



PERSONNEL POLICIES AND PROCEDURES

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 programing 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 places 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 report 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. Stop Work Authority

Effective: 07/01/2008

Revised: 10/01/2018

.1 Policy Statement

Maintaining a safe work environment for the employees of the City of Tulsa is paramount. As such, every employee, regardless of classification, has the authority and responsibility to execute Stop Work Authority whenever an employee recognizes an unsafe act or condition that may cause imminent danger to another employee or to the general public. Stop Work Authority shall be initiated without delay due to the nature of the situation.

.2 Procedure for initiating Stop Work Authority

.21 The employee shall notify the appropriate on-site leadership of the hazardous condition and express the initiation of stop work authority. Exempt management shall be notified immediately at this point.

.22 All work shall cease until on-site leadership and/or exempt supervision completes an investigation of the hazards and implements controls that eliminates the danger.

.23 Exempt supervision shall document, in writing, the situation along with corrective actions for elimination to be reviewed annually.

- .24 In the event the immediate exempt supervisor does not agree that an unsafe act or condition exists, and the reported condition cannot be resolved between the employee and the exempt supervisor, the exempt supervisor shall notify the division manager.
- .25 The manager shall have all the necessary facts gathered and determine whether or not to request investigative assistance by Safety and Health personnel.
- .26 In the event the employee reporting the unsafe act or condition does not feel a satisfactory solution has been accomplished or an explanation from the exempt supervisor or manager as to why the alleged unsafe act or condition should not or cannot be changed or corrected is not given, the employee shall notify the Safety and Health Section, and/or initiate a written grievance at the second step.
- .27 When an unresolved unsafe act or condition is discovered by an employee, is determined to be outside the work unit's jurisdiction, and creates imminent danger to life or limb, that shall be considered an emergency situation, and the employee shall notify the Safety and Health Manager immediately.
- .28 Any unsafe act or condition that is discovered after hours, on weekends and holidays shall be reported using the same steps and procedures. Safety and Health staff can be contacted after hours by calling the dispatcher at 918-586-6999. The dispatcher will notify Safety and Health staff as to the situation.
- .29 No person shall retaliate, coerce, threaten, or discriminate against an employee for well-intended reporting of unsafe or unhealthful conditions.
- .210 In no event shall an employee or group of employees suffer disciplinary action or retaliation for reporting an unsafe act or condition in good faith.

.3 Responsibilities

- .31 Directors shall be responsible for:
 - .311 Demonstrating support of Stop Work Authority
 - .312 Establishing expectations of all employees to utilize Stop Work Authority Promoting the Stop Work Authority Program
 - .313 Holding department management responsible for support of the Stop Work Authority program
- .32 Division Managers shall be responsible for:

- .321 Supporting Stop Work Authority
- .322 Establishing expectations of Stop Work Authority use
- .323 Promoting the Stop Work Authority Program
- .324 Holding field supervisors accountable for support of the Stop Work Authority Program
- .325 Participating in Stop Work investigations when necessary
- .326 Reviewing Stop Work documentation and corrective actions annually
- .33 Exempt Supervisors shall be responsible for:
 - .331 Supporting the Stop Work Authority program
 - .332 Participating in Stop Work investigations
 - .333 Documenting corrective actions taken for annual review
 - .334 Communicating with employees during Stop Work Authority initiations when deeming a situation to be safe to proceed
 - .335 Promoting the Stop Work Authority program
 - .336 Holding employees accountable for the good faith use of Stop Work Authority
 - .337 Providing training to employees on Stop Work Authority
- .34 All Employees, regardless of classification, shall be responsible for:
 - .341 Initiating, in good faith, Stop Work Authority when situations present hazards to employees or the public
 - .342 Participating openly and honestly during Stop Work investigations
 - .343 Assisting in implementing corrective actions
- .35 Safety and Health Staff shall be responsible for:
 - .351 Assisting in Stop Work investigations when requested
 - .352 Promoting the Stop Work Authority Program
 - .353 Reviewing Stop Work documentation annually

.4 Training

.41 Training on Stop Work Authority shall occur upon employment with the City of Tulsa by the hiring supervisor.

.42 Refresher training shall occur annually thereafter.

910 Safety Management Program **Effective: 07/08/1994** **Revised: 08/25/2021**

.1 Purpose

To aid in the reduction of occupational injuries and at-risk behaviors and conditions, this policy will outline expectations for implementing and improving aspects of safety management systems.

.2 Scope

This policy enlists the efforts of employees at all levels to help improve the City of Tulsa safety culture through the creation of injury reduction plans, jobsite inspections, facility inspections, and safety meetings.

.3 Organizational Goals and Responsibilities

To reinforce the importance of safety within your department through planning, employee involvement and performance measurement. Each Department will be responsible for the following:

.31 Injury Reduction Plans: Injury Reduction Plans are essential to help mitigate and/or eliminate the frequency and severity of workplace injuries.

.311 Each department will be responsible for creating an Injury reduction plan based on the trends found in the previous fiscal year(s).

.312 Injury reduction plans should be realistic and identify an expected percentage reduction of OSHA recordable injuries.

.313 Should include an implementation plan developed with all levels of management and the assistance of the department safety committee.

.32 Jobsite Inspections: Jobsite inspections are crucial to ensuring the mitigation of hazards at jobsites.

.321 Jobsite inspections shall occur at intervals that ensure employee compliance with all established policies and regulations but no fewer than one inspection per week.

- .322 Jobsite inspections shall be documented using the form found in appendix 910 and submitted for review to the division manager
- .323 Safety related issues found during jobsite inspections are to be corrected immediately when possible. Hazards that are immediately dangerous to life and health shall be mitigated immediately and before the continuation of work.
- .33 Facility Inspections: Facility inspections help ensure that the facilities within which City of Tulsa employees work are maintained in the proper way with regards to safety practices.
 - .331 Facility inspections shall occur at regularly scheduled intervals but no fewer than one inspection per month.
 - .332 Facility inspections shall be documented using the form found in appendix 2910B and submitted for review to the division manager
 - .333 Corrective actions shall be either immediately performed or tracked to completion by division management
- .34 Safety Meetings: Safety meetings provide valuable opportunities to help ensure employees understand hazards pertaining to tasks or job functions.
 - .341 Each division is to hold monthly safety meetings for all staff. Safety meetings should include review of RAPID forms, injury and collision statistics and review of the injury reduction plan. These meetings shall also include safety related training on topics that apply to that work group. The division safety committee meeting does not satisfy this requirement.
 - .342 Safety meetings shall be documented by sign-in sheet and contain the topics covered
 - .343 Pre-Job safety meetings shall be conducted prior to the start of each job for field related activities. Items discussed should include recognized hazards and means to mitigate risks associated with those hazards as well as ensuring all necessary equipment is present to complete the job.
 - .344 In the event of work that spans multiple shifts or crews, lead persons shall communicate each hazard and discuss the steps taken to mitigate those hazards prior to handing off the job.

- .35 Performance Planning and Review: In order to achieve the City's mission, vision, and values, critical factors affecting an employee's safety performance must be evaluated.
 - .351 An evaluation of an employee's injuries, at-fault collisions, and safety related discipline shall be done during the review period
 - .352 Specific safety related goals shall be added to each employee's planning document during the planning sessions.

.4 Organizational Responsibilities

The safety management program involves active participation from all levels of the department, working together, to identify hazards in the workplace and creating ways to eliminate, prevent, or control those hazards. Responsibilities Include:

- .41 Department Directors
 - .411 Identifying safety related organizational goals and incorporating those goals into the department's AIM Plan mission, vision and values.
 - .412 Determining and implementing an injury reduction plan for the department at the beginning of the fiscal year;
 - .413 Presenting injury reduction plans to the Safety Oversight Committee in August or September; and
 - .414 Providing progress updates on a quarterly basis to the Safety Oversight Committee on the implementation and success of the department's injury reduction plan and/or safety management program.
- .42 Department Managers
 - .421 Ensuring directives and tasks assigned by the director are supported and followed to incorporate safety as a priority throughout day-to-day operations;
 - .422 Working with supervisors and directors on development and implementation of injury reduction plans;
 - .423 Ensuring that progress on injury investigation corrective actions are tracked to full implementation;
 - .424 Review results of inspections for trending and further analysis;

.425 Ensuring the frequency of safety meetings and inspections are executed according to this policy; and

.426 Working with all levels of the department to identify and recognize employees and/or work groups demonstrating safety excellence; and

.43 Field Supervisors

.431 Working with employees, managers and safety staff to ensure safety rules/policies are followed and enforced;

.431 Ensuring proper training takes place in safe work operations and that work materials, tools and equipment are safe and in good working condition;

.432 Ensuring that safety meetings and jobsite inspections are performed and documented at intervals outlined in this policy; and

.433 Working with all levels of the department to identify and recognize employees and/or work groups demonstrating safety excellence; and

.44 Office Supervisors

.441 Working with employees, managers and safety staff to ensure safety rules/policies are followed and enforced;

.442 Ensuring proper training takes place in safe work operations and that work materials, tools and equipment are safe and in good working condition;

.443 Ensuring that safety meetings and facility inspections are performed and documented at intervals outlined in this policy; and

.444 Working with all levels of the department to identify and recognize employees and/or work groups demonstrating safety excellence.

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. There is no policy that corresponds with this section number.
- 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. Job Hazard Analyses

Effective: 02/05/2014

.1 Purpose

A Job Hazard Analysis (JHA) is a tool that is useful in preventing workplace accidents and illnesses through an organized process. It improves employee skills and awareness and identifies potential accidents and hazards to establish safe job procedures.

