



**Manheim Township**  
Lancaster • 1729 • County

*A Healthy Community*

**SAFETY & ACCIDENT  
ILLNESS PREVENTION  
MANUAL**

## ***Safety Program Table of Contents***

Safety and Loss Control Policy.....	3
Designated Accident and Illness Prevention Program Coordinator.....	4
Assignment of Responsibility .....	5
Role of the Employee.....	6
Goals and Objectives.....	7
Workplace Hazard Identification and Mitigation Policy .....	8
Industrial Health and Hygiene Policy .....	9
Safety Program Orientation and Training .....	12
Safety Orientation Checklist .....	13
Emergency Action Plans .....	14
Employee Suggestion Program .....	15
Employee Involvement in Accident and Illness Prevention Program Activities .....	16
Safety Committee Minutes.....	17
Safety Rules and Methods for their Enforcement .....	18
Accident Investigation Policy .....	20
Prompt availability of First Aid, CPR and other emergency treatments.....	24
Program Evaluation Policy .....	26
Safe Practice Protocols.....	27
Electrical and Machine Safeguarding .....	28
Personal Protective Equipment (PPE) Policy .....	29
Hearing and Sight Conservation .....	32
Lock/Out Tagout Procedures .....	33
Pennsylvania Worker & Community Right-To-Know Act (PA RTK) Program.....	38
Confined Space Entry Policy .....	43
Confined Space Entry Permit.....	47
Non-Permit Confined Space Entry Log .....	49
Fire Prevention .....	50
Substance Abuse Awareness Policy .....	51
Control of Exposure to Bloodborne Pathogens (BBP) .....	52
Pre-Operational Process Reviews .....	56
Trenching and Excavation.....	57
Workzone Traffic Safety.....	58
Welding and Cutting Operations.....	59

# **Safety and Loss Control Policy**

It shall be the policy of Manheim Township to institute and maintain an active Safety and Loss Control program in order to ensure that employees have a safe work environment. The prevention of occupationally induced injuries and illnesses is of primary importance and will be given top priority. Manheim Township recognizes that it must promote an attitude of safety consciousness that permeates every level of the municipality's organization.

The Safety and Loss Control Program shall be inclusive of the following elements: safety training; analysis of loss data; work site surveys; accident analysis; developing and enforcing safety and health rules; promoting necessary personal protective equipment and instructions for its use and care; promoting an awareness of mechanical and physical safeguards to the maximum extent that is possible; dissemination of information on the use of hazardous substances; and setting up a system of recognition and awards for outstanding safety performance

Manheim Township recognizes that its municipal employees share the responsibilities for safety and health. Manheim Township, working through its Safety and Loss Committee, shall endeavor to provide the guidance and assistance needed by its employees to provide safety, health, and well-being of those who are insured by the municipality.

Adopted this 18th day of October, 2023

# Designated Accident and Illness Prevention Program Coordinator

In accordance with the Group Self-Insurance Fund's Accident and Illness Prevention Program requirements set forth in Subchapter D of the Department of Labor and Industry's rules and regulations concerning Workers' Compensation Health and Safety published in the Pennsylvania Bulletin, Volume 31, Saturday, July 14, 2001, the Safety Committee of Manheim Township does hereby designate the Director of Human Resources to serve as the Accident and Illness Prevention Program (AIPP) Coordinator for the Manheim Township and assigns the following duties:

1. Administer the municipality's AIPP Program.
2. Coordinate AIPP Program implementation.
3. Maintain appropriate documentation on program activities conducted by the municipality and its employees.
4. Handle the administrative functions for the municipality's Safety Committee.
5. Review accident reports and determine trends or particular accident characteristics.
6. Identify training areas and assist in the delivery of the training programs.
7. Coordinate safety awareness efforts and, if applicable, safety incentive programs within the municipality.
8. Determine the level of regulatory compliance to applicable standards, codes and rules and regulations governing self-fund groups.
9. Facilitate AIPP audits of facilities, procedures, and administrative practices set by the Safety Committee.
10. Serve as a permanent member of the Manheim Township Safety Committee.
11. Coordinate studies, research, and investigations on risk improvement alternatives.
12. Solicit, gather, evaluate, and report AIPP information from employees.

Motion made by Susan Schaeffer, seconded by Lt. Justin Gernert and  
unanimously approved on October 18, 2023.  
**Date**

*Maribel Fernandez*  
Maribel Fernandez, M.Ed.

# Assignment of Responsibility

Responsibility for safety is established at several levels:

- Township Manager, Assistant Township Manager, Department Directors, Assistant Director, Managers, Assistant/Deputy Directors, Supervisors, Crew Leaders, Forman, AIPP Safety Coordinator, Safety Committee Members and Employees.

The Human Resource Director shall be responsible for the development of safety policies that will provide for a safe and healthy work environment, motivate employees to work safely, and integrate safety fundamentals into daily work activities.

Duties include:

- Set policies that will require all employees to comply with safety rules and regulations.
- Motivate employees with incentives, reward successes, and deal with violations.
- Follow all safety rules, set a good example for employees.
- Provide resources and support for safety training.
- Evaluate all annual reports and communicate the results to the Township Manager.

The Safety Coordinator shall be responsible for the overall coordination and implementing safe work practices at Manheim Township. He/she is expected to lead by example, and to motivate all other employees to work in a safety manner. This is a highly responsible position, and management will provide adequate time and resources to permit the Safety Coordinator to be successful.

The AIPP Safety Coordinator will be responsible for the following duties:

- Develop and maintain employee safety training records.
- Develop and recommend safety incentives to management.
- Keep abreast of safety issues by attending additional training as needed.
- Maintain Accident/Incident reports.
- Maintain safety inspection checklist.
- Maintain confined space entry forms.
- Work with staff leaders to maintain and update MSDS.

## **Role of the Employee**

The Employee is responsible for participating in creating a safe and healthy work environment.

Specific duties of the Employee include, but are not limited to the following:

- Follow all safety rules and regulations.
- Properly use all tools and resources necessary to do work safely.
- Identify and report to your supervisor any unsafe work conditions.
- Immediately fix any safety hazards, if possible.
- Participate in all applicable training sessions.
- Complete any confined space entry forms as necessary.
- Report all accidents or hazards to your supervisor.
- Complete and submit Accident/Incident reports as necessary.

# Goals and Objectives

- Promote safety practices among all municipal employees to reduce or eliminate potential hazards that may lead to or contribute to accidents.
- Create and maintain a municipal Safety and Loss Control Committee that meets a minimum of once a month and includes representatives from across all departments.
- Develop safety policies, both general and department-specific, based on standard safety practices as well as loss data gathered and analyzed by the Safety and Loss Control Committee on a regular basis.
- Develop and maintain an accident and illness prevention orientation and training program for municipal employees.
- Review internal operational practices on a routine basis to ensure safe practices are being observed.
- Investigate accidents to determine cause and to develop safe practices where applicable.
- Establish methods for hazard identification to be used by employees.
- Establishment of an Industrial Health and Hygiene Program for employees to utilize as appropriate for their departments.
- Establish a process by which employees can make safety suggestions.
- Establish Safety Rules, both general and department-specific, and methods for their enforcement.
- Develop safety protocols or standard operating procedures for employees to use in their department's workplace environment.
- The Safety Committee will monitor claim costs, injury frequency, workdays loss and will calculate average claims cost per employee on a quarterly basis with the ultimate goal to actively implement cost containment strategies in order to reduce costs below industry averages.
- Provide employees with information on Emergency Response Plans.
- Provide employees with a Hazardous Communication/Worker and Community Right to Know Program.
- Establish mechanisms for employee involvement in Accident/Illness Prevention Program activities.
- Develop methods for determining and evaluating program performance.

# Workplace Hazard Identification and Mitigation Policy

Manheim Township hereby establishes a program for regular review of workplace conditions to reduce, control, or eliminate potential hazards that may lead to or contribute to accidents. Manheim Township believes a program of regular review and management oversight is necessary to (1) monitor workplace safety conditions; (2) monitor employee compliance with safety rules and safe equipment operation; and (3) to maintain a management presence in the work environment.

**Methodology:** Manheim Township will utilize the follow methods to achieve this policy:

**Workplace Inspections or Surveys:** Periodic workplace safety inspections will be performed across all departments.

**Claims Experience:** Manheim Township claims data will be reviewed to identify areas that warrant more frequent inspections based on the frequency (e.g., number of claims) and severity (e.g. cost of claims) of claims incurred in any year. Inspections triggered on the basis of claims activity shall focus on the areas specific to the claims that have been incurred.

# Industrial Health and Hygiene Policy

It shall be the policy of Manheim Township to have in place an Industrial Health/Hygiene Program intended to reduce, control, or eliminate potential hazards arising from or related to toxic/noxious substances, temperature extremes, general air quality, noise, vibration, and any other environmental condition that would have the potential for causing a workplace accident or illness.

Elements of the program will include:

- Determine if exposures exist.
- Determine worker exposures.
- Institute controls.
- Set up monitoring processes.
- Outfit employees in appropriate personal protective equipment.
- Conduct industrial health & hygiene training.
- Evaluate exposure compliance requirements/levels.
- Periodic checks of the accuracy and thoroughness of monitoring functions.
- Development of action plans to mitigate any known exposures.

