are purchased or used at each location / facility. The designee will also remove the name of any chemicals that are no longer used at their location / facility.

SAFETY DATA SHEET (SDS)

Safety data sheets will be maintained for all chemicals at each location / facility. SDS's for chemicals currently in use will be maintained in:

- the SDS book in the employee break room
- the Department Director's office

When a new chemical is brought into the work environment (even on a trial basis), designated personnel will place the SDS in the SDS books in the facility and notify the Department Directors and the supervisor(s) that training needs to be conducted on the new chemical before it can be used.

If a SDS is not received with a new chemical at the time of shipment the designee will:

- Immediately call the supplier and request a copy of the SDS.
- Put a hold on using the chemical until the SDS is received and employees have been trained on the chemical.

The designee is responsible for receiving and reviewing all SDS's, placing them in the SDS books and notifying the training coordinator when training needs to be conducted. The method to be used to review SDS's is described below:

- When SDS's are received they will be compared with the old SDS to determine if they are a newer version (check the date of preparation). If the SDS is an updated version of one already in the SDS book, the old SDS's will be removed from the books in the facility. Copies of the new SDS's will be placed in the SDS books in the locations listed above.
- The sheets will be checked to see if there are any changes in the safety or health hazards. If new and significant health hazard information is found:
- The Department Director and the supervisor(s) will be informed that all employees who use the chemical must be re-trained as soon as possible to inform them about the new hazards and proper procedures for use, and
- The Department Director and the supervisor(s) will be informed that the labels on all containers of the chemical must be changed.

When chemicals which have been in use at the facility will no longer be purchased or used, the SDS must be removed from the "active" SDS book and placed in the "Retired SDS" book. All retired SDS's must be kept for 30 years, so write the date the sheet is retired and the "can be thrown away" date on the top of the sheet.

Employees can have access to the SDS's by looking in the SDS book in the breakroom or asking their supervisor or Department Director.

LABELING

Every container of chemicals in the facility will be labeled with the following:

- The name of the chemical (product name), and
- The appropriate physical and health hazard warning (how the chemical can hurt employees who use it).

The labeling used in the facility will consist of written labels affixed to each container, when possible. Labels are not required for portable containers intended for the immediate use (no longer than one shift) of a single employee – if all contents are used or put back in the original labeled container at the end of the job or shift.

Department Supervisors are responsible for ensuring that all chemical containers are adequately labeled before they are released to be used in the facility, updating all containers when new and significant health hazards are identified, and ensuring that all chemical containers in their departments are properly labeled.

EMPLOYEE TRAINING

The City will establish a training program for employees who are exposed to hazardous chemicals in the workplace. The training will be performed initially upon hiring and **before** working with chemicals, and repeated whenever a new hazard is introduced into the workplace. The Department Director for each department or their designee will be responsible for assuring that all required training is given.

Minimum Training Requirements

- An overview of the Hazard Communication standard and its requirements.
- The details of the Hazard Communication Program of your facility.
- Where SDSs, written hazard evaluation procedures, copies of the Hazard Communication Program, and a list of hazardous chemicals are located.
- How to read and interpret information on labels on SDSs, and how employees can obtain and use available hazard information.
- The hazards of the chemicals used in the workplace.
- Measures employees can take to protect themselves from the hazards.
- Specific procedures put into effect by the employer, to provide protection such as engineering controls, work practices, and the use of personal protective equipment.
- Methods and observations (such as appearance or smell) workers can use to detect the presence of a hazardous chemical to which they may be exposed.

HAZARDS OF NON-ROUTINE TASKS

When employees are required to perform a non-routine task using a non-routine chemical (i.e. a chemical not used for 3 or 4 months or more), they will be informed of the hazards by the department's training coordinator. The employee will be informed of the hazards of the chemicals, the procedures to use to safely complete the job, and the personal protective equipment to be used (and how to correctly use it).