.2 Scope

This policy provides guidance and assistance to all departments in developing and implementing JHAs. JHAs are to be developed on all tasks that have a history of injuries, illnesses or deaths and then on all other tasks that have a significant risk. (See matrix in **Appendix 920-B**).

.3 Responsibilities

.31 Human Resources Safety Data Analyst

- .311 Monitor submittal of JHAs to ensure that a JHA is completed or reviewed for each new injury that requires a form 905B to be completed.
- .312 Provide feedback to departmental management on quality and appropriateness of JHAs.

.32 Safety & Health Division of Human Resources

- .321 Provide advice, training, and consultations to departmental management on how and when to develop JHAs.
- .322 Provide input to Safety Data Analyst on submitted JHAs.
- .323 Audit departments at least biennially to determine compliance with this policy.
- .324 Maintain a record of all submitted JHAs in the City of Tulsa documents library.

.33 Department Heads

- .331 Ensure that JHAs are properly developed by managers and supervisors.
- .332 Ensure that proper training is provided to employees engaged in tasks involving JHAs.

.34 Managers

- .341 Review JHAs submitted by subordinate supervisors.
- .342 Modify JHAs, as needed with input from supervisors, Subject Matter Experts (SMEs), Safety and Health Division staff and/or other appropriate persons.
- .343 Provide copies of completed JHAs to the Safety Data Analyst.

.35 Supervisors

- .351 Consult employees that perform a specific task for input in developing JHAs.
- .352 Develop JHAs for all tasks with a history of related injuries, illnesses or deaths and all other tasks with a significant chance of injuries (See **Appendix 920-B**).
- .353 Train all involved employees on JHAs.
- .354 When an injury occurs during a task for which there is no JHA, perform a JHA and submit to appropriate manager for final approval.
- .355 When an injury occurs during a task for which there is a JHA, review the process and modify the JHA and/or provide additional training, as appropriate.

.4 Implementation Requirements

.41 General

The JHA is a systematic method of identifying hazards and control measures to safely perform a specific job or task. The process involves breaking down a particular task into a series of simple steps. In each of these steps, hazards are identified and documented using **Appendix 920-A**. After the hazards are identified, solutions and recommendations for the prevention of accidents shall also be documented in the analysis. Refer to **Appendixes 920-B, 920-C, and 920-D** for assistance in completing the JHA.

.5 Employee Training and Education

.51 Initial Training

- .511 All employees will be trained on existing JHAs.

- .512 New employees or employees who are asked to perform new jobs/tasks shall be trained to use the procedures developed in the JHA.

.52 Refresher Training

- .521 Supervisors shall perform and document employee training on completed/existing JHAs at least annually.
- .522 Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction (tailgate training) will serve as a refresher so that employees may remember and avoid any hazards.
- .523 Employees who are injured while doing a task for which a suitable JHA exists shall be retrained on the JHA.

.6 Recordkeeping

.61 Supervisors

- .611 Maintain a copy of employee training records for a minimum of three years. JHA forms will be maintained and readily accessible by all employees.

.62 Data Analyst

- .621 Maintain a copy of all JHAs for a minimum of three years after they are replaced with updates or taken out of service by notification from departmental management.

.7 Program Reviews and Audits

- .71 Program compliance will be assessed at least biennially by the Safety & Health Division of Human Resources. Program effectiveness shall be evaluated at least biennially by the Division Safety Committee.

.8 Appendices

Appendix 920A –Job Hazard Analysis Form

Appendix 920B – JHA Matrix

Appendix 920C – JHA Example

Appendix 920D – Guidelines for Performing Job Hazard Analyses

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 structure 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 1/8th 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. Fall Protection

Effective: September 9, 2020

.1 Purpose

To protect all City of Tulsa employees engaged in work activities, which expose them to heights of 4 feet or more.

.2 Policy Statement

Employees shall be provided fall protection equipment by their department and shall use such equipment when working at elevations of 4 feet or more from one surface to another. Only "Body Harnesses", which are designed to arrest the most severe free falls, shall be used in all personal fall arrest system applications including aerial lifts specifically designed for lifting personnel. This is in compliance with OSHA 1926 and 1910 standards.

.3 Definitions

Personal Fall Arrest System: A system used to arrest (catch) an employee in a fall from a working level. It consists of an anchorage location, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or any combination of the before-mentioned items.

Permanent Fall Protection Equipment: This equipment is permanently installed to provide protection to employees in areas where they are exposed to falls of 4 feet or more. It can consist of guardrails, ladder cages, and or permanent attachment points for personal fall arrest systems.

Competent Person: A person capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees. A person who has the authorization to take prompt corrective action to eliminate such hazards. A person who is trained and displays knowledge and ability in the correct and safe use of personal fall arrest systems.

Anchor Point: A secure point of attachment for lifelines, lanyards, or deceleration devices. An anchor point must be capable of supporting at least 5000 pounds per person and must be independent of any anchorage being used to support or suspend platforms.

Full Body Harness: Webbing/straps, which are secured about an employee's body in a manner that will distribute the fall arrest forces over the thighs, pelvis, waist, chest and shoulders and having means for attaching it to other components of a personal fall arrest system, preferably at the shoulders and/or middle of the back.

Lanyard: A flexible line of rope or strap that has self-locking snap hook connectors at each end for connecting to body harnesses, deceleration devices, and anchor points.

Leading Edge: The edge of a floor, roof, or other walking/working surface which changes location as additional floor, roof, etc., is placed or constructed. A leading edge is considered an unprotected side or edge when not under active construction.

Snap hook: A connector comprised of a hook-shaped member with a closed keeper which may be opened to permit the hook to receive an object, and when released, automatically closes to retain the object. Snap hooks must be self-closing with a self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection, thus preventing the opportunity for the object to "rollout" of the snap hook.

Toe board: A low protective barrier that will prevent the fall of materials and equipment to lower levels, usually 4 inches or greater in height.

Unprotected Sides and Edges: Any side or edge of a walking or working surface (e.g., floor, roof, ramp, runway, etc.) where there is no guardrail at least 39 inches high.

Safety Monitoring System: A system in which a Safety Monitor is responsible for recognizing and warning employees of fall hazards when fall protection systems

are required and conventional methods of fall protection are infeasible or create additional hazards.

Safety Monitor: A Competent Person in fall protection able to identify and mitigate fall hazards when a Safety Monitoring System is in use.

.4 Responsibilities

.41 Division and Section Managers shall be responsible for:

- .411 Ensuring Job Hazard Analyses are performed, documented and filed to identify the areas where permanent fall protection and personal fall arrest systems are used.
- .412 Ensuring the timely installation of OSHA and ANSI compliant temporary and permanent fall protection equipment in areas where it is required. These areas are defined by exposing workers to walking and working surfaces with unprotected sides, edges, floor and wall openings, platforms runways, ramps, fixed ladders, and any other area that exposes workers to a fall of 4 feet or more.
- .413 Ensure engineering controls to eliminate the need to expose workers to heights above 4 feet are in place.
- .414 Ensure personal fall arrest systems comply with current OSHA and ANSI standards when the exposures cannot be eliminated or permanently protected.
- .415 Providing personal fall arrest systems that fit employees' physical features according to manufacturer's guidelines for proper and safe use.
- .416 Ensure initial training and retraining is provided by a Competent Person (s) as defined in the Training Section of this policy.
- .417 Ensuring bi -annual inspections of areas where permanent fall protection equipment is installed and bi -annual inspections of personal fall arrest systems are documented.
- .418 Providing Competent Person(s) to perform all bi-annual inspections

.42 Exempt Field Supervisors shall be responsible for:

- .421 Recognizing when fall hazards exist.

- .422 Ensuring that personal fall arrest systems are being used according to equipment manufacturer's guidelines.
- .423 Ensuring that bi -annual inspections are performed, documented, and filed for all permanent fall protection equipment and personal fall arrest systems in areas of responsibility.
- .424 Ensuring damaged or defective temporary and permanent fall protection equipment is removed from service and tagged out.
- .425 Ensuring a Safety Monitoring System is in place when no fall protection systems have been implemented, but are required.
- .426 Maintaining all provided manufacturer's guidelines on wearing, inspecting, caring and storing of personal fall arrest systems for future reference and training.
- .43 Lead Personal shall be responsible for:
 - .431 Recognizing when fall hazards exist.
 - .432 Visually inspecting or ensuring that inspections are being performed on personal fall arrest systems prior to each use for safe working order.
 - .433 Removing from service any part of or the entire fall arrest system if defects are noticed or repair is needed. Use a Tag Out Procedure to identify defective personal fall arrest systems or components and follow manufacturer's guidelines for disposal or repair.
 - .434 Reporting to Exempt Field Supervisor any damaged or defective temporary and permanent fall protection equipment.
 - .435 Ensuring that personal fall arrest systems are being used, cared for and stored according to equipment manufacturer's guidelines.
 - .436 Ensuring that the correct type of personal fall arrest system is being used for the job.
 - .437 Ensuring that the climber is a Competent Person.
- .44 Competent Person as a Climber shall be responsible for:
 - .441 Recognizing when fall hazards exist.
 - .442 Having the ability to correctly and safely use the specific type of personal fall arrest equipment they are using.

