



## PERSONNEL POLICIES AND PROCEDURES

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### SECTION 900

#### Safety and Health

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## SECTION 900. SAFETY AND HEALTH

### 901. Policy Statement

- .1 The City of Tulsa is an organization committed to safe working conditions, safe behaviors and safety excellence in everything we do. The purpose of these policies is to assist in the prevention of accidents, illnesses and injuries by establishing programs and procedures by which to conduct work and protect employees, contractors, customers and the community we serve in the City of Tulsa.
- .2 Safety excellence will be achieved through leadership commitment, the continual development of the safety and health programs, learning and communications, employee empowerment, safety processes and systems, accountability, employee safety award/recognition and the continual measurement for improvement of all the elements within the safety and health program.
- .3 Programs and procedures in these policies are considered minimum standards to follow for safe operations. All policies contained within this policy supersede any policies or procedures located within any other document. Compliance with all requirements established in these policies is mandatory.
- .4 These policies do not attempt to address every situation that may arise in the workplace. However, when combined with good judgment, common sense and knowledge, employees, supervisors and managers can work together to provide the safest possible work environment for the employees of the City of Tulsa.

### 902. Safety Commitment

The safety and health of employees, contractors, vendors and citizens will also be the City of Tulsa's most important core value. As a result of this commitment, employees can have the following expectations:

- .1 City of Tulsa leaders are committed to keeping employees safe at work, as well as home.
- .2 City of Tulsa management will lead employees in every aspect of our safety improvement process.
- .3 All employees will be given the knowledge and skills necessary to safely perform their jobs.
- .4 All employees in our organization share in the responsibility of practicing and being safe, regardless of any situation.

- .5 All City of Tulsa employees are responsible for preventing and reducing workplace injuries, illnesses and accidents, regardless of any situation.

903. Cardinal Rules of Safety

The health and safety of employees is both a management and individual responsibility. Every action must be performed with a focus on health and safety. The cardinal rules of safety are of utmost importance in laying the foundation for a safe workplace and cannot be compromised. Any breach of the following rules by any employee will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.

- .1 Failure to wear a seatbelt.
- .2 Knowingly operating a City vehicle without a valid, applicable State license.
- .3 Willfully or intentionally circumventing a safety device or policy or failure to wear personal protection as required.
- .4 Distracted driving/texting while driving.
- .5 Knowingly putting yourself, another employee or any other person in imminent danger or knowingly failing to protect the public.
- .6 Failure to report an on-duty accident or injury incident or failure to cooperate and be truthful in a safety investigation
- .7 Failure to prepare safety related documentation.
- .8 Willfully or intentionally failing to enforce safety policies and violations.

904. Organizational Safety Recognition Policy

.1 Purpose

- .11 The City of Tulsa understands the importance of recognizing safe behaviors to continually improve the safety culture of the organization. The Safety Recognition Policy's purpose is to establish programming to recognize City of Tulsa employees and work groups demonstrating safety excellence in accordance with the City's safety and health vision. This policy allows for the recognition of non-city individuals and organizations having assisted the City of Tulsa achieve safety excellence in accordance with the City's safety and health vision.

.2 Overview

- .21 With the approval and guidance of the City of Tulsa's Safety Oversight Committee, the City of Tulsa will establish and maintain a branded

safety recognition program. The program will be implemented in all departments and shall have processes for the recognition of individual and group awarding. The program shall have an immediate recognition component and an organizational-wide recognition component. The program shall be designed to be efficient and remain cost effective in order to continually maintain the safety recognition programming. The safety recognition program shall include processes for program branding, recognition, and the distribution of recognition. The program shall always keep the spirit of being City of Tulsa safety recognition rather than a departmental recognition. Safety recognition programming shall be administered by City departments to allow for employee recognition by management (i.e. directors, managers, supervisors) in all sworn and non-sworn City of Tulsa departments. These individuals are the appropriate bodies to recognize the safe actions or behaviors of their employees.

.3 Recognition Process

- .31 Individuals and/or work groups who demonstrate safety excellence beyond expected safety performance through either safe actions, behaviors, ideas, innovations, leadership, modeling, or mentoring are eligible for recognition.
- .32 When an employee or work group demonstrates safety excellence per the definition in 904.3.31, a supervisor witnessing the behavior should complete the Certificate of Recognition online, print it, and award it to intended employee.
- .33 The awarding supervisor is responsible for recognizing the recipient(s) in front of their peers in a manner that they see fit for their department, as close to the safe action earning the recognition as possible.
- .34 The awarding supervisor/manager should complete a synopsis of the action that earned the recognition and submit that synopsis to the Safety Oversight Committee as a nominee for higher organizational recognition.
- .35 Notice of the recognition should be forwarded by the awarding department to the Safety Manager in Human Resources for tracking purposes.
- .36 The Safety Oversight Committee will review those recipients periodically, for higher organizational recognition.

.4 Safety Recognition Guidelines

- .41 Supervisors, managers and other City staff are encouraged to bring creativity within the policy and program guidelines, as safety risks vary among the city work groups.
- .42 In addition to a Safety Certificate of Recognition, other meaningful items deemed appropriate by the department, approved by the Safety Oversight Committee and appropriately branded (if necessary) can be presented/awarded, examples include but not limited to; hats, pins, plaques, luncheons, gift cards, etc.
- .43 All items associated with the recognition program shall be approved by the Safety Oversight Committee and be appropriately branded by or through approval of the City of Tulsa Communications Department.
- .44 Any manager, supervisor or other employee of the City of Tulsa can nominate an employee for a safety recognition award.
- .45 Any employee that nominates a fellow employee must submit, by email or in person, the nominees name and the circumstances which resulted in the nomination, to the employee's manager or supervisor.

.5 Certificate of Recognition

- .51 A branded safety recognition certificate designed to represent the City of Tulsa Safety Recognition Program shall be used by all City Departments and a template located on the City's intranet. The certificate shall remain unchanged according to current program branding. Any changes to certificates must be approved by the Safety Oversight Committee

.6 Organization Wide Recognition

- .61 The Safety Oversight Committee will periodically review safety recognition recipients for an organizational-wide recognition. The organizational-wide recognition awarding will be by the Mayor and will be featured with a synopsis of their safe contribution to the City with a personal bio in City of Tulsa newsletters as well as other social media outlets managed by the City of Tulsa Communication Department.

.7 Recognition of Non City Contributors

- .71 Recognition can be given to individuals and organizations that have assisted the City in the pursuit of safety excellence. These individuals and or organizations have shown dedication to improving the City of Tulsa's safety culture through the sharing of ideas, mentorship, processes, promotion, and training. Nominations in this category shall

be submitted to the Safety Oversight Committee for approval. Nominations shall include a synopsis of how the individual or organization earned the recognition

- .72 Recognition shall be in the form of the current branded program Certificate of Recognition. Any other means or forms of recognition shall be approved by the Safety Oversight Committee.

## 905. Injury Reporting

### Definitions:

Atmosphere Problem: means that one or more toxic or flammable gases has exceeded the maximum allowed by OSHA or that oxygen levels have gone above or below allowable limits set by OSHA.

Documentation: means written or electronic verification that an event has transpired, including relevant details.

Distracted Driving: means operating equipment or a motor vehicle while engaged in an activity not directly related to the actual operation of the equipment or motor vehicle, to the point of creating a dangerous situation.

Employment: means while “on the clock” or while engaged in activities related to their employment with the City of Tulsa.

First Aid: means treatment provided by anyone other than a licensed medical professional for an injury or illness provided.

Hazard Mitigation: means the elimination of a hazard or potential hazard.

Immediate: means without delay or when safe to do so

Imminent Danger: means that injury or death is likely or certain to occur.

Incident: means an event or a series of related events that causes an injury.

Injury: means violence to the physical structure of the body and such disease or infection as may naturally result, which arises out of and in the course of employment if such employment was the major cause of the specific injury or illness.

Injury Hotline: means the toll free number for the service contracted by the City of Tulsa for reporting injuries.

Life or Limb Emergency: means any medical condition that could result in loss of life, loss of a body appendage, disfigurement, or permanent loss or impairment of any normal body function.



Medical Treatment: means treatment provided by a licensed medical professional for an injury or illness.

Near Miss: means that an event or events occurred in which an accident or injury was narrowly avoided.

Personal Protection: means Personal Protective Equipment (PPE).

Subject Matter Expert: means a person who is an expert in a particular area or topic.

When any employee has been injured in the course of employment with the City of Tulsa, it is important the safety and well being of the employee is addressed and the injury is properly reported and investigated. Responsibility for this lies with employees, supervisors and managers. In the event of an injury, the following steps should be taken.

.1 Safety Staff Notification

- .11 Safety and Health Section staff shall be notified immediately by an exempt supervisor via telephone when either a fatal injury occurs or any injury serious enough to require an employee's admission to a hospital. Additionally, the Safety Staff shall immediately receive notice of any injury or near miss arising from an excavation collapse, confined entry procedure atmosphere problem or fall from a height of more than six (6) feet which could place employees in imminent danger.
- .12 Based on the initial phone contact information, the Safety and Health personnel will decide whether an additional job-site or other investigation will be performed by Safety in addition to the departmental investigation. Safety staff may be reached through dispatch at 918-586-6999.

.2 Employee's Responsibility

- .21 Employees are encouraged to treat injuries which occur in the course of employment with the City with First Aid when possible.
- .22 For any injury which occurs in the course of employment with the City, the employee should report the injury to the Injury Hotline at 1-877-461-7671 within twenty-four (24) hours of the time of injury.
- .23 When any employee has been injured in the course of employment with the City regardless of the extent, he should report the injury immediately to their exempt supervisor. If their exempt supervisor is unavailable, the employee shall report the injury to any exempt supervisor available.

- .24 If medical treatment beyond First Aid is needed the employee should be taken to City Medical or OSU Medical ER if after hours. If the supervisor believes the employee is in need of medical treatment, the employee is required to participate. Refusal to do so will be addressed through the disciplinary process.
- .25 At no time should employees personally arrange medical treatment from the City Physician. Employees should take with them a Consent of Treatment Form (TUL 4538) completed and signed by their exempt supervisor, or have their exempt supervisor make arrangements as described in 905.32
- .26 When an injury or incident occurs which requires medical treatment other than First Aid, employees will be required to take part in the injury investigation process to discuss the reasons for the injury and how it could be avoided in the future. The injury investigation process shall take place before the employee returns to work.

.3 Supervisor's Responsibility

- .31 If the employee has declined medical treatment for their injury, but the supervisor determines through observation that the employee is in need of medical treatment, the supervisor shall ensure the employee received sufficient initial medical treatment. The supervisor shall not refuse the employee's right to seek medical treatment.
- .32 If medical treatment is necessary the supervisor shall send the employee to City Medical. The employee should be sent to City Medical with Consent of Treatment Form (TUL 4538) completed and signed by an exempt supervisor. In instances when a supervisor is not able to complete the form (such as an urgent need for treatment or responding from a field location), a phone call or e-mail to City Medical would be sufficient to authorize treatment. An employee will not be seen at City Medical without proper authorization unless the City Physician determines there is an urgent need for immediate medical treatment. If the City Physician is not available and if emergency treatment is required, the employee should be taken to OSU Medical Center Emergency Room.
- .33 If a life or limb emergency occurs, the employee shall be transported to the nearest emergency medical facility. It is the responsibility of the supervisor to ensure that the City Physician is notified of such treatment immediately. The supervisor or manager should accompany or meet the employee at the medical treatment facility to ensure the employee receives care.

- .34 The supervisor shall report the injury to the Injury Hotline on behalf of the employee when the employee is unable to call the Injury Hotline within 24 hours of the time of the injury.
- .35 It is imperative the Safety and Health Section of the Human Resources Department be notified by the supervisor immediately as directed within 905.1. This will ensure a complete investigation is performed and OSHA reporting procedures are followed.
- .36 When an injury occurs which requires medical treatment beyond First Aid, the supervisor will conduct an initial investigation using the 905A Supervisor Initial Injury Form. If the employee's supervisor is not available, another supervisor or manager should conduct the initial investigation. The initial investigation should include a site visit of where the injury occurred. The 905A Form should be completed and submitted to the employee's Division/Section Manager within twenty-four (24) hours of the reported injury.
- .37 In most situations, the Injury Investigation Team will meet to perform a complete injury investigation process using the 905B Injury Investigation Report Form and implement hazard mitigations within 72 hours of the reported injury. The Injury Investigation Team should consist of the Department Head, Division/Section Manager, the employee's exempt Supervisor and the injured employee. If needed, a representative from the Safety and Health Section and subject matter expert deemed necessary can join the Injury Investigation Team. In instances where medical treatment is immediately necessary, the supervisor should arrange such a meeting with the employee at the earliest possible time the employee is able to attend and/or participate in the meeting. Every effort should be made to meet with the employee within 72 hours of the injury should the employee be taken off work. In all instances, this meeting shall take place before the employee returns to work. Any supervisor who allows an employee to return to work before the Injury Investigation process takes place will be subject to disciplinary action.
- .38 The 905B Form shall be signed by all individuals who participate in the investigation and electronically submitted to the Safety Data Analyst. The Department should retain a copy of the form and also provide a copy to the employee. The 905B Form should be given to the Division/Section Safety Committee for review/auditing and a communication to all employee about the hazard and hazard mitigations taken.
- .39 The Job Hazard Analysis Form (JHA) for the task involved in the injury shall be completed electronically and submitted for review for the Safety Data Analyst. The Division/Section shall maintain a copy of the JHA Form.

.4 Manager's Responsibility

- .41 Managers should ensure an injury investigation is completed and the 905A Supervisor Initial Injury Form is initiated within twenty-four (24) hours.
- .42 Managers should participate with the Injury Investigation Team. A Manager may fill in for a Supervisor or Department Head on the Injury Investigation Team, but should not substitute for both simultaneously.
- .43 Managers should sign the 905B Injury Investigation Report Form indicating their participation in the investigation.

.5 Department Head's Responsibility

- .51 Department Heads shall understand and endorse the Injury Investigation Process. Department Heads shall establish an after-hours reporting procedure for their department. Department Heads shall ensure all employees are trained and made aware of the normal injury reporting procedures, including after-hours procedures.
- .52 Department Heads shall participate in completing the Injury Investigation process established in this policy. If a Department Head is not able to attend or participate due to absence, a designated individual should participate on his behalf. Department Heads will sign the form noting their attendance and participation in this investigation.
- .53 Department Heads shall ensure electronic records of reported injuries are retained for trending and auditing purposes.
- .54 Department Heads shall provide support and positive leadership to enforce the safety mission of the City.

906. On-the-Job Injury Review/Injury Repeater Program

.1 Policy Statement

In order to aid in the reduction and severity of on-the-job injuries, all departments are required to establish a management level injury review process for the review of all work related personal injuries within specific departmental work units.

Additionally, all departments will establish an Injury Repeater Program administered by management and subject to review by the Safety and Health Division or Human Resources, in accordance with this policy.

## .2 Purpose and Scope

- .21 The purpose of the injury review process is to review injury investigations, evaluate process performance, identify trends and monitor hazard mitigation follow through. Communication of findings to other areas within the department is also included in this process.
- .22 The purpose of the Injury Repeater Program is to identify employees with repeat injuries and design an injury prevention program specifically directed at injury repeaters by focusing all available safety and health resources at determining and correcting previous issues.
- .23 This policy will apply to all non-sworn employees within the City of Tulsa, excluding the Police and Fire Departments. Sworn employees will be subject to similar review through their department policies.

## .3 Definitions

- .31 Injury Repeater means an employee who has sustained two or more OSHA recordable injuries in the prior thirty-six month period. Report Only injuries (including exposures) as well as near misses will be reviewed during the injury review process and considered when designing the injury prevention program.
- .32 Injury Repeater/Prevention program is a program designed to improve the employee's safety performance during the established timeframe.
- .33 OSHA Recordable Injury means any injury which results in medical treatment beyond first aid, results in lost time from work, or restricted work assignment.
- .34 Report Only Injury is any reported injury (including exposure) that does not result in any lost time from work, restriction of duties, or medical treatment.

## .4 Injury Review Process

- .41 The injury Review team members will be appointed at discretion of the department head or designee.
- .42 The injury review process will be held monthly.
- .43 A written summary of the review will be created and copies distributed to the appropriate supervisors, the employee, the employee's personal work unit file as well as the Safety Data Analyst within Human Resources. A composite file of all injury review summaries will be

maintained by the manager for review by Safety and Health personnel and department heads.

.5 Injury Repeater/Prevention Program

- .51 The Division/Section Manager will determine if an employee should be placed in the Injury Repeater/Prevention Program according to the definitions found within Section 906.3.
- .52 An employee's manager and supervisor and Safety and Health staff representative will meet and design an injury prevention program and establish an abatement time frame specifically for an employee who qualifies as an injury repeater.
- .53 The employee's injury prevention program will be documented and copies provided to the department head, to the employee, to the Safety and Health Section representative, and to the employee's file.
- .54 An employee's prevention program may consist of one or more of the following actions:
  - .541 A work method review/evaluation of the employee.
  - .542 A physical evaluation to be performed by City Medical, which could include a fitness for duty evaluation.
  - .543 Retraining in basic job skills.
  - .544 Specific safety training; i.e., lifting, use of chemicals, etc.
  - .545 Scheduled supervisory follow-up.
  - .546 Strength building or work hardening programs (must be approved by City Medical)
  - .547 Referral to the Employee Assistance Program
  - .548 Requirement that the employee conduct special safety training sessions (safety tailgate training sessions for field employees) related to preventing similar injuries.
- .55 The manager and the supervisor, with assistance from a Safety and Health staff representative, will meet periodically during the abatement program to review the employee's progress and the need for changes or adjustments to the program or actions set forth to improve safety performance.

- .56 Failure of the employee to improve safety performance during the injury repeater/prevention program may result in disciplinary action up to and including termination.

907. Safety Committee

Purpose:

In accordance with the City of Tulsa's commitment to safety, each department/division will be responsible for establishing a health and safety committee. The safety committee will provide leadership in the development, implementation, education and involvement in workplace safety.

Each department is responsible for determining the number of safety committees needed at a department/division level, giving consideration to the particular size of their department and ability to appropriately address safety needs. Appendix A-E are meant to serve as suggested guidelines, rather than an extension of policy:

Scope:

- .1 The safety committee will be established with the following objectives:
  - .11 To maintain and enhance employee interest in health and safety issues.
  - .12 To help ensure managers, supervisors and employees are aware that they are primarily responsible for the prevention of workplace accidents.
  - .13 To provide an opportunity for the free discussion of health and safety issues and possible solutions.
  - .14 To reduce the risk of workplace injuries and illness.
  - .15 To inform, educate, train management and employees about health and safety issues.
  - .16 To assist with the City's safety excellence recognition programming.
- .2 All safety committees, in order to be effective, will do the following:
  - .21 Develop committee goals and bylaws to define the specific functions of the committee.
  - .22 Define all duties and responsibilities of committee members.