RELEASE OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

PURPOSE

This establishes the city of Paragould policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, troubleshooting, testing, cleaning, and dismantling machines, equipment or processes. This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

SCOPE

This policy applies to all city of Paragould employees who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

EMPLOYER AND EMPLOYEE RESPONSIBILITIES

The city of Paragould is responsible for implementing and enforcing this policy. All employees must comply with this policy. Supervisors must enforce the use of lockout and tagout devices when employees do service or maintenance work and may be exposed to hazardous energy. Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy. Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

LOCKOUT / TAGOUT DEVICES

Lockout and tagout devices must meet the following criteria to ensure that they are effective and not removed inadvertently:

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout and tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout devices and tagout devices must be strong enough that they can't be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout or tagout device must be able to recognize who attached it and its purpose.
- Each lock must have a unique key or combination.

Energy-isolating devices are the primary means for protecting City employees who service equipment and must be designed to accept a lockout device. Energy isolating devices must clearly identify function.

Electrical energy sources. Lockout or tagout of electrical energy sources must occur at the circuit disconnect switch. Electrical control circuitry does not effectively isolate hazardous energy. See also, Alternative methods.

EXPOSURE SURVEY

The Department Director or designee will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lockout or tagout procedures.

ENERGY CONTROL PROCEDURES

Authorized employees who lockout or tagout equipment or do service and maintenance must follow specific written energy-control procedures. The procedures must include the following information:

- The intended use of the procedure
- Steps for shutting down, isolating, blocking, and securing equipment.
- Steps for placing, removing, and transferring lockout devices.
- Equipment-testing requirements to verify the effectiveness of the energy-control procedures.

When re-energizing equipment is necessary — when power is needed to test or position the equipment, for example — temporary removal of lockout or tagout devices is allowed. This applies only for the time required to perform the task and the procedure must be documented.

Employees must do the following before they begin service or maintenance work:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lockout or tagout the energy sources.
6. Verify the equipment is isolated from hazardous energy and de-energized.

Employees must do the following before they remove lockout or tagout devices and re-energize equipment:

1. Remove tools and replace machine or equipment components.
2. Inform coworkers about energy-control device removal.
3. Ensure all workers are clear of the work area.

4. Verify machine or equipment power controls are off or in a neutral position.
5. Remove the lockout or tagout device.
6. Re-energize equipment.

SPECIAL LOCKOUT / TAGOUT SITUATIONS

Energized testing

When an energy-isolating device is locked or tagged and it is necessary to test or position equipment, do the following:

- Remove unnecessary tools and materials.
- Ensure that all other employees are out of the area.
- Remove locks or tags from energy isolating devices.
- Proceed with test.
- Deenergize equipment and lockout or tagout energy-isolating devices.
- Operate equipment controls to verify that the equipment is de-energized.

Contract service and maintenance

The city of Paragould and contractors must be aware of their respective lockout/tagout procedures before the contractor does onsite work. City of Paragould employees must understand and comply with the contractor's energy-control procedures.

Group lockout

When authorized employees must service equipment that has several energy sources and several energy-isolating devices, the employees must follow group lockout procedures. Each department must have a list of the machines and equipment that require group lockout.

Shift changes and long-term shutdowns

Employees must follow the Department Director or designee when work shifts change and during long-term shutdowns.

Alternative methods

When lockout or tagout is not used for tasks that are routine, repetitive, and integral to the production process, or prohibits the completion of those tasks, then an alternative method must be used to control hazardous energy. Selection of an alternative control method must be based on a risk assessment of the machine, equipment, or process. The risk assessment must consider existing safeguards provided with the machine, equipment or process that may need to be removed or modified to perform a given task. For example, when control circuits are used as part of the safeguarding system, the system must be designed to ensure protection as effective as a mechanical disconnect switch or master shutoff valve. A control-reliable dual channel hardwired circuit of industrially rated components that satisfies the design features as specified in ANSI B11.19, with a safety relay or safety PLC to ensure integrity and performance of the safeguarding

system, must be used. Under all circumstances, the individual must have exclusive personal control over the means to maintain the state of the control circuit in a protective mode.