- .443 Visually inspecting personal fall arrest systems, backup systems, and rescue/retrieval systems for safe condition prior to each use.
- .444 Reporting to Lead Personnel or Exempt Field Supervisor when personal fall arrest systems and or permanent fall protection equipment are damaged or defective.
- .445 Not using personal fall arrest systems that are damaged or defective.
- .446 Using and maintaining personal fall arrest systems according to manufacturer's guidelines.
- .45 Safety Monitor, when in use, shall be responsible for:
 - .451 Warning the employee(s) when they appear unaware of fall hazards or acting in an unsafe manner
 - .452 Being on the same working surface and within visual sighting distance of the employee being monitored
 - .453 Performing no other responsibilities that takes away from the monitoring function

.5 Training/Retraining

- .51 All supervisors, lead personal, and employees who are engaged in work activities which expose them to heights of 4 feet or more above a lower level shall, before being exposed to fall hazards, receive adequate training consisting of OSHA compliance training by a competent person.
- .52 Initial Training shall be equipment specific in terms of type of fall protection systems to be utilized. Training must be documented and filed.

At a minimum, initial training shall include:

- Fall hazard recognition and planning to prevent falls.
- Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection system
- Fall protection equipment specific use
- Wear, care, and maintenance of specific personal fall arrest system equipment.
- Inspecting equipment prior to use and bi -annual documented inspection processes.
- Rescue/ retrieval considerations and procedures.

.53 Retraining shall be completed when:

- Changes in the workplace render previous training obsolete, or
- Changes in the type of fall protection used, or
- An employee demonstrates that they do not have the understanding, skill, or knowledge of use for fall protection systems. This can be determined by utilizing job site inspections where fall protection is in use.

.6 Rescue and Retrieval

Departments shall ensure that employees are afforded prompt rescue should a fall occur or ensure employees are capable of self-rescue.

.7 Equipment Specifications

.71 Fall protection system equipment must comply with current OSHA and ANSI standards.

.72 Permanent approved attached points shall be established and marked so as to be easily identifiable in areas where lifelines and lanyards are used regularly. Anchor points shall be capable of supporting a load of 5,000 pounds.

.73 All guardrail systems shall comply with the current OSHA requirements

.74 All personal fall arrest systems and permanent and temporary fall protection equipment that are to be used in high heat or corrosive environments shall be rated for those types of environments.

.75 Use fall protection equipment that is specifically designed to the type of application it will be used for.

.76 Mixing of personal fall arrest system components from different manufacturers can be permitted so long as they are compatible and meet current ANSI standards.

.77 All personal fall arrest systems shall be rigged so an employee can neither free fall more than 6 feet nor contact any lower level.

.78 All personal fall arrest equipment shall bear the identification of the manufacturer and the date it was manufactured.

.8 Fall Protection Equipment Inspection Program

- .81 All permanent fall protection equipment and personal fall protection arrest systems shall be bi - annually inspected, documented and filed using Full Body Harness Checklist, Lanyards Checklist, Snap hooks/Carabiners Checklist, and Self-Retracting Lanyard/Lifeline Checklist.
- .82 All personal fall arrest systems must be visually checked for damage and defective components prior to each use. See checklists in the appendices for a basic component checklist.
- .83 Information provided by the equipment manufacturer concerning the inspection of Fall Protection Equipment must be kept in a file that is accessible to employees.

.9 Storage and Maintenance of Fall Protection Equipment

- .91 Each department must provide an area to properly store fall protection equipment.
- .92 All fall protection equipment must be stored and maintained and disposed of according to manufacturer's specifications.
- .93 Information provided by the equipment manufacturer concerning the storage and maintenance of Fall Protection Equipment must be kept in a file that is accessible to employees.

.10 General Safety Precautions for Fall Protection

- .101 Employees may not become unsecured while repositioning themselves. A back up system of fall protection shall be available if an employee needs to become unsecured from the primary system.
- .102 Personal fall arrest systems and components that have been the subject of an impact load shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for use. Load testing shall not be performed on personal fall arrest systems.
- .103 Glass or plastic roofs, roof skylights and roof openings shall be recognized as fall hazards.
- .104 Employees working or monitoring near elevated employees shall wear ANSI approved hard hats.

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. Hot Work **Effective: 04/19/1993 Revised: 12/09/2019**

.1 Purpose

.11 The City of Tulsa recognizes that there is a potential for injury to people and damage to property that can result from fire or sparks that arise when Hot Work is performed outside of a Designated Safe Hot Work Area. This policy establishes a permit authorization system to ensure that all hazards are evaluated and that appropriate safety measures and controls are taken prior to and during any operation that uses an open-flame or spark-producing apparatus.

.12 This policy is written in accordance with the Occupational Safety & Health Administration's (OSHA) workplace standard, 29 CFR 1910.252, Welding, Cutting and Brazing and the National Fire Protection Association (NFPA) code standard 51B, Fire Prevention in Use of Cutting and Welding Processes.

.2 Definitions

.21 Hot Work - Hot Work is any work that involves burning, welding, using fire or spark-producing tools, or that produces a source of ignition.

.22 Fire Watch - Trained personnel who are in attendance during the entire Hot Work operation and are immediately available to extinguish a fire or take other effective action if needed.

.23 Hot Work Permit - A special permit issued by the Permit Authorizing Individual which authorizes specified Hot Work at a specific location and time.

.24 Hot Work Operator – Employee trained and authorized to perform Hot Work

.25 Designated Safe Areas – Areas identified by operations management to routinely be free of excess combustibles and designed for Hot Work operations

.26 Permit Authorizing Individual – Supervisor or Crew leader who signs off on the Hot Work permit prior to the beginning of Hot Work

.3 Responsibilities

.31 Department Managers

- .311 Ensure all personnel engaged in Hot Work activities are provided the appropriate level of personal protective equipment.
- .312 Ensure that personnel in Hot Work activities are trained in the safe operation of the equipment
- .313 Ensure personnel that serve as equipment inspectors are qualified; that they make such inspections on a monthly basis; and that they maintain records of the inspections. (See Appendix 3 Welding Equipment Checklist)
- .314 Establish areas for cutting and welding and establish procedures for cutting and welding in other areas to include the use of the Hot Work permit found in Appendix 1.
- .315 Advise all contractors about flammable materials or hazardous conditions of which they may not be aware.

.32 Supervisor Responsibilities

- .321 Identify and designate employees as Hot Work operators.
- .322 Ensure employees are following this policy.
- .323 Where applicable, ensure Hot Work permits are completed and accurate prior to beginning Hot Work.
- .325 Approve Hot Work to begin if no crew leader is present.

.33 Crew Leader Responsibilities

- .331 Ensure appropriate steps have been taken to safeguard against accidental ignition of combustibles when Hot Work is being performed outside of a Designated Safe Area.
- .332 Ensure a Hot Work permit is completed for Hot Work being performed outside of a Designated Safe Area.
- .333 Review the Hot Work permit for accuracy and approve Hot Work prior to beginning.

.34 Hot Work Operator Responsibilities

.341 Protect combustibles from ignition by:

.3411 Having work removed to a location free from dangerous combustibles.

.3412 Properly shielding the combustibles against ignition if the work cannot be moved and the combustibles cannot be moved.

.3413 Seeing that Hot Work is scheduled so that other work operations that might expose combustibles to ignition are not started during the Hot Work process.

.342 Complete the Hot Work Permit for the operation and submit to the Permit Authorizing Individual.

.343 Ensure that a Fire Watch and appropriate fire protection and extinguishing equipment are properly located at the site.

.35 Fire Watch Responsibilities

.351 Be in attendance during Hot Work operations being performed outside of Designated Safe Areas.

.352 Remain at the Hot Work location for a minimum of 30 minutes after Hot Work is concluded.

.353 Ensure fire extinguishing equipment is on hand and in proper working order.

.36 All Employee responsibilities

.361 Report to the supervisor defects in equipment or safety hazards.

.362 Discontinue use of defective equipment.

.363 Wear the appropriate personal protective equipment.

.4 Personal Protective Equipment

.41 In addition to applicable personal protective equipment found in the Personnel Policies and Procedures Manual 922, the following may be required based on the hazards associated with the Hot Work operation.

.411 Filter lenses and plates that meet the test for transmission of radiant energy prescribed in ANSI Z87.1-2015. A table for

guidance on selecting the appropriate filter lens can be found in Appendix 2.

.412 Helmets or hand shields shall be used during all arc welding or arc cutting operations, excluding submerged arc welding.

.413 Goggles or other suitable eye protection.

.414 Fire retardant clothing (FRC).

.42 Any other form of personal protective equipment deemed necessary during a written hazard assessment of the operation.

.5 Respiratory Protection

When ventilation is not sufficient to remove toxic gases at their source then adequate respiratory protection shall be provided by the department. This respiratory protection must be air-supplied respirators.

.6 Hot Work in Confined Spaces

If Hot Work is to be performed in permit-required confined spaces, employees are to follow Personnel Policies and Procedures Manual 931 in addition to the requirements found within this policy.

.7 General Personal Protection

.71 Weld only in a dry place and with dry equipment. If conditions are otherwise, supervising personnel with proper authority should approve the operation.

.72 Weld with insulated electrode holder.

.73 Remove electrode stubs from the holder only when the body is not in contact with the work.

.74 Place holders that are not in use where they will not come in contact with workers or other metal objects.

.75 Inspect personal protective equipment before beginning to weld.

.76 Either remove all flammable material from the area in which welding or cutting is to be done or cover and shield objects from sparks. Always have a fire extinguisher nearby.