Manheim Township shall utilize the following Industrial Health and Hygiene Program Survey Checklist.

# Industrial Hygiene Checklist:

## Environmental Controls:

- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
- Is employee exposure to chemicals in the workplace kept within acceptable levels?
- Is vacuuming with appropriate equipment used whenever possible, rather than blowing or sweeping dust?
- Are all outlets for water not suitable for drinking water clearly defined?

## General Work Environment:

- Are all worksites clean and orderly?
- Are all spilled materials or liquids cleaned up immediately?
- Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip resistant?
- Are pits and floor openings covered or otherwise guarded?
- Are all work areas adequately illuminated?
- Are covered metal waste cans used for oily and paint-soaked waste?

## Ventilation for Indoor Air Quality:

- Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?
- Is the HVAC system inspected at least annually and problems corrected?
- Are inspection records retained for at least 5 years?

## Control of Harmful Substances by Ventilation:

- Is adequate makeup air provided to areas where exhaust systems are operating?
- Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?
- Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?

## Ergonomics:

- Can the work be performed without eye strain or glare to the employees?
- Can the work be done using the larger muscles of the body?
- Does the employee have the appropriate office equipment to avoid back, wrist, or neck strain?
- Are tools, instruments, and machinery shaped, positioned, and handled so that tasks can be performed comfortably?
- Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body?
- Do the neck and shoulders have to be stooped to view the task?

- Are employees instructed in the proper manner of lifting heavy objects?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?

### **Sanitizing Equipment & Clothing:**

- Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?
- Is personal protective clothing or equipment that employees are required to wear or use of a type capable of being easily cleaned and disinfected?
- Is all equipment, environmental, and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- When employees are required to change from street clothing into protective clothing, is a clean change room provided with separate storage facility for street and protective clothing?
- Are employees prohibited from interchanging personal protective clothing or equipment unless it has been properly cleaned?

### **Noise:**

- Are there areas in the workplace where continuous noise levels exceed 85 dBA?
- When applicable, are employees properly fitted and instructed in the use and care of ear protection?
- Have engineering controls been used to reduce excessive noise levels?
- When possible, has noisy machinery been isolated from the rest of your operation?
- Is the training repeated annually for employees exposed to continuous noise above the 85 dBA?
- Has there been a determination that noise levels in the facilities are within acceptable levels?

# **Safety Program Orientation and Training**

It will be the responsibility of Manheim Township to provide orientation and training to familiarize all employees with the Safety Program.

Training and education are important elements in any safety program to improve employee awareness and provide necessary information. With the proper training, workers will make the right decisions during work activities to prevent accidents or reduce injury if there is an accident that occurs. From the moment a job candidate becomes an employee, safety training must be a routine part of their employment experience, starting with a complete safety orientation upon hire and continuing with regular safety training relevant to the job situation.

General safety and health areas that will be reviewed but are not limited to the following:

- Plant, facility, or job site safety rules.
- Reporting unsafe conditions including initial response, if appropriate.
- Job safety procedures for operating equipment, tools, or devices.
- Disciplinary process relative to workplace safety issues.
- Identify safety program coordinators and technical resources across departments.
- Training and continuing education – available programs and expectations.
- Accident reporting procedure – including the process for submitting workers' compensation claims, medical provider panels, and accident investigation.

# Safety Orientation Checklist

Employee's Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Date Hired: \_\_\_\_\_

<u>Task</u>	<u>Completed</u>
1. Safety Rules	_____
2. Safety rules for specific jobs	_____
3. Safety devices	_____
4. Reporting unsafe conditions	_____
5. Job conduct	_____
6. Proper lifting techniques	_____
7. Safety suggestions	_____
8. Reporting injuries	_____
9. Medical aid	_____
10. First Aid and qualified personnel	_____
11. Emergency procedures	_____
12. Personal Protective Equipment (PPE)	_____
13. Housekeeping	_____
14. Storage of materials	_____
15. Fire protection	_____
16. Demonstration and follow-up	_____

I have instructed the above new employee in the safety requirements checked and feel he/she can reasonably be expected to perform his/her duties within a maximum degree of safety.

Signed by Supervisor: \_\_\_\_\_

Signed by Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

# **Emergency Action Plans**

It shall be the policy of Manheim Township to have an Emergency Action Plan in place as part of its overall Safety Program. The primary purpose of the Emergency Action Plan is to protect the health and safety of employees while in the work environment.

Emergency Action Plans shall be developed for specific events, as warranted and, at minimum, should include the following elements:

- Identification of potential hazards that may arise both in the normal work environment and natural hazards.
- Assessment of risk potential from frequency and severity standpoint.
- Set forth alternative actions to reduce, control or eliminate the risk. Action shall address pre-event, emergency actions during event and post-event actions to restore normal operations.
- Emergency escape procedures and emergency escape route assignments.
- Procedures to be followed by employees who remain to man critical operations before they evacuate.
- Procedures to account for all employees after emergency evacuation is completed.
- Pre-assignment of rescue and medical duties.
- Procedure for reporting emergencies.
- Names of persons who are to be contacted in different emergency situations.
- Procedures for alerting employees to emergency situations.
- Training that makes employees aware of the Emergency Action Plans, their assigned responsibilities. Training to include plan development, plan implementation practice, steps for communicating during an emergency and the communication of plan modifications.

# Employee Suggestion Program

It shall be the policy of Manheim Township to have in place an Employee Safety Suggestion Program as part of its overall Safety Program. The municipality recognizes that for any safety and health program to become truly integrated into the workplace culture, the employees need to be active participants in the process. Employees, by virtue of the daily work assignments, are often the first to be aware of unsafe practices or situations. Therefore, it is important that there exists a clear mechanism for employees across all departments to communicate their safety ideas or concerns up through the chain of command, whether that be to an assigned safety coordinator, the workplace safety committee and/or top management within the organization.

The objective here is to have two-way communications on safety and health issues. To facilitate the flow of information from employees to decision makers, the organization will utilize some or all the following elements:

- Direct questioning/inquiries.
- Employee safety meetings.
- Submission of paper or electronic messages.
- Regular reports on results (e.g., accident reports, inspections, studies).
- Safety and health program committees.
- Toolbox/tailgate talks - Weekly meetings with staff to discuss, review, and refresh general safety precaution topics.

It is recognized that any process that is established should contain feedback to employees on the status of their suggestions. Therefore, all ideas are encouraged, and no idea will be ridiculed or demeaned.

Careful, well-thought-out responses will be provided for every idea submitted. When safety suggestions are not used, employees need to understand why their idea was not used. And when ideas are incorporated into safety rules or practices the employee responsible for the idea will be congratulated.

# **Employee Involvement in Accident and Illness Prevention Program Activities**

It shall be the policy of Manheim Township to involve employees across all departments in the Safety Program.

Manheim Township recognizes that for any safety and health program to become truly integrated into the workplace culture, the employees need to be active participants in the process. Employees, by virtue of the daily work assignments, are often the first to be aware of unsafe practices or situations. Therefore, it is important that employees be given opportunities to participate in workplace safety efforts.

Opportunities to participate may include:

- Participation on the Manheim Township Safety Committee.
- Safety Training events sponsored by the Manheim Township Safety Committee, and other appropriate agencies or organizations.
- Safety Suggestion Programs.
- Toolbox/tailgate talks. Weekly meetings with staff to discuss, review, and refresh general safety precaution topics.
- Involving employees in the performance of workplace safety inspections.
- Participation in safety promotion/incentive programs.
- Designating an individual to be safety program coordinator.
- Participation in investigation of workplace accidents.

Manheim Township recognizes that the key element to a high-level safety program performance is active involvement in the process by the workers. Only when that occurs will the commitment and “buy-in” be possible on a sustained basis.

# Safety Committee Minutes

(Sample)

Date:	Called to order:	Adjourned:	Date and time of next meeting:
-------	------------------	------------	--------------------------------

- i. Call to Order
- ii. Roll call of members
- iii. Review and approve minutes of last meeting.
- iv. Reports/Announcements
- v. Old business
- vi. New business
- vii. Accident/Safety Reviews
- viii. Open Forum
- ix. Announcement of next meeting date
- x. Adjournment

Safety Committee Chairman:

---

Signature

---

Date

# **Safety Rules and Methods for their Enforcement**

The safety policies and safety practice protocols contained in this safety manual together with the general safety rules set forth below, have been developed to reduce, control, or eliminate potential risks to employees across all departments. In order to be of value these policies, protocols and rules must be followed by the employees of Manheim Township as appropriate for their department's work environment. Failure to adhere to these policies, protocols or rules will lead to discipline in accordance with Manheim Township's personnel policies.

## **General Safety Rules:**

- In case of sickness or injury, no matter how slight, report at once to your supervisor for first aid. Never attempt to treat your own or another worker's serious injury or try to remove foreign particles from the eye.
- If you are provided with eye protection, you are expected to wear it.
- Safety devices are for your protection. Never operate your machine unless all guards provided are in place.
- Guards must never be removed except when necessary to make adjustments or repairs, and they should be replaced immediately upon completion of work. If a guard is not in its proper position, report this at once to your supervisor.
- Employees must remain in their own departments unless called away on business or in the regular course of their employment.
- RUNNING on the premises is NOT PERMITTED.
- Horseplay, throwing objects, scuffling, and fooling around are very dangerous and will not be tolerated.
- Never distract the attention of another employee, as you might cause injury.
- Illegal drugs and alcohol will not be permitted on the premises at any time.
- Jewelry, rings, bracelets, watch chains, key chains, etc., shall not be worn by employees operating machinery, for these objects might catch in machines causing serious accidents such as the loss of fingers or hands.
- Gloves must not be worn when operating machinery unless their use has been approved by your supervisor.
- Loose ties or torn clothing must not be worn around machinery unless your supervisor has approved their use.
- Before using any ladder, make sure it has good safety feet and is free from cracks, broken rungs, or other defects. When there is any danger of slipping, have another worker hold the ladder.
- Never use makeshift or defective scaffolding, rigging, or stages.
- Do not attempt to lift or push objects that may be too heavy for you. ASK FOR HELP when you need it. Learn to lift the right way to avoid strains: bend your knees, keep your body erect, then push up with your legs. This is the easiest and safest way.
- Shut down your machine before cleaning, adjusting, or repairing. Lock and tag the machine.
- Never oil machines while they are in motion except where points of oiling are so located or guarded that you are not subject to contact with moving parts.
- Never use your finger for removing chips from machines. Use a brush or a hook.
- Never use defective chisels, sledgehammers, punches, wrenches, or other tools. Flying chips from tools with mushroomed or split heads cause many injuries. Exchange or see that the defective tools are repaired.

- Never operate any machine, crane, tractor, elevator, or other piece of moving equipment unless you have permission from your supervisor.
- Caps should be worn around moving machinery by any employee with long hair.
- If you are working where there are heavy fumes or dust, you are expected to wear the respirators provided for your protection. In some cases, a lifeline and or observer may be required.
- Keep the area around you clean. Put all oily water, rubbish, and papers in the containers provided for those purposes.
- Learn the location of all the fire exits and alarm boxes in your department.
- Pile material, trucks, skids, racks, crates, boxes, ladders, and other equipment so that they do not block aisles, exits, firefighting equipment, alarm boxes, electric lighting, power panels, etc. FIRE DOORS MUST BE KEPT CLEAR.
- Learn the location and proper use of firefighting equipment in your department. Under no circumstances us a pail of water where extinguishers are provided.
- Slippery floors cause falls. Always keep the floor clean and use “wet floor” signs when appropriate.
- If you see someone working carelessly and liable to be hurt, warn and advise them to work carefully.
- Protect your feet and head by keeping your shoes and hardhat (especially the soles of the shoes and the liner of the hard hat) in good shape. Wear safety-toe capped shoes to prevent serious toe injuries.
- Unless you are an electrician, never tamper with electrical circuits or switches.
- Always obey all warning signs.
- Read the Safety Bulletins that are posted, for they will help you do your part in the accident prevention drive.
- Never take short cuts through dangerous places.
- If you don't know the safe way, stop, and find out.

# Accident Investigation Policy

Manheim Township recognizes the value of conducting accident investigations as a tool to mitigating losses. Accident investigations are conducted to ensure that they do not happen again. One outcome of doing accident investigation is the identification of changes or improvements necessary to eliminate the combination of hazardous circumstance or condition that led to the accident in the first place. It is therefore the policy of Manheim Township that the Township shall have in place a formal procedure for investigating accidents.

Manheim Township shall investigate all accidents:

- That result in the death of one or more employees of Manheim Township.
- That cause serious bodily injury to one or more employees.
- That are caused by injury or disease as the result of exposure to toxic substances or blood borne pathogens.
- That result from Trenching and/or Excavation Operations.
- That result from entry into a confined space.
- That results in the loss of any body part to include but not limited to an eye, a leg, or an arm.

All Manheim Township accident investigations shall include the following steps, as appropriate:

- Notification of the employee that an investigation will be conducted.
- Information Gathering including Review of Reports, Interviews and Site Visits.
- Generation of a Written Report to include Findings of Fact and Recommendations.
- Employee Follow-up to Determine Compliance with any Recommendations.

## **Accident Investigation Report**

Organization: Manheim Township

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Location (if different from mailing address): \_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_

## **Accident Investigation Report (Cont.)**

25. Casual Factors: Events and conditions that contributed to the accident.

---

---

---

---

---

26. Corrective Actions: Those that have been, or will be, taken to prevent recurrence.

---

---

---

---

---

Prepared by \_\_\_\_\_

Approved \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Approved \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

# **Prompt availability of First Aid, CPR, and other emergency treatments.**

Manheim Township recognizes that the quality and timeliness of medical treatment available to workers who have experienced a workplace injury is critical to save lives; reduce the extent of injuries; improve chances of full recovery; and minimize pain and suffering. Therefore, Manheim Township believes it is in the best interest of all employees to have available prompt medical treatment.

For minor injuries, employees will find First Aid kits located at the following locations:

## **PUBLIC WORKS**

- 100 Buch Avenue – Building No.1
  - Main Bathroom
- 100 Buch Avenue Parks and Recreation Building
  - Main Bathroom
- 100 Buch Avenue Mechanics Garage
  - Main Bathroom
- All Township Pickup Trucks
  - Portable First Aid kits
- Compost Facility-2775 Oregon Pike

## **PARKS**

- Stauffer Mansion- 1241 Lititz Pike
- Skyline Pool-245 Eden Rd
- Overlook Pool-301 Golf Dr
- Overlook Activities Center-301 Golf Dr
- Boettcher House-2369 Lititz Pike
- Manheim Township Athletic Complex
- Sand Trap-2040 Lititz Pike
- Library-595 Granite Run Dr
- Golf Pro Shop-2040 Lititz Pike
- Golf Maintenance Facility-301 Golf Dr
- Municipal Office-1840 Municipal Dr

AED in the following locations:

AED's include ready kit to help administer AED. (Scissors, cloths, razor)

- Stauffer Mansion
- Stauffer Carriage House
- Overlook Activities Center
- Overlook Pool
- Skyline Pool
- Manheim Township Athletic Complex
- Boettcher House

- Library
- Municipal Office
- Golf Pro Shop

For serious or life-threatening injuries, employees should immediately call 911 to request emergency medical assistance.

Manheim Township will periodically provide First Aid and CPR training for all employees.

# **Program Evaluation Policy**

It shall be the policy of Manheim Township to evaluate the performance of its Safety Program using the following methods:

- Loss Ratio – This method is the ratio of claims paid divided by premiums collected.
- Average Claim Cost – This method establishes a ratio of the total cost of claims to the total number of claims incurred within a given period, usually one year.
- Claims Cost Per Employee – This method establishes a ratio of the total cost of claims to the total number of employees within a given period, usually one year.

## **Safe Practice Protocols**

## *Electrical and Machine Safeguarding*

### General Guidelines:

Employees shall never operate a piece of equipment without guards in place, or other features of the machinery in the proper operating order. This applies to covers on electrical equipment, photo-electric fences on operating points of shears, press brakes, etc., and shields on rotating devices (like saws drill presses, etc.).

Only workers trained to operate a particular piece of equipment are permitted to operate the equipment. Operators should be re-trained in regular intervals, and safe- operating procedures reviewed periodically.

Employees shall follow lock out and tag out procedures without exception for the majority of equipment adjustment, maintenance, and cleaning operations.

Employees shall obey all operating instructions and warning signs posted for equipment and equipment operations. No alterations, modifications, or short cuts in procedures may be taken without thorough review by supervisors, equipment manufacturers, and safety practitioners.

Workers need to wear appropriate clothing for work environment. All jewelry or any personal items may not be worn in the vicinity of operating equipment, especially types involving rotation, automatic feed mechanisms, cycling processes. Gloves should not be worn where there is a chance that fingers, or hands may be pulled into the operating point of the equipment.

Employees are not to walk through, over, or under any equipment unless some provisions have been made for people access, e.g. bridges over moving conveyors.

Employees shall keep working areas around operating equipment clear and free of waste material at all times. Care should be exercised in spotting palletized loads in the vicinity of equipment in order to maintain access, and to provide adequate space for worker tasks.

Access to electrical switchgear and transformer rooms shall be limited – only authorized persons should be permitted entry.

For individuals with long hair, beards or other issues relating to work around equipment, managers shall evaluate particular hazards of the operation and provide safeguards as required, e.g. long hair – caps or hair nets; beards – covers or masks.

# *Personal Protective Equipment (PPE) Policy*

## General Requirements:

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever necessary.

All PPE shall be of safe design and construction for the work performed.

For the safe use of any PPE device, the user shall be instructed in its selection, use and maintenance.

Management and Supervisors will monitor the proper use and maintenance of PPE; and be responsible for enforcement of the PPE policy.

Documentation shall be maintained on required training and retraining in the use, limitations, maintenance, emergency conditions (e.g., PPE failure), and appropriate selections of PPE.

Documentations shall be maintained on monitoring the use of the PPE and any disciplinary action required to enforce the PPE policy.

The use of PPE is not discretionary – its use is determined by specific hazards associated with job tasks or workplace conditions. Each work area should be reviewed for kinds of hazards, effectiveness of existing controls, job procedures (e.g., job safety analysis), and particular exposures to workers.

The PPE should be sized to fit the individual worker and be properly rated for the hazard it is intended to control.

Workers who are assigned PPE are responsible for its proper use, care, regular inspection, and to notify up-line management of need for repair or replacement. Workers must receive initial training on the use of the equipment when job assignments are made and refresher training thereafter, as determined by a particular organization but not to exceed 12-month intervals. The training program and persons receiving the training must be documented.

Any employee with a prior medical condition relative to the use of particular PPE (e.g., respirators and asthma, skin disorders and gloves or use of barrier creams) must have attending physician review application and approve the use.

The PPE policy shall apply equally to visitors and other non-employee personnel (e.g., contractors, regulatory officials, insurance safety representatives). They shall be informed of the PPE policy and compliance shall be a condition of their access to the buildings and facilities. The local managers and supervisory personnel are responsible for monitoring use by visitors and non-employee personnel as is appropriate for the degree and scope of the potential hazard exposure.

**Specific Requirements:** Where there is a reasonable probability of injury that can be prevented by the use of PPE, the use of specified equipment shall be determined and required by management; and shall

make conveniently available such specified equipment suitable for the work to be performed as necessary to provide for the safety and health of the worker.

**Head:** Necessary to provide protection from impact and penetration from falling and flying object and from limited electrical shock and burns, and meet the requirements and specifications established in the American National Standard Safety Requirements for Industrial Head Protection.

**Eye and Face:** Necessary to provide protection where machines or operations present the hazards of flying objects, glare, liquids (e.g. splashing), injurious radiation or a combination of these hazards.

Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles that 1.) provide adequate protection for the hazard, and 2.) provide equivalent corrected vision.

**Ear/Hearing:** Where employees may be or are subject to noise levels at or above 8-hour time weighted averages of 85 decibels, or higher levels for shorter durations. They will be provided suitable hearing protection devices/equipment relative to the nature of the noise exposure. There may be some instances, whether frequency or the characteristics of the particular noise exposure, that hearing protection may be required for levels below the 85 DB 8-hour Time Weighted Average thresholds.

The employer will monitor noise levels in those areas where employees may be exposed and will complete appropriate audio-metric testing for all employees whose exposures equal or exceed an 8-hour time weighted average of 85 decibels.

**Respiratory:** Necessary to provide protection from occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors; and to assure the health of the employee from such exposures.

Program shall include written operating procedures for the selection and use of respirators; selection criteria according to the particular hazards to which the worker is exposed; user instructed in their uses, limitations, maintenance, and other relative aspects; regular cleaning and disinfections; routine inspection for worn or deteriorated parts (includes monthly inspection of self-contained breathing devices/equipment for emergency (use); and evaluation of continued effectiveness of respiratory protection.

Documentation shall be maintained on the 1.) Use, fitting, and adjustment; 2.) Maintenance; and 3.) Cleaning and storage of respiratory equipment. Information should also be collected on routine servicing of fixed location, portable equipment not assigned to a particular employee.

**Foot:** Necessary to provide protection where hazard exist relative to material handling where heavy or sharp-edged objects may fall at feet of worker, or, by the nature of a particular operation, there is exposure from contact, caught-in or stepping on sharp items, chemicals, or working surfaces (e.g. ice, oily, hot, electrical shock).

All footwear whether provided by the employer or employee, shall be suitable for the particular conditions in the workplace. Management is responsible for developing and maintaining footwear requirements for specific job task activities. Safety-toed footwear for employees shall meet the requirements and specification in American National Standard for Men's Safety Toed Footwear.

**Special PPE:** Necessary to provide special protection where hazard exposures are present in the workplace including heat/cold temperature extremes, impact resistant clothing, hot metal bits/sparks, ionizing/non-ionizing radiation and fall protection relative to work at heights. In these circumstances, PPE selection will be determined by the nature of the exposure and the need to protect the worker against injury, disease, or other harm in meeting the general requirements for Safety and Health Program.

## *Hearing and Sight Conservation*

Use of hearing protection and safety eyewear will be determined by survey of the working environment, and hazards associated with the processes. Hearing protection will be required when noise levels exceed 85db over a sustained period, and for high impact noise of short duration. Hearing conservation will involve regular noise mapping/surveys of the workplace, baseline testing for new employees or employees who are transferred to different job activity, annual audiometric testing, and final test upon discharge from the municipality, review and application of appropriate controls in the workplace, and use of PPE, as required.

Need for eye protection will be established from assessment of hazards in the workplace that would result in any injury, impairment, or loss of sight. Sight conservation program includes review of hazards, selection of safety eyewear appropriate for the risk, proper fit to individual, and management and administration of the program. Safety eyewear is to be used for protection against flying particles, dust environments, chemical splashes, ionizing, non-ionizing radiation, welding/cutting flashes, and other similar conditions.

Areas of high noise levels and those requiring eye protection will be designated by appropriate signage and access will be limited to only those who have need to be in that particular location.

# *Lock/Out Tagout Procedures*

## **PURPOSE**

The purpose of this procedure is to ensure that before any employee performs any servicing or maintenance on machinery or equipment, where the unexpected energizing, start up or release of any type of energy could occur and cause injury, the machinery or equipment will be rendered safe to work on by being locked out or tagged out.

## **GENERAL INFORMATION**

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation during any servicing or maintenance activity. Anyone operating or attempting to operate any switch, valve, or other energy-isolating device that is locked or tagged out will be disciplined.

Lockout is the preferred method of isolating machines or equipment from energy sources and shall be used whenever possible.

If tags are used additional steps shall be taken as may be necessary to provide the equivalent safety available from the use of a lockout device.

Equipment obtained or modified after January 2, 1990, will be equipped with lockout capability.

## **LOCKOUT/TAGOUT PROCEDURES**

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. Note: Specific procedures for control of hazardous energy sources must be developed for any equipment or machinery before any maintenance or servicing is performed on it.

## **RESPONSIBILITY**

Any employees who could be exposed to hazardous energy sources shall be instructed in the safety significance of the lockout or tagout procedure. Employees authorized to perform lockout or tagout shall receive training commensurate with their responsibilities. Employee authorized to lockout or tagout is the Building/Vehicle/Equipment Crew Leader. Each new transferred "affected" employee and "other" employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure. Prior to lockout/tagout, the senior authorized individual will brief all affected employees in person. In the event of tagout system only, the authorized individual will brief all other personnel potentially exposed to the hazard in person. The procedures noted in the LOCKOUT OR TAGOUT SYSTEM PROCEDURE will be followed.

## **PREPARATION FOR LOCKOUT OR TAGOUT**

The "authorized" employee shall make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged out. More than one hazardous energy source and/or means of disconnect (electrical, mechanical, or

others) may be involved. Consult the specific procedures for the equipment to be isolated and then follow the specified procedure. If specific procedures have not been developed and documented, they shall be developed and documented before work is begun. No work can proceed until a specific procedure is in place.

## **LOCKOUT OR TAGOUT SYSTEM PROCEDURE**

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason thereof. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure. This is usually done by depressing stop button, open toggle switch, etc. In addition, ensure that all stored energy is dissipated or properly restrained.
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s)
4. Lockout/tagout device application.
  - a. Locks or tags shall be affixed to each energy-isolating device only by an "authorized" employee.
  - b. Locks and tags shall be singularly identified.
  - c. Locks shall be affixed in a manner that will hold the energy isolating devices in a safe position.
  - d. Tags, when used, shall be affixed in a manner that will clearly indicate that the operation or movement of the energy-isolating device from the "safe" or "off" position is prohibited.
  - e. Tags that cannot be affixed directly to the energy isolating device 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.
  - f. All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe. (If there is a possibility of reaccumulation of stored energy to a hazardous level verification of isolation shall continue until the possibility of accumulation no longer exists.)
  - g. After ensuring that no personnel are exposed, as a check on having disconnected the energy sources operate the push button or other normal operating controls to make certain the equipment will not operate.
5. The equipment is now locked out or tagged out.

## **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 energize 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.
2. Remove employees from the machine or equipment area.
3. Remove the lockout or tagout devices.

4. Energize and proceed with testing or positioning.
5. De-energize all systems and reapply energy control measures in accordance with the requirements set forth in this instruction.

## **RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS**

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices and notify the “affected” employees of their removal. Operate the energy isolating devices to restore energy to the machine or equipment.

## **PROCEDURE INVOLVING MORE THAN ONE PERSON**

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own assigned lockout device or tagout device on the energy isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet that allows the use of multiple locks to secure it. Each employee will then use his/her own assigned lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

## **REMOVAL OF LOCKOUT/TAGOUT DEVICES BY OTHER THAN THE AUTHORIZED EMPLOYEE**

Lockout/Tagout Devices shall be removed from each energy-isolating device by the employee who applied it, EXCEPT:

1. Lockout/tagout devices may be removed by Building Maintenance Crew Leader or Assistant Director of Public Works – Field Operations if the authorized employee who applied it is not available and:
  - a. It is verified that the authorized employee who applied the device is not at the facility;
  - b. All reasonable efforts were made to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed and;
  - c. The authorized employee has this knowledge before he/she resumes work at that facility.

## **INFORMING OUTSIDE CONTRACTORS**

The Assistant Director of Public Works – Field Operations will inform all outside contractors of the elements of this program and obtain information regarding their lockout/tagout programs. This information shall be conveyed to employees in an understandable manner. The work efforts of any outside contractors shall be in full compliance with this procedure.

## **SHIFT OR PERSONNEL CHANGES**

In the case of shift or personnel changes, a changeover period will be established so that the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout of equipment shall be fully briefed in the scope and state of the work by those who are being relieved.

## **PERIODIC INSPECTIONS**

Periodically (at least annually) the effectiveness of the entire program will be evaluated by an authorized employee(s) other than the one(s) utilizing the energy control procedure being inspected. Any deviations or inadequacies shall be documented and corrected. These annual evaluations will be conducted during the month of January each year.

The date of the inspection/evaluation will be documented on the Annual Inspection Report and maintained as a part of this program until the next annual evaluation replaces it.

## **TRAINING**

Training shall be given to all authorized, affected, and other personnel.

## **ELECTRICAL LOCKOUT/TAGOUT**

Electrical work requires a lock and a tag to be used together. However, a tag can be used by itself only if the electrical disconnecting source does not have lockout capabilities.

Locks can be placed without a tag only under the following conditions:

1. Only one circuit or piece of equipment is deenergized.
2. The lockout period does not extend beyond the work shift.
3. Employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

## **ELECTRICAL TEST VERIFICATION**

A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are deenergized. The test shall also determine if any energized conditions exist as a result of inadvertently induced voltage or unrelated voltage back feed even though specific parts of the circuit have been deenergized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test.

## **WORK ON ENERGIZED CIRCUITS**

Approval must be obtained from Public Works Building Maintenance Crew Leader or Assistant Direct of Public Works – Field Operations prior to any work on energized circuits. The Public Works Building Maintenance Crew Leader or Assistant Direct of Public Works – Field Operations will verify that the deenergizing circuits will not create additional or increased hazards or it is infeasible due to equipment design or operational limitations.

NOTE: Working on energized parts requires the wearing of appropriate personal protective equipment. Crew Leaders will be responsible for specifying appropriate personnel equipment to be used. Personal protective equipment for electrical hazards shall meet, be used, and maintained in accordance with ANSI J6.1 through J6.7.

## **ACCIDENTS CONCERNING LOCKOUT/TAGOUT**

Assistant Director of Public Works – Field Operations will be responsible for fully investigating all lockout/tagout accidents and reporting the cause of such accident to the Director of Public Works and the Safety and Loss Committee. If the accident involved a specific procedure for a piece of equipment, the lockout/tagout specific procedure will be evaluated and modified (if necessary) prior to authorizing work to continue.

# *Hazardous Materials Handling, Storage, and Disposal*

## **Pennsylvania Worker & Community Right-To-Know Act (PA RTK) Program**

### **Contents**

- Purpose, Objectives, and Responsibility
- PA RTK Requirements
- Hazard Determination
- Hazardous Chemical List
- Container Labels
- Material Safety Data Sheets
- Employee Training
- Workplace Notice
- Health and Exposure Records

### **Purpose and Objectives**

**Purpose** – The purpose of this program is:

- To describe how the provisions of the PA Worker and Community Right-To-Know Act (Act 159 of 1984) are met.
- To ensure that the hazards of all chemicals used by employees of Manheim Township are evaluated for known or potential hazards, and that this information is communicated to all employees who may have cause to use, handle, or otherwise come in contact with these chemicals.
- To prevent injuries and illness from exposure to hazardous chemicals.

**Objectives** – The objectives of this program are intended to ensure:

- That all hazardous chemicals are properly identified and labeled before entering the workplace.
- That Safety Data Sheets (SDS's) are maintained at the work site and are readily available to employees during each work shift.
- That all employees of Manheim Township who work with hazardous chemicals are properly trained as to hazards associated with the chemicals they are exposed to and how to work safely with those hazardous chemicals.

### **Responsibility**

The Public Works Director has the final authority and responsibility for ensuring that the provisions of this written program are implemented and maintained. This written program will be kept on file and maintained in the Public Works office and be made accessible for review by all employees.

### **PA RTK Requirements**

NON-OSHA covered employers (**including public sector employers**) are required to:

- Post a Workplace Notice, which lists employee rights under the law.
- Complete and post a Hazardous Substance Survey Form (HSSF) annually, by April 1 of each year, and provide it to the Department of Labor and Industry, upon request.
- Collect and maintain a file of Safety Data Sheets (SDSs). The SDSs give detailed information on each hazardous substance in the workplace. SDSs must be made available to employees without intervention of a supervisor.

- Complete an Environmental Hazard Survey Form (EHSF), if requested by the Department, and make it available to employees.
- Label all containers and ports of pipelines containing hazardous substances or hazardous mixtures in the workplace.
- Label workplace containers and ports of pipelines containing any chemical.

Provide copies of the HSSF, EHSF, and SDSs to local emergency response organizations, upon request.

Web link to the PA Department of L&I – PA RTK Act:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553055&mode=2>

## **Hazard Determination**

All materials used by Manheim Township employees are reviewed to determine the hazards associated with their use. The principle information source used in this process is the SDS provided by the manufacturers. Information supplied by the manufacturers is assumed to be accurate and is made available to all employees. Hazard determination for products supplied by vendors is the responsibility of the vendor and manufacturer.

## **Hazardous Chemical Inventory – Hazardous Substance Survey Form (HSSF)**

**Hazardous Substance Survey Form:** The PA RTK Act requires that a Hazardous Substance Survey Form (HSSF) be completed annually, on or before April 1<sup>st</sup> of every year. All necessary forms for the HSSF are found at the web link above. This is essentially an inventory of hazardous chemicals in the workplace.

The HSSF may be completed in paper format, electronically, or on-line via the PA L&I website. Please see the weblink previously provided to use the on-line system for maintenance of the HSSF.

Initially, Department Managers will be provided with the necessary paperwork to complete the HSSF. Annually, the Department Managers will be responsible for reviewing, updating, changing as needed, and dating the HSSF. A copy of the HSSF shall be posed in the workplace for employees to review (e.g. employee bulletin board) and a copy placed in the MSDS book.

## **Container Labels**

To assure the communication of accurate hazard information, it is the responsibility of the department managers to ensure that all chemicals used by the employees of Manheim Township contain the following information:

- Chemical name or common name,
- A hazard warning as specified below
  - Each employer shall ensure that container labels provide a warning as to the specific nature of hazard arising from the substance in the container. The hazard warnings shall be given in conformity with one of the nationally recognized and accepted systems of providing such warnings and shall be consistent throughout the workplace.
- The name, address and telephone number of the manufacturer of the substance.

Initially, when the HSSF is created, and annually, when the list of hazardous chemicals is updated, all containers of hazardous chemicals shall be evaluated to determine if the label meets the requirements listed above. If the label does not, the container must be labeled to meet these requirements. Container labels which have become illegible shall be replaced with labels that provide the required information indicated above. See below for specific company information on labeling.

All containers of hazardous chemicals and non-hazardous chemicals (even water) should be labeled. This includes, but is not limited to:

- Bulk containers
- Secondary or transferred container.
- Pipelines / ports (content and directional flow)

Immediate Use containers – while the PA RTK Act does not require that immediate use containers be labeled, Manheim Township recognizes that it is best practice for all immediate use containers to be labeled.

For secondary labels used in the facility, and if manufacturer labels needed to be replaced, Manheim Township process and labeling system for secondary labels is indicated below.

**Describe how and where secondary containers, or original container replacement labels, are found and used and who is responsible for doing the labeling.**

## Material Safety Data Sheets

As hazardous chemicals are received at Manheim Township, it is the responsibility of the Department Managers to:

- Ensure an SDS is received – if one is not, the Department Manager is responsible for contacting the manufacturer, supplier, or distributor to obtain the SDS.
- Maintain an up-to-date file of Safety Data Sheets for all (applicable) products used by employees of Manheim Township and
- Ensure the availability of SDS's at the work area during each work shift.

SDSs must be available to employees during working hours without management intervention.

Each Department shall have a binder with all SDSs for hazardous chemicals included on the HSSF. The HSSF shall also be included in the binder.

Each year after HSSF is updated, the Department Managers shall ensure that a current SDS exists for each hazardous chemical on the HSSF. If one does not, the Department Manager is responsible for contacting the manufacturer, supplier, or distributor to obtain the SDS.

Initially, copies of all Safety Data Sheets will be forwarded to the Public Works Director responsible for this program to place in the master SDS file. Annually, any new SDSs shall be forward to the Public Works Director to place in the master SDS file.

Copies of SDSs for products no longer being used shall be noted as Archive and forwarded to the Public Works Director for inclusion into the SDS Archive. Because an SDS is considered an employee exposure

record, the SDS must be kept for a period of 30 years after the hazardous chemical is no longer used in the facility.

## Employee Information and Training

**Training Frequency:** Manheim Township shall provide at a minimum an annual education and training program for employees exposed to hazardous substances or hazardous mixtures with respect to the hazardous substance or mixture found in their normal work area.

Additional instruction shall be provided whenever the potential for exposure to the hazardous substance is altered or whenever new and significant information is received by the employer concerning the hazards of the substance or mixture.

**Trainer:** Department Managers will be providing training at Manheim Township.

**Training Program:** Manheim Township shall furnish employees who are using or handling hazardous substances or hazardous mixtures with information on the contents of a Safety Data Sheet, label or equivalent information either in written form or through training programs which may be generic to the extent appropriate and related to the job. Content of the program shall include, as appropriate, the following information concerning the hazardous substances or hazardous mixtures:

- (1) The location
- (2) The properties
- (3) The chemical and common name
- (4) The acute and chronic effects
- (5) The symptoms arising from exposure
- (6) The potential for flammability, explosivity and reactivity
- (7) Appropriate emergency treatment
- (8) Appropriate personal protective equipment and proper conditions for safe use
- (9) Emergency procedures for spills, leaks, fires, pipeline breakdowns or other accidents
- (10) How to obtain a copy of this written program

Department managers are responsible to ensure that all Manheim Township employees within their respective department are properly trained as required.

Training records will be maintained by the Public Works Director. This recordkeeping requirement will be in addition to all other recordkeeping requirements maintained by the Public Works Director. In the event of termination, the training records will be turned over to the Human Resources Department.

## Hazardous Chemical Handling, Storage, and Disposal

All hazardous chemicals shall be handled, stored, and disposed of in accordance with information provided on the label and the SDS sheet.

## Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Department heads are responsible for task education, hazard identification and mitigation processes prior to implementing a new task.

## **Outside Personnel / Contractors**

For outside contractors, it is responsibility of the Public Works Director to notify the contractor's foreman or supervisor of this RTK Act Program, the location of the SDS file, and written program. It is the contractors' responsibility to train their workers.

## **Workplace Notices**

As required by the PA RTK Act, Manheim Township shall post:

- The Hazardous Substance Survey Form
- Employee notification regarding their rights under the act

## **Health & Exposure Records**

As required by Section 9 of the PA RTK Act, Manheim Township will provide copies of records as required. Please refer to the Act for specific requirements.

# *Confined Space Entry Policy*

## **1. General**

A confined space is defined as any enclosed or semi-enclosed space that has limited openings for entry and exit, which is not intended for continuous employee occupancy and does not have sufficient natural or mechanical ventilation to prevent buildup of toxic or flammable contaminants or oxygen deficiency. These spaces include, but are not limited to, storage tanks, ventilation or exhaust ducts, under ground vaults, tunnels, pipelines, manholes, and open top spaces more than four feet in depth such as pits, tubs, vaults and vessels. It is the atmospheric hazards and lack of ventilation that makes confined spaces so deadly.

Special tools required for work in confined spaces include; harnesses and retrieval equipment, proper test devices for oxygen, combustible gas, and carbon monoxide (in certain circumstances it may also be necessary to test for the presence of hydrogen sulfide and chlorine gases); ventilators and/or air movers; proper breathing apparatus if required; fire extinguishing equipment; ladders and/or ladder extensions and tools for removing manhole lids, gratings or tank covers.

There are two types of confined spaces covered by this policy; permit required confined space and non-permit required confined space. A non-permit confined space is a confined space where through atmospheric testing and/or mechanical ventilation it is determined that the atmosphere is within the required limits and the space is safe to enter. A permit required confined space is a space where even with mechanical ventilation the space is not safe to enter without breathing apparatus or where other special hazards are present.

## **2. Pre-entry Procedures**

**Work Area Protection** - At the work area provide necessary safety provisions for traffic control and protection of employees and public.

**Oxygen Test (O<sub>2</sub>)** - Introduce the probe into the confined space for an atmosphere oxygen content check at various levels - top, mid-point and near bottom. The acceptable level range of oxygen is 19.5% to 23.5%.

**Combustible Gas Test** - A blowtorch or open flame shall not be used near the entrance of or in a confined space until the area has been tested for combustible gas. Prior to removing the cover or grating, check area at the entrance for combustible gas. After removal of the cover or grating, introduce the probe into the confined space for a combustible gas reading at various levels - top, mid-point and near bottom. The maximum acceptable level of combustible gas is 10% of the Lower Explosive Limit (LEL). Combustible gas tests are required except where it is known that combustible gases are not present, e.g. water tanks.

**Carbon Monoxide Test (CO)** - Using proper CO sampling instrument, take an air sample. Carbon monoxide has a permissible exposure limit of 35 PPM. This test should only be necessary where CO can be suspected by the nature of the work being performed or the work location.

Confined Space Entry Log - Record all checks of O2, CO and combustible gas readings on the entry log.

Acceptable Readings (Initial) - If the readings are within the stated limits, entry to the confined space may be made.

Unacceptable Readings - If the initial test or any periodic test shows that contaminants exist at or above stated limits or if O2 is below 19.5%, ventilate the space until acceptable readings are obtained. If acceptable readings are unobtainable the space will require a permit for entry and the following procedures should be followed:

- (a) If combustible gas readings are unacceptable, contact the proper authorities, i.e. Gas Company and Fire Company, and report conditions to them and your immediate supervisor.
- (b) If atmospheric conditions are unacceptable, breathing apparatus will be required for entry. Notify your supervisor for an entry permit prior to entering space.

Emergency Rescue Equipment - Place proper retrieval rescue equipment near the entrance of a confined space. Check the equipment for easy use in case of an emergency.

### **3. Entry Procedure**

**Qualified Attendant** - Provide a qualified attendant at the entrance to a confined space for duration of the job. This person shall be qualified in instrumentation, entry procedures, emergency rescue procedures and fire extinguishing equipment. The qualified attendant shall be responsible for monitoring the confined space entrant and shall order the entrant out of the space if they believe the entrant is experiencing problems, which may place the entrant at risk. The qualified attendant shall also monitor conditions outside the confined space, which could create problems for the entrant (i.e. malfunctioning ventilation equipment, changes in weather).

**Entrances** - Open all necessary entrances to the confined space that will provide convenient egress and good ventilation. Make sure entrances remain unobstructed for duration of the job.

**Life Lines** - Life lines shall be secured to workers entering confined spaces at all times.

**Ladders** - Provide a proper length ladder or ladder extension where steps or rungs are not permanently installed in the confined space. Ladders are required for all spaces deeper than four (4) feet and need to remain in place until all persons have vacated the space.

**Pocket Test** - After pre-entry tests are made, enter confined space and test areas where potential combustible gas pockets may exist.

**Ventilation** - No entry shall be permitted unless the atmosphere is found to be safe by testing for oxygen deficiency, carbon monoxide and the presence of combustible gas or through the use of mechanical ventilation equipment. Where unsafe conditions are detected by testing, the work area shall be ventilated and made safe before entry. No vehicle or other combustion engines shall

be operated in the vicinity of the confined space where the exhaust fumes could enter the confined space.

Monitoring - CO, O<sub>2</sub> and combustible gas tests shall be made prior to entering, while in the confined space and before re-entry after vacating the confined space for a lunch break or after temporarily closing the confined space.

Recording - use confined space entry log to record all test readings.

Communication - When the confined space to be entered is such that the qualified attendant may lose visual or audible contact with the entrant, then the entrant and the qualified person must use two-way radios or some other form of remote communication devices to remain in contact.

The qualified attendant shall always have access to a communication device, within 150 feet of the work site, which can be used to summon help. This can be in the form of a two-way radio, cellular phone or standard telephone.

Safety Checks - Before proceeding with work in a confined space make a visual safety check of the area for possible hazards, i.e.:

- (a) Slippery conditions of walking surfaces.
- (b) Leaks in valves, service piping or energized equipment and splices.
- (c) Possible overhead hazards.
- (d) Deteriorated structure of tank, vault or manhole.

#### **4. Special Requirements for Permit Required Spaces**

In addition to the procedures and requirements outlined in Sections 2 and 3 the following requirements shall also apply before entry into a Permit Required Confined Space:

- (a) A Confined Space Entry Permit must be obtained from an appropriate supervisor for entry into the confined space.
- (b) Breathing Apparatus - No entry to a permit required confined space shall be permitted without proper breathing apparatus. The qualified attendant shall also have a breathing apparatus available similar to that used by the person entering the confined space.

#### **5. Emergency Rescue**

Rescue Procedures - In the event of an emergency, the qualified attendant stationed at the entrance to a confined space shall:

- 1) Summon Help
  - (a) Utilize other employees available on the job site.
  - (b) If no other employees are available:
    - (1) Use 2-way radio, cellular phone, or standard phone.
    - (2) Seek assistance from public through use of 2-way radio or calling for help.

- (3) Attempt to remove the injured worker utilizing their lifeline.
- (4) Wait for assistance to arrive before entering the confined space themselves.

2) Once assistance is available, the qualified person shall:

- (a) Before entering the confined space, secure one end of lifeline to himself and the other end to an immobile object outside the area.
- (b) Before entering a permit required confined space, affix and adjust breathing apparatus to themselves. The breathing apparatus shall be similar to that used by the entrant.
- (c) Enter the confined space carefully and survey the situation.
- (d) Assure the injured is clear of energized facilities or any other objects, which may present a hazard before attempting to move him/her to a location near the opening of the confined space.
- (e) Attach the wrist harnesses and/or lifeline to the injured worker.
- (f) Remove the injured worker from the confined space.
- (g) Administer First Aid as required.

Maintenance of Emergency Rescue Equipment - The Assistant Director of Public Works-Field Operations must, on no less than a semi-annual basis, inspect all equipment including but not limited to lifelines and wrist harnesses for abrasions, dry rot or other damage.

Maintenance of Breathing Apparatus - Immediately after breathing apparatus is used:

- (a) Breathing air tanks shall be refilled.
- (b) The egress tanks, if used, shall be refilled.
- (c) Face masks must be cleaned and sanitized.
- (d) Once tanks are refilled and masks are sanitized, all breathing apparatus shall be replaced in their carrying case.

# Manheim Township Confined Space Entry Permit

Municipality: \_\_\_\_\_ Manheim Township \_\_\_\_\_ Date: \_\_\_\_\_

Confined Space to be Entered: \_\_\_\_\_  
(Type and Location)

Purpose of Entry: \_\_\_\_\_

Confined Space Hazards (check all that may be present):

<input type="checkbox"/> Oxygen Deficiency (less than 19.5%)	<input type="checkbox"/> Hydrogen Sulfide
<input type="checkbox"/> Oxygen Enrichment (greater than 23.5%)	<input type="checkbox"/> Chlorine
<input type="checkbox"/> Combustible Gas (greater than 10% of LEL)	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Carbon Monoxide (greater than 35 PPM)	<input type="checkbox"/> Electrical Shock
<input type="checkbox"/> Materials harmful to the skin	
<input type="checkbox"/> Other _____	

Equipment Required For Entry and Work (specify as required):

1) Personal Protective Equipment:

2) Respiratory Protection:

3) Atmospheric Testing/Monitoring:

4) Communication:

5) Rescue Equipment:

6) Other:

Preparation For Entry (Check all applicable steps that have been taken):

Notification of affected departments of service interruption.  
 Isolation Methods:  Lockout/Tagout  Blank/blind  Purge/clean  
 Inert  Ventilate  Atmospheric Test  Barriers  
 Other

Communication Procedures (To be used by entrants and attendants):

Authorized Entrant(s): \_\_\_\_\_

Authorized Attendant(s): \_\_\_\_\_

Emergency Services:

Name of Service	Phone Number	Method of Contact
-----------------	--------------	-------------------

Atmosphere Testing Record:

Time	Acceptable Conditions	Result : AM/PM	Result : AM/PM	Result : AM/PM	Result : AM/PM
Oxygen (min)	>19.5%	_____	_____	_____	_____
(max)	<23.5%	_____	_____	_____	_____
Combustible Gas	<10%LEL	_____	_____	_____	_____
CO	<35 ppm	_____	_____	_____	_____
CL2	<0.5 ppm	_____	_____	_____	_____
SO2	<2 ppm	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____
Tester Initials:	_____	_____	_____	_____	_____

Authorization By Entry Supervisor(s)

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time
--------------	-----------	------	------

\_\_\_\_\_

## Manheim Township Non-Permit Confined Space Entry Log

Municipality: \_\_\_\_\_ Manheim Township \_\_\_\_\_ Date: \_\_\_\_\_

Confined Space to be Entered: \_\_\_\_\_  
(Type and Location)

Purpose of Entry: \_\_\_\_\_

Entrant(s): \_\_\_\_\_

Attendant(s): \_\_\_\_\_

### Atmosphere Testing Record:

Time	Acceptable Conditions	Result : AM/PM	Result : AM/PM	Result : AM/PM	Result : AM/PM
Oxygen (min)	>19.5%	_____	_____	_____	_____
(max)	<23.5%	_____	_____	_____	_____
Combustible Gas	<10%LEL	_____	_____	_____	_____
CO	<35 ppm	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____
Tester Initials:	_____	_____	_____	_____	_____

## **Fire Prevention**

1. This fire prevention plan shall be reviewed at least annually, and discussed with all employees, especially upon hire and at periodic intervals thereafter.
2. The Assistant Public Works Director-Field Operations or their Designee shall be responsible for identifying potential fire hazards, and proper handling and storage procedures for hazardous/flammable materials, potential ignition sources and their control procedures (e.g., welding/cutting, smoking, portable heating equipment, etc.); and the type of fire protection (suppression and detection) equipment or systems which can control a fire involving them.
3. The Assistant Public Works Director-Field Operations or their Designee shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency and shall be responsible for proper housekeeping procedures.
4. Manheim Township shall inform all employees of the fire hazards of the materials and processes to which they are exposed relating to their work areas. This may include but is not limited to training, review of emergency response procedures, use of PPE (e.g., scat packs for evacuation), and other relevant activities.
5. Assistant Public Works Director-Field Operations or their Designee shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials, escape of “friendly” fires from containment, and the spread of fires in the facility (e.g., fire doors, storage practices, etc.).

# Substance Abuse Awareness Policy

It is the policy of Manheim Township to protect the safety, health, and well-being of its employees; all persons who come into contact with its employees, work sites and property; and those persons that use the services of Manheim Township. It is the policy of Manheim Township to maintain a workplace that discourages the use and abuse of drugs and alcohol. Employees who are under the influence of drugs or alcohol on the job compromise Manheim Township's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace may also cause a number of work-related problems, including: absenteeism, tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees and inferior quality of service to the public.

To further Manheim Township's interest in avoiding accidents, promoting, and maintaining safe and efficient working conditions for its employees, and to protect its employees, property and operations, Manheim Township has established this Substance Abuse Awareness Policy.

Manheim Township has designed a Substance Abuse Awareness Policy to inform employees about the dangers of drug abuse in the workplace and to help ensure that employees are familiar with this policy. From time to time, employees will be requested to attend training on the Policy *and will be given information about Manheim Township's Employee Assistance Program.*

Nothing in this Policy is intended to prohibit the customary and ordinary purchase, use or possession of legally prescribed drugs or over-the-counter drugs, so long as their use does not violate any law or result in an employee being impaired by the use of such drugs.

Manheim Township's management and supervisory staff will take steps to explain the nature and extent of substance abuse in the workplace and will provide training on the specific impacts of substance abuse on a periodic basis. Employees will receive training on a variety of topics, including, but not limited to:

- Education about addiction and its effects on the individual and the family
- Information about drug-free lifestyles
- Dangers of performing work while impaired
- Liability in the event of an accident while impaired
- Loss of income through absenteeism, tardiness or other disciplinary action

Supervisors will receive training on a variety of topics to include:

- How to recognize the signs and symptoms of substance abuse
- What to do and who to contact if an employee is impaired and unfit for duty
- Information about the confidentiality of suspected or actual substance abuse by an employee

A fundamental purpose of Manheim Township's Substance Abuse Awareness Policy is to assist employees who suffer from drug or alcohol abuse. It is the employee's responsibility to seek assistance before substance abuse leads to any potential disciplinary action.

# Control of Exposure to Bloodborne Pathogens (BBP)

Facility Name: \_\_\_\_\_

Date of Preparation: \_\_\_\_\_

In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

## Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of PPE (i.e. – employees are considered to be exposed even if they wear PPE). Exposure determinations are usually broken down into two categories:

1. Job classifications at our establishment in which all employees have occupational exposure
2. Job classifications in which some employees at our establishment have occupational exposure.

This exposure determination is required to list all **job classifications in which all employees in the job classification** may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classification are in this category, examples provided below.

<b>Job Title / Classification</b>	<b>Department / Location</b>
Police Officer	Police Department
Lifeguard/Concessions	Swimming Pool
Camp Counselor/ Nature Preschool	Overlook Park/Nature Preschool
Public Works Employees	Public Works Department
Firefighter/EMT	Fire Department
Library Employees	Library
Golf Employees	Golf Course
Code Officials	Codes Department

In addition, if the employer has **job classifications in which some employees in the job classification** may have occupational exposure, then a listing of those classifications is required. While not all employees in these categories would be expected to incur exposure, they are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications are associated tasks/procedures for these categories are as follows, examples provided below.

<b>Job Title / Classification</b>	<b>Department / Location</b>	<b>Task / Procedure</b>
Administration	Municipal Office	First Aid / CPR / AED response

## **Implementation Schedule and Methodology**

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

### ***Compliance Methods***

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source of the individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility.

Where occupational exposure remains after institution of these controls, PPE shall also be utilized. At this facility the following engineering controls will be utilized:

### **PUBLIC WORKS**

- 100 Buch Avenue – Building No.1
  - First Aid Kit, Rubber Gloves, Proper Ventilation, and Shielding
- 100 Buch Avenue Parks and Recreation Building
  - First Aid Kit, Rubber Gloves, Proper Ventilation, and Shielding
- 100 Buch Avenue Mechanics Garage
  - First Aid Kit, Rubber Gloves, Proper Ventilation, and Shielding
- All Township Pickup Trucks
  - First Aid Kit, Rubber Gloves, Proper Ventilation, and Shielding

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Head Crew Leader and Crew Leaders will be responsible for checking kits monthly and reporting status to the Assistant Public Works Director – Field Operations.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, hand washing facilities are located:

### **PUBLIC WORKS**

- 100 Buch Avenue – Building No.1
  - Main Bathroom - Handwashing
- 100 Buch Avenue Parks and Recreation Building
  - Main Bathroom- Handwashing
- 100 Buch Avenue Mechanics Garage
  - Main Bathroom- Handwashing
- All Township Pickup Trucks
  - Portable First Aid Kits with antiseptic towelettes

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and running water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

### **Laundry Procedures**

Articles of clothing contaminated with blood or other potentially infectious materials will be handled as little as possible. Such articles of clothing will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

All employees who handle contaminated laundry will utilize PPE to prevent contact with blood or other potentially infectious materials.

Laundry at this facility will be cleaned at:

All Public Works uniforms are collected at the Public Works Highway Shed hamper for a third-party laundry service to be cleaned. Laundry is picked up every Tuesday. Third-party laundry service handles all contaminated materials.

### **Post-Exposure Evaluations and Follow-Up**

When the employee incurs an exposure incident, employee shall contact the Director of Human Resources for reporting measures.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

The follow-up should include:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual, and if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning the disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, and then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendation of the U.S. Public Health Service.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

- The Human Resources Director has been designated to ensure that the policy outlined here is effectively carried out as well as to maintain records related to the policy:

### **Interaction with Healthcare Professionals**

A written opinion shall be obtained from the healthcare professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- When the employee is sent to obtain the Hepatitis B vaccine.
- Whenever the employee is sent to a healthcare professional following an exposure incident.
- Healthcare professionals shall be instructed to limit their opinions to
  - Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
    - That the employee has been informed of the results of the evaluation; and
    - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

### **Training**

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include the following explanation of:

- The OSHA standard for Bloodborne Pathogens.
- Epidemiology and symptomatology of bloodborne diseases.
- Modes of transmission of bloodborne pathogens.
- This Exposure Control Plan (i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.).
- Procedures that might cause exposure to blood or other potentially infectious materials at this facility.
- Control Methods that will be used at the facility to control exposure to blood or other potentially infectious materials.
- PPE available at this facility and who should be contacted concerning PPE.
- Post-exposure evaluation and follow-up.
- Signs and labels used at the facility.
- Hepatitis B vaccine program at the facility.

All employees will receive annual refresher training. *[Note: this training is to be conducted within one year of the employee's previous training and each employee should know where training materials are located].*

### **Record Keeping**

All records required by the OSHA standard will be maintained by the Human Resources Department.

## Pre-Operational Process Reviews

1. Pre-Startup Safety Review minimum requirements:

- Construction equipment is in accordance with the design specifications.
- Safety, operating maintenance, and emergency procedures are in place and adequate for managing hazards.
- For new facilities, a preliminary hazard analysis (PHA) has been performed by a competent individual/organization, and recommendations resolved or implemented.

2. Verification of program elements to include:

- Records review – pre-startup safety review for all new facilities/modified facilities; construction and equipment in accordance with design specifications; safety, operating, maintenance, and emergency procedures in place and adequate; PHA been performed; and employee training before startup.
- Review of on-site conditions – construction and equipment in accordance with design specifications; safety, operating, maintenance, and emergency procedures.
- Conduct interviews – based on interviews with representative sample of operators, maintenance employees, and engineers, can it be confirmed that construction and equipment are in accordance with design specifications? Assure that safety, operating, maintenance, and emergency procedures in place are adequate. Confirm that PHA was performed, and recommendations were resolved prior to startup. Confirm training has been completed for each employee involved in operating the process prior to the startup.
- There are other inter-related elements of the standard including process safety information (information on the process itself); process hazard analysis (identifying potential hazards in the process); defining operating procedures; performing equipment tests and inspections; emergency planning; and employee/contractor training.

## Trenching and Excavation

Trenching and excavations are operations that present many areas of concern for the safety of both Manheim Township employees and the general public. Trenching operations (whether done with mechanical equipment or by hand) have long been a source of serious injuries, fatalities, and property damage. The wide range of operations, including blasting, dewatering, movement of heavy equipment, handling of heavy materials, maintenance of traffic flow, and the danger of cave-in combine to complicate the operations. Accidents are numerous and the losses are costly.

Many workers are killed or severely injured in trench cave-ins each year. In addition, extensive property damage is caused from blasting in trenches. Sidewalks, roads, and adjacent structures are damaged by settlement and undermining caused by trenching and related operations, and underground and overhead utilities are frequently damaged by excavation equipment resulting in serious injuries, costly service interruptions, and extensive repairs. Also, pedestrians and vehicles fall into improperly protected trenches.

Manheim Township will provide those members with proper safety instructions policies and procedures. It is the responsibility of the worker to use the proper equipment at all times.

General Guidelines:

- Before any digging/excavation, check for buried lines, cables, or other utilities by conducting a PA One Call at 800-242-1776 or online at [Locate Request | Pennsylvania One Call System \(pa1call.org\)](http://Locate Request | Pennsylvania One Call System (pa1call.org))
- The excavation site needs to be protected against unauthorized entry, and, if applicable, Workzone safety practices exercised.
- A competent person (e.g., civil engineer, excavation contractor, etc.) should approve all aspects of the excavation process including shoring, sloping, support systems, and other pertinent matters. Inspections of the site are required after rains and other events that would change the characteristics of the excavation site.
- Conditions at the site need to be controlled including ground water, air quality confined space issues, hot/cold exposures to workers, noise, and other factors that would affect the working environment.
- Excavated material must be kept at least 24" from edge of opening to reduce loading on the face of the excavation and to prevent material from falling onto workers and back into the trench. Material may be stored closer to the edge if toe boards, or other appropriate means are utilized to prevent fall back – this decision will be made by the engineer or “competent person” in charge of the excavation site.
- If excavation is over 4' in depth, provide appropriate type shoring (e.g., based on soil conditions, required for excavations over 5'). Trench boxes and shields may be used by should be designed for the situation. Also, at least two ways out of the excavation must be provided and not more than 25' of travel to ladders, stairs, or ramps.
- When mobile equipment is used next to the excavation opening, there may be a need to install stop logs or barricades. Also, for people working around excavation machinery or hoisting equipment, personnel must have substantial overhead protection and be under observation of the equipment operator or spotter at all times.
- Care should be exercised when backfilling and removing trench supports – work from the bottom of the excavation, release jacks or braces slowly, and, if unstable soil, use ropes to pull out bracing from above after workers have cleared the trench.

# Workzone Traffic Safety

## General Guidelines:

1. Review job site(s) for appropriate layout of warning signs, barriers, and other safety equipment; preliminary hazard analysis should be completed relative to the kinds of risk exposures from vehicle operations, mobile equipment use, weather/environmental and time of day factors. Included in this review of job site conditions would be the nature and scope of the work activity, and any special requirements in order to complete those duties safely.
2. For moving workzones, a similar analysis and evaluation would be performed as described under item 1 but for the particular conditions involved in transition sites.
3. Review with the workforce those elements involved in worker safety for highway workzones. Elements would include:
  - a. Use of PPE as required by the job activity.
  - b. Wearing appropriate reflective and safety orange/yellow work clothing.
  - c. General description of how the work is to be performed including conduct on the job site relative to personal actions in and around the traffic workzone area.
  - d. Reducing potential for injury (e.g., personal risk management, and how to handle emergency situations in and around the traffic workzone area).
  - e. Team approach to work zone safety (e.g., each worker looking out for one another, and shared responsibility for safety /health).
4. Flagging team needs to be alert to driver inattention, especially in moving workzones. Maintain active communication and close coordination between flag team members. Use hand signals that are appropriate and obvious to the motoring public.
5. Assume that the motoring public does not see you and is not paying attention to workzone activities while in and around workzone areas. Take extra precautions relative to those situations, and, most importantly, during adverse weather conditions.
6. Maintain presence of traffic control authority in critical workzone projects involving complex job functions, large number of personnel, and special work activities. Local or state police may be able to provide sufficient control of the operating area to reduce potential for accidents, but you still need to be ever vigilant.
7. At the completion of workzone job activity, be alert while closing down the workday or when finishing the project (e.g., when removing barriers, cones, flashers, and warning signs. This is the most vulnerable period in workzone operations).

# **Welding and Cutting Operations**

## General Guidelines:

- Control, reduce, or eliminate potential for fire from vicinity of welding/cutting. Also, be aware of access by unauthorized persons in and around the work area relative to hot metal filings, air quality issues, and arc lights.
- Areas should be free of combustible and flammable material or shields must be provided; all openings in floors or ductwork must be protected.
- Adjacent combustible construction needs to be shielded.
- Have portable fire suppression equipment available in the immediate vicinity, and fire watch should be maintained after completion of the work.
- If there is a choice, all hot work inside buildings or facilities; sites should be completed in early morning or early in shift so there is time to observe conditions.
- There is a significant health hazard in the welding/cutting process from fumes and gases. Check MSDS for operating standards, potential hazards, and accident prevention aspects related to by-products from welding/cutting. All individuals involved directly or working in the vicinity should be provided appropriate PPE. Review the ventilation requirements for any inside area before starting work.
- All welding and cutting personnel should receive adequate training (e.g., American Welding Society etc.).
- Equipment should be inspected regularly for proper operating condition, wear, and malfunction/breakdown.
- Cylinders should be checked for storage requirements, and working order of manifolds, regulators, hoses, and connections.
- Torches should be checked for hose connections, tips, and missing heads.
- Power supplies for electric welding or cutting should be checked for grounding, frayed power cables, and insulation of the energized parts.
- For welding/cutting using frictions, ultrasonics, and lasers, special precautions must be followed to prevent hearing loss and eye damage from high frequency sound waves and amplified light. Individuals operating this equipment need to have specialized training.