- .23 Members shall include representation from different levels and areas of the particular department/division.
    - .231 Selecting committee members shall be determined through volunteering or recruitment by Management and Non-Management.
  - .24 Meet monthly, a total of 12 meetings per calendar year.
  - .25 Make committee member attendance mandatory.
  - .26 Maintain a committee size of no less than 4 members.
  - .27 Record minutes that summarize the issues discussed, propose actions to be taken, personnel responsible to follow-up on each item. Minutes shall be published and provided to all employees. Distribution of the minutes is to be prior to the next meeting to allow for corrections to be addressed.
  - .28 Committees shall provide a means to receive suggestions and input of safety issues from all employees. The committee shall provide the employee with the option to be identified or remain anonymous when submitting information.
  - .29 Determine a specific day and time the committee will regularly meet and follow a set agenda.
- .3 Management Responsibilities:
- .31 Management shall monitor the committee to ensure it meets the set goals.
  - .32 Management shall support the committee to ensure all employees understand the commitment to safety.
  - .33 Management shall provide timely review, feedback, and appropriate implementation of committee recommendations/decisions.
  - .34 Management shall determine the number of safety committees needed at a department/division level.
- .4 All division safety committees will report issues to the department safety committee/and staff on a regular basis.
  - .5 Terms of service for committee members and rotation of elected officers may be determined on an individual committee basis.
  - .6 The committee will determine the need for sub-committees



- .61 Sub-committees can be formed with committee members or non-committee members or a combination of both.
- .7 The committee shall review its progress annually (see Appendix).
- .8 The safety committee will assist in the development and administration of the City's safety recognition programming.
- .9 Definitions:
  - .91 Safety Committee: A safety and health committee is a group that aids and advises both management and employees about matters of safety and health pertaining to plant or work site operation.
  - .92 Sub-Committee: A short term subdivision of the main safety committee organized for a specific purpose or task, reporting its findings back to the main committee representatives. Members may be comprised of City of Tulsa employees and/or non-City of Tulsa employees that are experts on the subject.

908. Risk Assessment Program Investigation and Documentation (RAPID)

.1 Policy Statement

Risk Assessment reporting has proven to reduce fatalities, injuries and equipment loss in a number of industries. In a continued effort to ensure the safety and health of its employees and the citizens it serves, the City of Tulsa is issuing this policy endorsing the use of Risk Assessment reporting. All departments shall be responsible for implementing a risk assessment program.

.2 Applicability

This policy applies to all Non-sworn City of Tulsa employees and temporary employees.

.3 Definitions:

- .31 Risk Assessment event: A Risk Assessment event is any condition or behavior that an employee believes to be unsafe or an event or events that occurred in which an accident or injury was narrowly avoided.
- .32 Temporary Employee: Employees from a staffing agency that are directed by City management. This includes seasonal employees and interns.
- .33 The Risk Assessment Reporting System: A voluntary and secure reporting system with the goal of improving all City of Tulsa employee safety. By collecting and

analyzing information on Risk Assessment events, enhancements can be made in procedures, operations and training.

- .34 RAPID Form: Risk Assessment Program Investigation Document (Appendix 1)
- .35 Reporter: Someone who files a RAPID Form.
- .36 Reviewer: Department managers, supervisors or other department 'designees' named by the department director and / or the Department Safety Committee. Reviewers are active City of Tulsa employees with at least 5 years of experience.
- .37 Safe Act: Any act or event that that goes above and beyond safe work practices.
- .38 Stop Work: The cessation of all work due to a life threatening action or condition.

#### .4 Policy

- .41 Events or actions that are found to be in violation of a Cardinal Rules will be processed according to *Policy 903 – Cardinal Rules of Safety* and nothing within this policy shall be construed to award amnesty for those violations. Stop work shall be initiated for any act or condition that is immediately dangerous to the life and health of City of Tulsa employees or citizens.
- .42 Violations of department policy will be processed according to department policy.
- .43 This policy does not replace the Injury Reporting or Collision Reporting policies or procedures.
- .44 Employees who personally experience, witness or are made aware of a Risk Assessment event are encouraged to file a RAPID Form by the end of their shift.
- .45 Employees recording a Risk Assessment reports shall use the designated City of Tulsa's RAPID Form found in Appendix 1.
- .46 Multiple forms of the same incident are encouraged. The variety of perspectives provides additional value to reporting the incident.
- .47 No employee submitting a Risk Assessment form anonymously shall be forced to identify themselves. Employees who voluntarily submit their contact information may be contacted by the reviewer to clarify information on the RAPID Form.

.48 The RAPID Form should also be utilized to capture “safe acts”.

.5 Procedures

.51 RAPID Forms that are submitted directly to the reporter’s immediate supervisor shall be processed according to Appendix 2.

.52 RAPID Forms that are submitted anonymously shall be processed according to Appendix 3.

.6 Responsibilities

.61 Department Directors are responsible for:

.611 Ensuring the department has implemented the RAPID program.

.62 Division Managers shall be responsible for:

.621 Ensuring the Division maintains a proactive approach to correcting risks.

.622 The RAPID program is implemented and productive.

.63 Division Safety Committees (if established) shall be responsible for:

.631 Reviewing submitted RAPID Forms.

.632 Determines risk based on severity and probability of occurrence.

.633 Communicating with reporter (if applicable).

.634 Communicating findings with Department Safety Committee.

.64 Supervisors shall be responsible for:

.641 Reviewing completed RAPID Form with employee (if applicable).

.642 Completing Section 2 –Review on the RAPID Form.

.643 Communicating corrective actions with Division Manager and Division safety committee.

.644 Training new employees on the RAPID program upon hiring.

.65 The Department Safety Committee shall be responsible for:

.651 Reviewing completed RAPID Forms with high risk potential.

- .652 Communicating corrective actions to the Department Director and Safety and Health.
- .653 Fulfilling the duties of the Division Safety Committee when one is not established within a work Division.
- .66 The Safety and Health section will be responsible for:
  - .661 Monitoring the effectiveness of the Risk Assessment Program.
  - .662 Analyzing data received and communicating trends with department management.
  - .663 Communicating with other Directors and Division Managers on lessons learned from RAPID Forms.
- .67 Employees will be responsible for:
  - .671 Participating in the Risk Assessment program.
  - .672 Completing RAPID Forms accurately and in a timely manner.
- 909. There is no policy that corresponds with this section number.
- 910. There is no policy that corresponds with this section number.
- 911. There is no policy that corresponds with this section number.
- 912. There is no policy that corresponds with this section number.
- 913. There is no policy that corresponds with this section number.
- 914. There is no policy that corresponds with this section number.
- 915. Prescription Safety Eyewear Subsidy
  - .1 Prescription safety eyewear for employees shall meet the requirements and specifications set forth in the American National Standard for Occupational and Educational Personal Eye and Face Protection Device, (ANSI) Z87.1-2010 and CFR 1910.133 or CFR 1926.102.
    - .11 Prescription safety eyewear frames will be high impact, tight fitting, plastic only (no wire frames), integrated side shields, non-electrical conducting and the lenses will be made of poly carbonate.
  - .2 Safety eyewear shall be worn in accordance with each Department's safety policies or as specified in the Job Hazard Analysis.

.3 PPE and other safety requirements should be defined in other more job specific policies such as the Job Hazard Analysis.

.4 Purchasing Requirements

.41 An authorization form must be completed and signed by authorized personnel (department head or his designee) and supplied to the vendor at the time of purchase.

.42 One pair of subsidized prescription safety eyewear per year will be used as a basic guideline. Any deviation from this guideline shall be at the discretion of the department head and based on employee eyewear needs.

.43 New employees will need to wear safety eyewear over their personal prescription lenses until they are able to purchase safety prescription lenses.

.5 Costs and Payment

.51 The subsidy is \$100.00 per pair.

.52 Any employee approved for prescription safety eyewear shall have the option of using payroll deduction for their share of the cost. The deduction will be made in two consecutive months from the second monthly paycheck. The amount deducted in each of the two checks shall amount to 50% of the employee's cost.

.53 If an employee desires not to use payroll deduction their portion will be paid at the time of the purchase. Any eyewear in addition to the subsidized pair cannot be payroll deducted.

.54 Should a probationary employee terminate for any reason before three months, reimbursement of the \$100.00 subsidy shall be made to the City of Tulsa.

.55 Employees shall be permitted to purchase extra prescription safety eyewear, without subsidy, at those prices quoted to the City of Tulsa.

.56 The departments will forward to Auditing a list of requests for payroll deduction showing the amount to be deducted from the second paycheck for two consecutive months.

.57 Vision correction and eye health exams will not be covered under this policy, so there will be no reimbursements from the City for these services. Employees must obtain an eye glass prescription from their personal eye doctor or the vendor's eye doctor prior to ordering safety eyewear.

- .6 Authorized Vendors (see Appendix 915 A)
916. Safety Footwear Protection
- .1 Safety footwear for employees shall meet the requirements and specifications set forth in the American National Standard Institute for Safety Footwear, (ANSI) Z41.1-1999, or the latest ANSI standard version, and CFR 1910.136.
  - .2 All employees working in construction job sites, warehouses, and maintenance situations or where carrying and moving loads of ten pounds or more is routine, shall wear safety footwear while on duty and/or in the applicable area.
  - .3 Each department shall be responsible for their employees buying and wearing safety footwear.
  - .4 Purchasing Requirements
    - .4.1 An authorization snap-out form, TUL 4084, must be completed and signed by authorized personnel (department head or his designee) and supplied to the vendor at the time of purchase.
    - .4.2 One pair of subsidized safety footwear per year will be used as a basic guideline. Any deviation from this guideline shall be at the discretion of the department head and based on employee footwear needs.
    - .4.3 Low cut safety footwear and safety tennis footwear (basically leather) will be permitted in job classification where 50% or more of the employee's work time is spent inside City facilities.
    - .4.4 New employees will have two weeks to acquire approved safety footwear.
  - .5 Cost and Payment
    - .5.1 See "Appendix A" of this policy for the current footwear subsidy.
    - .5.2 The subsidy is for safety toe footwear only and can only be used with the authorized contracted vendors listed in Appendix A
    - .5.3 Employees approved for safety footwear shall have the option of using payroll deduction for their share of the cost. The deduction will be made in two consecutive months from the first paycheck within the month. The amount deducted in each of the two checks shall amount to 50% of the employee's cost.
    - .5.4 Employees who desire not to use payroll deduction will pay their portion at the time of the purchase.

- .5.5 Probationary employees who terminate for any reason before three months, shall reimbursement of the subsidy shall be made to the City of Tulsa.
- .5.6 Employees shall be permitted to purchase extra safety footwear, without subsidy, at those prices quoted to the City of Tulsa.
- .5.7 Departments will forward to Auditing a list of requests for payroll deduction showing the amount to be deducted from the first paycheck within a month for two consecutive months.

.6 Seasonal Employees

- .6.1 Seasonal employees and temporary employees of the City of Tulsa (not contracted temporary service employees) shall be required to wear safety footwear per this policy and shall be subsidized as follows:

\$25 for seasonal employees  
\$50 for temporary employees

.7 Authorized Vendors

- .7.1 See "Appendix A" of this policy for current authorized vendor information.

917. There is no policy that corresponds with this section number.

918. There is no policy that corresponds with this section number.

919. There is no policy that corresponds with this section number.

920. There is no policy that corresponds with this section number.

921. Electrical Safety **Effective: 05/02/2005; Revised: 06/12/2017; Revised: 06/18/2018**

.1 Policy Statement

It is the policy of the City of Tulsa to require all employees working with electricity to be appropriately trained or licensed, and equipped by their department with proper electrical protection, including tools and PPE and be trained in their use and maintenance. Any practices not specifically addressed in this policy shall be in accordance with 29 CFR 1910.269, 29 CFR 1910 Subpart S, 29 CFR 1926 Subpart K and NFPA 70E-2018.

.2 Responsibilities

- .21 Departments shall be responsible for ensuring that their employees are properly trained to work with the voltage and hazard category levels that are required in the job and trained on all items in .4 of this policy.

- .22 Departments shall be responsible for equipping their employees who work with electricity with the appropriate personal protective clothing, equipment, and tools.
  - .23 Departments shall be responsible for conducting or having conducted, Arc Flash Studies and Calculations with electrical equipment and apparatus being labeled as per the guidelines in Article 130.5 NFPA 70E-2018.
  - .24 Employees shall be responsible for using the appropriate personal protective equipment. Before starting each job the employee in charge shall conduct a job briefing (Annex I-1/NFPA 70E) with the employees involved. The briefing shall cover such subjects as hazards associated with the job, work procedures involved, special precautions, energy source controls, personal protective equipment requirements, and the information on the energized electrical work permit is required.
  - .25 The Safety and Health section shall be responsible to perform an audit of the electrical safety policy every 3 years; to assure continued compliance of the policies and procedures meet the standards of the latest edition of NFPA 70E.
- .3 General Work Practices
- .31 Only "Qualified Persons", as defined in NFPA 70E, may work on electrical equipment that has been put into an electrically safe condition.
  - .32 There shall be a minimum of two (2) employees present and trained in CPR when working at remote locations, of which, one is a licensed or qualified person. Employees exposed to shock hazards and persons working with those employees shall be trained in methods of release, CPR and AED use.
  - .33 Remote shall be defined as a location that is not readily accessible to emergency services. Additionally, departments shall establish communication procedures for qualified persons working alone on electrical equipment. Procedures shall define:
    - .331 How employees are to check-in with a City of Tulsa 24/7 dispatcher: This should include the employee's name, supervisor and contact information, location, task start and completion times (with employee check-in to dispatcher intervals of every hour if the task is to last more than one hour).
    - .332 Dispatch follow-up and emergency response process



- .333 Dispatch time and record keeping process
- .34 Approach Boundaries to Energized (Live) Parts: No qualified person shall approach or take any conductive object closer to live parts than the restricted approach boundary set forth in Appendix 921A Table 130.4(D)(a) "Shock Protection Approach Boundaries to Exposed Energized Electrical Conductors or Circuit Parts for Alternating-Current Systems" and Appendix 921A Table 130.4(D)(b) "Shock Protection Approach Boundaries to Exposed Energized Electrical Conductors or Circuit Parts for Direct-Current Systems" unless one of the following conditions applies:
- .341 The qualified person is insulated or guarded against energized electrical conductors or circuit parts operating at 50 volts or more. Insulating gloves and sleeves are considered insulation only with regard to the energized parts upon which work is performed.
- .342 The energized electrical conductors or circuit parts are insulated from the qualified person and from any other conductive object at a different potential.
- .35 Safety Interlocks: Only a qualified person following the requirements for working inside the restricted approach boundary (Appendix 921A Table 130.4(D)(a), or (b) shall be permitted to defeat or bypass an electrical safety interlock over which the person has sole control, and then only temporarily while the qualified person is working on the equipment.
- .36 Illumination: Employees shall not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to perform the work safely. Employees shall not perform tasks near exposed energized parts where lack of illumination or an obstruction precludes observation of the work to be performed. Employees shall not reach blindly into an area which may contain energized parts.
- .37 Confined Spaces: When an employee works in a confined space (such as a manhole or vault) that contains exposed energized parts, the department shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. See Personnel Policy 931 for additional information regarding confined space entry.
- .38 Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee causing the employee to contact exposed energized parts.

- .39 Housekeeping: Employees shall not perform housekeeping duties inside the limited approach boundary where there is a possibility of contact with energized electrical conductors or circuit parts unless adequate safeguards (such as insulating equipment or barriers) are provided to prevent contact. Electrically conductive cleaning materials shall not be used inside the limited approach boundary unless procedures to prevent electrical contact are followed.
- .310 Extension cords shall not be used as permanent electrical wiring.
- .311 Attachment plugs and receptacles shall not be connected or altered in a manner which will prevent proper continuity of the equipment grounding conductor at the point where plugs are attached to receptacles. Adapters which interrupt the continuity of the equipment grounding connection shall not be used.
- .312 Employees shall be provided with ground-fault circuit interrupter (GFCI) protection where required by applicable state, federal, or local codes and standards. (29 CFR 1926.404B1iii) (29 CFR 1910.304b (3))
- .313 Portable electric equipment and extension cords used in highly conductive work locations or in jobs where employees are likely to contact water or conductive liquids shall be approved for those locations.
- .314 Energized plug and receptacle connections shall be handled only with insulating protective equipment if the condition of the connection could provide a conducting path to the employee's hand (ex: if a cord connector is wet).
- .315 Employees shall use insulated tools and/or handling equipment when working inside the limited approach boundary of live parts where tools or handling equipment might make accidental contact.
- .316 Conductive articles of jewelry and clothing (such as watchbands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, metal headgear, or unrestrained metal framed glasses) shall not be worn where they present an electrical contact hazard with live parts, unless such articles are rendered nonconductive by covering, wrapping, or other insulating means.
- .317 De-energizing Equipment and Circuits  
Safe procedures for de-energizing circuits and equipment shall be determined before the circuits or equipment is de-energized.
  - .3171 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, shall not be used as the sole means of de-energizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

.3172 Stored electric energy which might endanger employees shall be released. Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded if the stored electric energy might endanger employees.

.318 Lockout/Tag Out

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 use of tools.

.3181 Each tag shall contain a statement prohibiting the unauthorized operation of the disconnecting means and removal of the tag.

.3182 If a lock cannot be applied, or if the supervisor demonstrates that tagging procedures will provide a level of safety equivalent to that obtained by use of a lock, a tag may be used without a lock.

.3183 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 use of a lock. (Examples: removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device)

.3184 A lock may be placed without a tag if only one circuit or piece of equipment is de-energized and the lockout period does not extend over the work shift and employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

.319 Electrically Safe Work Conditions

Establishing and verifying an electrically safe work condition shall include all of the following steps, which shall be performed in the order presented if feasible:

.3191 Determine all possible sources of electrical supply to the specific equipment. Check up-to-date drawings, diagrams, and identification tags.

- .3192 After properly interrupting the load current, open the disconnecting device(s) for each source.
- .3193 Where it is possible, visually verify that all blades of the disconnecting devices are fully open or that draw-out-type circuit breakers are withdrawn to the fully disconnected position.
- .3194 Release stored electrical energy
- .3195 Release or block stored mechanical energy
- .3196 Apply Lockout/Tagout device in accordance with a documented and established procedure
- .3197 Use an adequately rated test instrument to test each phase conductor or circuit part to verify it is de-energized. Test each phase conductor or circuit part both phase-to-phase and phase-to-ground. Before and after each test, determine that the voltage detector is operating satisfactorily.
- .3198 Where the possibility of induced voltages or stored electrical energy exists, ground the phase conductors or circuit parts before touching them. Where it could be reasonably anticipated that the conductors or circuit parts being de-energized could contact other exposed energized conductors or circuit parts, apply temporary protective grounding equipment in accordance with the following:
  - .31981 Placement. Temporary protective grounding equipment shall be placed at such locations and arranged in such a manner as to prevent each employee from being exposed to a shock hazard (i.e., hazardous differences in electrical potential). The location, sizing, and application of temporary protective grounding equipment shall be identified as part of the employer's job planning.
  - .31982 Capacity. Temporary protective grounding equipment shall be capable of conducting the maximum fault current that could flow at the point of grounding for the time necessary to clear the fault.
  - .31983 Impedance. Temporary protective grounding equipment and connections shall have an impedance low enough to cause immediate operation of protective devices in case of unintentional energizing of the electric conductors or circuit parts.

