

SAFETY AND HEALTH REGULATIONS MANUAL



**CITY OF ST. LOUIS
JULY 2011**

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INTRODUCTION

As employees of the City of St. Louis, we are all members of a team (regardless of our occupation) and we must take the success of our City seriously.

The rapidly changing conditions at work and play dictate that we make a quality effort to plan our activities in order to find the best and safest way to do them. By maintaining a motivated, well trained and equipped work force the City will reduce the risk of occupational injury and illness.

Every Director, Commissioner, Manager, Department Head, Department Safety Officers, Supervisor, and Employee must accept individual responsibility to integrate the concept of a safe work place and safe work practices into their day-to-day lives. Each of us must take the opportunities presented to meet the challenges and join together as a team to reduce the human and economic losses caused by accidents.

PURPOSE

The Safety Regulations of the City of St. Louis is designed to promote safe and efficient performance of City operations. It is designed for the protection of the employees of the City of St. Louis, the property of the City of St. Louis, the citizens of the St. Louis Metropolitan Area and the property. It would be impossible to cover every event or job situation that could occur, therefore, common sense should be your guide in those situations where more specific instructions are absent.

The City regulation, like all safety regulations, is structured to promote an awareness and understanding of the tragic human and monetary effects that unsafe work conditions and work practices have on the safety and health of each employee.

1. The City of St. Louis is a large employer with employees dispersed throughout its boundaries. There are wide differences in the tasks performed and services provided by our employees. It is our diversity which dictates that we work as a team and direct our efforts toward reducing accidents among City employees. Accidents are an indication of wasteful and inefficient operations. More which, there would be no operation.
2. The City believes that accidents are preventable. Therefore, every employee must accept individual responsibility for eliminating hazards in the work place and averting unsafe job performance. When we understand and accept that safe job performance beings with each individual, and we perform our duties in ways that minimize our accident exposure, we are on the road to enhanced job satisfaction and performance.

POLICY

The City of St. Louis will take all appropriate measure to protect the health and safety of its employees in the performance of their assigned work. In addition, the City will eliminate, where possible, or limit to the lowest practicable levels all adverse effect on human health and the environment from its services, facilities and activities.

1. Safe working conditions and a health environment shall be afforded to City employees. Therefore, all reasonable safeguards, safety equipment and safety training will be provided. Employees are expected to participate in the safety training programs, use the safety equipment which is provided, and to adhere to the required safeguards.
2. Safe work practices, as governed by theses Safety Regulations, must always take precedence over expediency or short-cuts

RESPONSIBILITIES:

1. Department Heads:
 - A. Using the guidance and regulations set forth in this document, each Appointing Authority, Director, Department Head, Agency Head, Elected Official, and Director or Senior Manager of agencies covered by the St. Louis Workers Compensation Plan shall establish an approved safety program within their department, division or agency.
2. City Safety Manager;
 - A. The City Safety Manager will provide overall management control of the City Safety and Health Policy and Procedures and shall approved departmental safety programs.

3. Department Safety Coordinator:
 - A. Develop and implement the department Safety and Health program.
4. Supervisors, Foremen:
 - A. Implement the department Safety and Health program
5. Employees:
 - A. Employees are required to learn and comply with all safety and health regulations and specific work practices as required by the City of St. Louis and the department where assigned.

VEHICLE SAFETY:

1. The use and operation of all City owned vehicles or motorized equipment shall be in a safe and prudent manner to protect the operator, passengers, pedestrians and property of the City of St. Louis and the general public.

