

 CITY OF TUCSON	City of Tucson Central Safety Services Number:S-008 Subject:	Page 1 of 7
	Work Procedures	Effective Date: January 1, 1997
		Reviewed/ Revised: January 1, 2013

1.0 PURPOSE

Published work rules are necessary to ensure that all employees are aware of the hazards in their jobs and the methods of performing each job safely.

Each department must complete the checklist for Job Hazard Analysis – Personal Protective Equipment Assessment (Appendix A) for each task it performs. The checklist will be incorporated into a formal Job Hazard Analysis for each job classification by Central Safety Services. The work procedures listed below are not all inclusive. Many Job Hazard Analysis-Personal Protective Equipment Assessments may be found on the Central Safety Services Intranet Web Site. <http://drupal.ci.tucson.az.us/job-hazard-analysis-personal-protective-equipment-ppe-training>.

2.0 SCOPE

This policy applies to all departments operating within the City of Tucson.

The policies and procedures contained in this section are intended to assist in identifying and complying with OSHA Safety Standards. In all cases where there is a difference between specific OSHA standards and the Safety Training policies set forth in this chapter, the stricter of the two shall apply.

3.0 DEFINITIONS

Safety Can: means an approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

Safety Vest: means an American National Standards Institute (ANSI) 107 Type II (ANSI/ASEA compliant to the current adopted year) vest with reflective material.

4.0 RESPONSIBILITIES

A. Departments

1. Departments shall ensure that the policies and procedures delineated in this procedure are followed by employees.

B. Supervisors

1. Supervisors shall be responsible for the direct enforcement of Work Procedures.

Subject: Work Procedures	Number: S-008	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 2 of 7
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C. Employees

1. Employees shall follow safe Work Procedures mandated and outlined in this procedure.

5.0 EDUCATION AND TRAINING

1. Where specific training is needed for employees to follow a Work Procedure, that training shall be conducted by the employee's supervisor or designee, except in cases where specialized training, certification or other conditions are applied. In specific cases, Central Safety Services shall conduct or authorize specialized employee training.

6.0 GENERAL

A. Operations in the Public Right-of-Way

1. Whenever operations are taking place in or alongside streets, sidewalks, or other places where citizens or employees may be endangered, the supervisor or crew leader is responsible for their safety. **The procedures below are mandatory:**
 - a. When work is to be performed which may affect pedestrians or passing vehicles, all required safety procedures and equipment will be in place before any such work begins. Advance traffic warning, using signs, barricades and other approved devices, shall be used to alert the motorist or pedestrian of the construction or maintenance area.
 - b. All work zone traffic controls shall comply with the Manual on Uniform Traffic Control Devices (MUTCD); current adopted version.
 - c. All employees responsible for work zone traffic control shall be adequately trained and certified for that task. All employees shall attend the eight hour Work zone/Flagger Training class and receive certification. Employees shall be retrained and certified every two (2) years.
 - d. Lighted barricades will be used at night and under low light conditions.
 - e. Where work zones will remain in place overnight, supervisors will examine the work zone traffic controls at the end of the work day before leaving. All traffic controls are to be re-inspected after any collision or reported near-miss complaint.
 - f. Work zone hazards to pedestrians or cyclists must be adequately marked and lighted.
 - g. Where traffic in the traveled portion of the road must be periodically stopped or obstructed by workers or equipment, a trained (certified) flag person with reflective vest and stop/go paddles, will be used.
 - h. All workers in or near the roadway shall:
 - Wear ANSI 107 Type II safety vests, or T-shirts compliant with ANSI Type II reflective requirement, compliant to the current year adopted;