EMPLOYEE TRAINING

Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand the City's energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures. An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained periodically to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

Inspections of written energy-control procedures

The city of Paragould will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively. Documentation will include the following:

- The equipment on which the procedure is used.
- The date of the inspection.
- The employees included in the inspection.
- The inspector.

If an inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained, and the procedure's deficiencies corrected.

The inspector must understand the procedure and must be someone other than those following the procedure at the time of the inspection. Each procedure's accuracy, completeness, and effectiveness must be verified.

If the inspection covers a procedure for equipment with an energy-isolating device that can be locked out, the inspector must review the procedure with the employees who use it to service the equipment. The inspector can review the procedure with the employees individually or in a group.

If the inspection covers a procedure for equipment with an energy-isolating device that can only be tagged out, the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.

DEFINITIONS

Affected employee: A person who uses equipment that is being serviced under lockout or tagout procedures, or who works in an area where equipment is being serviced.

Authorized employee: A person who locks out or tags out equipment to do service or maintenance work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.

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

Disconnect: A switch that disconnects an electrical circuit or load (motor, transformer, or panel) from the conductors that supply power to it. An open circuit does not allow electrical current to flow. Under a lockout procedure, a disconnect must be capable of being locked in the open position.

Energized: Connected to an energy source or containing potential energy.

Energy source: Any source of energy. Examples: electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

Energy-isolating device: A mechanical device that physically prevents transmission or release of energy.

Hazardous energy: Any of the types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment.

Lockout device: A device that locks an energy-isolating device in the safe position.

Lockout: Placing a lockout device on an energy-isolating device, under an established procedure, to ensure the energy-isolating device and the equipment it controls can't be operated until the lockout device is removed. (An energy-isolating device is capable of being locked out if it has a hasp that accepts a lock or if it has a locking mechanism built into it.)

Procedure: A series of steps taken to isolate energy and shut down equipment.

Servicing or maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining machines or equipment. Also includes lubricating, cleaning, unjamming, and making adjustments or tool changes if a worker may be exposed to the unexpected startup of the equipment during such activities.

Tagout device: A prominent warning sign, such as a tag, that can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.

Tagout: Placing a tagout device on an energy-isolating device, under an established procedure, to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.

HEAT ILLNESS

Heat Illness is a serious medical condition resulting from the body's inability to cope with a particular heat load. Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided. There are precautions that can be taken any time temperatures are high and the job involves physical work.

Risk Factors for Heat Illness

- High temperature and humidity, direct sun exposure, no breeze or wind
- Heavy physical labor
- No recent exposure to hot workplaces
- Low liquid intake
- Waterproof clothing

Symptoms of Heat Exhaustion

- Headache, dizziness, or fainting
- Weakness and wet skin
- Irritability or confusion
- Thirst, nausea, or vomiting
- Symptoms of Heat Stroke
- May be confused, unable to think clearly, pass out, collapse, or have seizures (fits)
- May stop sweating

How to Protect Yourself

- Know signs/symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose-fitting clothes.

What to Do When a Worker is Ill from the Heat

- Call a supervisor for help. If the supervisor is not available, call 911.
- Have someone stay with the worker until help arrives.
- Move the worker to a cooler/shaded area.
- Remove outer clothing.
- Fan and mist the worker with water; apply ice (ice bags or ice towels).
- Provide cool drinking water, if able to drink.

IF THE WORKER IS NOT ALERT or seems confused, this may be a heat stroke. CALL 911 IMMEDIATELY and apply ice as soon as possible.

EMERGENCY ACTION / FIRE PREVENTION PLAN

This emergency action and fire prevention plan has been developed to establish managerial and employee actions for fires, accidents, violent storms, earthquakes, releases of hazardous chemicals into the atmosphere and chemical spills, or any other catastrophe.

Facility Evacuation

Each department will formulate an evacuation plan for their respective facility. The following procedures should be followed if the need for evacuation arises.