.320 Re-energizing Equipment and Circuits

Steps to re-energize circuits or equipment shall be followed in the order given:

- .3201 A qualified person shall conduct tests and visual inspections to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed.
- .3202 Employees exposed to the hazards associated with reenergizing the circuit or equipment shall be warned to stay clear of circuits and equipment
- .3203 Each lock and tag shall be removed by the employee who applied it.
- .3204 The person who applied and removed the locks and tags shall make a visual determination that all employees are clear of circuits and equipment.

.321 Energized Work

- .3211 Energized work shall be permitted where the employer can demonstrate that de-energizing introduces additional hazards or increased risk.
- .3212 When working within the limited approach boundary or the arc flash boundary of exposed energized electrical conductors or circuit parts that are not placed in an electrically safe work condition (that is, for the reasons of increased or additional hazards or infeasibility, work to be performed shall be considered energized electrical work and shall be performed by written permit only.

.322 Exemptions to Work Permit

Work performed within the limited approach boundary of energized electrical conductors or circuit parts by qualified persons related to tasks such as testing, troubleshooting, and voltage measuring shall be permitted to be performed without an energized electrical work permit, if appropriate safe work practices and personal protective equipment are used.

.323 Approach Distances for Vehicular and Mechanical Equipment

- .3231 Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized, overhead lines shall be

operated so that the limited approach boundary distance of Table 130.4(D)(a), column 2 or Table 130.4(D)(b), column 2, is maintained. However, under any of the following conditions, the clearances shall be permitted to be reduced:

- .3232 If the vehicle is in transit with its structured lowered, the limited approach boundary found in Appendix 921A Table 130.4(D)(a), column 2, or Table 130.4(D)(b), column 2 may be reduced by 6 feet.
- .3233 If insulating barriers are installed to prevent contact with the lines, and if the barriers are rated for the voltage of the line being grounded and are not a part of or an attachment to the vehicle or its raised structure, the clearance may be reduced to a distance within the designed working dimensions of the insulating barrier.
- .3234 If the equipment is an aerial lift insulated for the voltage involved, and if the work is performed by a qualified person, the clearance (between the un-insulated portion of the aerial lift and the power line) may be reduced to the distance given in the fourth column of Appendix 921A Table 130.4(D)(a) or (b).

#### .4 Training

- .41 All employees working with electricity shall be trained to the point of being deemed a "qualified person." All training shall be documented. As a minimum they shall be additionally trained in all of the following:
  - .411 The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.
  - .412 The specific hazards associated with electrical energy.
  - .413 The skills and techniques necessary to determine the nominal voltage of exposed live parts.
  - .414 The limited approach boundaries specified in Appendix 921A Table 130.4(D)(a) and (b) and the corresponding voltages to which the qualified person will be exposed.
  - .415 The decision-making process necessary to determine the degree and extent of the hazard and the personal protective equipment and job planning necessary to perform the electrical task safely.

- .416 The safety-related work practices and procedural requirements necessary to provide protection from the electrical hazards associated with their respective job assignments.
- .417 Annually trained in methods of release of victims from contact with exposed energized conductors or circuit parts.
- .418 Employees responsible for responding to medical emergencies must be trained in first aid, CPR, and use of Automated External Defibrillator (AED) at a frequency that satisfies the requirements of the certifying body.
- .419 Annually trained in their work section's lockout/tag out procedures.
- .4110 Annually trained on the proper use, storage and maintenance of PPE and other protective equipment.

.5 Personal and Other Protective Equipment

- .51 Employees working in areas where there are potential electrical hazards shall be provided by their department with, and shall use, electrical protective equipment rated for the voltage and designed and constructed for the specific part of the body to be protected and for the work to be performed. See Appendix 921A Table 130.7(C)(14), Table 130.7(C)(15)(a), and Table 130.7(C)(15)(b).
- .52 Protective equipment shall be maintained in a safe, reliable condition and shall be visually inspected by the employee before each use. Documented inspections shall be performed every six months.
- .53 As a minimum, employees working within the flash protection boundary shall be provided by their department and wear protective clothing defined in Appendix 921A Table 130.7(C)(15) (a) or (b).
- .54 Head Protection: Non-conductive protective helmets (hard hats) designed to reduce electrical shock hazards shall be provided by their department and shall be worn by employees when there is the potential to make contact with energized or potentially energized conductors and exposed live parts. Protective helmets shall comply with the current ANSI/ISEA Z89.1 standard.
- .55 It is recommended that full-brimmed protective helmets be utilized for increased neck and shoulder protection. Hard hat liners are to be constructed from approved materials and be free of metal parts. Protective helmets shall be visually inspected for damaged parts prior to each use. Protective helmets shall be maintained free from contaminants that may reduce the insulating effectiveness. (Refer to

the manufacturer's instructions on proper inspection, storage, maintenance, cleaning, and disposal procedures.)

- .56 Eye and Face Protection: Devices for eye and face protection in accordance with the current ANSI/ISEA Z87.1 standard shall be provided by the department, and the employee shall wear, wherever there is a danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion. Eyewear shall not have exposed metal parts, or they shall be covered by approved goggles or face shield when performing work on energized parts and/or conductors.
- .57 Hand and Arm Protection: Departments shall provide and employees shall wear gloves appropriately rated for the voltage involved. Rubber insulated gloves shall meet the current ASTM D120 specifications. Rubber insulated sleeves shall meet the current ASTM F496 specifications. Rubber insulated gloves and sleeves shall be inspected for damage prior to each use following the manufacturer's procedures for the inspection, storage, and disposal.

Rubber insulated gloves and sleeves shall be free from the following defects:

- Tears, holes, punctures and cuts
- Ozone damage
- Texture changes such as shrinking, swelling, hardening, softening, sticky or inelastic
- Any other defect that may damage the insulating properties

- .58 Foot Protection: Safety footwear shall meet or exceed the requirements and specifications in the current ASTM F1116 specifications. See Personnel Policy 916, Safety Footwear, for current safety-toed shoe subsidy.
- .59 Protective Shields: Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near live parts which might be accidentally contacted or where dangerous electric heating or arcing might occur.

## .6 Tools and Testing Equipment

- .61 Departments shall provide and employees shall use when working in areas where there is the potential to make contact with energized or potentially energized conductors and exposed live parts, non-conductive tools and testing equipment specifically designed and insulated with materials of composition and thickness that are recognized as electrical insulation.



- .62 Test instruments, equipment, and their accessories shall be designed for the environment to which they will be exposed and for the manner in which they will be used.
- .63 All tools and testing equipment shall be maintained in a safe, reliable condition and shall be inspected and/or tested every three months and the inspection shall be documented.
- .64 Tools shall be visually inspected before each use for external defects such as insulation damage, worn areas, deformed or missing parts, cracks, and indications of internal damage. Employees shall refer to and follow the manufacturer's instructions on the proper use, inspections, care, storage and disposal of tools. Tools found to be damaged or defective shall be tagged out of service and not used until properly repaired.
- .65 All required PPE shall be worn while operating the tools.
- .66 Portable ladders shall have non-conductive side rails when used in areas where there is a potential to make contact with energized or potentially energized parts.
- .67 Testing equipment shall be operated and maintained according to the manufacturer's specifications. If testing equipment is to be calibrated, the testing equipment shall have a label indicating the date of the last calibration and the calibration intervals.
- .68 Testing equipment shall be checked for proper operation immediately before each test.
- .69 Any testing equipment found to be damaged or defective shall be tagged out until repairs can be made according to manufacturer's instructions, or disposed of.
- .610 Fuse or fuse holder handling equipment, insulated for the circuit voltage, shall be used to remove or install a fuse if the fuse terminals are energized.
- .611 Ropes and hand lines used near live parts shall be non-conductive.

922. Personal Protective Equipment      **Effective: 06/01/1995; Revised: 06/18/2018**

.1 Policy Statement

Personal protective equipment (PPE) for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers shall

be provided by the City of Tulsa wherever it is necessary and shall be used and maintained in a sanitary and reliable condition by the employee. Necessity shall be considered to exist by reason of hazards of process or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact. This is in accordance with 29 CFR 1910.132.

## .2 Hazard Assessment

.21 The Section Manager or their designee(s) shall do a written assessment of the workplace and/or job site to determine if hazards are present or likely to be present, which necessitates the use of personal protective equipment. When conducting a survey of a workplace or job site consider the potential of physical impact to the employee; such as penetration, and compression (rollover); chemicals involved; temperature (specifically heat); noise level; harmful dust or other respiratory hazards; environmental hazards such as poison ivy; light intensity and light (optical) radiation.

.22 This assessment shall be documented and filed within the work area and available to the Safety and Health Section for the safety compliance audit.

.23 If the written hazard assessment reveals that hazards are present, or likely to be present, the following shall occur:

.231 Select proper PPE that will protect the affected employee from the hazards identified in the assessment.

.232 Communicate selection decisions to each affected employee.

.233 PPE shall properly fit each affected employee and provide a reasonable degree of comfort. Defective or damaged equipment shall never be used.

## .3 Training

.31 The Section Manager or their designee(s) shall provide training on an annual basis for each affected employee to ensure employee knowledge of at least the following:

.311 When PPE is necessary

.312 What PPE is necessary

.313 How to properly don, doff, adjust, and wear PPE.

- .314 The limitations of the PPE
- .315 The proper care, maintenance, useful life, and disposal of the PPE
- .32 Circumstances where retraining is required include but are not limited to the following:
  - .321 Changes in the workplace rendering previous training obsolete,
  - .322 Changes in the type of PPE to be used rendering previous training obsolete,
  - .323 Inadequacies in an affected employee's knowledge or use of assigned PPE indicating that the employee has not retained the required understanding or skill.
- .33 All PPE training shall be documented and a hard copy on file in the work area available to the Safety and Health Section for the safety compliance audit.
- .4 Eye and Face Protection
  - .41 Devices for eye and face protection shall be in accordance with current ANSI Z87.1 standards.
  - .42 Devices for eye and/or face protection shall be required where there is a reasonable probability of injury from flying objects, glare, mist, dust, liquids, injurious radiation, or a combination of these hazards.
  - .43 In such cases, the department shall make available a type of eye and face protection suitable for the work to be performed. Employees exposed to these hazards shall use such protection.
  - .44 Job duties requiring a minimum level of eye and face protection include but are not limited to:
    - Electrical power equipment
    - Handheld hammering
    - Hand mowing
    - Lathe operations
    - Sawing lumber, trees, branches
    - Scraping paint
    - Tractor mowing operations
    - Vehicle engine maintenance
    - Weed-eating
    - Other duties may be included at the discretion of the supervisor

- .45 Goggles are considered preferable to safety glasses and may be substituted in any of the above areas.
- .46 When exposures to impact hazards are severe, a combination of protective eyewear and a face shield shall be utilized for increased levels of protection.
- .47 Examples of operations requiring the use of safety eyewear and a face shield are:
- Grinder operations
  - Jackhammering, chipping
  - Chainsaw operations
  - Concrete sawing
- .48 Employees involved in the mixing and/or application of hazardous materials or chemicals shall reference the appropriate safety data sheet (SDS) for those chemicals and select the level of protection required by the SDS.
- .49 For eye and face protection relating to Hot Work operations such as welding, cutting, and brazing see, Policy 302 Welding/Cutting Operations
- .5 Hand Protection
- .51 Work gloves of an appropriate material shall be provided by the department and should be worn by the employee when engaged in an activity where hand injuries may occur.
- .52 Appropriate safety gloves, electrician gloves, primary service related electrical work (hot gloves), or gauntlet gloves shall be provided by the department and must be worn by the employee when engaging in electrical work.
- .53 The appropriate (SDS) shall be referenced when engaging in activities involving chemical mixing, spraying or other activities where hazardous chemicals may contact the hands, and the appropriate level of hand protection shall be supplied by the department and utilized by the employee.
- .54 Insulated gloves, such as welding gloves, shall be provided by the department and must be worn by the employee when regular work gloves cannot adequately protect against burns.
- .55 Any requirement that gloves be worn for other duties shall be at the discretion of the supervisor and based on a written hazard assessment.

.56 This is in accordance with 29 CFR 1910.138.

.6 Head Protection for Non-Sworn Employees

.61 To ensure employee safety from overhead hazards, hard hats meeting the current revision of ANSI Z89.1 shall be worn when working in areas where there is a potential for injury to the head from falling objects. Hard hats shall be worn as they were designed to be worn. Only hard hat liners can be worn under the hard hat. This is in accordance with 29 CFR 1910.135.

.62 Hard hats designed to reduce electrical shock shall be worn by employees exposed to electrical hazards.

.63 All jobs and sites including ground crew around scaffolding, ladders, bucket trucks, and cranes require appropriate head protection.

.64 Other specific operations may be designated as hard hat required operations by department management based on the written hazard assessment.

.65 If tractors are equipped with protective screens or devices on the back and both sides, the wearing of head protection may be exempted at the discretion of the supervisor.

.66 Any exemptions to the hard hat policy shall be requested in writing and approved by the Safety and Health Section of Human Resources.

.7 High Visibility Safety Apparel

.71 Purpose and scope

The purpose of this section is to ensure that each non-sworn employee working in or near moving traffic, mowers or heavy equipment, is readily conspicuous to all other persons in the area including equipment operators and drivers whether or not they are a part of the work operations. This section shall apply to all affected non-sworn employees of the City of Tulsa.

.72 Definitions

.721 High Visibility Safety Apparel (HVSA) – Personal protective safety clothing intended to provide conspicuity during both daytime and nighttime usage.

.722 Temporary Traffic Control Zone (TTC Zone) – The temporary traffic control zone including the area of a road or highway where road user conditions are changed because of a work zone, an

incident zone, or a planned special event through the use of TTC devices, uniformed law enforcement officers, or other authorized personnel. See Manual on Uniform Control Devices for Streets and Highways, 2009 Edition (MUTCD 2009) Section 6C.02 for additional information.

- .723 Traffic – This refers to any area permanently or temporarily designed to accommodate moving vehicles or equipment. This includes but is not limited to all areas on or near public or private roads, parking lots, sidewalks, drives, and trails.
  - .724 Work Zone – A work zone is an area of a highway or traffic area with construction, maintenance, or utility work activities. See MUTCD 2009 Section 6C.02 for additional information.
  - .725 Incident Zone – An incident zone is an area of a highway where temporary traffic controls are imposed by authorized officials in response to a traffic incident (see Section 6I.01). See MUTCD 2009 Section 6C.02 for additional information.
- .73 Responsibilities
- .731 Safety and Health Division is responsible for:
    - .7311 Providing training and consultations, upon request, to departments on proper utilization and care of HVSA
    - .7312 Assisting departments in the conduction of site safety inspections to help ensure compliance with this policy.
  - .732 Department Heads are responsible for:
    - .7321 Ensuring adequate funding to purchase appropriate high visibility safety apparel for all affected employees.
    - .7322 Ensuring Section Managers fulfill their responsibilities with regard to high visibility safety apparel.
  - .733 Section Managers are responsible for:
    - .7331 Ensuring supervisors fulfill their responsibilities with regard to this policy
    - .7332 Determining, with the assistance of Health and Safety (as needed), what classes of high visibility safety apparel shall be appropriate for different tasks and types of working conditions employees may be required to work under.

- .734 Supervisors are responsible for:
  - .7341 Providing high visibility safety apparel in appropriate classes and sizes to all affected employees.
  - .7342 Providing training and supervision, with assistance from Health and Safety (as needed), on the proper care and wearing of high visibility safety apparel for all affected subordinates
  - .7343 Ensuring high visibility safety apparel is taken out of service when it has become unserviceable
- .735 Employees are responsible for:
  - .7351 Understanding how, when, and where to wear high visibility safety apparel as well as what class should be utilized in each application
  - .7352 Properly maintaining high visibility safety apparel provided to them by the City of Tulsa
  - .7353 Notifying supervision when City of Tulsa provided high visibility safety apparel has become unserviceable

.74 Standards

All high visibility safety apparel must conform to ANSI/ISEA 107-2010 and must so state on the manufacturer's label. Any apparel without a label or an illegible label will be considered non-compliant.

.75 Utilization

- .751 High visibility safety apparel shall comply with Performance Class 3 as defined in ANSI/ISEA 107-2010.
- .752 High visibility safety apparel shall be provided to all affected City of Tulsa employees at no cost to the employee. Employees are responsible for reasonable care and maintenance of items issued to them by the City of Tulsa.
- .753 Managers and supervisors shall consider actual condition as well as time and working conditions in determining reasonable wear and replacement schedules. All frayed or significantly worn items shall be replaced. Additionally, in cases where reflectorized material has become brittle, broken, and/or detached, the garment shall be replaced.

.76 Updates

In the event that ANSI/ISEA 107-2010, MUTCD 2009 or any other official standard cited herein is updated by its issuing authority, this policy shall be considered to reference the most current version of the respective standard.

923 Hand and Power Tool Safety Effective: 04/19/1993; Revised: 06/18/2018

.1 Policy Statement

This policy is intended to ensure that all hand and portable powered tools and other handheld equipment are free from defects and are working and maintained properly and that all employees have been adequately trained. Employees shall be aware of the basic rules and safety practices relating to the various types of hand tools. Always follow the manufacturer's recommendations. Tools should only be utilized when in good condition and for the purposes for which they were intended when manufactured. The Safety and Training section of Human Resources has developed this policy to ensure the safety of employees working with hand and powered tools. This policy is intended to comply with the OSHA standards contained in 29 CFR 1910.241-244.

.2 Hand Tools

.21 Hand Tools shall be used for their intended purpose.

.22 Hand Tools shall be inspected for defects prior to use

.23 Typical signs of damage are:

- Cracked handles
- Cracked, loose, or mushroomed heads
- Worn or rounded tips
- Worn gripping surface of pliers or wrenches

.24 Tools that are found to defective shall be taken out of service

.25 Hand tools shall be maintained and stored properly

.26 Tools should be handed to employees and never thrown

.27 Appropriate personal protective equipment shall be worn while using hand tools



### .3 Portable Powered Hand Tools

#### .31 General Precautions

Although electrical shock is the primarily recognized hazard associated with electrically powered tools, quickly rotating equipment and tripping hazards caused by electrical tools are also dangerous.

.311 The power line should always be disconnected before accessories are changed.

.312 All shields, guards or attachments required by OSHA or manufacturer are present and shall be equipped while in use. Electric tools used in wet areas or in metal tanks expose the operator to conditions favorable to the flow of current through their body. Only tools listed by Underwriters' Laboratories should be used. Most shocks are caused by the failure of insulation between the current-carrying parts and the metal frames. Because such deterioration is harder to detect than worn or broken external wiring, frequent inspection and thorough maintenance is needed.