.8 Ventilation

- .81 The department shall supply adequate means of welding ventilation when the situation calls for it. Adequate ventilation consists of fume collectors, exhaust ventilators or air-supplied respirators.
- .82 Mechanical ventilation shall be provided when welding or cutting is done in a space of less than 10,000 cubic feet per welder, in a room having a ceiling height of less than 16"; in a confined space or where the welding space contains partitions, balconies or other structural barriers to the extent that they significantly obstruct cross ventilation. Mechanical ventilation consists of the use of local exhaust hoods and booths (fixed enclosures).
- .83 Ventilation in confined spaces
 - .831 All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency.
 - .832 In such circumstances where it is impossible to provide such ventilation, airline respirators or hose masks approved by the U.S. Bureau of Mines for this purpose shall be used and provided by the department.
 - .833 In areas immediately hazardous to life, hose masks with blowers or self-contained breathing apparatus (SCBA) shall be used. The breathing equipment shall be approved by the U.S. Bureau of Mines and provided by the department.
 - .834 Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing apparatus approved by the U.S. of Mines, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within.

.9 Use of Compressed Oxygen

- .91 Never permit oil and grease to come in contact with oxygen cylinders, valves, regulators, gauges and fittings; oxygen cylinders or apparatus with oily hands or gloves.
- .92 Do not handle oxygen cylinders or apparatus with oily hands or gloves.
- .93 Never use oxygen from a cylinder without reducing the pressure through a suitable regulator intended for that purpose.
- .94 Always keep the protective cap in place until the cylinder is ready to be connected.

- .95 After removing the valve cap, twist the valve handle for an instant to clear the opening of particles, dust or dirt.
- .96 If a valve is difficult to twist, point the valve opening in a safe direction and apply greater force.
- .97 Never use a hammer or wrench to open cylinder valves. If valves cannot be opened by hand the supplier shall be notified.
- .98 Make sure that the adjusting screw of the regulator is released after attaching it and before the cylinder valve is opened.
- .99 Never permit oxygen to enter the regulator suddenly; open cylinder valve slowly.
- .910 Before the regulator is removed from a cylinder, close the cylinder valve and release all gas from the regulator.
- .911 Do not permit sparks or flame from the welder or cutting torch to come in contact with the cylinder.
- .912 Never interchange oxygen regulators, hoses or other appliances with similar equipment intended for use with other gases.
- .913 Open the cylinder valve fully when the cylinder is in use.
- .914 Never use oxygen as a substitute for compressed air (dangerous to use oxygen for pneumatic tools; or to start diesel engines; or for imposing pressure in oil reservoirs; or for paint spraying; or for blowing out pipelines.)
- .10 Storage of Compressed Oxygen
 - .101 Do not store cylinders near flammable materials; especially oil, grease or any substance likely to cause or accelerate a fire.
 - .102 Do not store reserve stocks of cylinders containing oxygen with reserve stocks of cylinders containing combustible gases. Separate the two.
 - .103 Oxygen cylinders must be chained to firm support whether empty or full and whether in use or idle.
- .11 Use of Acetylene
 - .111 Keep sparks and flame away from acetylene cylinders; avoid hanging lit or unlit blowpipes from the regulators attached to the cylinders.
 - .112 Never pass acetylene from cylinders through blowpipes or torches without

having a suitable regulator attached to the cylinder.

- .113 After removing the valve cap, open the valve for an instant to clear away particles of dust or dirt.
- .114 Release the adjusting screw of the regulator after it is attached and before the cylinder valve is opened.
- .115 Close the cylinder valve and release all gas from the regulator before removing it from a cylinder.
- .116 Never interchange acetylene regulators, hoses or other appliances with similar equipment intended for use with other gases.
- .117 An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle and preferably no more than three-quarters of a turn.
- .118 Close the valves and put the caps in place to prevent leaks when returning empty cylinder.
- .119 Be aware that the pressure in an acetylene cylinder does not accurately indicate the amount of gas contained. (Quantity is determined by the weight of the cylinder and its contents.)
- .120 Never test for acetylene leaks with an open flame; use soapy water for this purpose.
- .12 Storage of Acetylene
 - .121 Do not store reserve stocks of acetylene cylinders with reserve stocks of oxygen cylinders; separate the two gases by at least twenty (20) feet.
 - .122 Acetylene cylinders must be chained to firm support, used and stored in an upright position.
 - .123 Empty acetylene cylinders must also be stored in a chained, upright position.
- .13 Cylinders (General)
 - .131 All portable cylinders used for storage and shipment of compressed gases shall be constructed and maintained in accordance with the regulations of the USDOT, 49 CFR Parts 171-179.
 - .132 Compressed gas cylinders shall be legibly marked for the purpose of identifying the gas contents with either the chemical or the trade name of the gas.

- .133 Compressed gas cylinders shall be equipped with connections complying with the Compressed Gas Association Standard For Compressed Gas Cylinder Valve Outlet and Inlet Connections, CGA V-1-2005
- .134 All cylinders with a water weight capacity of over thirty pounds shall be equipped with a valve protection cap, collar or recess to protect the valve.
- .135 Cylinders shall be kept away from radiators and other sources of heat.
- .136 Inside of building cylinders shall be stored in a well-protected, well ventilated, dry location and at least twenty (20) feet from combustible materials.
- .137 Cylinders stored in assigned places, away from elevators, stairs or gangways, will be located where they will not be knocked over or damaged by passing or falling objects or subject to tampering by unauthorized persons.
- .138 Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.
- .139 Empty cylinders shall have their valves closed
 - .1310 All cylinders, whether empty or full shall be stored in an upright and chained position
 - .1311 Valve protection caps shall be in place, hand-tight, except when cylinders are in use or connected for use
- .14 Fire Prevention and Protection
 - .141 Basic precautions
 - .1411 Flammable and combustible materials shall be kept a minimum of 35 feet from Hot Work operations
 - .1412 If the object to be welded or cut cannot be moved and /or if all fire hazards cannot be removed, then welding shields shall be used to confine the heat, sparks, and slag and to protect immovable fire hazards.
 - .1413 If the requirements above cannot be followed, then welding and cutting shall not be performed without the issuance of a Hot Work Permit.
 - .142 Special precautions

- .1421 Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions shall be observed regarding cracks or holes in walls, open doorways, and open or broken windows.
- .1422 Suitable fire extinguisher equipment shall be maintained in a state of readiness for instant use.
- .1423 Trained Fire Watches shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop or if any of the following conditions exist:
 - .14231 Appreciable combustible materials in building construction or content are closer than thirty-five (35) feet to the point of operation
 - .14232 Appreciable combustibles that are more than thirty-five (35) feet away but are easily ignited by sparks
 - .14233 Wall or floor openings within a thirty-five (35) foot radius, which exposes combustible materials in adjacent areas, including concealed spaces in walls and floors
 - .14234 Combustible materials adjacent to the opposite side of metal partitions, walls, ceilings or roofs which are likely to be ignited by conduction radiation
- .1424 Fire watchers shall have fire extinguishing equipment readily available and be trained in its use; be familiar with facilities for sounding an alarm; watch for fires in exposed areas; try to extinguish them when obvious it is in the capacity of the equipment; sound the alarm and call the fire department when it is not in their capacity to extinguish the fire.
- .1425 Fire watchers shall be maintained for at least a half-hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.
- .1426 Combustible floors shall be kept wet, covered with damp sand or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.
- .1427 Cutting or welding shall not be permitted:
 - .14235 In areas not authorized in writing by management.

.14236 In buildings that have sprinkler systems and where fire protection is impaired.

.14237 In the presence of explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dust with air) or explosive atmospheres that may develop inside tanks and equipment that have not been cleaned or are improperly prepared and that use to contain combustible materials or dust or an accumulation of combustible dust.

.14238 In areas near the storage of large quantities of exposed, readily ignitable materials.

.1428 Ducts and conveyors systems that might carry sparks to distant combustibles shall be suitably protected or shut down.

.1429 Where cutting or welding is done near walls, partitions, ceiling or roofs of combustible construction, fire-resistant shields or guards shall be provided to prevent ignition.

.1430 If welding is to be done on a metal wall, partition, ceiling or roof precautions shall be taken to prevent ignition of combustibles on the other side due to conduction or radiation, preferably by relocating combustibles. Where this is not possible, a Fire Watch on the other side from the work shall be provided.

.15 General precautions

.151 Plastic case lighter shall not be carried around welding operations or flames.

.152 Arc welding units shall be located in gas-free areas.

.153 All steel drums barrels or other closed vessels that have contained volatile liquids or gases shall be thoroughly steamed, filled with water or made safe by other approved methods before a cutting or welding torch is applied.

.154 Before welding is performed on a freon system, the system shall be properly purged to prevent any oil vapors from causing an explosion and to prevent freon vapors from creating poison gas when the heat of the flame is applied.

.155 Pieces of hot metal shall not be left where workers might get burned by handling or stepping on them. Post the sign "HOT" on a cooling object.

.156 Power to an electric arc welding machine should be turned off when not in

use.

- .157 Only enough cable to do the job should be used. The remainder should be kept rolled on racks.

.16 Employee Training

- .161 Employees shall be trained on this policy annually and prior to performing Hot Work.
- .162 Employees acting as Hot Work Operators shall be trained in the recognition of hazards related to Hot Work
- .163 Employees acting as Fire Watches shall be trained in the proper use and selection of fire extinguishers prior to acting as a Fire Watch and annually thereafter

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 H₂S 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”.

The provisions of this policy establish minimum safety standards for working in excavations and are in compliance with OSHA Construction Standard, Subpart P Excavations, and 1926.650-653.

.2 Definitions

- .21 Excavation – Any man-made cut, cavity, trench or depression in the earth's surface formed by earth removal.
- .22 Competent Person – An individual on location who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective action measures to eliminate them.
- .23 Hazardous Atmosphere – An atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic or otherwise harmful which may cause death, illness, or injury.
- .24 Type B soil – Cohesive soil with an unconfined compressive strength greater than .5 tons per square foot. This includes previously disturbed soil that would not otherwise be classified as Type C soil, unstable dry rock, and granular cohesionless soil.
- .25 Type C soil – Cohesive soils with unconfined compressive strength less than .5 tons per square foot. This also includes granular soils such as gravel, sand, loamy sand, submerged rock or soil where water is freely seeping, and unstable submerged rock.

.3 Responsibilities

.31 Directors

Directors are responsible for ensuring department management supports and enforces this policy.

.32 Department Managers

Department Managers shall be responsible for:

.321 Supporting this policy

.322 Ensuring field supervisors support and enforce this policy

- .323 Providing any equipment necessary for employees to follow comply with this policy
- .324 Maintaining a record of excavation inspection forms for auditing purposes
- .325 Ensuring initial training on this policy is completed prior to entry into an excavation
- .326 Ensuring refresher training on this policy is completed at least annually

.33 Field Supervisors

Field Supervisors shall be responsible for:

- .331 Supporting and enforcing this policy
- .332 Daily inspection of job sites requiring excavations
- .333 Reviewing Excavation Inspection Forms (TUL #4723)
- .334 Ensuring the care and maintenance of equipment
- .335 Providing employee training on this policy and its components prior to working in excavations and at least annually thereafter
- .336 Ensuring employees acting as Competent Persons receive training as described in this policy

.34 Competent Person

The Competent Person on location shall be responsible for:

- .341 Identifying, predicting, evaluating, and correcting hazards associated with excavations
- .342 Ensuring protective systems are utilized properly
- .343 Completing the Excavation Inspection Form (TUL#4723)
- .344 Ensuring a clear hand-off of responsibility to another properly trained individual on-site if unable to continue acting as the Competent Person
- .345 Ensuring OKIE locates are performed prior to digging

.35 Safety and Health Staff

Safety and Health Staff shall be responsible for:

- .351 Maintaining and supporting this policy
- .352 Performing annual review of Excavation Inspection forms
- .353 Assisting as requested to ensure employee safety during excavations

.4 Training

- .41 All supervisors responsible for excavation operations shall be provided with adequate training to qualify them as a Competent Person.
- .42 Competent Person training shall consist of OSHA compliance training approved by the Senior Safety Coordinator. After an employee's initial excavation training, refresher training at the Competent Person level shall occur every two years or more often as needed. In-service sessions shall occur annually within each workgroup.
- .43 Those employees that are not considered Competent Persons shall receive refresher training on this policy and the elements within annually

.5 General Protection Requirements

- .51 Underground Installations
 - .511 OKIE locates shall be contacted and locates shall be requested to determine the approximate location of all underground facilities in the area prior to starting any excavation.
 - .512 It shall be the Competent Person's responsibility to verify that the dig site has been properly marked or that there are no underground installations in the area.
 - .513 Backhoes, trenchers and other mechanically or hydraulically operated digging machines shall not be used within two feet on either side of a locate marker until the marked underground installation has been exposed by hand excavating. The machine operator should never assume all utilities have been located.
 - .514 Any deviations or findings not consistent with the locates shall be reported immediately to exempt supervision, noted on the service order or planning sheet, and OKIE notified of the inconsistency

- .515 While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.
- .516 Employees working in an excavation while digging operations are occurring should be restricted to spotting operations. Those employees shall be protected from hazards associated with falling debris and cave-ins.
- .517 If a utility line has been struck it shall be the Competent Person's responsibility to report the incident by following established incident reporting procedures per Policy 961

.52 Means of Access and Egress

- .521 A stairway, OSHA approved ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet deep or more.
- .522 There shall be an adequate number of means of egress to handle the occupancy working in the excavation
- .523 Means of egress shall be installed inside protective systems and such that no more than 25 feet of lateral travel is needed for access.
- .524 Ladders shall extend from the bottom of the excavation to at least 36 inches above the exit point and shall be secured in place.
- .525 Ladders shall always be placed in a position which leads to a safe landing point.

.53 Protection From Water Accumulation

- .531 No employee shall work in excavations where water has accumulated or is accumulating unless the hazards associated with the accumulation have been controlled or prevented.
- .532 Any excavation which enters into the water table or disrupts the natural drainage of surface water such as streams shall require that an appropriate water drainage system is installed and kept in continuous operation until the project is complete.
- .533 Prior to entry into an excavation with standing water at the bottom or an excavation which falls below the water table, a competent person shall be responsible for carefully inspecting the excavation and verifying that all safety precautions have been taken.

.54 Traffic Control

Traffic control for excavations in streets or roadways shall be appropriate to afford maximum protection of the work site and a smooth flow of traffic. (See Policy 924 "Temporary Traffic Control")

.55 Protection From Falling Loads

.551 The employee shall be protected from vehicles and equipment falling or rolling into the excavation by ensuring such equipment is located a minimum of 2 feet from the edge of the excavation

.552 Spoils pile shall not be closer than 2 feet from the edge of an excavation and shall be considered Type C soil and have a ratio of 1½ feet horizontal to 1 foot vertical in slope.

.553 The employee shall not be permitted underneath loads handled by lifting or digging equipment

.554 Employees shall stand at a safe distance from any vehicle being loaded or unloaded to avoid being struck by spillage or falling material.

.56 Stability of Adjacent Structures and Surface Encumbrances

.561 Where the stability of adjoining buildings, walls or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided.

.562 Sidewalks, pavements and appurtenant structures (trees, poles,) shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures. Removal of these structures is ideal when possible to mitigate the hazard

.6 Hazardous Atmospheres

Excavations where oxygen deficiency or hazardous atmospheres could reasonably be expected to exist, the atmosphere in the excavation shall be tested before entering and continuously monitored while employees are in the excavation.

Confined Space Policy 931 shall be followed in all cases where hazardous atmospheres exist.

.7 The Excavation

No employee or other persons shall be permitted or directed into an unprotected excavation.

Excavation less than 4 feet in depth shall be treated as a potential hazard and considered for sloping and other protective measures. The employees work position, i.e., stooping, bending, kneeling below the plane or ground level in such an excavation shall be considered a potential hazard.

.71 Soil

- .711 Unless the proper soil testing is performed, the soil classification in all excavations shall be Type C soil.
- .712 Soil testing will not be required for Type C soil, but the competent person on the job site shall be familiar with OSHA approved soil classification test. (See Appendix 932B)
- .713 When sloping is used to protect excavations in Type C soil, the slope shall be a minimum of 1 ½ feet horizontal to 1 foot vertical.
- .714 When sloping is used to protect excavations in Type B soil, the slope shall be a minimum of 1 foot horizontal to 1 foot vertical.

.72 Trench Walls

- .721 Equipment operators shall attempt to slope all excavations over 4 feet deep to an angle of 1 ½ feet horizontal to 1 foot vertical in compliance with Type C soil unless restrictions on site prevent sloping.
- .722 Benching or stair stepping shall not be allowed in Type C soil.
- .723 Where sloping is not practical, other appropriate excavation protection methods such as trench boxes, trench shields or shoring must be used.
- .724 The equipment operator shall attempt to cut the walls of the excavation in a manner which facilitates installation of the protective device.

.73 Trench Boxes/Trench Shoring

- .731 Trench boxes and trench shields shall be installed in a manner to restrict lateral movement in the event of a cave-in.
- .732 Boxes and shields shall extend at least 12 inches above the top of the excavation walls unless they are used in conjunction with a

sloped wall in which case they shall extend at least 18 inches above the toe of the slope.

- .733 Employees shall not work in or pass through unprotected areas beyond the ends of the trench box or shield.
- .734 Any excavation over 20 feet in depth or any timber shoring job which deviates from section 1926.650 of the OSHA Construction Standard will require that shoring is designed and certified by a Registered Professional Engineer.
- .735 Manufacturer's tabulated data shall be made readily available for reference.

.9 Inspections

- .81 "Excavation Inspection Form" TUL #4723 (See Appendix 932A) shall be completed by the Competent Person prior to first entry into the excavated area.
- .82 Inspections using "Excavation Inspection Form" TUL #4723 shall be made after every rainstorm or other hazard increasing occurrences.
- .83 The Competent Person shall also inspect the excavated area after any breaks from work in the excavation (i.e., lunch, left the site, waiting on materials). When a crew is being relieved, the new Competent Person shall complete the Excavation Inspection form before entering excavation.

.10 Retention

- .91 Excavation Inspection forms shall be kept for a period of one year to allow for auditing purposes.
- .92 Exceptions to this policy shall only be allowed when approved by the Senior Safety Coordinator. Such exceptions shall be documented with signatures and dated on the Excavation Inspection Form.

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

934 The Control of Hazardous Energy (Lockout/Tagout) **Effective: 09/09/2020**

.1 Purpose

- .11 The purpose of this policy is to establish a Lockout/Tagout program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy to prevent injury to employees.

- .12 This policy is not intended as a substitute for the manufacturer's maintenance procedures, but to supplement those procedures through the procedural and training requirements of this policy.

.2 Scope

- .21 This policy is based upon the concept of "Zero Energy State" for the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy could cause injury to employees. This policy establishes minimum performance requirements for the control of such hazardous energy.
- .22 This policy applies to the control of energy during servicing and/or maintenance of machines and equipment.
- .23 Normal production operations are not covered by this policy. (See 29 CFR1910 Subpart O—Machinery and Machine Guarding). Servicing and/or maintenance which takes place during normal production operations is covered by this policy only if:
 - .231 An employee is required to remove or bypass a guard or other safety device; or
 - .232 An employee is required to place any part of their body into an area on a machine or piece of equipment where work is actually performed (point of operation) or where an associated danger zone exists during a machine operating cycle.
- .24 This policy does not apply to:
 - .241 Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start-up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
 - .242 Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that: continuity of service is essential; shutdown of the system is impractical; and documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

.3 OSHA Regulation

This policy complies with or exceeds 29 CFR 1910.147.