- An alarm to signal a full evacuation of the facility will be given.
- Whenever the alarm sounds, the entire facility will evacuate by designated routes to predetermined assembly areas. Wherever possible, a full evacuation drill covering all employees will be held periodically.
- Once an evacuation has begun, it will be carried to completion even if it is known to be a “false alarm”.
- Re-entry will not be permitted until the “all clear” is sounded.

Emergency Action Plan

- The sounding of an alarm.
- Verbal announcement.
- Description of the Verbal Announcement for:
 - **Terrorist Incident or Hazardous Material Incident:** “ A (type of incident) has occurred in the area. The agent can be harmful if it becomes in contact by ingestion, inhalation, or absorption by humans. Please stay away from open windows and do not leave the building.
 - **Fire:** “There is a problem in the building. Everyone vacate the building and do not use elevators.
 - **Tornado:** “ A tornado warning has been issued for the City of Paragould. All non-emergency employees proceed to the basement / safe location.
- Procedures in case of:
 - **Terrorist Incident or Hazardous Material Incident involving chemical, biological, or radiological agents:** Remain in the building and use shelter-in-place procedures.
 - **Tornado or Earthquake:** Remain in the building and locate to the basement or safe area. Stay away from windows and potential falling hazards. During an Earthquake, employees should get under their desks and evacuate the building

when it is safe.

- Personnel must monitor television or radio broadcasts if available.
- Critical operation shutdown procedures are not required, because employees are not authorized to delay shelter-in-place or evacuation procedures for this purpose.
- Any employee who has knowledge of first aid is authorized to assist hurt or injured employees.
- Any employee physically able to help will make sure all employees and visitors in need of assistance have been helped. If there is anyone who cannot be evacuated, emergency personnel will be notified of their location.
- After an emergency, employees are to gather in the following location(s): 1. City Hall 2. Fire Station #1 3. Public Works 4. Community Center
- Employees are not allowed to leave the area or go home until accountability measures have been completed.

The Mayor or designee has the ultimate approval, implementation, and annual review responsibilities for this plan and to assure the plan is understood and followed by all employees. All new employees will be instructed in this plan, given a copy of this plan, and told where the departmental copy of this plan will be kept.

MATERIALS HANDLING

- Know the safe way to lift equipment and material. Use caution when lifting or lowering any item of significant weight.
- Always request assistance in handling heavy loads or loads of bulky size or shape.
- Keep hands away from pinch points; such as between walls and objects being handled, to prevent crushed fingers and hands.
- Use the proper equipment for moving or lifting the load.
- Remove exposed nails from all lumber, crates, etc., before handling.
- When piling materials for storage, make sure the base is firm and level.
- Stand clear of flying material when cutting metal or wire straps. Warn others of danger.
- Make sure the path through which you must move material is free of traffic, tripping hazards and other dangers.
- Have someone guide you if you must walk backwards when carrying a load.
- Use gloves when handling materials that have splinters, burrs, rough or sharp edges, and hot or slippery surfaces.
- Special shapes – barrels, drums, etc., will require special lifting bars and/or a helper to handle safely. When rolling, push on sides with hands – do not use feet.
- When using pry bars and crow bars - get a good bite, position hands so that if the bite slips, hand or fingers will not be pinched.
- In team carrying, have one person give signals, lift together, walk in step and carry long objects on the same shoulder.
- Use hand-trucks or other special equipment to handle compressed gas cylinders.

FIREFIGHTING EQUIPMENT

- Report any empty fire extinguishers.
- Check the tags on all fire extinguishers – they should date back no more than 12 months.
- Extinguishers should be mounted on brackets; they should not be placed on the floor.
- Make sure that extinguishers are clearly visible to all employees.
- Make sure that all employees know how to use the different types of extinguishers.
Instructions
- should be placed on or near all extinguishers.

HOUSEKEEPING AND MAINTENANCE

Good housekeeping means not only cleanliness and good maintenance, but also an orderly and efficient arrangement of materials, operations, tools, equipment, supplies and storage facilities in general.

- Keep yard areas free of unnecessary combustibles, dry grass, weeds, rubbish, trash, litter, etc.
- Spillage of sand and gravel should be cleaned up immediately.
- Try to avoid spillage or overflow of liquids when filling tanks of vehicles, operating equipment, portable containers, etc. If a spillage occurs, clean area immediately. Spread sand or some other absorbent material; shovel material into a proper container and dispose of the material. The disposal should comply with State Environmental Regulations.
- All stairways, platforms and catwalks, as well as ramps and steps, must be kept free of unnecessary parts, tools, equipment, oil, gravel, etc.
- Maintain all buildings in a neat and clean condition with clear passageways to exits, fire extinguishers, switch gears, etc.
- Maintain roadways and walkways free of obstruction and holes.
- Keep work areas and passageways free of tripping hazards such as old scrap metal, oil spills and other miscellaneous gear.

EVALUATION AND REVIEW

The City of Paragould's Health and Safety Program will be reviewed and updated at least annually to reflect new or modified tasks and procedures which affect the program.

The Safety Representative along with the Safety Committee is responsible for annually reviewing and updating this program.

APPENDIX A: SELF-INSPECTION FORM

	SELF-INSPECTION FORM	YES	NO
Housekeeping	Is the work area clean and orderly?		
Floors	Are floors in good condition - smooth, clear surfaces, without holes, cracks or lumps?		
Aisles	Are aisles and passageways clear, dry and free of tripping hazards?		
Stairways	Are stairs in good condition with handrails?		
Storage	Are materials, products or supplies properly and safely stored to a workable height?		
Ladders	Are ladders provided where needed, of standard construction and in good physical condition?		
Machines & Equipment	Are machines and equipment in safe operating condition? Are necessary guards provided and used?		
Hand Tools	Are the right tools for the job being used? Are they in good condition?		
Electrical	Are all required grounds provided on power tools and extension cords? Is equipment in good operating condition?		
Lighting	Is adequate lighting provided in all work areas?		
Eye Protection	Are all employees provided with suitable eye protection when around operations that produce flying particles?		
First Aid	Are first aid supplies provided if needed?		
Fire Extinguishers	Are fire extinguishers easily accessible, unblocked and properly serviced?		
Entrances	Are entrances kept dry or provided with non-skid mats?		
Exterior (sidewalks, parking lots, etc)	Are sidewalks and parking lots smooth and free of cracks, holes and tripping hazards?		
Training	Are employees trained in proper lifting techniques and material handling?		
Signs	Are safety inspections and warning signs posted where needed?		

Department: _____ Location: _____

Inspection by: _____ Date: _____

APPENDIX B: ACCIDENT INVESTIGATION FORM

ACCIDENT INVESTIGATION FORM

Date of this report: _____

Injured Employee: _____ Date of Birth: _____

Department /Job Title: _____

Time of Injury: _____ AM/PM

Where Injury occurred: _____

Nature of injury / Property damage:

Object or equipment that inflicted the injury, if applicable:

Describe the Incident (what happened)

What were the contributing factors? _____

Witnesses:

What action(s) are being taken, and by whom, to prevent recurrence of this type of injury in the future?

Was the report to supervisor or first aid delayed? _____

If yes, Why? _____

Was medical treatment required? YES / NO

Who administered the treatment? _____

Where was medical treatment administered? _____

What is severity potential for lost time? High/Major ___ Medium/Serious ___ Low/Minor ___

Recurrence Rate: Frequent ___ Occasional ___ Rare ___

SUPERVISOR SIGNATURE: _____ Date: _____

INVESTIGATED BY: _____ Date: _____

REVIEWED BY: _____ Date: _____

APPENDIX C: ANNUAL HEALTH AND SAFETY PLAN REVIEW

ANNUAL HEALTH AND SAFETY PLAN REVIEW

NEW EXPOSURES IDENTIFIED: _____

ACTION TAKEN: _____

REVIEWED BY/ DATE REVIEWED: _____