.313 Insulating platforms, rubber mats, and rubber gloves provide an additional factor of safety in wet locations. The grounding of portable electric tools provides a positive way of safeguarding the operator. If there is any defect or short inside the tool, the current, drained from the metal frame through a ground wire, does not pass through the operator's body. Electric tools having a third ground wire built into the cord are required. This wire should terminate in a three-prong receptacle in the wiring system. This eliminates the possibility that the operator will forget to attach the ground wire.

.314 These precautions should always be taken when using electric hand tools:

.3141 Keep tools in a safe condition, cleaned, oiled, free of accumulated foreign matter.

.3142 Use only approved and inspected groundable extension cords.

.3143 Examine both the cord and connection carefully before use.

.3144 Keep cords and hoses away from heat, oil, and sharp edges or leaving it where a vehicle may run over it.

- .3145 Any equipment that is found to be defective shall be red tag and removed from service.
- .3146 Wear the appropriate personal protective equipment (PPE) based on the written hazard assessment for the job task.
- .3147 When the potential for flammable vapors or gases to ignite exists, use non-sparking tools rather than electric ones.
- .3148 Store extension cords in clean, dry place where they can lie loosely coiled.
- .3149 Wear close-fitting clothes, tie back any loose hair, and remove jewelry when using the portable power tools.

#### .4 Pneumatic Tools

Pneumatic tools air powered by compressed air. Some hazards associated with pneumatic tools include noise, vibration, fatigue, and strains. As with any energized equipment, there is the potential for harm to people or property. Additional hazards are described below.

- .41 Read the manufacturer manual before operating the tool.
- .42 Wear appropriate PPE. A baseline of safety glasses/goggles, hearing protection, and safety shoes are required. (Face protection, respiratory protection, and abrasive gloves may also be needed).
- .43 Never use compressed air for cleaning unless fitted with an attachment to reduce the pressure at the nozzle.
- .44 Always double check to ensure the attachment is securely connected to the hose. A positive locking device, chain or a short wire attaching the tool and hose is recommended for added protection.
- .45 Inspect hoses on a regular basis for bulge's, cuts, cracks etc....Use hoses that are resistant to abrasion, crushing, and cutting.
- .46 Minimize trip hazards and protect the physical condition of the hose. Do not use hoses for hoisting or lowering tools.
- .47 When using pneumatic tools, a safety clip or retainer must be installed to prevent attachments such as chisels on a chipping hammer from

being ejected during tool operation.

- .48 Pneumatic tools that shoot fasteners that operate more than 100 pounds per square inch, must be equipped with a device that keeps fasteners from being ejected unless the muzzle is pressed against the work surface.
- .49 Never point the nozzle at another person or yourself. Do not use compressed air to dust off the clothing of any part of the body.

#### .5 Stationary Power Tools

- .51 Read and follow the manufacturer's recommendation before working with a power tool.(Drill Press, Grinder, Table Saw, Band Saw, Scroll Saw etc.) Know the tool's applications and limitations, as well as the specific potential hazards.
- .52 All shields, guards or attachments required by OSHA or manufacturer are present and shall be equipped while in use. Never remove guards or safety devices from any machine. For the grinder keep the tool rest as close to the wheel as possible (not more than 1/8<sup>th</sup> inch away) without touching it.
- .53 Ground all tools. If the tool is equipped with three prong plug, it should be plugged into a three-hole electrical receptacle. If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground. Never remove the third prong.
- .54 Keep the area around any machine you are operating clear of debris and unnecessary tools and materials. Keeping the work area clean.
- .55 Do not use electric power tools in damp or wet locations.
- .56 Keep the work area well illuminated.
- .57 Only the machine's operator is permitted within the defined safety zone of any machine. The work area should have no access by the public.
- .58 Never force a power tool.
- .59 Never use a tool or attachment to do a job it was not designed for.
- .510 Wear proper (PPE) based on the written hazard assessment for the power tools in use.
- .511 There should be no loose clothing or jewelry to get caught in moving parts.

- .512 Use clamps or a vise to hold material, when practical
- .513 Do not over reach; keep you proper footing and balance at all times.
- .514 Keep tools sharp, clean, and in good condition.
- .515 Any adjustments, oiling, or cleaning of machinery must be done while the machine is unplugged. Follow manufacturer's recommendation for lubricating and changing accessories.
- .516 Disconnect tools before servicing and when changing accessories such as blades, bits, and cutters.
- .517 Only use manufacturer's recommended accessories.
- .518 Avoid accidental shorting; make sure switch is off before plugging in the cord.

924. Temporary Traffic Control      **Effective: 04/19/1993; Revised: 06/18/2018**

.1 Policy Statement

While the primary function of streets and highways are to provide for the movement of traffic, it is recognized that occasionally certain activities must be performed within or adjacent to the roadway which will interface with the normal movement of traffic. As the necessity for such activity arises a conflict often occurs between the flow of vehicles or pedestrians and the construction work. In order to reduce this conflict to a minimum and to reduce potential hazards to both the public and workers, certain controls are necessary. It becomes necessary to control: 1) Timing and extent of the work; 2) Number of traffic lanes or width of the street to be affected; 3) Location of equipment, supplies and spoil materials related to the work; and 4) Method of warning and routing of the traffic through the work area. All traffic control devices and their manner of usage shall comply with the current edition of the Manual of Uniform Traffic Control Devices.

- .11 Adequate traffic control devices shall be used whenever a motorist is required to change his path of travel.
- .12 Adequate advanced warning is essential to alert motorist to unusual conditions, especially lane closures.
- .13 All employees exposed to vehicular traffic or working within twenty (20) feet of a roadway, street, etc., shall be provided with and are required to wear high visibility, retro-reflective clothing that meets the current standards of ANSI/ISEA 107.

- .14 4 Trucks shall be equipped with the appropriate lighting, mounted on the truck as high as necessary to be seen by approaching traffic regardless of the height of the bed.
  - .15 The use of truck-mounted arrow boards, a portable generator with arrow board and shadow trucks between the workers and oncoming traffic shall be used when the work site is in a non-residential street. Shadow trucks shall maintain a clear space of at least thirty (30) feet from the work crew.
  - .16 The only other vehicles on the shoulder or roadway shall be those necessary to perform the work function.
  - .17 There is no reason to ever block roadways for mowing, weed eating or trim work.
  - .18 Equipment shall be unloaded and the truck removed to an appropriate parking area; not parked on the street for public traffic to move around. When the work is completed, the truck may be brought to the location to pick up the equipment.
  - .19 Off-road signage shall be used to warn vehicular traffic of “mowing ahead” or “workers ahead” so that drivers may be aware of possible hazards and reduce their speed.
  - .110 Flaggers shall be used under the following conditions:
    - .1101 To stop traffic intermittently as necessitated by work progress
    - .1102 To control traffic past a work site at reduced speeds to help protect the work crew
    - .1103 When traffic in both directions must use a single lane for a limited distance. One flagger is required for each direction of travel affected.
  - .111 Flaggers shall wear high visibility, retro-reflective clothing that meets the current ANSI/ISEA 107 standard and must be approved for nighttime use (Class3).
  - .112 Flaggers shall display a flag, use proper hand signals or use an appropriate sign paddle.
- .2 Traffic Control Procedures
- .21 The appropriate pre-job planning, including traffic control plans, should be completed before work begins.

- .22 Upon arriving at the work area all of the advanced warning signs should be installed beginning at the point farthest away from the work area and proceeding toward the work area.
  - .23 If traffic control plan used requires a flagger, he should assume his position at this time at the approximate location shown on the plan.
  - .24 The foreman, or someone appointed by him/her, should then drive through the work area after the installation of traffic control and before work begins to determine if adequate sight distance for the drivers exists and that the traffic control has been properly installed.
  - .25 Cones or other types of channeling devices should then be installed.
  - .26 The work vehicles may be moved into place on the shoulder or roadway as required. Support vehicles shall be positioned where they do not pose an increased risk to the job site or citizens.
  - .27 Upon completion of work, all work vehicles should be moved off the shoulder or roadway.
  - .28 All cones or other channeling devices should be picked up in reverse order of placement.
  - .29 Bring in the flagger(s).
  - .210 Remove all advanced warning signs beginning with the sign closest to the work area and moving toward the farthest sign.
  - .211 Always remove, cover or lay down unnecessary and inappropriate signs when leaving the job site. Never leave lane closure signs in place when the lane has been reopened.
  - .212 As a minimum, orange safety cones shall be placed at the left front and left rear of City of Tulsa vehicles that are one ton or more in weight, while parked at any location other than the equipment storage site or a fueling station.
- .3 Training
- .31 Employees who are required to work within or establish traffic control throughout the job site shall be trained annually in this policy and any applicable department established policies and procedures.

- .32 Employees operating as Flaggers shall undergo initial training to ensure they are competent in proper flagging operations and that training shall be refreshed annually.

925. There is no policy that corresponds with this section number.

926. There is no policy that corresponds with this section number.

927. There is no policy that corresponds with this section number.

928. There is no policy that corresponds with this section number.

916. There is no policy that corresponds with this section number.

929. There is no policy that corresponds with this section number.

930. There is no policy that corresponds with this section number.

931. Confined Space Entry

.1 Policy Statement

This policy contains requirements for practices and procedures to protect City of Tulsa employees from the hazards of entry into a permit-required confined as required by OSHA standard 1910.146. All employees shall be provided adequate training and protection equipment by their department when working in and around confined spaces.

.2 Responsibilities

.21 Division/Section Manager shall be responsible for:

.211 Ensuring that division/section complies with all components of this policy.

.212 Ensuring employees who work around and enter confined spaces have the required equipment.

.213 Ensuring the permit system is being properly administered.

.214 Ensuring all requirements, duties, and communications from section 931.2 of this policy are adhered to.

.22 Exempt Supervisors shall be responsible for:

.221 Ensuring that confined spaces are properly identified and evaluated for hazards.

- .222 Ensuring the permit system documentation and training documentation is retained and evaluated properly.
- .223 Ensuring annual refresher training to employees who work around and enter confined spaces.
- .224 Ensuring training before the employee is first assigned duties under this policy.
- .225 Ensuring that confined space entry crew(s) have a sufficient number of employees to safely and efficiently perform duties.
- .226 Ensuring the protection equipment is maintained and in good working condition.
- .23 Entry Supervisors shall be responsible for:
  - .231 Knowing the types of hazards that may be faced during entry, including information on the signs, symptoms, and consequences of the exposures to these hazards.
  - .232 Certifying that all existing hazards have been evaluated and the necessary protective measures have been taken to ensure the safety of each employee.
  - .233 Verifying and documenting the following on the Confined Space Entry Permit (931-A) before allowing entry to begin:
    - .2331 All atmospheric tests specified by the permit have been conducted; and
    - .2332 All procedures and equipment specified by the permit are in place; and
    - .2333 Record the name of each authorized entrant and attendant on the permit; and
    - .2334 Sign and date the permit.
  - .234 Verifying that rescue services are available and that the means for contacting them are operable.
  - .235 Determining, whenever responsibility for a permit-required confined space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.



- .236 Terminating the entry and canceling the permit as required.
- .237 Ensuring that all required protection equipment is on site, in good working order, and properly used.
- .238 Removing unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- .239 Ensuring continuous monitoring and ventilation is performed during work in a confined space.
- .240 Ensuring that protection equipment is properly stored and maintained.
- .24 Authorized Entrants shall be responsible for:
  - .241 Knowing the types of hazards that may be faced during entry, including information on the signs, symptoms, and consequences of the exposures to these hazards.
  - .242 Ensuring through performing or observing, that confined space pre-entry tests for hazardous are within acceptable levels for entry as defined in section 931.62 of this policy.
  - .243 Using and wearing all required protective equipment in accordance with manufacturer's specifications.
  - .244 Communicating with attendant by voice or electronic communication devices as necessary to enable the attendant to monitor authorized entrant status, and to enable the attendant to alert authorized entrants of the need to evacuate the space if any determination of imminent danger is detected by the attendant.
  - .245 Exiting from the permit space as quickly as possible whenever:
    - .2451 An order to evacuate is given by the attendant or the entry supervisor.
    - .2452 The authorized entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
    - .2453 The authorized entrant detects a prohibited condition.
    - .2454 An evacuation alarm is activated.
- .25 Attendants shall be responsible for:

- .251 Being aware of the possible behavioral and physical effects of hazardous exposures to the authorized entrants including information on the mode, signs or symptoms, and consequences of the exposure.
- .252 Continuously maintaining an accurate count of authorized entrants in the permit space.
- .253 Remaining outside and directly by the permit space during entry operations until relieved by another attendant.
- .254 Communicating with authorized entrants by voice or electronic communication devices and to alert authorized entrants of the need to evacuate the space.
- .255 Monitoring activities inside and outside the space to determine if it is safe for authorized entrants to remain in the space.
- .256 Ordering the authorized entrants to evacuate the permit space immediately, if such need is determined.
  - .2561 If the attendant detects a prohibited condition.
  - .2562 If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
  - .2563 If the attendant detects a situation outside the space that could endanger the authorized entrants.
  - .2564 If the attendant cannot effectively and safely perform all the duties required.
- .257 Summoning rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards (see 931.91 of this policy).
- .258 Taking the following actions when unauthorized persons approach or enter a permit space while entry is underway;
  - .2581 Warn the unauthorized persons that they must stay away from the permit space.
  - .2582 Advise the unauthorized persons that they must exit immediately if they have entered the permit space.

- .2583 Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
  - .259 Performing non-entry rescues as specified by the City of Tulsa rescue procedures (see 931.93 of this policy).
  - .260 Refrain from any activity that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.
- .3 Identifying permit-required confined spaces
- .31 If the workplace contains permit-required confined spaces, each work section shall inform exposed employees by posting danger signs. Each section shall include in their written plan a provision to post danger signs on all permit-required space entrances with the exception of manholes, vaults and pits that are in the street (See 931.33). The sign shall read Danger: Permit-required Confined Space. Do Not Enter.
  - .32 Each work section shall identify all permit-required confined spaces and develop a list of all permit-required spaces and their locations with the exception of manholes. Each section shall review and update their list annually.
  - .33 All manholes, vaults, and pits shall be considered permit-required confined spaces, as defined in 29CFR1910.146(b), and this shall be communicated during annual confined space training to all employees whose duties require them to work in and around confined spaces.
- .4 Permit System
- .41 The permit system is required documentation of the confined space including hazards associated with the space, atmospheric testing and monitoring, ventilation, entry and rescue procedures, and other pertinent information.
  - .42 The division/section shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the permit so that appropriate revisions to the permit-required space program can be made.
  - .43 Section managers shall perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

- .44 Completion of Confined Space Entry Permit (931-A) pre-entry requirements, by the Entry Supervisor is required prior to confined space entry by the authorized entrants.
  - .45 The Entry Supervisor shall be responsible for reviewing the permit and shall sign off before work begins.
  - .46 The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry portal or by any other equally effective means so that the authorized entrants can confirm that pre-entry preparations have been completed.
  - .47 The duration of the permit may not exceed the time required to complete the assigned task.
- .5 Permit-required Confined Space Entry
- .51 The Entry Supervisor shall determine if he/she has a sufficient amount of employees to safely and efficiently complete the entry and the tasks involved. If the tasks will cause the attendant to perform duties that interferes with the attendant's primary duty of monitoring and protecting the authorized entrant, then the entry shall not be made and the Entry Supervisor shall inform the exempt supervisor that additional crew members are needed. Crew size considerations shall include but are not limited to:
    - .511 When the entry location is out of view of rescue personnel, or away from the address that will be provided to rescue personnel, then another employee needs to be available to flag down rescue personnel and lead them to the entry site.
    - .512 When a traffic control flag person(s) is needed to enable safe traffic flow.
  - .52 Entry Supervisor and/or proper personnel shall establish, test and monitor traffic controls if the confined space is in a traffic way.
  - .53 Entry Supervisor and/or proper personnel shall ensure that when entrance covers to openings level with the walking surface are removed, the opening is promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent a person from an accidental fall into the opening and that will protect employees working in the space from foreign objects entering into the space.
  - .54 All confined spaces are to be considered dangerous until a hazardous evaluation is performed on the space. The following must be checked for (See 931.62 for levels).

- .541 Oxygen content.
- .542 Flammable gases and vapors.
- .543 Potential toxic air contaminants including hazardous toxins produced from work performed in the space.
- .544 Environmental, physical, mechanical hazards.
- .545 Hazardous Energy Sources.
- .55 The Entry Supervisor completing the Confined Space Entry Permit will test, evaluate, plan and implement procedures necessary to safely complete the work in a permit-required confined space and document these factors by completing the Confined Space Entry Permit (931-A).
- .56 The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry portal or by any other equally effective means so that the authorized entrants can confirm that pre-entry preparations have been completed.
- .57 Before the entry is made the Entry Supervisor shall notify the section's base or dispatch that an entry is being made, the location of the entry, and any other pertinent details that will aid rescue personnel. The Entry Supervisor shall also give the base/dispatcher a projected time when the authorized entrant will exit the space.
- .58 After entry is made base/dispatch must be notified when:
  - .581 The authorized entrant has completed the task and exited the space.
  - .582 The authorized entrant is not finished with the task by the exit time or has exited the space and will not re-enter until after the exit time, in which case a new entry and exit time shall be given to base/dispatch.
- .59 There shall be continuous testing and ventilation during work in a permit-required confined space. There shall be no hazardous atmosphere within the space whenever any employee is inside the space.
- .510 Any person entering a confined space must be trained as an authorized entrant.
- .511 Any person posted outside the confined space must be trained as an attendant.

.6 Testing and Monitoring

- .61 Before an employee enters the space, the internal atmosphere shall be tested for a minimum of 5 minutes or longer, according to manufacturer's instructions, with a calibrated direct-reading instrument for oxygen content, for flammable gases, and vapors, and for other potential toxic air contaminants, in that order. When monitoring for entries involving a descent into atmospheres that may be stratified with various harmful atmospheres, the atmosphere shall be tested a distance of approximately 4 feet in the direction of travel and to each side prior to movement in that direction. If a sampling probe/tube is used, the authorized entrant's rate of progress shall be slowed to accommodate the sampling speed and detector response. Confined space entry shall be prohibited until the atmosphere of the confined space has been tested and documented by the entry supervisor on the Confined Space Entry Permit (931-A.).
- .62 Entry will be prohibited if:
- .621 Concentration of flammable gas, vapor or mist in the atmosphere is greater than 10% of the Lower Flammability Limit (LFL) or Lower Explosive Limit (LEL).
  - .622 Airborne combustible dust at a concentration that meets or exceeds its LFL or LEL. This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less.
  - .623 The percentage of oxygen for entry is less than 19.5% or greater than 23.5%.
  - .624 The H<sub>2</sub>S is greater than 10 ppm.
  - .625 The CO is greater than 35 ppm.
  - .626 Any other hazardous atmospheric condition is determined to exist.
- .63 There shall be continuous monitoring for hazardous atmospheric conditions anytime employees are working in a permit-required confined space.
- .64 Employees entering a permit-required confined space shall carry and use hazardous atmosphere detecting equipment with an audible alarm while in the permit-required space. Testing in advance of the authorized entrant's direction of movement shall be performed to warn the authorized entrant of any deterioration in the atmospheric conditions. When several authorized entrants are working together in

the same immediate location, one instrument, used by the lead authorized entrant, is acceptable.