.4 Definitions

Affected Employee – An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized Employee – A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or a tagout system implemented.

Capable of Being Locked Out – An energy isolating device will be considered to be capable of being locked out if it is designed with an integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if a lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized – Connected to an energy source or containing residual or stored energy.

Energy Isolating Device – A mechanical device that physically prevents the transmission or release of energy including, but not limited to, the following:

A manually operated electrical circuit breaker; A disconnected switch; A manually operated switch by which the supply conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; A slide gate; A slip blind; A line valve; A block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch, and other control circuit type devices.

Energy Source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot Tap – A procedure used in the repair, maintenance and service activities which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure, in order to install connections.

Lockout – The placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device – A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of machines/equipment.

Normal production operations - The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance – Workplace activities such as constructing, installing, setting up, modifying, and maintaining, inspecting or adjusting machines/equipment. These activities include lubrication, cleaning, or unjamming of machines/equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

Setting Up – Any work performed to prepare machines/equipment to perform its normal production operation.

Tagout – The placement of a tagout device on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device – A prominent warning device such as a tag, and a means of attachment which can be securely fastened to an energy isolating device, to indicate it may not be operated until the tagout device is removed.

Zero energy state - the point at which machinery or equipment has no energy flowing to or from it and as a result, does not have the potential to cause accidental physical harm or injury if handled in this state.

.5 Program Requirements

The program requirements set forth are intended to provide framework for the establishment of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start-up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source, and rendered inoperative.

.51 Lockout/tagout

- .511 If an energy isolating device is capable of being locked out, a lockout device is to be used. If an energy isolating device is not capable of being locked out, a tagout system is to be used. If a tagout system is used, the department must provide full protection to the employee as set forth in .52 of this policy.

- .512 Whenever major replacement, repair, renovation or modification of machines/equipment is performed and whenever new machines/equipment are installed, energy isolating devices for such machines or equipment is to be designed to accept a lockout device.

.52 Full Employee Protection

- .521 In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the department shall demonstrate full compliance with all tagout-related provisions of this policy together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device.
- .522 Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

.53 Energy Control Procedures

- .531 Departments shall develop, document, and utilize procedures for the control of potentially hazardous energy when employees are engaged in the activities covered by this policy.
- .532 The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:
- A specific statement of the intended use of the procedure
 - Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy
 - Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and
 - Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

- .533 To assist in developing energy control procedures departments may choose to utilize the equipment specific energy isolation template provided in Appendix 1 of this policy.

.54 Protective Materials and Hardware

- .541 Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware will be provided for use in isolating, securing, or blocking of machines or equipment from energy sources.
- .542 Lockout devices and tagout devices shall be immediately identifiable; shall be the only devices used for controlling energy; shall not be used for other purposes; and shall meet the following requirement:

Durable - Lockout and Tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

Tag shall not deteriorate when used in corrosive environments such as areas where acid or alkali chemicals are handled and stored.

Standardized - Lockout and tagout devices shall be standardized within the facility in at least one of the following ways: Color; shape; or size; and additionally, in the case of Tagout devices, print and format shall be standardized

Substantial - Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools. Tagout devices including their means of attachment shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means it shall be of a non-reusable type, attached by hand, self-locking, and non-reusable with a minimum unlocking strength of not less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

Identifiable - Lockout devices and tagout devices shall also indicate the identity of the employee applying the device. The tagout devices shall warn against hazardous conditions if the

machine or equipment is energized and shall include a legend such as: "Do Not Start", "Do Not Open", "Do Not Close", "Do Not Operate", etc.

.55 Inspections

- .551 The department shall conduct a periodic inspection of the energy control procedure to ensure that the requirements of this policy are being followed. An inspection will be done at least annually.
- .552 The periodic inspection shall be performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected.
- .553 The periodic inspections shall be designed to correct any deviations or inadequacies identified.
- .554 Where lockout or tagout is used for energy control, the inspection is to include review, between the inspector and each authorized and affected employee, of the employees' responsibilities under the energy control procedures being inspected, and the elements set forth in .8 (training and communications) of this policy.
- .555 The department shall certify and maintain records of these periodic inspections. The certification records shall include the date of inspection, the person performing the inspection, the employee(s) included in the inspection, and the machine or equipment on which the energy control procedures were being used, as well as any deviations from the policy and inadequacies observed.
- .556 To assist in documenting inspection of the energy control procedure, departments may choose to utilize the energy isolation inspection template provided in Appendix 2 of this policy.

.56 Training

- .561 The immediate supervisor shall be responsible to provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage and removal of energy controls are acquired by employee. The training shall include the following:
 - .5611 Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the

workplace, and the methods and means necessary for energy isolation and control.

- .5612 Each affected employee shall be instructed in the purpose and use of the energy control procedures.
- .5613 All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- .562 When tagout systems are used, employees shall also be trained in the following limitations of tags:
 - .5621 Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
 - .5622 When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, or ignored, or otherwise defeated.
 - .5623 Tags must be legible and understandable by all authorized employees, affected employees, and others whose work operations, are, or may be in the area, in order to be effective.
 - .5624 Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
 - .5625 Tags may evoke a false sense of security, and their meaning needs to be understood as a part of the overall energy control program.
 - .5626 Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- .563 Employee Retraining
 - .5631 Retraining is to be provided for all authorized and affected employees whenever there is a change in their job-assignments, a change in machines, equipment, or

processes that present a new hazard, or when there is a change in the energy control procedures.

.5632 Retraining will also be conducted whenever an inspection reveals, or whenever there is reason to believe there are deviations from, or inadequacies in the employees' knowledge or use of the energy control procedures.

.5633 The retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.

.564 All training is to be fully documented and kept up-to-date. The documentation is to include each trained employee's name, signature and date of training

.57 Energy Isolation

Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

.58 Notification

Affected employees shall be notified by the immediate supervisor or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

.6 Application of Control Procedures

The established procedures for the application of energy control (the lockout or tagout procedures) shall cover the following elements and actions and shall be done in the following sequence:

.61 Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

.62 Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

.63 Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be

physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

.64 Lockout or tagout device application.

.641 Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

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

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

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

.645 Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

.65 Stored energy

.651 Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

.652 If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

.66 Verification of isolation. Prior to starting work verification of isolation shall be accomplished by attempting to run, engage, or activate the machine or equipment.

.7 Release from lockout or tagout.

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

.71 The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

.72 Employees

.721 The work area shall be checked to ensure that all employees have been safely positioned or removed.

.722 After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

.73 Lockout or tagout devices removal

Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. Exception to paragraph (.83): When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed per the specific procedures established in the departments energy control program. Training for such removal must be developed, documented and incorporated into the department's energy control program.

The department shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements:

.731 Verification by the department that the authorized employee who applied the device is not at the facility;

.732 Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

.733 Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

.8 Additional Requirements

.81 Testing or positioning of machines, equipment or components thereof.

In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

1. Clear the machine or equipment of tools and materials in accordance with paragraph (.8) of this section;
2. Remove employees from the machine or equipment area in accordance with paragraph (.8) of this section;
3. Remove the lockout or tagout devices as specified in paragraph (.8) of this section;
4. Energize and proceed with testing or positioning;
5. Deenergize all systems and reapply energy control measures in accordance with paragraph (.7) of this section to continue the servicing and/or maintenance.

.82 Outside personnel (contractors, etc.).

- .821 Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this policy, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.
- .822 All affected parties must understand and comply with each other's restrictions and prohibitions.

.83 Group lockout or tagout.

- .831 When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.
- .832 Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (.63) of this section including, but not necessarily limited to, the following specific requirements:
 - .8321 Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);
 - .8322 Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and
 - .8323 When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

- .8324 Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

.84 Shift or personnel changes

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

.9 Responsibilities

The following responsibilities establish minimum performance requirements that are designed to give guidance with a department's lockout / tagout program.

.91 Department Head Responsibilities:

- .911 Ensure the establishment of energy control procedures, employee training, and periodic inspections; and
- .912 Ensure the effective communication of this policy and the departments energy control procedures.

.92 Division/Section Manager Responsibilities:

- .921 Establish the requirements for energy control procedures, employee training, and periodic inspections;
- .922 Ensure deficiencies identified by the inspection process are corrected;
- .923 Identify all affected and authorized employees within their division/section;
- .924 Ensure supervisors enforce the requirements of this policy; and
- .925 Ensure the availability of program resources

.93 Immediate Supervisor Responsibilities:

- .931 Implement training required by this policy;

- .932 Retrain all authorized and affected employees whenever there is a change in their job-assignments, a change in machines, equipment, or processes that present a new hazard, or when there is a change in the energy control procedures.
 - .933 Ensure periodic inspections are completed in accordance with the energy control procedures as defined by this policy
 - .934 Enforce the requirements for the department's energy control procedures;
 - .935 Issue all applicable equipment needed to comply with this program;
 - .936 Ensure any deficiencies identified in this program are corrected and communicated to all authorized employees, affected employees, and division/section management; and
 - .937 Ensure notification of affected employees of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.
- .94 Affected Employee Responsibilities:
- .941 Understand the requirements and limitations of the lockout or tagout system;
 - .942 Inform direct supervisor of any deficiencies identified with the energy control procedures; and
 - .943 Maintain all equipment issued to the individual under the energy control procedures.
- .95 Authorized Employee Responsibilities
- .951 Properly implement the lockout or tagout system procedures;
 - .952 Notify affected employees of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment;
 - .953 Inform immediate supervisor of any deficiencies identified with the energy control procedures; and

.954 Maintain all equipment issued to the individual under the energy control procedure

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

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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.
- .163 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.
- .164 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.

951. Hazard Communications

Effective: 04/19/1993
Revision: 12/1/2021

.1 **Policy Statement**

- .11 The City of Tulsa is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work,

safe handling procedures, and measures to take to protect themselves from these chemicals.

- .12 The following text for this policy has been updated to align with the UN Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3, issued in the Federal Register.

.2 Purpose

- .21 The purpose of this policy is to ensure that information concerning chemical hazards and appropriate protective measures are transmitted to all employees. The requirements of this policy are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3.
- .22 The communication of information concerning hazards and appropriate protective measures to employees is to be accomplished by means of worksite specific hazard communication programs. Worksite hazard communication programs are to include but are not limited to: container labeling and other forms of warning, safety data sheets, lists of chemicals present, and implementation of employee training programs regarding hazards of chemicals and protective measures.

.3 Scope and Application

- .31 This policy requires departments to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training.
- .32 This policy applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.
- .33 This policy does not apply to:
 - .331 Any hazardous waste as such term is defined by the Solid Waste Disposal Act, when subject to regulations issued under that Act by the Environmental Protection Agency;
 - .332 Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the

range of exposures that could reasonably be experienced by consumers when used for the purpose intended;

.333 Biological hazards.

.4 Definitions

Chemical means any substance, or mixture of substances.

Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Common trade name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this policy, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Department means a group of employees engaged in a business where chemicals are either used or distributed.

Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Foreseeable emergency means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which

could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard category means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Mixture means a combination, or a solution composed of two or more substances in which they do not react.

Precautionary statement means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Responsible party means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety data sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

Signal word means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

Use means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Work area means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace means an establishment, job site, or project, at one geographical location containing one or more work areas.

.5 Written Hazard Communication Program

- .51 Departments shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in this policy for: labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:
 - .511 A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and,
 - .512 The methods used to inform employees of the hazards of non-routine tasks (for example, the cleaning of tanks), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- .52 Multi-employer workplaces who use or store hazardous chemicals in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the worksite specific hazard communication programs developed and implemented include the following:
 - .521 The methods the department will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;
 - .522 The methods the department will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,
 - .523 The methods the department will use to inform the other employer(s) of the labeling system used in the workplace.
- .53 Departments shall make the written hazard communication program available, upon request, to employees, their designated representatives, and state and federal regulators, in accordance with the requirements of 29 CFR 1910.20(e).
- .54 Where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographical location, the

written hazard communication program may be kept at the primary workplace facility.

.6 Labels and other forms of warning

- .61 The department shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:
 - .611 The information specified by the manufacturer, importer, or distributor for labels on shipped container. These include following information: product identifier; signal word; hazard statement(s); pictogram(s); precautionary statement(s), or,
 - .612 Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.
- .62 The department may use signs, placards, process sheets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by paragraph .61 of this section to be on a label. The department shall ensure the written materials are readily accessible to the employees in their work area throughout each work shift.
- .63 The department is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.
- .64 The department shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.
- .65 The department shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. departments having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.
- .66 Departments who become newly aware of any significant information regarding the hazards of a chemical shall obtain revised labels from the manufacturer or distributor within six months of becoming aware of the new information. Departments shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information.

If the chemical is not currently produced or imported, the department shall add the information to the label before the chemical is introduced into the workplace again.

- .67 Visually accessible pipelines should be labeled at the valve or valves located at the point at which a substance enters the workplace, at the normally operated valves, outlets, vents, drains, and sample connections designated to allow the release of a substance from the pipeline. The labeling should be visible from accessible locations. When the internal pressure is over 15 psi, a PRESSURE HAZARD sign should be affixed. Each line should be marked with the direction of flow, and each valve should be marked to indicate the process controlled and the "OFF" direction.
- .68 National Fire Protection Association Placarding
 - .681 The use of bulk storage tanks for hazardous chemicals shall comply with the National Fire Protection Association's standard system for identifying fire hazards of chemicals (NFPA Standard 704). NFPA 704 requires:
 - .682 Placards shall be at least seven and one-half (7 ½") inches on each side; the sign shall have four (4) spaces, each at least three and three-fourths (3 ¾") inches on a side; numbers and symbols within each of the four (4) spaces shall be at least three (3") in height.
 - .683 If a building or structure has a floor space of five thousand (5,000) square feet or less, the placards are to be posted on the outside of the building or structure on an area of the building high enough for the firemen in an approaching fire truck to see.
 - .684 If the building has more than five thousand (5,000) square feet, in addition to the placards posted outside, a placard must be posted at the place within the building where each hazardous chemical is stored to identify the type of hazardous chemical.
 - .685 The placard shall identify hazards of a chemical in terms of three principal categories, namely health, flammability and reactivity and indicate the of severity numerically ranging from a four (4) indicating a severe hazard to a zero (0) indicating no hazard.
 - .686 The placard is diamond shaped with "Health" always being on the left with a BLUE background, "Flammability" at the top with a RED background, "Reactivity" on the right with a YELLOW background. The fourth space at the bottom is used to indicate unusual reactivity or other special hazard warnings and has a WHITE background.

- .687 See Appendix A of this policy, for additional Hazardous Material Communication Information which will aid in placarding.

.7 Hazard Classification

- .71 It is the responsibility of chemical manufacturers and importers to determine hazard classification for chemicals that are produced or imported. Departments are not required to classify chemicals unless they choose not to rely on the classification performed by the chemical manufacturer or importer.
- .72 Departments who choose to classify chemicals shall identify and consider the full range of available scientific literature and other evidence concerning the potential hazards. There is no requirement to test the chemical to determine how to classify its hazards. Appendix A to § 1910.1200 shall be consulted for classification of health hazards, and Appendix B to § 1910.1200 shall be consulted for the classification of physical hazards.
- .73 For mixtures, departments evaluating chemicals shall follow the procedures described in Appendices A and B to § 1910.1200 to classify the hazards of the chemicals, including determinations regarding when mixtures of the classified chemicals are covered by this section.

.8 Safety data sheets

- .81 Departments shall have a safety data sheet in the workplace for each hazardous chemical which they use.
- .82 The department shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)
- .83 Where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographical location, the safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.
- .84 Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals.

However, the department shall ensure that in all cases the required information is provided for each hazardous chemical and is readily accessible during each work shift to employees when they are in their work area(s).

- .85 Safety data sheets shall also be made readily available, upon request, to designated representatives and state and federal regulators, in accordance with the requirements of §1910.1020(e).
- .86 The department shall require that a SDS be provided by the vendor at the time of purchase of a hazardous substance, and the SDS either precede or accompany the initial shipment.
- .87 If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the department shall obtain one from the chemical manufacturer or importer as soon as possible.
- .88 If the department purchases a hazardous chemical from a retail distributor without a commercial account, the distributor is not required to have safety data sheets on file. The retail distributor shall provide the department, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained.
- .89 The department shall update, revise, and re-alphabetize safety data sheets when a chemical is added, removed, or updated. The updated safety data sheets shall be made readily available at the workplace applicable to the use and storage of the chemical.
- .810 The department shall review safety data sheets annually to ensure accuracy and availability of safety data sheets and corresponding chemical inventory list.

.9 Chemical Inventory List (CIL)

- .91 A list of all hazardous chemical known to be present in the workplace using an identity that is referenced on the chemical container label, will be developed and maintained. A form "Chemical Inventory List" or the equivalent, shall be used for every facility housing hazardous chemicals.
- .92 The chemical inventory list shall consist of, at a minimum, the following information:
 - The chemical inventory list includes:
 - Common trade name identified on the container label and SDS
 - Chemical name or names, if there is more than one component (refer to the SDS)
 - Location of the chemical within the workplace

- Date chemical was introduced into the workplace

- .93 CILs will be kept on file with the corresponding SDS's
- .94 All CILs shall be updated when hazardous chemicals enter into, or are removed from, the workplace.
- .95 CILs shall be maintained in alphabetical order as named on the chemical label and cross-referenced to the corresponding SDS.
- .96 In addition to the workplace CIL, a Master CIL shall be developed and maintained in an electronic format. The Master CIL shall include all chemical information listed in the workplace CIL and shall also include all chemicals removed from the workplace with corresponding date of removal.
- .97 All CILs and Master CIL will be reviewed annually by the following persons to ensure compliance with this policy.
 - .971 Exempt Supervisor/Facility where hazardous chemicals are housed, stored, used
 - .972 Department/Division Hazard Communications Coordinator(s)
 - .973 Unit Manager/Section Head
- .98 Updated CILs will be turned into the Tulsa Fire Department along with site plans and chemical storage areas and identified on an annual basis by the Dept/Division Hazardous Communications Coordinator.

.10 Reporting and Record Keeping Chemical Exposures

- .101 Where a question exists concerning employee exposure to hazardous chemicals, engineering controls or personal protection requirements, the Program Coordinator for the Hazard Communication Program should be contacted immediately.
- .102 The employee shall call the injury reporting hotline to report the exposure.
- .103 The employee's supervisor shall complete all applicable injury reports outlining the employee's name, the date of the exposure, the circumstances of the exposure and the hazardous chemical to which the employee was exposed. The employee's supervisor shall print out the completed injury report and file it in the employee's personnel file maintained by the department.