Subject: Work Procedures	Number: S-008	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 3 of 7
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- Wear hard hats where subjected to overhead hazards
- i. All plates used to cover street excavations will be secured against movement.
- j. Excavations and/or work in or near the public right-of-way (sidewalk) shall be secured by adequate barricade and caution tape or fenced to prevent public injury. Signage shall direct sidewalk traffic to a safe and secure path of travel. Concrete forming stakes shall be mushroom-capped, at a minimum. Rebar utilized as a forming stake shall be flat-capped per OSHA Standard.
- k. In any case where streets are significantly obstructed or closed for any period of time, the Police Department, the Fire Department and Traffic Engineering shall be notified of the situation and told approximately how long the condition will remain in effect.
- l. All routine lane closures or work in the right-of-way for maintenance or construction work must be coordinated through Traffic Engineering – Barricade Enforcement and proper permits secured in advance of any work exceeding thirty (30) minutes.
- m. All emergency work in the roadway or right-of-way for which permits were not acquired in advance shall be addressed at the beginning of the next working day by advising Traffic Engineering and securing the required permit number.

B. Fire Codes and Regulations

1. Fire prevention policies and procedures are governed by NFPA recommendations, various state and local codes (adopted) and OSHA Standards, and shall be reviewed with each employee.
2. The City of Tucson presently follows the current version of the Uniform Fire Code, as adopted and enforced by the Tucson Fire Department, with local amendments.
3. Barriers at fire, medical, and emergency scenes shall be respected by all city employees. Permission from the Fire Officer shall be required to enter an area demarcated with caution tape. Red/White chevron tape shall be utilized when an area is unsafe to enter and shall be off-limits to all city personnel.

C. Fire Prevention

1. City policy regarding Fire Prevention governs employee activities and city facilities are as follows:
 - a. Combustible materials such as oily rags, waste and shavings shall be kept in approved metal containers with metal lids. Employees shall empty containers of combustible waste material daily.
 - b. Flammable liquids such as gasoline, benzene, naphtha, or lacquer thinner shall not be used for general cleaning purposes.

Subject: Work Procedures	Number: S-008	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 4 of 7
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- c. All flammable liquids shall be kept in an OSHA defined Safety can with a correct content label. The spark arrest feature shall be present when transferring flammable liquids from the Safety Can to a fuel tank or other container. When transferring fuel from can to power tools, the tool shall be placed on the ground.
- d. All flammable and combustible liquids in aggregate amounts in excess of 25 gallons must be stored in an approved flammable liquids storage cabinet when stored in buildings.
- e. Waste flammable or combustible liquids shall not be disposed of in drains, sewers or trash containers, but shall be disposed of in accordance with approved procedures. Do not mix or contaminate waste streams. Contact the Tucson Fire Dept. for assistance with disposal.
- f. Waste paper and other combustible materials shall not be allowed to accumulate and shall not be stored directly adjacent to occupied buildings.
- g. Weeds and other undesirable vegetation shall not be allowed to grow or accumulate adjacent to substations, parking areas, garages, supply yards, buildings, oil tanks, or any other structure.
- h. All stairways, halls, aisles, walkways and exit ways shall be kept free and clear of obstructions and all flammable and combustible materials. Fire doors shall not be propped open. Any room used for storage shall be kept neat and orderly. Trash shall not be allowed to accumulate.
- i. Storage is not permitted in electrical rooms. Storage in mechanical rooms shall be limited to small quantities of provisions required to maintain the facility.

D. Smoking

- 1. Smoking is not permitted in City facilities, or within twenty feet (20') of a door, window, or air intake vent.
- 2. Smoking is not permitted in City vehicles.
- 3. Cigars, cigarettes, pipe tobacco, ashes or matches shall be disposed in appropriate smoking receptacles.
- 4. Open flame candles are not permitted in City facilities.
- 5. Smoking or open flames shall not be permitted in outdoor areas where flammable gases or vapors or combustible dusts might be present. Examples include: acetylene storage or use areas, gasoline dispensing areas, hydrogen storage areas, or paint storage areas and spray booths, or in any battery room or battery charging area, or while jump starting vehicles.

E. Proper Work Attire

- 1. Each employee will wear clothing suitable to the job. Suitable clothing means clothing that will minimize the danger from moving machinery, hot or injurious substances, sunburn, etc.