.7 Ventilation

.71 Continuous forced-air ventilation shall be used, as follows:

.711 An authorized entrant may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.

.712 The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have vacated the space.

.713 The air supply for the forced air ventilation shall be from a clean source and shall not increase the hazards in the space.

.714 The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any authorized entrant, or that entrant's authorized representative, shall be provided with an opportunity to observe the periodic testing required by this paragraph.

.8 Safety Equipment

.81 The City of Tulsa provides all needed monitoring devices and safety protection equipment to permit-required confined space entry crews. Exempt supervisors shall be responsible for ensuring that all safety equipment is in proper working order, is used properly, and is maintained, repaired and disposed of per the manufacturer's recommendations. Exempt supervisors shall also be responsible for performing and/or ensuring the completion of all required inspections on protective equipment and informing management in writing of safety equipment needs.

.82 The following safety equipment shall be made available as needed during a permit-required confined space entry and used if hazardous conditions dictate:

.821 Appropriate personal protection equipment for the types of hazards including hard hats, hand and foot protection, eye protection and protective clothing.

.822 Direct reading hazardous atmospheric detectors with audible alarms and sampling probe/tubes as required.

- .823 Blowers and auxiliary equipment.
  - .824 To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant; retrieval systems shall meet OSHA requirements 1910.146(k)(3) (see COT policy 503.8 for required fall inspection documentation).
  - .825 Escape air pack (10 minutes minimum).
  - .826 Ladder (see COT policy 503.8 for required ladder inspection documentation).
  - .827 Waterproof lighting equipment to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
  - .828 Fire extinguisher.
  - .829 Communication system for authorized entrant to attendant.
  - .830 Communication device provided by the City of Tulsa for contacting emergency personnel (911).
  - .831 Barricading devices around entry hole.
  - .832 Non-sparking tools.
- .9 Rescue Procedures
- .91 Rescue services will be carried out by the Tulsa Fire Department or other locally responsible emergency services (if outside the City of Tulsa limits.) In case of emergency the attendant must immediately contact 911 or contact dispatch to contact 911. Attendants shall never enter the confined space.
  - .92 The City of Tulsa will evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified.
  - .93 Evaluate a prospective rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing authorized entrants from the particular permit space or types of permit spaces identified.
  - .94 Select a rescue team or service from those evaluated that:



- .941 Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified.
  - .942 Is equipped for, and proficient in, performing the needed rescue services.
  - .943 Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site.
  - .944 Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.
  - .95 If a third person is available, that person shall act as a spotter for rescue personnel when the confined space is out of view of the street.
  - .96 Non-entry rescue by the attendant shall only be attempted when the authorized entrant's life is in immediate danger and he/she (the authorized entrant) is properly equipped with safety harness and retrieval system.
  - .97 Notify exempt supervisor as soon as possible when a non-entry rescue is being performed.
- .10 Training
- .101 The City of Tulsa shall provide training to all employees with permit-required confined space duties to acquire and demonstrate the understanding, knowledge and skills necessary for safe performance prior to being assigned any permit-required confined space entry duties.
  - .102 Each section is responsible for training on specific types of confined spaces and the specific hazards of those permit-required confined spaces.
  - .103 Exempt Supervisors shall ensure that the required training has been completed and documented. The documentation shall contain the date of the training, each employee's name with signature or initials and the name and signature of the trainer(s). The training documentation shall be available for inspection by employees, Safety and Health section employees, and State Department of Labor inspectors.
  - .104 Entry Supervisor, Authorized entrants, and Attendants shall attend refresher training every two years, as well as in-service training on alternating years. Any employee new to confined space entry duties

will be trained on all components of this policy prior to performing confined space entry duties. Specific training shall occur more often when:

- .1041 New hazards are present or introduced into a permit-required confined space.
  - .1042 Different hazardous atmosphere detecting devices and safety protection devices are used.
  - .1043 A new, redesigned, or unusual permit-required confined space becomes the responsibility of that section.
  - .1044 Any new component is added to this policy or any component is changed in this policy.
  - .1045 Any new employee to confined space entry duties enters the work section.
- .105 Confined space entry training shall include but not be limited to the following subjects:
- .1051 Identifying confined spaces.
  - .1052 Evaluating confined spaces for hazards and potentials hazards including but not limited to:
    1. Toxic, oxygen deficient, and flammable atmospheres.
    2. Engulfing materials (solids and liquids).
    3. Internal confined space configurations which could cause entrapment or asphyxiation to authorized entrants.
    4. Fall hazards.
    5. Extreme heat and cold.
    6. Steam pipes and chemical lines.
    7. Hazardous noise levels.
    8. Electrical hazards.
    9. Hazardous levels of dust or other contaminants.
    10. Machinery (unguarded or otherwise).

11. Work being conducted in confined spaces that may produce hazards such as toxic vapors, explosive atmospheres, hazardous contaminants, excessive vibrations, and hot work such as welding, cutting and brazing.

12. Areas adjacent to confined spaces that potentially could cause hazards to the confined space.

13. Weather conditions that could have an effect on the space.

.1053 Administering and evaluating the Permit System.

.1054 Permit-required confined space entry procedures.

.1055 Testing and monitoring procedures for hazardous atmospheres including training on hazardous atmosphere detectors specific to each section.

.1056 Ventilation procedures including placement of power ventilators and training on power ventilators specific to each section.

.1057 Proper use and care of safety equipment including but not limited to all the safety protection equipment as outlined in section 931.82 of this policy.

.1058 Proper rescue procedures as outlined in sections 931.91 through 931.93 of this policy.

.1059 Entry Supervisor's, authorized entrant's, and attendant's responsibilities including but not limited to sections 931.23 through 931.25 of this policy.

#### .11 Alternate Entry Procedures

.111 A department/division may use the alternate procedures specified in 931.112 of this section for entering a permit space under the conditions set forth.

.1111 A section whose employees enter a permit space need not comply with 931.23 through 931.25 and 931.4 through 931.5 of this policy, provided that:

1. They can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.

2. They can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.
  3. They develop monitoring and inspection data that supports the demonstrations required.
  4. If an initial entry of the permit space is necessary to obtain the data required, the entry is performed in compliance with this policy.
  5. The determinations and supporting data required are documented by management and are made available to each employee who enters the permit space under these terms.
  6. Entry into the permit space under the terms of 931.112 of this section is performed in accordance with the requirements of 931.112 of this section.
- .112 The following requirements apply to entry into permit spaces that meet the conditions set forth in paragraph 931.111 of this section.
- .1121 Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
- .1122 When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
- .1123 Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any authorized entrant, or that entrant's authorized representative, shall be provided an opportunity to observe the pre-entry testing required by this paragraph.
1. Oxygen content,
  2. Flammable gases and vapors, and
  3. Potential toxic air contaminants
- .1124 There may be no hazardous atmosphere within the space whenever any employee is inside the space.

.1125 Continuous forced air ventilation shall be used, as follows:

1. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
2. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
3. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

.1126 The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any authorized entrant, or that entrant's authorized representative, shall be provided with an opportunity to observe the periodic testing required by this paragraph.

.1127 If a hazardous atmosphere is detected during entry

1. All authorized entrants shall leave the space immediately;
2. The space shall be evaluated to determine how the hazardous atmosphere developed; and
3. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

.1128 The employer shall verify that the space is safe for entry and that the pre-entry measures required by .112 of this section have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space or to that employee's authorized representative.

## .12 Contractors

.121 When the City arranges to have employees of another employer (contractor) perform work that involves permit-required space entry, the City department/section shall:

.1211 Inform the contractor that the workplace contains permit-required spaces and that permit-required confined space entry is allowed

only through compliance with the current version of OSHA's 1910.146.

- .1212 Apprise the contractor of the elements, including any knowledge of past experience with the hazards identified, and their (the city's) experience with the permit-required confined space to be entered by the contractor.
  - .1213 Apprise the contractor of any precautions or procedures that they (City department/section) have implemented for the protection of their employees when working in or near the permit-required confined spaces where the contractor's personnel will be working.
  - .1214 Coordinate entry operations with the contractor, when City personnel and the contractor's personnel will be working in or near the same permit-required confined spaces.
  - .1215 Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.
- .122 In addition to complying with the permit requirements of OSHA, each contractor who is retained to perform permit space entry operations shall:
- .123 Obtain any available information regarding permit space hazards and entry operations from the City specific to the confined space(s) the contractor is entering.
  - .124 Inform the City of the permit-required confined space procedures the contractor shall be following.
  - .125 Inform the City in writing of any hazards confronted or created in the permit-required confined spaces entered and discuss the hazards during the debriefing meeting.
- .13 Definitions and Terminology

Attendant – means a properly trained individual stationed outside one or more permit-required spaces who monitors the authorized entrants, and who performs all attendant duties assigned in the City of Tulsa's permit-required confined space program.

Authorized Entrant – means an employee who is properly trained and authorized by the City of Tulsa to enter a permit-required confined space.

Base/Dispatch – means a person who is notified by the Entry Supervisor of the commencement of an entry and of the entry details and will have the ability to monitor and instantly communicate with the Attendant, Entry Supervisor and contact rescue personnel if needed.

Cancelled Permit – means the confined space entry has been completed.

Combustible Atmosphere – is an atmosphere in excess of 10% of the Lower Explosion Limit (LEL).

Completed Permit – is the term used for a permit filled out properly prior and during entry.

Confined Space – means a space that:

1. Is large enough or so configured that an employee can bodily perform assigned work
2. Has limited or restricted means for entry or exit
3. Has openings that are limited primarily by size and location. Openings may be small in size and may be difficult to move through easily. However, in some cases openings may be very large; for example, open-topped spaces such as pits or excavations of more than (4) feet in depth. Entrance and exit may be required from top, bottom, or sides.

Contaminants – are any organic or inorganic substance, dust, fume, mist, vapor, or gas that can be harmful or hazardous to human beings when in the presence of the air they are breathing.

Engulfment – means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry Operation – means the physical entry of an authorized entrant into a confined space.

Entry Supervisor – means the person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Environmental and Physical Hazards – means hazards that have the potential to cause serious safety or health hazards to authorized entrants. These hazards can include but are not limited to: hazardous levels of dusts, extreme heat or cold, hazardous noise or vibration, unprotected falls of more than 6 feet, falling debris, or structurally unsafe spaces.

Hazardous Energy Sources – means sources of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy that have the potential to cause serious safety or health hazards to authorized entrants.

Immediately dangerous to life or health (IDLH) – means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

In-Service Training – is training provided by each section during an alternating year in which refresher training is not provided by Safety and Health.

Isolation – means the process by which a permit space is removed from service and completely blinding; misaligning or removing sections of lines, pipes, and/or ducts; a double block or bleed system; lockout tag out of all sources of energy; or blocking or disconnecting all mechanical linkages.

Non-Permit Confined Space – is a confined space that does not contain, and does not have the potential to contain any hazard capable of causing death or serious physical harm (with respect to atmospheric hazards).

Oxygen Deficient Atmosphere – contains less than 19.5% oxygen.

Oxygen Enriched Atmosphere – means an atmosphere containing more than 23.5 percent oxygen by volume.

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

1. Contains or has a potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an authorized entrant.
3. Has an internal configuration such that an authorized entrant could be trapped and asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
4. Or contains any other recognized serious safety or health hazard that cannot be made completely safe from outside of the space through the isolation of hazardous energy sources, or cannot be made completely safe from the outside of the space from environmental or physical hazards.



Prohibited condition – means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Retrieval system – means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Toxic Atmospheres – have concentrations of airborne contaminants in excess of the permissible exposure limits as noted in OSHA Standard for General Industry 29 CFR 1910.1000, subpart “Z” and subpart “H”.

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950 Drug Testing **Effective 4/19/93; Revised 12/6/96; Revised 5/15/97; Revised 6/2006; Effective /1/2008; Revised 1/15/2014; Effective 12/14/2018**

.1 Drug Policy Defined

.11 It is the policy of the City of Tulsa that the use of illegal drugs and the abuse of legal drugs in the workplace constitutes a violation of the law and may also represent a threat to personal and public safety and property. Abuse of such substances can grossly diminish the productivity and reliability of employees there by violating the public trust. Such behavior shall not be tolerated and the City of Tulsa will administer a program to educate employees regarding the hazards of substance abuse and to eliminate such abuse.

.12 The elected officials, management, collective bargaining units and employees of the City of Tulsa have a joint interest in workplace safety, the elimination of substance abuse and the improvement of related job performance safety and efficiency.

.13 The City's program shall include efforts to rehabilitate employees suffering from substance abuse problems. Employees are strongly encouraged to seek voluntarily, pro- active assistance through the Employee Assistance program if they use illegal drugs or have an alcohol related problem. (See 109.203) However, this policy allows that a department may choose to continue the employment of an individual upon an initial occurrence of a positive drug or alcohol test which was initiated by the City and after review of the employee's total work record. Upon an employee's return to work after such a test result, any further positive drug or alcohol test shall result in the termination of the individual's employment with the City of Tulsa.

.2 Effective Date

This policy will be effective thirty (30) days after official posting and following distribution of the policy to all City employees.

.3 Authority

This policy shall be in accordance with and administered pursuant to the Standards for Workplace Drug and Alcohol Testing Act contained in Title 40 O.S. §551 et seq., 49 U.S.C. Sections 2717 and 1434 of the Federal Statutes and the Department of Transportation (D.O.T.) rules and regulations found at 40 CFR Part 121 and 40 CFR Parts 382, 391 and 392 and any amendments thereto. Drug and alcohol testing required by and conducted pursuant to federal law or

regulation shall be exempt from the provisions of the Standards for Workplace Drug and Alcohol Testing Act and the rules promulgated pursuant thereto.

.4 Application

.41 This policy shall apply to all regular full-time, part-time and temporary employees of the City of Tulsa. It shall not apply to independent contractors or employees provided by temporary agencies.

.42 The provisions of this policy, which apply specifically to employees who are under the Department of Transportation commercial motor vehicle driver regulations, are directed at those employees who are required to hold an Oklahoma Commercial Driver's License type A, B, or C due to the requirements of their position and job duties.

.5 Pre-Placement Testing

All external applicants for City positions within classified regular or classified part-time employment or sworn Fire Department positions shall undergo drug and/or alcohol testing prior to assignment.

.51 Job applicants shall be tested only after a conditional offer of employment is made.

.52 Pre-employment dilute negative drug test is considered a negative test and the test will not be repeated.

.53 If the job applicant is unable to provide the quantity of urine needed for the test, the collector shall instruct the job applicant to drink not more than 40 ounces of fluids and after a period of up to three (3) hours, again attempt to provide a complete sample using a fresh collection container. Refusal to drink fluids is not a refusal to be tested. The original insufficient specimen shall be discarded.

.54 If the applicant is still unable to provide an adequate specimen, the insufficient specimen shall be discarded, testing discontinued; and the Medical Review Officer (MRO) notified. (See PPPM 950.14 for more information regarding the MRO). At this time the MRO will perform a medical evaluation to determine if there is a legitimate medical condition that prevents production of a sufficient urine specimen. The MRO must determine if the medical condition is acute or permanent, and if permanent, whether there are clinical signs of illegal drug use. Medical conditions that would prevent the production of a suitable amount of urine must be an ascertainable physiologic condition or a medically documented pre-existing psychological disorder but will not include unsupported assertions of "situational anxiety" or dehydration.

.55 If a legitimate acute medical explanation is found by the MRO, the test shall be cancelled. If the job applicant is covered under DOT guidelines, then an alternative drug testing methodology may be used to achieve a negative drug test. If the legitimate medical explanation is a chronic or permanent medical condition, then the MRO must determine if there is clinical evidence that the individual is an illicit drug user. If there is no clinical evidence of drug use, the MRO will report the test as negative in those individuals with chronic medical conditions. If there is no medical evidence of a condition that prevents to production of a suitable amount of urine, then the test will be reported as a refusal to test.

.6 Reasonable Suspicion

Drug or alcohol testing may be conducted on any City of Tulsa employee when there is a reasonable suspicion of substance abuse in the workplace.

.61 No testing under "Reasonable Suspicion" shall be initiated unless the circumstances are properly reviewed and agreed upon by at least two representatives of City management (which shall be considered to include supervisory level personnel).

.62 A written record of the observation leading to a drug or alcohol test shall be created and signed by the supervisor(s), who made such observations, within twenty-four (24) hours of the observed behavior. This record will document the conduct, appearance, and/or behaviors observed.

.63 The City Medical Section shall be the records and reporting function for all drug or alcohol related information. Supervisors shall report to City Medical any instances of testing which occurs outside of the City Medical facility or City designated test sites; or cases involving an employee's refusal to submit to testing. Supervisors shall also provide the associated written report signed by the supervisor to City Medical in either instance.

.64 Reasonable Suspicion may be based upon, among other things:

.641 Observable and articulated phenomena such as physical symptoms or manifestations of being under the influence of drugs or alcohol while at work or on duty (appearance, behavior, speech, body odors, etc.), or the direct observation of such use while at work.

- .642 Reports of drug or alcohol use from reliable and credible sources, which are independently corroborated;
- .643 Evidence that an individual has tampered with a drug or alcohol test during his employment with the current employer.
- .644 Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on the employer's premises or operating the employer's vehicle, machinery, or equipment.

.7 Post-Accident Testing

- .71 Post-accident drug or alcohol testing may be conducted on City employees only when there has been damage to City property or an actual work related injury to an employee or third party has occurred, and there is reasonable suspicion (as defined in Section 109.6) that the accident, injury or damage was a direct result of the employee's use of drugs or alcohol (except as noted in subsections 109.72 through 109.73).
- .72 Employees subject to D.O.T. commercial motor vehicle driver regulations (see .42) who suffer a vehicle accident during operation of a commercial motor vehicle, shall be tested for alcohol and controlled substances as soon as possible after an accident if:
  - (a) the accident involved the loss of human life; and/or
  - (b) if the driver receives a citation under state or local law arising from the accident.
- .73 If such testing cannot be administered within two hours of an accident as noted in Section .72 (a) or (b) above, the supervisor shall prepare and maintain a written record of the reasons. After eight hours such efforts to administer testing shall cease and the written record shall be forwarded to City Medical and will be made available by City Medical to the Federal Highway Administration (FHWA) upon request.

.8 Random and Scheduled Periodic Testing

Certain classifications of employees, as delineated in Section 109.84 may be required to undergo drug or alcohol tests on a random selection basis or on a scheduled periodic basis.

- .81 "Random selection basis" is defined as a mechanism for selecting employees resulting in an equal probability that any employee from a group will be selected.
- .82 The City may not waive the selection of any employee who has been selected under the above mechanism.
- .83 Scheduled periodic basis shall mean testing conducted as a routine part of a routinely scheduled fitness for duty examination for all members of an employment classification group, approved and required to be tested by the Human Resource Director.
- .84 Random and scheduled periodic testing shall be limited to those employees who:
- .841 are Police or Peace Officers;
  - .842 have drug interdiction responsibilities;
  - .843 are authorized to carry firearms;
  - .844 are engaged in activities that directly affect the safety of others. These employees shall be defined to include but not be limited to the following classifications or groups of employees: Sworn Police personnel, Sworn Firefighter personnel, heavy equipment operators, employees in classifications requiring a Commercial Driver's License (CDL) type A, B, or C class, employees whose duties may require them to drive on behalf of the City of Tulsa, classifications or employee groups responsible for handling drugs, explosives, or firearms.
  - .845 work in direct contact with inmates in the custody of the Department of Corrections;
  - .846 work in direct contact with juvenile delinquents or children who are in need of supervision in the custody of the Department of Human Services.
- .85 Upon initiation of this policy those employees subject to drug and alcohol testing as a commercial motor vehicle driver under D.O.T. regulations (see .42) shall be tested at the following minimal test rates per those regulations:
- (a) the initial minimum yearly percentage rate for random alcohol testing shall be twenty-five percent (25%) of all drivers;

- (b) the initial minimum yearly percentage rate for random controlled substances testing shall be fifty percent (50%) of the average number of drivers;
  - (c) these yearly percentage standards shall be subject to change by, and shall be based upon, the current D.O.T. regulations.
- .86 Other City employees shall be tested at a frequency rate determined by the City and as determined appropriate in view of program administrative considerations, state law or other legal requirements.
- .87 Every employee who is selected for random drug or alcohol testing shall proceed to the test site immediately upon notification, unless the employee is performing a safety sensitive function at the time of notification which will not reasonably allow his/her replacement. In such cases, the supervisor shall ensure the employee proceeds to the testing site as soon as reasonably possible.
- .9 Post-Rehabilitation Testing
  - .91 The City may require an employee to undergo drug or alcohol tests without prior notice for a period of two (2) years after the employee's return to work following a confirmed positive test or following participation in a drug or alcohol dependency program under a City benefit plan or attend at the request of the City of Tulsa.
  - .92 Post-rehabilitation testing shall be conducted in addition to any other testing the employee is subject to under this policy.
- .10 Substances For Which Tests May Be Given (Includes the related metabolites)
  - .101 Ethyl Alcohol or Ethanol (beer, liquor, etc.)
  - .102 Cannabinoids or Marijuana (pot, weed, grass)
  - .103 Cocaine (including crack)
  - .104 Amphetamines (including speed)
  - .105 Opiates (including morphine, codeine, dilaudid, percodan)
  - .106 Phencyclidine (including angel dust, PCP)
  - .107 Threshold reporting levels shall be those established and maintained by the Federal Department of Transportation and as utilized by the National Institute for Drug Abuse (NIDA). Any positive levels below

those established reporting levels shall not be reported to the City Medical Review Officer by the testing laboratory.

.11 Drug or Alcohol Testing Methods and Documentation

Collection, storage, transportation, and testing procedures shall be conducted in accordance with rules established by the Oklahoma State Board of Health and applicable Federal Statutes and regulations including the following:

- .111 Testing facilities shall meet the qualifications and standards of and be licensed by the State Department of Health.
- .112 Samples shall be collected only by those persons "deemed qualified" by the State Board of Health and appropriate labeling of samples shall occur so as to reasonably preclude the probability of erroneous identification of test results.
- .113 Body component samples that are appropriate for drug and alcohol testing shall be collected with due regard to the privacy of the individual being tested. In no case shall the City's representative directly observe collection of a urine sample.
- .114 A written record of the chain of custody of the sample shall be maintained until the sample is no longer required.
- .115 An applicant or employee shall be given the opportunity to provide notification of any information which he/she considers relevant to the test, including currently or recently used drugs or other relevant information.
- .116 Reporting levels utilized for identification of positive substance abuse results shall be those levels established by the Federal Department of Transportation.
- .117 An employee who is found to have a positive drug test may designate an appropriate testing facility to which the split sample shall be sent for repeat testing. Such a testing facility must also meet the standards of this section.

.12 Costs

The City is responsible for all costs associated with drug or alcohol testing.



- .121 If an employee requests a retest of the split specimen to challenge the findings of a confirmed positive test the employee is responsible for the cost of the test. However, the City is responsible for arranging the test and, if the retest is positive, will require reimbursement from the employee, but cannot make payment a condition of doing the re-test.
- .122 Any test of a current employee must be performed during or immediately after the employee's scheduled work period and is deemed as compensable work time as applicable under the Fair Labor Standards Act.

.13 Refusal to Undergo Testing; Tampering with Sample

Employees refusing to undergo testing according to the terms of this policy shall be subject to disciplinary action up to and including termination. Employees found supplying or attempting to supply an altered sample or a substitute sample, not their own, by whatever means, shall be subject to disciplinary action up to and including termination.

.14 Medical Review Officer

The City shall employ and/or contract a Medical Review Officer qualified by the State Board of Health.

- .141 The Medical Review Officer shall receive test results from the testing facility and evaluate those results in conjunction with the subject employee and/or applicant.
- .142 Upon receiving a confirmed positive test result the Medical Review Officer shall contact the applicant or employee prior to notification of City officials. The applicant or employee shall be given the opportunity to explain the test results.

.15 Confidentiality

The City shall comply with all provisions of the Workplace Drug and Alcohol Testing Act including confidentiality and shall treat all tests and all information related to such tests, including interviews, memoranda, reports, and statements as confidential.

- .151 All records relating to drug testing shall be kept separate from personnel records.
- .152 Such records may not be used in any criminal proceeding or civil or administrative action except in actions taken by the City or otherwise involving the subject employee and the City, unless there is a valid court order authorizing the release of such records.
- .153 Records shall be the property of the City of Tulsa and will be made available to the affected applicant or employee for inspection and copying upon request.
- .154 Records may not be released to any person other than the applicant or employee without the applicant or employee's expressed written permission, or if otherwise required by law.
- .155 Employees within supervisory or management positions shall be responsible for compliance with this policy. They shall also ensure employees seeking treatment or within rehabilitation processes are treated fairly and appropriately as concerns their job rights and job security. Additionally, supervisors and managers shall ensure that all reasonable efforts are made to allow for confidential handling of diagnosis and treatment of employees with substance abuse problems.

.16 Disciplinary Action

The City of Tulsa recognizes that substance abuse is treatable and that appropriate responses to these problems include education, treatment and rehabilitation. The City shall not take disciplinary action against an employee who tests positive for drugs or alcohol unless the test is confirmed by a second test performed on the same sample using one of the methods prescribed by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act. However, this shall not preclude the use of paid administrative leave in cases involving reasonable suspicion and/or at the discretion of the supervisor.

- .161 Normally, a non-probationary employee with a previously satisfactory work record will be given one (and only one) opportunity to continue employment after an initial occurrence of a positive drug or alcohol test where such testing was required by the City. In such cases no direct disciplinary action shall normally be affected due to the test results unless the test arose under reasonable suspicion criteria. However, some period of leave without pay may occur prior to the employee being allowed to return to work dependent upon the employee's leave accruals and per .163 below. Such an attempt to allow for rehabilitation of an employee is believed to be an appropriate course of action to meet the City's obligation to both our employees and to the citizens.

- .162 If an employee tests positive for drugs or alcohol, said employee may be suspended, demoted, or terminated following a pre-action or pre-termination hearing. In addition to the alleged offense, the appropriate course of action shall be determined based on the employee's total work record including but not limited to any prior drug or alcohol problems. Continued employment, if offered, shall be contingent upon the employee agreeing in writing to undergo random or periodic drug and/or alcohol post-rehabilitation testing for two (2) years and satisfactory participation in the Employment Assistance Program.
- .164 Employees who have had a positive drug or alcohol test shall not be allowed to return to work until they can provide a verified negative "return to work" drug or alcohol test (as applicable), performed at the City of Tulsa's Medical testing site. Available vacation, compensatory or sick leave accruals may be utilized by the employees in such situations.
- .165 Grievances arising from implementation and operation of this drug testing policy will be handled through the City of Tulsa Personnel Policies and Procedures grievance procedure unless superseded by a collective bargaining agreement.

.17 Testing Procedure

When a drug or alcohol test is deemed appropriate under this policy the employee's exempt supervisor shall transport or arrange for the employee to be transported to the Medical Section or the City designated testing facility for testing. If the Medical Section is closed, the employee shall be transported to the City designated after hours testing facility (see Appendix 109C for location and instructions).

- .171 Employees must present a picture I.D. (Oklahoma Driver's License or City I.D., etc.) or be accompanied by an exempt supervisor who can provide identification witness as the City's representative to the Medical testing personnel representative prior to testing and as required by NIDA procedures.
- .172 The exempt supervisor shall make a reasonable effort to ensure that the employee is safely transported to their place of residence after any drug or alcohol testing is completed under criteria of reasonable suspicion in 109.6.

.18 Policy Posting Procedures

Each department shall post a copy of this policy in a prominent employee access and/or applicant access area. Each employee and each applicant shall be provided a copy of this policy upon receipt of a conditional offer of employment.

.19 Employee Assistance Program (E.A.P.)

- .191 The City of Tulsa shall maintain either an in-house or contractual "Employee Assistance Program." The E.A.P. provided by the City, shall at a minimum, provide drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment or rehabilitation.
- .192 The City shall establish and utilize an E.A.P. Committee which shall review, on a yearly basis, the existing E.A.P. service provisions, employee usage, statistics, etc., and recommend to the Mayor noted improvement opportunities or recognized needs for program changes. Each of the collective bargaining units shall be invited to provide a voting representative to said Committee, which shall consist of no more than seven voting members.
- .193 Employees who (1) voluntarily come forward at least twenty-four (24) hours prior to any notification of required drug or alcohol testing, and (2) admit to alcohol or drug problems, and (3) initiate E.A.P. rehabilitation through the City's E.A.P. shall not be considered to have suffered a violation of this policy or be subject to discipline under section 109.16. However, those employees in safety sensitive positions may be assigned to non-safety sensitive positions until a verified negative drug or alcohol test can be obtained from an appropriate testing facility per 109.11. Additionally, the employee may be required to enter into a signed agreement for continued required drug or alcohol testing and E.A.P. compliance as provided under 109.9 and 109.164 if a problem is determined to exist.

.20 Penalties and Remedies

Employees are hereby advised that there are certain criminal sanctions and civil remedies for violation of Oklahoma's Standards for Workplace Drug and Alcohol Testing Act contained in Title 40 O.S. §551 et seq. The City of Tulsa's implementation of drug testing programs shall not diminish the rights of individual employees under state or federal statutes as relate to drug testing.

.21 Prohibitions

- .211 No employee shall report for duty within four hours after using alcohol or remain on duty while having an alcohol concentration of 0.04 or greater, and no supervisor shall permit any employee to perform any work duties if the supervisor is aware the employee has an alcohol concentration of 0.04 or greater. No employee shall be on duty or operate a City vehicle or perform job duties while in possession of alcohol nor use alcohol during such duty time.
- .212 No employee shall report for duty, drive a City owned vehicle, operate heavy equipment or machinery, or remain on duty when the employee

uses any controlled substance, except when the use is pursuant to the instructions of a physician and/or when the physician has advised an employee the substance will not adversely affect the employee's ability to drive a vehicle if such duties are required. No supervisor having knowledge that an employee has used a controlled substance shall permit an employee to be on duty or drive/operate any City equipment or vehicle.

- .213 No employee required to take a post accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

.22 Medical Marijuana

- .221 The City of Tulsa will not discriminate or take adverse actions against an applicant or employee based on a person's status as a medical marijuana licensee or based solely on such an individual's positive test for marijuana or its metabolites, unless the marijuana was consumed/ingested on City property or the employee was impaired by the marijuana use.

Notwithstanding, Federal law and regulations may preempt some employee protections from Title 63 O.S. § 420A et seq. Some employees are also governed by terms of their respective collective bargaining agreements with the City of Tulsa, Tulsa Fire Department Administrative Operating Procedures, and/or Tulsa Police Department Rules and Regulations previously established.

- .222 The following provisions apply to all City employees, regardless of an individual's medical marijuana licensee status:
- (a) Employees may not report to work, or be on duty, while impaired by the use of medical marijuana.
  - (b) While on duty, employees may not possess, use, consume or provide marijuana to another.
  - (c) While on City property, including contracted parking facilities, or while driving City vehicles, employees may not possess, use, consume, or provide marijuana to another.

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961 Driver's Licensing and Collision and Incident Policy

**Effective: 1978**  
**Revised: 04/03/2019**

.1 Purpose

- .11 To provide the guidelines and rules by which employees, temporary employees, contractors, and other persons may be authorized to operate City vehicles and equipment for protecting our employees from injury, our fleet of vehicles and equipment from damage, and to reduce property loss. This policy also provides the guidelines and rules by which to acquire and maintain a City of Tulsa's driver's license.
- .12 Any City of Tulsa employee who drives or operates a City vehicle or piece of equipment, or who operates vehicles leased or utilized by the City of Tulsa. City of Tulsa employees are required to have their City of Tulsa driver's license and their state issued driver's license on their persons at all times when they are operating vehicles or equipment for which a City of Tulsa driver's license is required.

.2 Obtaining a permanent City of Tulsa driver's license

To obtain, individuals shall meet all the following:

- .21 Be an employee of the City of Tulsa, a contractor, or otherwise be authorized, in writing, by the Senior Safety Coordinator to operate City vehicles or equipment.
- .22 Be able to demonstrate (upon request) the ability to exercise safe driving techniques during the operation of City vehicles and equipment.
- .23 Be free of any condition impairing an individual's ability to safely operate vehicles and equipment.
- .24 Have completed the Driver's Orientation and Education class administered by the Safety & Health Section of Human Resources.
- .25 Upon request, provide any relevant information required by the Safety and Health Section for purposes of determining license related issues.

- .26 Hold a valid State of Oklahoma driver's license with full rights and privileges.
- .3 Obtaining a temporary City of Tulsa driver's license
  - .31 Temporary driver's licenses are intended for temporary employees or those that do not satisfy all of the requirements in section 2.
  - .32 The Safety and Health Section may also waive the requirement for an Oklahoma driver's license for a specified period of six (6) months if the individual has a valid out-of-state driver's license.
  - .33 Temporary COT driver's licenses are obtained through the Safety and Health Section of Human Resources
- .4 Revocation or Suspension of a City of Tulsa driver's license shall occur if:
  - .41 The licensee has been evaluated by the City Physician and found to have a condition which would impair the safe operation of a vehicle or piece of equipment.
  - .42 The licensee has operated City vehicles or equipment while impaired by alcohol (.04% or higher based on a breath test or blood alcohol test) or reasonable suspicion of controlled substance use is present per Personnel Policies and Procedures Manual 109.
  - .43 The licensee has demonstrated through an investigation that he/she is no longer a safe and/or careful driver capable of being entrusted with operating City of Tulsa vehicles or pieces of equipment.
  - .44 The licensee has accumulated:
    - .441 Ten (10) or more points in a thirty-six (36) month period against their City of Tulsa driver's license as the result of collisions
    - .442 Ten (10) or more points in a twenty-four (24) month period against their City of Tulsa driver's license as the result of incidents
    - .443 Collision points and incident points will be totaled independently
  - .45 The licensee's state driver's license is suspended or revoked. In such cases of state license revocation, the licensee shall contact their exempt supervisor and the Safety and Health Section of Human Resources immediately.
  - .46 The employee fails to notify the Safety and Health Section of Human

Resources immediately of any citations issued while operating a city vehicle. (A copy of the citation shall be forwarded to the Senior Safety Coordinator.)

- .5 Reporting Procedures (non-sworn) for Vehicle and Equipment Collisions or Incidents (Sworn departments to develop and enforce separate policies)
  - .51 Supervisors and employees shall ensure the Safety and Health Section of Human Resources is contacted immediately for an investigation when any non-sworn employee is involved in a City of Tulsa vehicle/equipment collision or incident regardless of how minor (see 961 Appendix A for reporting instructions).
    - .511 Employees shall remain at the scene of the collision or incident if not injured and shall remain there until the investigation is completed or they have been cleared to leave the scene by the investigator from the Safety and Health section.
    - .512 If the vehicle(s) involved in the collision are obstructing the regular flow of traffic and the vehicle(s) can be moved and no one is injured in the collision, then the city driver shall make every reasonable effort to remove the obstructing vehicle from the roadway, so the regular flow of traffic is not blocked. DO NOT MOVE A CITY VEHICLE IF the collision occurred anywhere other than a public traveled street, roadway, or highway.
    - .513 Clear the roadway by pulling off to the nearest agreed to location (emergency pullout, shoulder, off ramp shoulder or parking area).
    - .514 If a collision or incident occurs anywhere at any time, Employees shall follow department/division specific reporting procedures to immediately notify the City of Tulsa Collision Reporting Hotline and their exempt supervisor for investigation.
    - .515 If police are needed for a non-emergency collision, the City of Tulsa Collision Reporting Hotline will notify the Tulsa Police Department.
    - .516 If emergency responders are needed 911 should always be called first prior to notifying dispatch.
    - .517 Collisions/incidents involving employees driving their personal vehicles, leased vehicles, or other vehicles while being utilized on behalf of the City of Tulsa shall be reported to the exempt supervisor. Collisions in City leased or rented vehicles will normally be investigated. The Safety & Health Section of Human Resources will not normally investigate collisions in personal vehicles.



- .52 Employees shall be personally responsible for any traffic violation citation received while operating a city vehicle or piece of equipment and shall immediately notify their exempt supervisor. A copy of the citation(s) shall be emailed to the Senior Safety Coordinator.
  - .53 Failure on the part of the employee to notify their exempt supervisor shall result in disciplinary action and shall result in suspension of driving privileges by the Collision Review Board for six (6) months.
  - .54 If an employee or supervisor for an employee fails to properly report a vehicle or equipment collision or incident or receipt of a driving citation, DUI, or revocation or suspension of the employee's state driver's license, the Collision Review Board will request in writing that the department head hold a pre-termination hearing for those individuals. The department head shall provide the results of the pre-termination hearing to the Collision Review Board prior to the next scheduled meeting.
  - .55 Managers and supervisors shall ensure their employees understand the collision/incident reporting procedure and that they maintain the collision reporting information cards in their vehicles. (See 961 Appendix A) Cards can be obtained from the Safety and Health Section of Human Resources.
- .6 Collision Review Committee (CRC) Policy and Procedure
- .61 All collision recommendations and determinations affecting fault/no fault decisions shall be made with reference to defensive driving techniques and collision prevention practices.
  - .62 Safety and Health staff, along with representatives from upper management (Section Manager or above), City of Tulsa Legal department, and AFSCME shall make an initial determination of fault/no fault and improper driving action. The Senior Safety Coordinator or designee shall chair the CRC and shall inform the employee of the CRC's decisions through their Section Manager within fourteen (14) calendar days after the date of the CRC's decision.
  - .63 The CRC shall make determinations based upon a review of the Safety and Health Section's investigation reports, law enforcement investigation reports, and any department investigation reports.
  - .64 Employees shall have only fourteen (14) calendar days to request, in writing, a reconsideration hearing by the Collision Review Board. This written notification of a request for reconsideration shall be by indicating on the "Employee Driving Record" form letter their desire to have reconsideration by checking next to the "yes" box of "Does the employee request reconsideration?" and responding via electronic mail to

the Safety and Health section of Human Resources.

.65 Upon receipt of any timely presented request for reconsideration, the Senior Safety Coordinator or designee shall place such requests on the agenda of the next regular Collision Review Board meeting and shall notify the employee concerning the place and time when the Collision Review Board will meet to permit the employee's attendance.

.7 Collision Review Board (CRB) Policy and Procedure

.71 The CRB will hold one (1) regular meeting each month and such special meetings as may be necessary upon request of the Chair.

.72 The CRB agenda shall consist of reconsiderations requested by employees, a review of any driver's state or city license suspensions and/or revocations, and other special program cases.

.73 The Collision Review Board (CRB) shall consist of three (3) voting members for all non-labor and trades employees; the Senior Safety Coordinator of the City of Tulsa or designee, City of Tulsa Legal department representative, and an upper management representative (Section Manager or above).

.74 The CRB shall consist of four (4) voting members for all employees in the Labor and Trades classification; the same three (3) members as listed above, and one representative from AFSCME. Representatives from unions and the Safety and Health staff, and the initial Collision Review Committee shall be invited to provide input and discussion prior to voting. The Senior Safety Coordinator of the City of Tulsa or designee shall chair the CRB.

.75 Two (2) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive for all non-Labor and Trades employees. For employees in the Labor and Trades classification three (3) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive. In the case of a tie, the most senior level member of the Safety & Health staff not sitting on the regular voting board shall cast their vote to break the tie.

.76 The Senior Safety Coordinator shall notify the employee in writing within fourteen (14) calendar days of the CRB's decision.

.77 Any employee aggrieved by the final decision of the Collision Review Board, as affirmed or modified at reconsideration hearing, shall have the right to appeal the CRB's decision through the grievance procedure set forth in the Personnel Policies and Procedures Manual or collective bargaining agreement as appropriate for the employee's classification.

.78 The CRB shall administer and maintain the CRB Driving Record Point System.

.79 The driving record point system which is utilized by the CRB does not constitute any form of discipline. Its purpose is to track the driving performance of employees entrusted with operation of City vehicles and equipment and to consistently evaluate whether the issued City driver's license should be revoked, suspended or reinstated and to determine any appropriate restrictions and evaluate employee need for remedial training.

.8 Driving Record Point System Definitions:

At Fault Collision/Incident: Includes the following categories: negligence, chargeable collision, preventable collision, preventable incident, and driving violations.

Chargeable Collision: The actions of the driver were the primary cause of the collision.

Collision: An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a driving mode.

Incident: An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a tasking mode.

Negligence: Failure to exercise the care that a reasonably prudent person would exercise in like circumstances.

Non-chargeable Collision: The actions of the driver was not the primary cause of the collision and did not contribute to its occurrence.

Non-chargeable Incident: The actions of the operator were not the primary cause of the incident and did not contribute to its occurrence.

Operating Violation: Operation of City vehicles/equipment resulting in a citation being issued.

Preventable Collision: The actions of the driver were the primary cause but not flagrant or excessive as determined by the review process.

Preventable Incident: The actions of the operator were found to be the primary cause of the incident occurrence

Report of Damage: The vehicle or piece of equipment was properly secured and not being operated when damage was sustained.

.9 Point Structure by Category

Category	Points
Negligence	5
Chargeable Collision	4
Preventable Collision	1-3*
Non-Chargeable Collision	0
Preventable Incident	1-3*
Non-Chargeable Incident	0
Operating Violation	2
Report of Damage	0

\*Final point total will be based on standard guidance found in appendix 2

Failure to report shall add one point to the total number of points awarded for a specific accident collision or incident. This does not preclude the Department from taking additional disciplinary action.

.10 Department Administrative Review

.101 Failure to follow proper reporting of collisions, incidents, or the loss or suspension of an employee's state license shall result in a pre-termination hearing being held for the employee.

.102 A pre-termination hearing shall be held for employees whose job description requires a valid driver's license have their state issued driver's license revoked or receive an unacceptable modification for any period of time, any case involving drug or alcohol abuse in the loss of their state, or City driver's license shall include mandatory participation in the EAP.

.103 Any action taken by the department will be provided in writing to the CRB.

.11 Special Safety Training for Drivers/Operators

Managers and supervisors shall observe operators' habits to determine unsafe practices. When remedial training is appropriate, the supervisor and/or manager shall contact the Safety and Health Section of Human Resources.

.12 Collision Repeaters Program

- .121 Any employee suffering two (2) at fault collisions or accumulating five (5) collision points within any three (3) year period shall be reviewed through collision repeater process which shall be managed by departmental supervision. Any employee suffering two (2) at fault incidents or accumulating five (5) incident points within any two (2) year period shall be reviewed through collision repeaters process which shall be managed by departmental supervision.
- .122 Collision repeater category employees shall meet with the division manager, the front-line supervisor, and a representative from the Safety and Health Section of Human Resources to discuss and review the circumstances of their collisions or incidents and methods of ensuring the problems leading to those occurrences are identified and corrected.
- .123 Documentation of the Collision Repeater Program by the department shall be maintained in each employee's departmental personnel file for future reference and Safety & Health staff audit purposes. Corrective steps to be considered by department management in reference to Collision Repeater employees shall include but not limited to the following:
- Defensive Driving Program Attendance
  - Safety and Health Driver/Operator Testing
  - Safety and Health Driver/Operator Retraining
  - Medical Examination
  - Safety and Health Driver/Operator Assessment Program
- .124 Upon completion of a collision repeater program, the employee shall be scheduled to attend the next CRB meeting to discuss improvements made to driving behavior.
- .13 Corrective Actions
- .131 Employees who suffer an initial collision or incident, which is deemed to fall within the "at fault" categories, shall be reviewed by the department for appropriate corrective action per Personnel Policies and Procedures Manual (PPPM) Section 411.
- .132 Employees accumulating five (5) or more collision points in a three (3) year period or five (5) or more incident points within a two (2) year period shall be scheduled for a pre-termination hearing in addition to being included in the Collision Repeaters Program.
- .133 Employees that receive 3 or more additional points while in the Collision Repeater Program shall be scheduled for a second pre-termination hearing.

.134 The progressive corrective steps provided in .141 through 143 above shall in no way preclude the department's responsibility to effect immediate and higher-level corrective action.

.14 Policy Standards

Nothing within this policy shall restrict or modify the policy provisions of Safety Policy 950, Drug Testing.

962. City Vehicle/Equipment Backing Policy

**Effective: 7/8/94**  
**Revised: 2/06/2019**

Backing collisions are the most frequent cause of damage to City of Tulsa vehicles. This policy shall be utilized (in all non-emergency situations) to reduce the occurrence of vehicle backing collisions.

.1 Backing Procedure

.11 Drivers shall avoid backing whenever and wherever possible. Driver's shall use "pull-through" parking when available.

.12 When "pull-through" parking is not available, drivers are to back in when they first arrive and to the driver's side when possible.

.13 Before backing, drivers are to scan the area for any hazards and to ensure adequate clearance.

.14 Drivers should not back any farther than necessary.

.15 Backing shall occur at speeds less than 1 mph.

.16 If drivers are unsure of remaining clearance, they are to perform a visual walkaround before proceeding.

.2 Backing Guides

.21 Vehicles 3/4-ton and larger shall utilize a backing guide whenever possible.

.22 Drivers and backing guides shall agree on hand signals to be used prior to backing

.23 Guides shall stand in an area free from hazards and maintain visual contact with the driver. If the guide cannot see the driver, the driver cannot see the guide.

.24 If at any time, a guide can no longer be seen, the driver shall stop

immediately until visual contact is regained.

.3 Collisions While Backing

- .31 If a collision occurs while backing, the driver shall follow the collision reporting steps in Personnel Policies and Procedures Manual 961.
- .32 If a backing guide was available but not utilized, the collision may be found as negligence on the part of the driver
- .33 If a backing guide was utilized when the collision occurred, a review of the collision shall be performed to determine fault.
- .34 The review meeting shall consist of:
- The driver of the vehicle
  - The backing guide
  - The employee's exempt supervisor
  - The employees section manager
  - Representative from the Safety and Health section of Human Resources
- .35 The findings of the review shall be forwarded via email to the Senior Safety Coordinator for reporting accuracy prior to the next Collision Review Committee meeting.
- .36 If, through the review process, the backing guide is found at fault for the collision disciplinary guidelines per Personnel Policies and Procedures Manual 411 shall be followed.

963. There is no policy that corresponds with this section number.

964. Fleet Pre-Trip/Pre-Operation Inspection Policy

.1 Objective

To ensure the City of Tulsa establishes a well-functioning pre-trip/pre-operation inspection program as part of the City of Tulsa's comprehensive preventative maintenance and fleet safety program. Pre-trip inspection programs help in maintaining vehicles and equipment in safe operational condition to reduce equipment down time, reduce employee at-fault collisions due to faulty or unsafe equipment, to protect employees, the organization and our citizens.

.2 Scope

The City of Tulsa's CDL fleet shall follow the most recent Federal Motor Carriers Administration's Title 49 Part 396.11 regulation and most recent State

Department of Transportation's regulations for CDL vehicle pre-trip inspections. The City of Tulsa's non-CDL fleet and heavy equipment fleet will abide by this policy for pre-trip inspection programming. The inspection program shall also apply to leased or rented vehicles/equipment the City uses. Contracted employees that drive City of Tulsa vehicles shall perform pre-trip/pre-operation inspections at the minimum of this policy. The following policy establishes the minimum standards for City of Tulsa vehicles and heavy equipment pre-trip inspection programs.

.3 Roles and Responsibilities

.31 Department Management

- .311 Is responsible for establishing pre-trip inspection programs for their entire fleet of vehicles and heavy equipment within their department.
- .312 Shall ensure that all staff is properly trained in conducting and documenting pre-trip inspections.
- .313 Shall establish accountability methods to ensure that their department's pre-trip inspection program is properly conducted per this policy.
- .314 Shall assist and direct employees to resolve needed repair or damage issues found during pre-trip/operations inspections.
- .315 Shall down vehicles and equipment for repair that are unsafe to operate.
- .316 Shall provide, manage and maintain inspection logs for 3 months on all vehicles and equipment. Purging of inspections may occur when the inspection date has passed 90 days.
- .317 Shall apply appropriate disciplinary controls to employees that fail to comply with the policy.

.32 Drivers and Operators

- .321 Shall responsibly conduct and document pre-trip inspections on their vehicles and equipment per this policy and to their department's pre-trip inspection standards.
- .322 Are responsible to know and understand how to properly conduct pre-trip and pre-operations inspections.
- .323 Are responsible to document and immediately submit safety issues, damage issues, or mechanical issues found during their



pre-trip/operation inspection to their department's management.

.33 Equipment Management Department

.331 Shall be responsible for electronically maintaining vehicle and equipment maintenance and repair records through the Fleet Management Information System (FMIS).

.332 Shall be responsible for providing an authorized EMD Mechanic to make the final determination verifying a vehicle is safe to operate per Department of Transportation guidelines.

.34 Human Resources Department Safety and Training

.341 Shall be responsible to maintain and update this policy.

.342 Shall be responsible to obtain and maintain pre-trip/pre-operation maintenance inspection records when vehicles or equipment are involved in a collision or a damage event.

.4 Pre-Trip/Pre Operation Inspection Process

.41 CDL Vehicles

.411 All CDL vehicles shall be inspected by using the pre-trip inspection form 964A. The form establishes the minimum standard of items to be inspected.

.412 964A Inspection forms shall be made into duplicate sheet log books for a minimum of 35 duplicate inspection forms per log book.

.413 Departments may expand on the form to include inspection items that are necessary for specific vehicles/equipment beyond the minimum standards or add an additional form for the various levels of inspection needed.

.414 Drivers shall perform a thorough inspection of the vehicle using inspection form (964A) at the beginning of the shift or prior to use of the vehicle.

.415 Drivers shall note any safety defect, mechanical defect, elective mechanical defect, body defect/damage and cosmetic defect.

.416 Drivers shall submit an initialed copy of the completed inspection form (964A) to exempt management for review and retention. If vehicle is safe to operate, the driver may proceed.

If the vehicle is not safe to operate, driver shall not operate the vehicle and notify exempt management for instructions.

- .417 Exempt management shall review the submitted forms daily and ensure repairs are coordinated when applicable. Inspection form copies are to be maintained for 90 days before purging.
  - .418 If problems arise during the shift, the driver should add comments to the inspection form in the log book and inform exempt management of any significant issues.
  - .419 Inspection log books are to be kept with the vehicle in a secure place for at least 30 events before changing out log books.
  - .420 When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until defects are corrected.
- .42 Non CDL Vehicles  
(defined standards to be completed at a later date)
- .421 Departments shall develop and establish pre trip inspection programs for non CDL vehicles to meet the operational needs of the particular work groups. Workgroups may require inspections to be performed daily, weekly, or less often as needed for safe vehicle operation. Work groups may choose to use the minimum standard for CDL vehicle inspections as their inspection standard for non CDL vehicles.
  - .422 All drivers shall perform a walk-around visual inspection of the vehicle prior to driving the vehicle. A visual walk-around includes checking for body damage, tire inflation, mirrors and other items that may need attention.
- .43 Heavy Equipment and Trailers  
(defined standards to be completed at a later date)
- .431 Departments shall develop pre-trip/operation programs for heavy equipment and trailers to meet their operational needs of their particular work groups. Heavy equipment and trailers attached to a CDL vehicle or that will be used on public roads will require a daily inspection prior to use.

## .5 Training

- .51 All employees shall be trained initially on the objective, scope, procedures, frequency and proper inspection of components for the

vehicles and equipment they are assigned to operate. New employees will receive the same instruction prior to driving a city vehicle.

- .52 Employees who will be CDL drivers shall receive initial training on Federal Department of Transportation inspection components during CDL training.
- .53 Departments shall provide to their employee's refresher training on this policy and the proper inspecting procedures annually or sooner if inspection components or processes change.

#### .6 Non-Compliance

The health and safety of employees is both a management and individual responsibility. Every action must be performed with a focus on safety. Failure to inspect, submit, and properly administer the pre-trip inspection program per this policy is a violation of policy and discipline up to termination will be administered. Falsification of documents is a violation of policy and will result in discipline up to termination. Tampering or by-passing the safety devices of vehicles and equipment is violation of policy and will result in discipline up to termination.

#### .7 Definitions

Safety defect – Devices on vehicles that are defective, worn to the point of being ineffective and untrustworthy, or does not meet manufacturer's specifications for safety, City of Tulsa safety specifications and or state and federal vehicle regulations for safe operation on public road ways. An inoperable safety feature of a vehicle or equipment. The braking systems or any other component that will make a vehicle or equipment unsafe to use on public roadways or dangerous for employees to operate off road

Mechanical defect - A defect that will worsen and increase cost. The vehicle cannot be released until repairs are completed, except for emergencies.

Elective Mechanical Defect - A defect that does not compromise safety, will not cause further damage if operated. However, the repairs should be communicated with EMD and scheduled for correction.

Cosmetic Defect - The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. This vehicle should be scheduled for an off-peak time in the future, upon delivery of repair parts, as determined by management, or at the next scheduled PM service.

CDL Vehicle – A vehicle that requires a commercial A, B or C driver's license to operate and that must meet regulations set by the Federal Department of Transportation.

Non CDL Vehicle – A vehicle that requires an operator’s D driver’s license to operate on public roadways or used to move people or equipment/materials off road

Heavy Equipment and Trailers – Motorized equipment generally used for earth or materials moving. Motorized and non-motorized trailers used for hauling equipment and materials.

965. Seatbelt Usage In/On City Vehicles/Equipment

.1 Policy Statements

Operators and passengers of vehicles/equipment being operated on behalf of the City of Tulsa shall be required to use seatbelts. Regardless of location, a seatbelt shall be worn during the operation of any motor vehicle or equipment that has been equipped with a seatbelt.

.2 Purpose

To enhance and protect the lives and safety of its employee, and to reduce the losses in work hours and productivity resulting from injuries from vehicle/equipment accidents, and in order to better serve its employees and the citizens of the City of Tulsa.

.3 Program Administration

.31 The administration of the seatbelt use program shall be the responsibility of the Safety and Health Section of the Human Resources Department.

.32 The Safety and Health Section of the Human Resources Department will prepare seatbelt use educational programs for employees and will assist departments with seatbelt use education and training sessions.

.33 Each City department given control of City vehicles/equipment shall be responsible for properly maintaining and/or installing the required seatbelts.

.34 Seatbelts that are not operational shall be grounds for removing a City vehicle or piece of equipment from service temporarily until maintenance, repair or installation has been satisfactorily completed.

.4 Enforcement and Disciplinary Actions

.41 An employee who fails to use the seatbelt during the operation of, or as a passenger in, a vehicle/equipment being operated on behalf of the City of Tulsa shall be considered in violation of Rule #1 Section

903 (Cardinal Rules of Safety) as well as Work Rule 19 Section 411.3 (Performance of Unsafe Work Practice) of the Personnel Policies and Procedures Manual, and disciplinary action of this section shall apply.

- .42 An employee not wearing a seatbelt who is injured in an accident/incident during operation of, or as a passenger in a City vehicle/equipment being operated on behalf of the City of Tulsa, will be subject to denial of injury leave.

.5 Police Exemption Guidelines

- .51 Whenever a police officer may reasonably anticipate an emergency exit from the police unit, taking into consideration the officer's duty to report his status on the radio, or to obtain police equipment (i.e. police helmet, safety vest, shotgun) the officer is exempt from the seatbelt usage policy. This would necessitate a decision on the officer's part when to remove the seatbelt within a reasonable distance (normally hundreds of feet from any type of call).
- .52 Operators and police passengers during routine transportation of prisoners may be free from seatbelt restraints if it is felt the person being transported could become violent or combative.

966. Distracted Driving/Equipment Operation

Purpose:

The City of Tulsa values the safety and well-being of all employees. In order to increase employee and public safety and to eliminate unnecessary risks resulting from distracted driving and equipment operations we are implementing this policy.

Scope:

- .1 City of Tulsa employees may not use personal or City-issued cellular telephones (including hands-free cellular phones), mobile electronic data devices or engage in any other type of cognitive, physical, or visual distraction that may cause a driver to become inattentive during the operation of vehicles and equipment.

Use of the above devices is prohibited:

- .11 When employee is operating a vehicle/equipment owned, leased or rented by the City of Tulsa including when the motor vehicle/equipment is on City of Tulsa property.
- .12 When the employee is operating a personal motor vehicle/equipment in connection with City of Tulsa business.

- .2 City employees are required to:
  - Park in a safe location prior to engaging in use of cell phones and mobile electronic data devices. Equipment operators must stop equipment operations and put equipment into a safe resting or parked position prior to engaging in the use of cell phones and mobile electronic data devices.
  - .21 Program electronic navigation devices prior to the operation of vehicles/ equipment.
- .3 Violations of this policy will result in:
  - .31 A pre-termination hearing to determine the appropriate disciplinary action to be taken, up to and including termination per City of Tulsa Policy 903.
- .4 Emergency Exclusions
  - .41 Drivers/Operators may use cellular phones to report a collision or other immediately dangerous life or health situation to emergency responders. If a driver/operator must use such devices to make a call or report an emergency, the driver/ operator should first make all efforts to stop in a protected area, secure the vehicle and then make the call.
  - .42 Employees may use electronic mobile data devices while driving/operating during public safety emergency response situations or while conducting City business to abate illegal activity.
- .5 The use of the City's two-way communication radio system while driving/operating is excluded from this policy.
- .6 Management Responsibilities
  - .61 Shall ensure that all employees are informed of this policy, understand and comply with its directive.
  - .62 Shall periodically refresh employees on the contents of this policy.
  - .63 Shall create a plan to communicate with their employees in a way that eliminates distracted driving/operation opportunities.
  - .64 Shall observe employees driving habits and appropriately manage and discipline employees for distracted driving/operation behaviors and non-compliance of this policy.
- .7 Employee Responsibilities

- .71 Shall comply with this policy as a driver/operator and passenger. Passengers may use mobile communication devices for short term city business and private use while the vehicle or equipment is in operation by another employee. Electronic game playing and personal social media use is not an acceptable use of mobile electronic data devices while working. Passengers are to be attentive co-pilots and not cause distractions to the driver.
- .72 Shall bring to the attention of management any issues that are causing the non-compliance of this policy.

.8 Definitions

- .81 Cognitive Distraction: When a driver/operator's mind becomes unsafely distracted while driving or operating equipment.
- .82 Physical Distraction: When a driver/operator removes their hands and/or feet off of the controls while driving or operating vehicles/equipment.
- .83 Visual Distraction: When a driver/operator takes their eyes away from the road or area they are operating in for an unsafe amount of time while driving or operating vehicles/equipment.
- .84 Mobile Electronic Data Devices: Devices that allow for data communications, data viewing/recording, navigation, and other similar devices.
- .85 Safe Location: Safe areas to park vehicles/equipment in order to perform duties that may cause distractions if performed while driving/operating. These areas can include parking lots, curbside of residential streets or other curbside areas of low speed and low traffic volume locations. Special consideration shall be given to parking in well-lit areas during low light and low visibility situations. Highway shoulders are not considered a safe parking location.

967. There is no policy that corresponds with this section number.

968. There is no policy that corresponds with this section number.

969. There is no policy that corresponds with this section number.

970. There is no policy that corresponds with this section number.

971 Powered Industrial Truck (Forklift) Operation

**Revised:  
08/27/2018**

.1 Scope

All powered industrial truck operations shall be in accordance with CFR 1910.178. (Fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines)

.2 Responsibilities

.21 Safety and Health section of Human Resources

.211 Establish, maintain, and upgrade training

.212 Coordinate training and re-certification

.22 Division Managers

.221 Support and compliance of this policy

.23 Supervisors

.231 Ensure employees follow all forklift policies and procedures

.232 Do not allow anyone to operate a forklift without proper training and certification

.233 Do not allow anyone to operate malfunctioning or unsafe forklifts

.234 Report all accidents/incidents to the Safety and Health section of Human Resources immediately.

.24 EMD

.241 Ensure forklifts are repaired to manufactures standards before being placed back in service

.242 Maintain service records

.25 Employees/Operators

.251 Do not operate forklift until trained and authorized by the Safety and Health section of Human Resources

.252 Perform pre-operation inspection prior to operation

.253 Notify supervision and/or management of any unsafe condition or malfunctioning forklift.

.254 Do not operate an unsafe or malfunctioning forklift.



.255 Report all accidents/incidents to management/supervision immediately.

.256 Follow all procedures in this policy and CFR 1910.178

### .3 Training

.31 All City of Tulsa employees who are expected to operate a lift truck shall complete the mandatory powered industrial truck safety training conducted by the Safety and Health section of the Human Resources Department.

.32 Initial training records shall be maintained by the Safety and Health Section.

.33 Departments shall track and maintain current employees forklift training records.

.34 Training shall consist of a combination of formal instruction (classroom), practical training (hands-on) and evaluation of the operator's performance in the workplace.

.35 Operator performance shall be evaluated at least once every three years by the Safety and Health section of Human Resources

.37 Refresher Training shall be conducted under the following circumstances:

371. The operator has been observed to operate the vehicle in an unsafe manner.

372. The operator has been involved in an accident or near-miss incident.

373. The operator has received an evaluation that reveals that the operator is not operating the truck safely.

374. The operator is assigned to drive a different type of truck.

375. A condition in the workplace changes in a manner that could affect safe operation of the truck.

### .4 Pre-operation Inspection

.41 The employee shall inspect forklifts daily and complete a pre-operation checklist prior to operating.

.42 Attention shall be given to the proper function of tires, horn, lights, controls, brakes, steering, fuel system and the lifting mechanism.

- .43 Each forklift and/or attachment shall have a data plate showing its weight and rated capacity.
  - .44 Each forklift shall be equipped with the following:
    - Fire extinguisher
    - Seatbelt
    - Horn or another warning device is loud enough to be heard over the local noise.
    - Backup warning signal
  - .45 Any safety defects shall be noted on the inspection checklist, immediately placed out-of-service, management and/or supervision and EMD notified.
- .5 Forklift Operation
- .51 General Operation
    - .511 The operator must wear a seat belt at all times.
    - .512 Gasoline or diesel forklift shall not be operated in building without proper ventilation.
    - .513 Forklifts shall not be driven up to anyone standing in front of a fixed object
    - .514 Do not allow anyone to stand or walk on/under the forks.
    - .515 The operator shall not allow anyone to ride on any part of the forklift unless the forklift has an extra seat with seat belt.
    - .516 Do not elevate anyone with the forklift.
    - .517 Keep all parts of the body within the operator's compartment or forklift.
    - .518 An overhead guard and load backrest shall be used to protect against falling objects.
  - .52 Carrying Loads
    - .521 Do not exceed the forklift or attachment's rated load capacity
    - .522 Loads should be arranged safely and stable to prevent tipping or falling.

- .523 Forks should be spread as wide apart as possible and placed under the load as far as possible.
- .524 Mast shall be carefully tilted backward to stabilize the load.
- .525 Avoid carrying loose materials on forks. Use pallets whenever possible.

.53 Traveling

- .531 Forklifts shall not be driven over objects lying on the floor.
- .532 On all grades, the forks shall be tilted back and raised only as high as necessary to clear the road surface.
- .533 Grades shall be ascended and descended slowly. Loaded forklifts shall be driven with the load uphill. Unloaded forklifts shall be driven with the counterbalance weight uphill.
- .534 Slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load obstructs forward view, the operator shall travel with the load trailing.
- .535 Under all travel conditions, forklifts shall be operated at a speed that will permit it to be stopped in a safe manner. (5-7 mph) Speed needs to decrease for wet and slippery conditions.
- .536 When following forklifts or other vehicles keep at least three vehicle lengths behind another vehicle.
- .537 Do not travel abreast or pass another forklift/vehicle at intersections, blind spots, or other dangerous locations.
- .538 Look in the direction of travel and keep a clear view of the path of travel.
- .539 Stunt driving or horseplay shall not be permitted.
- .5391 Do not travel on floors or other surfaces that will not safely support the weight of the forklift and load.

.54 Worksite/Warehouse

- .541 Only approved forklifts shall be used in hazardous locations.
- .542 Fire aisles, access to stairways, and fire equipment shall be kept

clear.

.543 There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc. where forklifts are operated.

.55 Parking/Shut down

.551 When a forklift is left unattended, the load engaging means shall be fully lowered, control neutralized, brakes sets, and engine off/power disconnected.

.552 Wheels shall be blocked if parked on an incline.

.553 Battery charging installations shall be located in areas designated for that purpose.

.6 Modification and additions

.61 Any modification or addition which affects the capacity or safe operation, shall not be performed without manufactures prior written approval.

.62 Personal platforms require manufacture's prior written approval and shall be equipped with fall protection (guardrails or harness/lanyard/anchor system).

APPENDICES

Appendix 916 – A Safety Footwear Protection – Effective Date:11/21/2014

Footwear Subsidy

All employees requiring safety footwear will be subsidized at \$100 per pair as of 11/17/2014.

Authorized Vendor List

Listed below are the safety shoe vendors as of 9/11/14 under contract with the City of Tulsa. Employees with approval to receive the safety shoe subsidy must use these vendors and obtain a Safety Shoe Requisition slip (Tul-4084A) from management prior to purchasing safety shoes.

Gellco - Downtown Tulsa  
809 S. Detroit  
918.583.8712

Gellco - East Tulsa  
11327 E 31st Street  
918.437.9573

Gellco - Broken Arrow  
2037 West Houston  
918.258.9970

International Safety -Tulsa  
5402 W. Skelly Drive  
918.446.4582

Red Wing Shoes - Tulsa  
8929 South Memorial  
918.254.7027

**KEEP PERMIT VISIBLE DURING ENTRY**

ENTRY DATE	SERVICE ORDER NO.
ADDRESS OF JOB	VALVE OR MANHOLE NO. ATLAS PAGE

DESCRIPTION OF WORK TO BE PERFORMED

TYPE OF STRUCTURE (Circle one – fill in information for "OTHER") VAULT MANHOLE OTHER

LIST BELOW HAZARDOUS ENVIRONMENTAL/ PHYSICAL/ ENERGY SOURCES TO BE MADE SAFE PRIOR TO ENTRY

HOT WORK: YES NO

INTERNAL DIMENSIONS  
H: | W: | L:

**\*ATMOSPHERIC TESTING AND VENTILATION IS TO BE CONTINUOUS DURING ENTIRE TIME OF ENTRY\***

ATMOSPHERIC TESTING	BEFORE VENTILATION	AFTER VENTILATION	CONTINUOUS INTERVALS (Use back of permit for documenting additional intervals)	SAFE STANDARDS
TIME				5 MIN MINIMUM VENT PRIOR TO ENTRY
COMBUSTIBLE GAS				10% LEL MAXIMUM
OXYGEN				19.5% MINIMUM – 23.5% MAXIMUM
HYDROGEN SULFIDE				10 PPM MAXIMUM
CARBON MONOXIDE				35 PPM MAXIMUM
TESTERS NAME PRINTED	TESTERS SIGNATURE		DATE TRAINED/CERTIFIED	

TERMINATED ENTRY WHILE IN PROGRESS DUE TO DANGEROUS GAS LEVELS (record levels below) TIME - : : a.m. p.m.

COMBUSTIBLE GAS	OXYGEN	HYDROGEN SULFIDE	CARBON MONOXIDE
% LEL	%	PPM	PPM

TERMINATED ENTRY DUE TO OTHER REASONS (explain below, use back of permit if needed) TIME - : : a.m. p.m.

COMMUNICATION PROCEDURES: VOICE CONTACT TWO-WAY RADIO OTHER:

**SAFETY EQUIPMENT:** Mark one of the following categories for each piece of equipment: "Yes"-Equipment is required for entry and available for use, "No"-Equipment is required for entry but NOT available for use, "NA"-Equipment is not required for safe entry.

	NA	YES	NO	Atmospheric Tester MAKE	SERIAL NO	NA	YES	NO
AIR BLOWER/VENTILATION EQUIPMENT								
CLASS III SAFETY HARNESS & LIFELINE								
LIFTING RESCUE/RETRIVAL DEVICE				PERSONAL PROTECTION EQUIPMENT				
ESCAPE AIR PACK (10 minutes minimum)				HAZARDOUS ENERGY CONTROL DEVICES				
LADDER				TRAFFIC CONTROL DEVICES				
FIRE EXTINGUISHER				ENTRANCE BARRIER				
WATERPROOF LIGHTING				COMMUNICATION DEVICE TO CONTACT 911				
NON-SPARKING TOOLS				OTHER:				

<b>RESCUE PROCEDURES</b>	1. Notify Tulsa Fire Department (911) or other appropriate emergency services if not in the City of Tulsa.	<b>** DO **</b> <b>** NOT **</b> <b>** ENTER **</b>
	2. Attempt <b>NON-ENTRY</b> rescue using tripod, lifeline and harness <b>only</b> if entrant's life is in immediate danger.	
	3. Notify Field Supervisor.	

TIME DISPATCH NOTIFIED	TIME ENTRY STARTED	TIME ENTRY COMPLETED
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ATTENDANT OR STANDBY PERSONNEL	DATE TRAINED/CERTIFIED
1)	
2)	

ENTRY PERSONNEL	DATE TRAINED/CERTIFIED	ENTRY TIME	EXIT TIME
1)			
2)			
3)			

We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. Entry **cannot** be approved if there are any marks in the "NO" column or the atmosphere is not within the "Safe Standards". This permit is not valid unless all appropriate items are completed and it must be retained at the job site while work is in progress.

PERMIT ISSUED BY: (MUST BE SIGNED PRIOR TO ENTRY) PRINT: SIGNATURE:	DATE TRAINED/CERTIFIED	PERMIT ISSUED TO
APPROVED BY	REVIEWED BY	

Appendix 964 - A



DRIVER'S CDL VEHICLE INSPECTION FORM (964A)

Effective: 10/2016

Per DOT Federal Motor Carrier Safety Regulations

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Truck# \_\_\_\_\_  
Trailer # \_\_\_\_\_

Miles: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Hours: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Check any defective items and give details in the "Remarks" section.

**PRE-TRIP A - TRUCK**

**1-A FRONT EXTERIOR**

- Check for Leaks on Ground
- Headlights and Reflectors
- Front Bumper

**2-A DRIVER'S SIDE - ENGINE**

- Engine Oil
- Transmission Fluid
- Power Steering Fluid
- Engine Coolant & Radiator
- Windshield Washer Fluid
- Hoses & Electrical Wires
- Power Steering Pump
- Air Compressor
- Frame (Around Engine)

**3-A STEERING COMPONENTS**

- Steering Shaft & Gear Box
- Pittman Arm & Drag Link
- Steering Knuckle & Tie Rod

**4-A SUSPENSION - FRONT**

- Shock Absorber
- U-Bolts & Leaf Spring
- Spring Hangers/Mounts

**5-A BRAKES - FRONT**

- Brake Lines & Brake Chamber
- Push Rod & Slack Adjuster
- Brake Shoes & Drums

**6-A FRONT TIRES**

- Tire Tread (at least 4/32")
- Tire Side Walls & Inflation
- Valve Stem & Cap

**7-A FRONT WHEELS**

- No Cracks, Bends, Illegal Welds
- Lug Nuts Secured
- Wheel Hub Seal & Oil Level

**8-A PASSENGER SIDE - ENGINE**

- Exhaust - Pipes/Shield
- Alternator & Water Pump
- Drive Belt
- Fan Blades & Radiator

**PRE-TRIP B - TRUCK**

**1-B DRIVER'S SIDE CAB & FRAME**

- Door, Latch, & Weather Strip
- Mirrors & Mirror Frames
- Steps & Strapping
- Fuel Tank
- Hydraulic Tank and Hoses
- Drive Shaft

**2-B BRAKES - REAR**

- Brake Lines & Brake Chamber
- Push Rod & Slack Adjuster
- Brake Shoes & Drums

**3-B REAR TIRES**

- Tire Tread (at least 2/32")
- Tire Side Walls & Inflation
- Valve Stem & Cap

**4-B REAR WHEELS**

- No Cracks, Bends, Illegal Welds
- Butted Up w/No Debris Between
- Lug Nuts Secured
- Axel Seal

**5-B SUSPENSION - REAR**

- Bolster Springs
- Equalizer Beam
- Suspension Fasteners

**6-B REAR OF VEHICLE**

- Light & Reflectors
- Tailgate
- Splash Guards

**7-B PASSENGER SIDE - CAB**

- Exhaust - Pipes/Shield
- Air Tank & Air Lines

**COUPLING SYSTEM**

**CS TRUCK & TRAILER**

- Glad Hands
- Electrical Connector & Wires
- Pear Shaped Rings
- Safety Chains
- Pintle Hitch
- Donut

**PRE-TRIP C - TRAILER**

**1-C TRAILER - FRONT**

- Trailer Tongue
- Landing Gear
- Trailer Deck & Frame
- Lights, Reflectors, & Ref. Tape

**2-C TRAILER SUSPENSION**

- Torque Arm
- U-Bolts & Leaf Spring
- Spring Hangers/Mounts

**3-C BRAKE COMPONENTS**

- Air Tank
- Brake Lines & Brake Chamber
- Push Rod & Slack Adjuster
- Brake Shoes & Drums

**4-C TRAILER - TIRES**

- Tire Tread (at least 2/32")
- Tire Side Walls & Inflation
- Valve Stem & Cap

**5-C TRAILER - WHEELS**

- No Cracks, Bends, Illegal Welds
- Butted Up w/No Debris Between
- Lug Nuts Secured
- Wheel Hub Seal & Oil Level

**6-C TRAILER - REAR**

- Splash Guard, Ramps, Lights

**IN CAB PRE-TRIP**

**1-IC INSIDE CAB**

- Seatbelt
- Warning lights & Buzzers
- Gauges: Oil, Water, Volts, Fuel, Air
- Indicator Lights: L,R,Hazard, Brights
- Dash Panel Lights
- Horns
- Defroster & Windshield
- Wipers & Washer Fluid
- Mirror Adjustment

**2-IC SAFETY EQUIPMENT**

- 3 RED Reflective Triangles
- Spare Fuses
- Fire Extinguisher
- First Aid Kit

**3-IC 5 BRAKE TESTS**

- 1-Truck & Trailer Leak Test
- 2-Low Pressure Warning System
- 3-Air Compressor Recovery Test
- 4-Truck & Trailer Parking Brake Test
- 5-Service Brake Test

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle condition is **SATISFACTORY** to operate at this time.

Driver's Name (Print): \_\_\_\_\_ Initials: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

-----  
This section for mechanic approval

- Defects do not need correction for safe operation
- Defects Identified are corrected

Mechanic's Name (Print): \_\_\_\_\_ Initials: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_