NOTE: **Vehicle** is defined as motor vehicles which may be licensed for operation on the roadways of Missouri. **Motorized equipment** is defined as construction and maintenance equipment (such as, mowers, excavating equipment, bulk loaders and similar vehicles) which is generally not driven or licensed to drive on the roadways of Missouri.
2. All operators of City owned motorized equipment shall be required to pass a department developed equipment operations test. This test shall consist of both driving and operating procedures; such as backing, stopping, parking, turning and shall include any other operation which may apply to the specific types of equipment being operated. A qualified instructor shall be appointed by the Department Head.
3. A City approved Defensive Driving Course must be taken by all operators of City owned motor vehicles and by City employees who drive their personally owned vehicles on City business. This training must be taken within the first year of employment and every 3 years thereafter.
4. It shall be the responsibility of the employee operating a City owned vehicle, or piece of motorized equipment, to perform both the daily pre-operation check and the post-trip inspection forms for the vehicle or equipment. All mechanical and/or safety defects shall be immediately reported to the supervisor who must then determine if the vehicle shall remain in service.
5. Safety belts shall be worn by all operators of City owned vehicles and equipment. Passengers in City owned vehicles shall also wear safety belts when available.
6. All employees who operate a City owned motor vehicle must possess a valid Missouri driver's license appropriate for the type of vehicle being operated.
7. Employees operating a City vehicle or any vehicle being used for City business are banned from participating in any activity while driving which will create a visual distraction, cognitive distraction or manual distraction. This specifically precludes the use of cell phones or other devices to answer or make phone calls, reading, initiating or responding to emails and text messages, adjusting global positioning system and accessing the internet.

REPORTING OF ACCIDENTS-PROCEDURE:

1. All job related accidents resulting in injuries, or occupational illness, must be reported to your immediate supervisor within 24 hours of the accident.

Additionally, accidents resulting only in property damage and incidents of a "near miss" nature must be reported to your immediate supervisor within 48 hours of the accident or incident.

It is the responsibility of every employee, supervisor and manager to report all information concerning an accident, or "near miss" incident, within the required time frame.

"The preparation and distribution of the required accident report forms is covered in Joint Regulation Number 4".

2. Every injured employee shall receive prompt medical attention, which may range from first aid treatment to hospitalization, depending on the extent of the injury or illness.

In the event individual first aid care is insufficient to provide for the need of an injured employee the City Emergency Medical Service shall be contacted to provide comprehensive care and transport as required.

PERSONAL PROTECTIVE EQUIPMENT:

Personal protective equipment items are issued by the City for your protection. You cannot perform your duties without the proper tools—these tools include personal protective equipment.

The employee shall turn-in any piece of Personal Protective Equipment to their supervisor when the equipment is damaged, destroyed, defective, or worn out. The supervisor shall provide a replacement.

Employees reporting from work must have their assigned personal protective equipment with them. Failure to wear the issued personal protective equipment on the job will result in immediate suspension, without pay, until the employee provides said equipment.

1. FOOT PROTECTION:

In certain departments the wearing of safety shoes by every employee is mandatory. The City provided safety shoe shall be equipped with a special metal toe plate and may contain a metal sole plate and, when required, an instep guard.

All safety shoes must meet the specifications of ANSI standard Z41-1976.

2. HAND PROTECTION:

Employees must wear appropriate gloves when:

- * Picking up bulk trash
- * Clearing brush and weeds
- * Cutting grass
- * Trenching
- * Installing signs and sign posts
- * Handling lumber
- * Any other job where there is danger of cuts or scrapes
- * Using chemicals and solvents
- * Exposed to bodily fluids

Gloves will be issued by the department when required.

3. PROTECTIVE CLOTHING:

Protective clothing must be worn by all employees when warranted by the hazardous conditions of the job. This includes, but is not limited to, protection for the skin, hands, arms and legs, especially when handling chemicals, hot tar, or hot liquids, or when working in areas suspected of having poison ivy or poison oak.

Protective clothing may range from a department requirement to wear long sleeve shirts and trousers to specific chemical protective garments. Specialized protecting clothing will be issued by the department when required.

Defective, City issued clothing, including gloves, must be turned in to the supervisor for replacement.

4. EYE PROTECTION:

Employees working in an area where potentially harmful particles (i.e., grass, weeds, wood chips, grindings, shavings, dirt, dust, chemicals, etc.) may be in the air, are required to wear appropriate eye protection, which may include a full face shield, safety goggles or safety glasses.

* An eyewash device, either portable or stationary, shall be provided where necessary, to allow for maximum employee protection.

All eye protection must meet the specifications of ANSI stand Z87.1.

5. HEARING PROTECTION:

OSHA, NIOSH and the Environmental Protection agency, consider a continuous exposure, to a sound level over 85 decibels as potentially damaging to an individual's hearing.

However, short term excessive noise, present for any period of time, can also cause hearing impairment. Therefore, it is the policy of the City of St. Louis that employees are required to wear an ear protection device when potentially exposed to increase sound levels. If in doubt, wear an approved hearing protective device, either ear plugs or ear muffs.

6. HEAD PROTECTION:

A "hard hat" area shall be designated whenever there is a potential that an employee may be struck on or about the head, by any object, from either above or from the side. All personnel required to enter into a designated "hard hat" area shall wear an approved hard hat.

The hard hat must be equipped with, but not limited to the following:

1. Non-conductive Material
2. Suspension System
3. Adjustable Head Band
4. Proper "Impact" Material Construction

Hard hats are issued by the department and become the responsibility of the employee. An employee is not allowed on any job designated as a hard hat job without wearing their hard hat.

- * Defective hard hats must be turned in immediately for replacement.

All hard hats must meet the specifications of ANSI standard Z89.1 and Z89.2.

7. RESPIRATORY PROTECTION:

Toxic materials can enter the body in three ways; (1) through the gastrointestinal tract, (2) through the skin, and (3) through the lungs. Of these three modes of entry, the human respiratory system presents the quickest and most direct avenue of entry, because of its intimate association with the circulatory system, and the constant need to oxygenate the tissue cells to sustain life processes.

Where feasible, the City of St. Louis will apply engineering measures to control employee exposure to respiratory hazards. However, in areas where effective controls are not feasible, or while they are being instituted, appropriate respirators shall be used by employees.

The most common Class respirators issued by the City are either of the air-purifying or air-supply type.

It is the employees responsibility to determine if the issued respirator is of the property Class for the expected hazard exposure, and that the proper particulate, vapor, or chemical cartridge, is installed on air-purifying respirators.

All respirators must meet the specifications of the ANSI standard which pertains to the hazard.

CONFINED SPACES:

A confined space is designed as any space that:

- A. Is large enough, and so configured, that an employee can bodily enter and perform work.
- B. Has limited or restricted means for entry or exit; and,
- C. Is not designed for continuous employee occupancy.

A **permit-required confined space** is any space which has one or more of the following characteristics:

- A. May contain, or have the potential to contain, a hazardous atmosphere.
- B. Contains a material (sand, for example) that has the potential for engulfing an entrant.
- C. Has an internal configuration such that an entrant could be trapped, or asphyxiated, by inward converging walls, or by a floor which slopes downward and tapers to a smaller cross section; or
- D. Contains other recognized serious safety and health hazards (electrical hazards, for example).

A **non-permit confined space** is any confined space which does not contain, or, with respect to atmospheric hazards, has the potential to contain any hazard capable of causing death or, serious physical harm.

No employee shall enter a confined space without:

1. Proper respiratory equipment
2. Experienced backup person
3. Testing the confined space for presence of hazardous materials. Monitoring of the conditions within the confined space shall be continuous
4. Permit form properly filled out and distributed
5. Proper Communication System with Backup Person
6. Planned Rescue Procedures in Place and Understood
7. Wearing and Using Proper Safety Equipment
8. Proper Ventilation
9. Establish Lockout/Tagout security as required

Supervisors overseeing confined space entry shall be thoroughly familiar with all entry procedures, personal protective equipment, and rescue methods, and shall instruct the employees in use of the proper entry techniques.

WATER FLOTATION DEVICE:

Employees working on or about any body of water (free flowing river, stream, or storm water catchment; lake; pond; tank; or reservoir) shall wear a U.S. Coast Guard approved water-flotation device of sufficient capacity to keep the employee afloat. The device must be worn properly, with all straps adjusted and tightened.

EXCAVATING/SHORING:

Prior to any excavation operations, the supervisor will determine if any underground utilities are in the area.

Any excavations, or trenches; over 4 feet deep; must be guarded by a shoring system, sloping of the ground, or an equivalent means of protection to the employee.

Trenches less than four feet in depth, with hazardous soil conditions, must also be effectively protected.

Tools, equipment; and excavated material; must be kept a minimum of 2 feet from the lip of the trench.

Trenches and excavations must be inspected regularly, by the supervisor, at the beginning of each work day, and periodically throughout the work day; to insure that slopes, shoring and bracing and

adequate; and that there is no evidence of possible slides; or cave-ins. More frequent inspections must be made as work progresses; or after, or snow, has fallen. Ladders and/or steps must be located so that no more than twenty-five (25) feet of lateral travel is required to escape any trench four feet, or more, in depth.

Ladders should extend three feet, or more, above the surface of the trench.

Appropriate barricades and warning signs must be placed for the protection of the employees and the general public. Areas of heavy pedestrian, or vehicular traffic, will require increased protection.

Materials used for shoring must be in good serviceable condition.

Additional shoring and bracing precautions shall be taken to prevent slides, or cave-ins, when operation is adjacent to areas such as backfills, railroad or highway traffic, or heavy machinery operations.

All long-range projects, left open for future work, must provide protection for persons, and protection from adverse weather conditions.

Shoring should always be installed from the top down; and be removed from the bottom up.

Smoking, or open flames, are not permitted in trenches and other excavations.

Water is one of the biggest factors in cave-ins. Seepage, or pooling, in any trench area; must be immediately reported to the supervisor.

TRAFFIC CONTROL DEVICES:

Employees performing any task which requires their presence on any traveled public, or private thoroughfare, MUST provide adequate protection for themselves, their fellow employees, and the general public, by properly "PROTECTING THE WORK SITE".

This involves placing of traffic control devices (cones, barrels, horses or reflectors) in position to guide traffic safety through the construction site. Care should be taken to insure that the proper signs, such as "Men Working", "Road Work Ahead", etc., are placed a sufficient distance from the actual work to allow sufficient time for vehicle operators to react to the sign message.

The Manual on Traffic Control Devices places restrictions, and regulations, governing the use of signs and traffic control devices. The City of St. Louis will conform to the principals outlined in this Manual.

Supervisors shall conduct regular training sessions with employees involved in work requiring the use of traffic control marking.

LIFTING, HANDLING AND STORING MATERIALS:

- * Always use mechanical lifting equipment when available and practical.
- * When lifting, always keep your back as straight as possible. Lift with your legs, not your back. After lifting an object, if you are to carry or move it, do all the required turning with the body as a whole. Avoid twisting at the waist when moving or stacking and object.

When stacking objects, make sure the stack is neat, straight, and stable.

When an object is heavy, awkward, bulky—or you are in doubt—always get help.

Lumbar support belts are available through the department supervisor.

HAND, ELECTRIC AND PNEUMATIC PORTABLE TOOLS:

Use tools only for their designated purposes; a dull or misused tool may become dangerous.

Keep all tools properly maintained and serviced.

Keep cutting tools sharp.

Use caution when striking metal against metal.

Always wear appropriate personal protective equipment.

Always make sure electrical equipment is grounded.

A ground fault circuit interrupter must be used when using portable electrical tools.

An employee may not use powered, pneumatic tools until proper use training has been provided, and understood.

Always inspect equipment before use.

SPILL OR SLICK SURFACES:

- * If you cause a spill of a non-hazardous substance, protect the area and be responsible for its cleanup. In the event a hazardous substance is spilled, immediately notify your supervisor, and comply with the cleanup, or evacuation recommendations of the manufacturer of the material.
- * If you discover an unreported spill, protect the area and notify the supervisor.

Many St. Louis employees are injured each year because they fall on exterior walking surfaces. Take care when walking on a wet surface, on snow, or on ice; pay attention, and be aware of your footing. Walk slowly, shorten your steps, and avoid sudden turns or twists: Plan your route to avoid hazardous areas.

PERSONAL HYGIENE:

Many of the substances our employees come in contact with can be hazardous if used improperly. Therefore, personal hygiene and cleanliness must be observed at all times, for your protection, and for the protection and consideration of your fellow workers.

Never handle unidentified substances without wearing the proper personal protective equipment. Exposures to even a common substance, such as waste materials, may be hazardous under some conditions.

Change clothing when necessary, wash up before eating, or handling food, and before going home.

MACHINERY AND MACHINE GUARDING:

Inspect your machine prior to using to ensure that you have properly installed all guards, and have reported and corrected all unsafe conditions. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains or other reciprocating, rotating, or moving parts, nip points, shear points, crush points, and trapping spaces of equipment, shall be guarded, if such parts are exposed to contact by employees, or otherwise pose a potential hazard.

Never operate a piece of machinery until you have been properly trained, and have learned how to operate it safely.

Every unsafe condition must be reported immediately to the supervisor, who will ensure that repairs are made prior to allowing you to use the equipment.

Never operate machinery unless all guards provided are in place. This standard applies to both old, and new machinery.

All fixed, power-driven woodworking, and metalworking tools, shall be provided with a readily accessible disconnect switch, that can be either locked, or tagged, in the off position.

LADDERS:

Often the use of ladders is viewed as a simple task which we perform almost daily. However, you must realize, that by observing some basic safety hints, you may prevent a fall, which could injure, or even disable you, or a fellow worker.

Before using any ladder, always check the entire ladder for cracks, breaks, loose nuts and bolts, broken rungs, or other defects.

Ladders must always be set on a firm, level surface, prior to use.

Climb one step at a time.

Use both hands while climbing the ladder.

Ladder manufacturers recommend we use the following safe climbing method; left foot up, left hand up, right foot up, right hand up, and the same method coming down a ladder.

Always ascend, and descend, while facing the ladder.

Never overextend your reach from the side of the ladder.

Never throw tools to a person on a ladder, or drop tools from the ladder.

Straight ladders must have a non-slip base, consisting of shoes, and/or spikes, on the bottom of ladder. If these are not available, someone should hold the ladder at the bottom, and the top must be tied off.

Do not use a ladder which has been painted. The steps, or rungs, may become slippery, creating a fall hazard.

Damaged ladders must be repaired to comply with the manufactures specifications. If a ladder cannot be properly repaired to its original specifications, it must be turned in to be destroyed.

Straight ladders should be placed at an angle where the distance between the bottom of the ladder, and the vertical support, is one/fourth of the space.

When using a ladder in an area containing vehicle, or pedestrian traffic, always place highly visible traffic control devices, and ensure there is a second employee stationed at the foot of the ladder, to divert traffic, or pedestrian flow.

All ladders must meet the specifications of the ANSI standard which regulates the type of ladder being used. For example: wood, metal, or fixed.

FLAMMABLE MATERIAL USE AND STORAGE:

All flammable material must be stored in either a Type I or Type II approved safety can, with internal flash arrestor, and a self closing lid.

A defective flammable material storage container must never be repaired. - it must be turned in for discard.

Gasoline must never be used as a cleaning agent, or to start, or fuel a fire.

All flammable and combustible liquids, such as paint, paint remover, thinner, acetone, kerosene, etc., must additionally be stored in a metal fireproof cabinet, which is clearly marked "FLAMMABLE".

Cabinet storage flammable liquids must be located in an area that is not exposed to direct sunlight, high heat, or open flame.

All oily, greasy rags, or towels, must be discarded in an approved safety waste can which contains a self closing lid. The can shall be emptied into an appropriate disposal container at the end of the each shift.

Flammable and combustible material shall not be stored under stair ways or near designated exits.

FIRE EXTINGUISHER:

Each department, division, and section will have the appropriate type, size, and number, of fire extinguishers available on the premises.

Each employee should become familiar with the location of the fire extinguisher in their work area.

The fire extinguisher must be wall mounted in an area of easy access, and must be marked in a highly visible manner. Access to the fire extinguisher must be unobstructed at all times.

Each employee must be trained in both the proper use of the fire extinguisher, and emergency procedures, including the evacuation procedures, in their work area.

All fire extinguishers must be inspected annually.

A map showing all exit locations, and recommended routes to exterior safe areas, must be posted in all work areas.

Exits and access to exits shall be marked with a readily visible sign.

FIRST AID KIT:

Each department, division and section will have an appropriate first aid kit on the premises.

FILE CABINETS:

Always close file drawers after use.

Watch fingers and hands when closing file drawers, avoid nipping them - close drawers by using handles.

ELECTRICAL CORDS, TELEPHONE CORDS, AND EXTENSION CORD:

Portable electrical tools must be connected to the power source with a Ground Fault Circuit Interrupter. Always disconnect an electrical plug by grasping the plug, not the cord.

Always be on the lookout for damaged wires; loose or broken plugs; frayed, cracked or brittle cords. Do not use a cord, or appliance, if any of the above conditions are found.

Materials which will burn - flammable liquids, clothing, curtains, paper and towels, should be kept well away from lights, lamps, heating devices, and hot surfaces.

If a cord, appliance, or tool sparks, immediately unplug it and turn it in to your supervisor, who will have it checked for repair, or replacement.

Never use an electrical appliance, or tool, in or about water, or wet conditions.

Always make certain an electrical appliance is off before plugging it in.

Never circumvent a properly grounded electric device.

HANDLING PAPER:

Never attempt to lift a large box of paper alone - get help, or remove the packaged paper from the box in smaller amounts.

Use a wetting device when sealing envelopes, rather than licking them with your tongue.

Handle paper carefully to avoid painting paper cuts.

SHARP, POINTED OBJECT:

Keep all pointed objects in a separate container.

When carrying any pointed object, place the object across your palm, with the pointed end away from you - always use extra care when walking up, or down stairs, and carrying a sharp object.

Never carry a pen, or pencil, in your mouth.

When handing someone a sharp, pointed object, always hand it to them handle first.

CHAIRS, TABLES, DESKS:

Do not lift swivel chairs alone, roll them across the floor; never roll the chair across the floor while you, or someone else, is seated in the chair.

Use a ladder, rather than a chair, to reach elevated objects.

Always keep all legs of any chair in contact with the floor.

Avoid sitting on the edge of desks, and tables.

Use the handle when closing desk drawers.

STAIRS, AISLES AND EMERGENCY EXITS:

Aisles, stairways, and emergency exits, must be kept unobstructed.

Waste baskets must be kept close to, or under, the desk.

Turn on stairway lights before the natural light becomes inadequate. Report defective stairway lighting systems.

When using stairs, always keep one hand free to use the rail.
Always watch where you are walking, especially on stairs.

Emergency exits must be clearly marked, accessible, and unlocked, during normal working hours.

MICROWAVE AND HEATED BEVERAGE SERVERS:

Always make sure these appliances are firmly stationed on a solid table, or counter.

Use a pot holder, or towel, when removing a container from a microwave. Often the utensil can become extremely hot.

Read, and understand, the directions, and precautions, of an appliance, before using it.

FLOOR SURFACE:

Floor surfaces must be kept clean of all types of debris, including telephone, and electrical wires.

Spills must be cleaned up immediately.

HOUSEKEEPING:

Machinery, and equipment, must be free of unnecessary material, or hangings.

Stock material must be properly stacked, and arranged.

Tools must be properly cleaned, and stored.

Aisles must be provided to work areas, fire extinguishers, and emergency exits.

Aisles must be free of clutter and debris.

Surfaces of floors must be safe and suitable to work on, and must be clean, dry, and free of oil, and grease.

Buildings must have adequate lighting, and have walls and windows that are reasonably clean for operations, and free of unnecessary hangings.

Stairs must be clean, free of materials, well lighted, and provided with adequate hand rails, and stair treads, in good condition.

Grounds must be in good order, free of refuse, and unnecessary materials.

TYPEWRITERS, WORD PROCESSORS AND VIDEO DISPLAY TERMINALS:

When operating office machines, the employee should maintain a proper work posture through proper location, and orientation, of the work surface and chair.

Avoid working to extended periods of time with elbows situated above mid-torso.

While operating office machines, employees should sit in a chair low enough to place both feet on the floor, with knees slightly higher than hips. Sit firmly against the back of the chair.

All office machines must be placed on a firm, solid work surface.

To minimize eye fatigue, it is recommended that full-time VDT operators should take a 15 minute alternate task break every hour. Moderate users should take a 15 minute alternate task break every two hours.

VDT screen brightness should be 3 to 4 times greater than the room light.

Use indirect lighting, of a lesser level than used in most offices.

Minimize reflected glare on VDT screens by keeping them away from windows, and other sources of bright light.

ALCOHOL AND DRUGS:

The City of St. Louis does not permit the use of alcohol, controlled substances, or illegal drugs on the job. Additionally, impaired job performance, cause by the non-job usage of alcohol, controlled substances, or illegal drugs, will not be permitted. It is the responsibility of the employee to notify their immediate supervisor when the employee is using any prescription drugs which may impact job performance.

Employees using prescription drugs should advise both the doctor, and pharmacist, of their job requirements so that possible side effects, which could create a hazard for the employee, can be considered by the health professional.

Anyone found to be under the influence of alcohol, controlled substances, or drugs, is subject to removal from the work site and disciplinary action; up to and including dismissal from the City work force, in accordance with Administrative Regulation No. 120.

An Employee Assistance Program is available to City employees. Affected employees are encouraged to utilize the Employee Assistance Program to seek rehabilitation services. Supervisors will provide the necessary information.

SAFETY REGULATION VIOLATIONS:

Disciplinary action will be taken for violations of the Safety Regulation in accordance with Administrative Regulation No. 117.

Disciplinary actions include:

- A. Written reprimand;
- B. Suspension (up to 28 calendar days in a 12 month period);
- C. Temporary reduction in pay (up to 15% - but not below the minimum of the range or for a period of longer than 13 bi-weekly pay periods);

- D. Disciplinary demotion (to a vacant position in a lower pay grade for which the employee is qualified within the division/department);
- E. Dismissal

Compliance and enforcement of these Safety Regulations are the responsibility of all employees. First line supervisors must ensure that all employees perform their jobs in accordance with the precepts set forth in this document.

ORIENTATION:

A department safety orientation shall be conducted for all transferred employees and new hires, including limited-term personnel. The department head will determine who shall conduct the orientation program.

The orientation program shall, at a minimum, consist of:

- 1. Safety and Health practices
- 2. Safety regulations and personal safety equipment
- 3. Familiarization and review of the City Safety Manual
- 4. Accident and injury notification procedures

SUMMARY:

Department heads, division heads and supervisory personnel at all levels of the City work force must make safety a matter of continuing concern. Their responsibility encompasses the adoption of work standards designed to attain the only goal acceptable to management and work force alike—a work environment free of existing and potential hazards. To reach the goal, management and supervisory personnel must:

- 1. Provide informed leadership and adequate supervision of the City work force.
- 2. Provide adequate job training and continuing safety instruction of all employees.
- 3. Develop and enforce reasonable, practical and safe job procedures for City operations.
- 4. Continuously review work practices and conditions of the work environment to seek improvement.

In addition to the general safety rules applicable to all employees of the City of St. Louis, the individual departments may initiate additional safety rules which shall also be strictly adhere to by all employees within the department.

EMPLOYEE:

Please complete the information below, remove this page from the booklet and give to your immediate supervisor.

Dept. # _____ Dept. Name _____

Division # _____ Division Name _____

I have read and understand the City Safety and Health Regulation Manual, July, 2011 edition, and will follow the rules and guidelines it contains.

Name (please print) _____

Social Security Number _____ -- _____ -- _____

Signature _____ Date _____

SUPERVISOR:

I have instructed the above employee in the safe working practices for

(describe job, operation, activity)

Supervisor's Name (print) _____

Supervisor's Signature _____ Date _____

When completed, this form should be removed from the Safety Manual and sent to your Department's **Safety Coordinator**.