- .104 Upon termination, the department shall provide the employee with a copy of their hazardous substance exposures along with a statement, "You should preserve this report for future reference."
- .105 Upon termination the department shall send a copy of the employee's hazardous substance exposures, with attached SDSs, to the Human Resources Department to be stored for thirty (30) years.

.11 Contractors

- .111 Contractors and their employees must comply with the Hazardous Communication Standard; in particular, at the location where the contractor is performing work.
- .112 Contractors will be advised of hazardous chemicals present in the areas in which the contractor's employees will be working.
- .113 SDSs and CILs will be made available to the contractor's management personnel.
- .114 A signed document acknowledging that items were communicated by the department liaison to the contractor will be obtained.
- .115 Contractors must supply SDSs and CILs to the City of Tulsa for hazardous chemicals brought into the workplace. Contractors will be made aware of this requirement as part of the bid request.
- .116 Contractors will be responsible for informing their employees of hazardous chemicals present in their work area; training of their employees; and furnishing all required protective equipment.
- .117 Contractors must demonstrate they are in compliance with state and federal laws covering Hazard Communications.

.12 Responsibilities

The following responsibilities are not all inclusive but are designed to give guidance with a department's hazardous communication program. Since each department and section are different, these responsibilities may vary.

The Senior Safety and Health Coordinator acts as the Citywide Hazard Communication Program Coordinator. Each participating department will appoint a Hazard Communication Coordinator.

- .121 The Citywide Program Coordinator shall be responsible for:
 - .1211 Administration of the City Hazard Communication Program

- .1212 Review of all affected departments, at least annually, to ensure compliance
- .1213 Assisting departments with implementation, training and administration of the program upon request
- .1214 Ensuring the maintenance of SDS, CIL and employee hazard exposure files and update the above to include additions, deletions and additional information and alphabetizing as needed or required by the standard.
- .1215 Evaluating and updating policies annually as the law requires

.122 Department Head Responsibilities

Department Heads shall communicate the Hazard Materials Program to all affected divisions and facilities and hold Division Managers accountable for specific program responsibilities including:

- .1221 Ensuring all subordinate personnel are aware of the Hazard Communication Program's concerns and their responsibilities in the program.

.123 Unit Manager/Section Head Responsibilities:

Section Heads shall hold exempt supervisors responsible for enforcing City Hazard Communications policies, training employees on SDS and their "Right to Know", and ensuring the following program requirements are met:

- .1231 Identification of all jobs requiring the use of hazardous chemicals
- .1232 Ensuring their supervisors follow through with their Hazard Communication responsibilities.

.124 Department Hazard Communication Coordinator responsibilities:

- .1241 Keep an up-to-date file of all Safety Data Sheets (SDS)
- .1242 Forward copies of SDSs on to City Medical upon request
- .1243 Creation of a list of hazardous chemicals (CIL-Chemical Inventory List) for each facility in the division/section.
- .1244 Maintain hazardous chemical lists in an up-to-date manner

- .1245 At least annually audit all Hazard Communication records in areas of designated responsibility to ensure the most current SDSs are on file and employee training is being conducted and documented
- .1246 Coordinate emergency procedures and Fire Department activities related to the division/section hazardous chemicals
- .1247 Ensuring required labeling practices are followed to include the proper posting of all hazardous chemical placarding, and signs

.125 Exempt Supervisor Responsibilities:

The immediate exempt supervisor plays a key role in enforcing and monitoring the Hazard Communications Program and subsequent safety procedures within the work force including:

- .1251 Enforcing applicable safety and health rules and policies
- .1252 Ensuring hazardous chemicals are stored in appropriate containers
- .1253 Providing and documenting the training of employees in the safe handling of hazardous chemicals in accordance with section 951.13 of this policy.
- .1254 Ensuring that the Department Hazard Communication Coordinator is notified of any operating changes affecting the hazardous chemicals being used.

.126 Employee Responsibilities:

Successful efforts to eliminate and/or reduce potential safety and health problems relating to hazardous chemicals depend on the entire workforce working cooperatively. Employees shall:

- .1261 Learn and follow established Hazard Chemical safety rules and procedures and assist in the communication of these concerns to their co-workers
- .1262 Use personal protective equipment as required by City policy and SDS
- .1263 Inform your exempt supervisor of:
 - Any symptoms of overexposure that may possibly be related to hazardous chemicals
 - Missing labels on containers
 - Malfunctioning equipment and safety devices
 - Any spill that cannot be cleaned up by the employee involved

- Any potential or possible exposure concerns that have not been identified by supervisor

.1264 Use approved labels on containers (DO NOT REMOVE LABELS)

.1265 Use only approved containers for hazardous chemicals

.1266 Know the location of emergency equipment, e.g., first aid supplies, emergency eye wash stations, emergency chemical wash showers, etc.

.1267 Know your role in emergency procedures

.127 Human Resources Department responsibilities:

.1271 Upon receipt from the terminating department, store the master employee exposure record for Thirty (30) years

.128 Personnel Receiving and/or Storing Hazardous Chemicals responsibilities:

Personnel responsible for receiving and/or storing hazardous chemicals (store clerks, etc.) will follow established safe practices that include:

.1281 Assure labels are affixed to the container upon arrival or do not accept the shipment

.1282 Assure SDSs are sent with the hazardous chemicals or do not accept the shipment

.1283 Store the hazardous chemicals in an appropriate manner

.1284 Use proper prescribed personal protective equipment when handling the hazardous chemicals

.1285 Report damaged containers or spills to the appropriate personnel immediately

.1286 Avoid or eliminate the storage or use of unnecessary and/or large quantities of hazardous chemicals

.13 Employee information and training

.131 Departments shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-

specific information must always be available through labels and safety data sheets.

- .132 Employees shall be informed of:
 - .1321 The requirements of this section (951.13);
 - .1322 Any operations in their work area where hazardous chemicals are present; and,
 - .1323 The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.
- .133 Training for each employee will be conducted or provided for by an exempt supervisor.
- .134 Employee training shall include at least:
 - .1341 Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the department, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
 - .1342 The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
 - .1343 The measures employees can take to protect themselves from these hazards, including specific procedures the department has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,
 - .1344 The details of the hazard communication program developed by the department, including an explanation of the labels received on shipped containers and the workplace labeling system used by the department; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.
- .135 Refresher training and education will be provided least annually and shall include the requirements of this section.
- .136 Documentation of training shall be maintained by the department for a minimum of one year.

- 952. There is no policy that corresponds with this section number.
- 953. There is no policy that corresponds with this section number.
- 954. There is no policy that corresponds with this section number.
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- 956. There is no policy that corresponds with this section number.
- 957. There is no policy that corresponds with this section number.
- 958. There is no policy that corresponds with this section number.
- 959. There is no policy that corresponds with this section number.
- 960. There is no policy that corresponds with this section number.

961 Driver's Licensing and Collision and Incident Policy

Effective: 1978

Revised: 04/03/2019

Revised: 12/30/2019

.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 Collision Hotline is contacted in a timely manner whenever possible 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 1 for reporting instructions). In most cases, reporting the collision within 15 minutes of occurrence is considered timely.
 - .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.

Gross 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

<u>Category</u>	<u>Points</u>
Gross 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

Effective: 10/05/2016

Revision: 02/20/2018

.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 and will be maintained by the Safety and Health Section of Human Resources.

.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 for documenting and immediately submitting safety issues, damage issues, or mechanical issues found during the pre-trip/operation inspection to their department's management.
- .324 Pre-trip/pre-inspection documentation shall be made available to Safety and Health if involved in a collision or damage event.

.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 Inspection forms shall be duplicate sheet log books capable of 30 duplicate inspection forms per log book.
- .413 Departments may expand on the form to include inspection items that are necessary for specific vehicles/equipment.

- .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 a signed copy of the completed inspection form to exempt management for review and retention. If vehicle is safe to operate, the driver may proceed. If the vehicle/equipment is not safe to operate, exempt management and EMD shall be notified immediately and the vehicle/equipment taken out of service pending repairs.
 - .417 Exempt management shall review the submitted forms and ensure repairs are coordinated when applicable.
 - .418 If problems arise during the shift, the driver should add comments to the inspection form in the logbook and inform exempt management of any significant issues.
 - .419 When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until repairs 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.

- .432 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

- .61 Failure to inspect, submit, and properly administer the pre-trip inspection program per this policy is a violation of policy and discipline up to, and possibly including, termination will be administered.
- .62 Falsification of documents is a violation of policy and will result in discipline up to, and including, termination.
- .63 Tampering or by-passing the safety devices of vehicles and equipment is violation of policy and will result in discipline up to, and including termination.

.7 Definitions

Safety defect – Any issue found that does not meet the manufacturer's specifications for safety or City of Tulsa safety specifications or violates state and federal vehicle regulations for safe operation on public road ways.

Mechanical defect - A defect that will worsen and increase cost. The continued operation of the vehicle will be at the discretion of exempt management and EMD.

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 on public roadways.

Non CDL Vehicle – A vehicle that does not require a commercial A, B or C driver's license to operate.

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 for 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

HOT WORK: YES NO

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

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:				

RESCUE PROCEDURES

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

**** DO ****
**** NOT ****
**** ENTER ****

TIME DISPATCH NOTIFIED

TIME ENTRY STARTED

TIME ENTRY COMPLETED

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)

DATE TRAINED/CERTIFIED

PERMIT ISSUED TO

PRINT:

SIGNATURE:

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: _____