Subject: Work Procedures	Number: S-008	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 5 of 7
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2. Inspectors shall wear clothing that conforms to requirements posted or conveyed to the inspector by the owner or job-site contractor. This shall include long pants, safety shoes, and a hard hat, at a minimum. Coveralls can be worn over shorts.
 - a. Employees with long hair shall wear a cap or net while working around machines.
 - b. Employees required to wear respirators shall be clean shaven where the mask contacts the face and shall have been fit-tested per OSHM H-001.
 - c. Employees working in the field shall not wear tennis shoes, loafers or sandals. Safety footwear as referenced in AD 2.03-3 shall be worn where required by Job Hazard Analysis. For questions regarding appropriate safety footwear, the supervisor shall consult with Central Safety Services (CSS) for a final decision.
 - d. Employees shall not wear jewelry which poses a hazard of becoming caught on machinery or being energized by electrical conductors.
 - e. Employees shall only wear a Back Belt when prescribed by the City Physician or when prescribed by their Personal Care Physician, with concurrence from the City Physician.
 - f. Employees are discouraged from wearing shaded eye protection or shaded eyewear while indoors. Exceptions to this policy are made for:
 - Polarized lenses that change rapidly with environmental conditions;
 - Glasses, shields or goggles for hot work (welding, cutting brazing);
 - Glasses prescribed by City Physician or Personal Care Physician (with documentation).

F. Physical Condition

1. If a supervisor is concerned with the physical condition of an employee, the supervisor shall contact the Human Resources – Employee Leaves Division and request a Fit-for Duty examination performed by the City Physician.
2. Back injuries occurring on employee personal time and resulting in more than twenty-four (24) hours leave, and eye injuries occurring on personal time, shall require examination and clearance to work from the City Physician. Reference Administrative Directive 2.01-7 – Employee Leaves.

7.0 ADVICE AND COUNCIL

Central Safety Services shall annually review and revise this document.

Appendix A

Personal Protective Equipment/Hazard Assessment



Department: _____

Date: _____

Job Classification: _____

Evaluator: _____

Area: _____

Department Safety Representative or Supervisor

Signature

Eye Protection

Hazards:

- Impact/Flying Objects
- Heat
- Chemicals

- Dusts
- Light/Radiation (Welding, Cutting, etc)
- Other _____

Current PPE:

Recommendations:

Head

Hazards:

- Impact/Flying Objects
- Bump Hazard

- Electrical
- Other _____

Current PPE:

Recommendations:

Hand and Arm

Hazards:

- Cut/Abrasion
- Heat/Cold
- Electrical
- Biologicals

- Chemicals Liquid/Solid
- Corrosives Acid/Base
- Organic Solvent
- Other _____

Current PPE:

Recommendations:

Foot

Hazards:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Impact | <input type="checkbox"/> Puncture |
| <input type="checkbox"/> Compression | <input type="checkbox"/> Metatarsal (Top of Foot) |
| <input type="checkbox"/> Water | <input type="checkbox"/> Electrical/Grounding |
| <input type="checkbox"/> Heat | <input type="checkbox"/> Chemical |
| <input type="checkbox"/> Cold | <input type="checkbox"/> Other_____ |

Current PPE:

Recommendations:

Lungs

Hazards:

- | | |
|---|---|
| <input type="checkbox"/> Particulate (Dust, Silica, etc.) | <input type="checkbox"/> Gas (Carbon Monoxide, etc) |
| <input type="checkbox"/> Organic Vapor | <input type="checkbox"/> IDLH (Oxygen Deficient, etc) |
| <input type="checkbox"/> Pesticide | <input type="checkbox"/> Acid Gas |
| | <input type="checkbox"/> Other_____ |

Current PPE:

Recommendations:

Noise

Hazards:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Continuous (>85db) | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Impact | |

Current PPE:

Recommendations:

Other

Hazards:

- | | |
|--|---|
| <input type="checkbox"/> Wet Conditions | <input type="checkbox"/> Disposable Outerwear |
| <input type="checkbox"/> Chemical Exposure | <input type="checkbox"/> Heat/Cold |
| | <input type="checkbox"/> Other_____ |

Current PPE:

Recommendations: