### General Policy

It is the policy of the City of Marion to assure that employees are provided with a safe working environment.

### Provisions:

1. Employees shall be provided with copies of city safety rules, and shall be required to sign a receipt for said rules. Employees shall abide by the safety rules.

2. A failure to comply with safety rules may result in disciplinary action, up to and including termination.

3. See Appendix C.
CITY OF MARION

SAFETY WORK RULES

August 30, 1999

As Amended
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A. GENERAL WORK RULES

1. Do the job in the safest manner possible.

2. Wear appropriate safety equipment (see Section K - Personal Protective Devices). The need for specific equipment will be determined by each department and shall be incorporated as part of the department's safety rules.

3. Follow prescribed departmental safety procedures.

4. Observer safety precautions. When using equipment, follow operating procedures and safety instructions.

5. Report unsafe conditions to your supervisor.

6. Understand the supervisor's instructions. If you do not know how to do the job safely, notify your supervisor.

7. Report all injuries and accidents immediately to a supervisor.

8. Use good common sense.

9. Employees shall wear back braces whenever they are involved in heavy lifting situations (exception: emergency situations requiring immediate action to provide the public health, safety or welfare).

B. GENERAL OFFICE AND LIBRARY WORK RULES

1. Keep file and desk drawers closed.

2. Pick up objects from the floor.

3. Aisles and stairways shall be kept clear of obstructions.

4. Use aisles - do not take short cuts between desks.

5. Wear shoes with moderate heels.

6. Carry loads you can see over.

7. Wipe up wet spots.

8. Walk down stairs and use handrails.

9. Keep head and eyes up front while walking.

10. Avoid tipping chairs.

11. Use step ladder or step stool for high reaching.
12. Know the location of fire extinguishers and first aid kits and their use.

C. GENERAL OUT-OF-OFFICE WORK RULES

1. Wear appropriate safety equipment – hard hats, safety shoes, eye and face protection — as described in Section K – Personal Protective Devices.

2. Know the location of fire extinguishers and first aid kits and their use.

3. When working in the traveled portion of the street, wear safety vests or use appropriate signs, barricades or flagmen as the situation requires.

4. Wear proper clothing for the job, as determined by your department.

5. Do not enter a confined space, such as a manhole, without being properly authorized. Authorized employees shall follow the Confined Spaces Policy (Section I) whenever entering a manhole or similar confined space.

6. Employees shall not use cellular phones while operating equipment or driving vehicles, except under the following circumstances:
   a. Incoming calls on cellular phones may be answered while driving vehicles during designated situations as determined by the department. In such situations, the employee shall pull over to the side of the road as soon as safely possible.
   b. These policies do not apply to the use of hands-free technology, call forwarding or call messaging.

7. Employees using cellular phones or communications equipment in a work area shall make sure they are in a safe location away from moving equipment, vehicles or other potential hazards.

D. VEHICLE SAFETY

1. Employees are responsible for the care and conservation of city-owned vehicles.

2. Report promptly any accidents, breakdowns, malfunctions, or unsafe conditions of any vehicle to your supervisor.

3. Observe all traffic laws and regulations.

4. Observe the City’s Personnel Policies regarding city vehicles (Section 3.7 attached).

5. All vehicles shall be equipped with an approved fire extinguisher and first-aid kit.
6. Use beacon and/or flashers on vehicles parked in the traveled portion of the street.

7. Private driveways shall not be used to turn around city vehicles except in cases where there are no other alternative such a dead-end streets. In such cases, employees shall exercise extreme caution for children at play, pedestrians, and other vehicles. When turning a vehicle in a private driveway, the vehicle should not be driven past the sidewalk. Exception to the above: emergency vehicles.

8. Only city employees shall drive city vehicles except for authorized mechanics or other person specifically authorized by City Manager.

9. Only city employees shall ride in city vehicles, except for Police Department vehicles or staff cars (sedans). Exceptions may be granted by Department Head or designated representative in emergency situations.

10. The interior of all vehicles shall be kept in a clean and orderly fashion.

11. When riding in the back of a truck, employees shall be in a sitting position on the floor with their back against the cab.

12. Wear seat belts when riding in vehicles, except when exempted by state law.

13. Back up only when unavoidable. Look behind the vehicle before backing up. Do not assume that no one has pulled in behind you since you last looked.

14. Drive according to weather conditions.

15. Use turn signals at all times when changing lanes or turning corners.

16. No riding on the outside of trucks or machinery except refuse crews and firefighters when reloading hose (in these exceptions, employees shall follow departmental rules).

17. Immediately report to your supervisor any traffic citation received while operating city vehicles or equipment.

18. No smoking in gasoline storage areas, or while refueling vehicle. Stop vehicle engine while fueling.

19. Use defensive driving techniques.

20. Employees should use a spotter whenever possible to assist in backing up large equipment.

21. Comply with the Vehicle Safety Policies No. 3.7-A of the City of Marion Personnel Policy.
E. TOOL AND EQUIPMENT SAFETY

1. Do not operate any equipment unless you have been trained in the proper operating and safety procedures. Employees are not to operate any new power tools or equipment until they have been trained in proper operating and safety procedures. Training shall be certified in writing for each employee receiving such training.

2. Observe the proper operating and safety procedures when operating tools and equipment.

3. If you notice an unsafe or defective tool, report the condition to the department supervisor, tag the tool as unsafe and not to be used until repaired or replaced.

4. Use ground fault interrupter (GFI) protection when using electric powered tools and equipment in wet or damp conditions.

5. Use tools only for the job for which they are designed.

6. Return all tools to their proper place upon completion of a given job.

7. Gloves shall be worn when sharpening tools or when handling rough or sharp materials.

8. Use utmost caution to keep people away from machines in operation.

9. Wear approved eye protection when grinding, chipping, operating power saw, drill, jack hammer or whenever an eye injury hazard exists. Follow departmental rules regarding eye protection.

10. When operating chain saw, at least one other person in addition to the operator of the saw shall be present at all times.

11. No internal combustion equipment shall be operated inside a shop other than to move or remove the equipment, unless the equipment is properly exhausted or vented.

12. Do not remove blades from underneath hand mower without disconnecting spark plug wire.

13. Safety belt and rope shall be used at all times when working in trees.

14. Follow Lockout/Tagout Policies (Section J) when equipment is serviced or maintained.

15. Good housekeeping shall be observed at all times.
F. HEARING CONSERVATION

1. The nature, variability and scope of the city’s operations dictate a phased and flexible approach to hearing conservation and noise controls. It is recognized that there will be considerable variation in noise exposure from job to job as well as from department to department.

2. In all high noise areas above permissible limits shown in No. 4 below, signs should be posted indicating that such areas are a high noise area and hearing protection is required. In addition, postings will be made in all areas 85 db or above.

3. Employees are to be protected from excessive noise by wearing hearing protection. Administrative or engineering means to reduce excessive noise levels are to be considered where practical.

4. Permissible Noise Exposures – Action level – 85 db (A)

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<tr>
<th>Duration Per Day (Hours)</th>
<th>Sound Level db (A)</th>
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<tr>
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Personal hearing protection equipment must be worn when decimal level exceeds permissible noise exposure limits.

5. A written plan for quieting pieces of equipment will be developed when practical.

6. All acquisitions, new construction or additions of building or equipment should be reviewed for compliance with OSHA Noise Exposure regulations.

7. OSHA regulations suggest that employee exposure to noise levels above permissible limits may be modified by rotating employees to reduce each employee’s exposure in high noise area.

8. All employees exposed to noise levels in excess of 85 db (A) on a regular basis will receive an annual audiometric test. Results of audiometric test data will be reviewed carefully so early hearing loss can be determined. Hearing protection will be provided and employees must wear such protection if a noticeable hearing loss is apparent. Work practices are to be reviewed and other means designed to reduce employee noise exposure.
9. A noise survey of equipment and facilities shall be conducted on a periodic basis. A written compliance plan will be developed for specific areas as problem areas are identified.

G. CHEMICAL HANDLING

1. Chemicals and cleaning agents shall be used and handled only as prescribed by the manufacturer or processor.

2. When acid is used, acid gloves, rubber boots, goggles and other protective apparel shall be worn.

3. Observe the city's "Right-To-Know" rules.

H. COMPRESSED GASES

1. Handling Cylinders
   a. Exercise care in handling all pressure cylinders. Do not drop or jar them. Use bumping mate, hydraulic tailgates or other approved methods while lowering cylinders from tracks.
   b. Transport cylinders in an upright position with caps in place. (Only metal caps are acceptable). Transport cylinders without regulators attached.
   c. Do not roll cylinders. Do not carry cylinders by valves or caps.
   d. Use a suitable truck, chain or other holding device to keep cylinders from being upset while in use.
   e. Do not use electric magnets or loop slings for handling cylinders.

2. Storage for Cylinders
   a. Store portable gas cylinders whether full or empty in an upright position with caps in place, away from heat and fastened so they cannot fall or be upset.
   b. Do not store cylinders where sparks from welding or cutting operations can reach them.
   c. When necessary to store indoors, place oxygen and acetylene cylinders in separate areas or separated by a fire resistant wall.
   d. Store cylinders containing chlorine, propane or hydrogen in separate, well-ventilated fire-proof areas.
e. Plan cylinder storage so that cylinders will be used in the order which they are received. Store empty and full cylinders separately, with empty cylinders marked. Group empty cylinders which had the same contents together.

f. Plainly label or identify stored cylinders.

3. Handling and Storage, General

a. Do not allow cylinders to come in contact with energized conductors or ground wires from electrical equipment.

b. Connect a full cylinder to a header or manifold with other cylinders only when their temperatures are approximately the same.

c. Only those fuel gas cylinders that are in actual use, secured in place and connected to manifold, welding set, etc. are permitted in any building except that structure designated for storage. Store empty and spare cylinders elsewhere.

d. Open the valves of compressed air cylinders slowly.

e. Never tamper with the safety relief devices in valves of cylinders.

f. Never force connections that do not fit.

g. Do not use oil or grease for lubricating valves, gauge connections or other parts of an oxygen system. Do not handle oxygen cylinders and fittings with oily, greasy hands or gloves.

h. Before regulator is removed from a cylinder, close the cylinder valve and release pressure from the regulator.

i. Do not use a leaking cylinder.

j. Do not use an open flame to detect flammable gas leaks.

k. Do not use the recessed top of cylinders as a place for tools.

l. Post "No Smoking" signs at entrances to areas where hydrogen, oxygen or acetylene are used or stored.

m. When the valve of a cylinder becomes clogged with ice, thaw with warm water (not boiling water).

n. When in doubt as to contents, do not use.
I. CONFINED SPACES

1. This program contains requirements for practices and procedures to protect the City of Marion employees from the hazards of entry into permit-required confined spaces.

2. Definitions of Terms of Use –

Acceptable entry conditions – The conditions which must exist in a permitted space to allow entry to ensure anyone involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant – Any properly trained person stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the city's permit space program.

Authorized entrant – Anyone authorized to enter a permit space.

Blanking or blinding – The absolute closure of a pipe, line or duct by fastening a solid plate that completely covers the bore and is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plat.

Confined space – A space that:

a. Is large enough and so configured that an employee can bodily enter and perform assigned work; and

b. Has limited or restricted means for entry or exit (for example, tanks, vessels, hoppers, vaults, trenches, meter pits, pits and manholes are spaces that have limited entry); and

c. Is not designed for continuous employee occupancy.

Double block and bleed – The closure of a line, duct or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency – Any occurrence (including failure of hazard controls or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Engulfment – The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.
**Entry** – The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.

**Entry Permit (Permit)** – The written or printed document provided by the city to allow and control entry into a permit space and contains the information specified in the permit sections of this document.

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

**Hazardous Atmosphere** – An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury or acute illness from one or more of the following causes:

a. Flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit (LFL).

b. Airborne combustible dust at a concentration that meets or exceeds its LFL (this concentration may be approximated as a condition which the dust obscures vision at a distance of five (5) feet or less).

c. Atmospheric oxygen concentration below 19.5% or above 23.5%.

d. Atmospheric concentration of any substance for which a dose or a permissible exposure limit could result in employee exposure in excess of its dose or permissible exposure limit.

e. Any other atmospheric condition that is immediately dangerous to life or health.

**Hot Work Permit** – The city’s written authorization to perform operations (for example – riveting, welding, cutting, burning or heating) capable of providing a source of ignition.

**Immediately Dangerous to Life or Health (IDLH)** – Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a permit space. **NOTE:** Some materials – hydrogen fluoride gas and cadmium vapor, for example, may produce immediate transient effects that, even if severe, may pass without medical
attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

Inerting – The displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible. **NOTE:** This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation – The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking – The intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive or toxic material, an inert gas or any fluid at a volume, pressure or temperature capable of causing injury.

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

Oxygen Deficient Atmosphere – An atmosphere containing less than 19.5% oxygen by volume.

Oxygen Enriched Atmosphere – An atmosphere containing more than 23.5% oxygen by volume.

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

a. Contains or has a potential to contain hazardous atmosphere.

b. Contains a material that has the potential for engulfing an entrant.

c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.

d. Contains any other recognized serious safety or health hazard.

Permit System – The city's written procedure for preparing and issuing permits for entry and for returning the permit space to serve following termination of entry.
Prohibited Condition – any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service – The personnel designated to rescue employees from permit spaces.

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

Testing – The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

3. General Requirements – This policy has been established as a PERMIT REQUIRED CONFINED SPACES PROGRAM for employees of the City of Marion, Iowa, including the Water Department.

4. Permit-Required Confined Space Program

a. Potential hazards associated with permit-required confined spaces for the city include but are not limited to:

   Engulfment.
   Presence of explosive/flammable gases. Equal to or greater than 10% of the lower flammable limit (LFL).
   Oxygen Deficiency. A concentration of oxygen in the atmosphere equal to or less than 19.5% by volume.
   Electrical Shock.
   Fall.
   Excessive noise.
   Materials harmful to skin.

b. No employee or individual may enter a permit-required confined space without proper training. Before any employee or individual enters a permit-required confined space, all provisions of this program must be followed.

c. The following steps must be taken prior to entering a permit-required confined space:

   (1) Testing – The confined space atmosphere shall be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. A direct reading gas monitor shall be used. Testing shall be performed by the qualified employee who has successfully completed the gas detector training for the monitor in use. Initial testing shall be completed through the smallest possible breach in the space cap. Monitor is to
be calibrated before each use. The minimum parameters to be monitored are oxygen deficiency, LFL, carbon dioxide and hydrogen sulfide concentration. A written record of the pre-entry results shall be made and kept at the work site for the duration of the job. Testing results shall be available for review.

(2) Space Ventilation – Mechanical ventilation systems, where applicable, shall be set at 100% clean, uncontaminated outside air. Where possible, open addition vents to increase air circulation. Use portable blowers to augment natural circulation if needed. After a suitable ventilation period, repeat the testing. Entry may not begin until testing has demonstrated that the hazardous atmosphere has been eliminated.

(3) Entry Procedures – The following procedure shall be observed under any of the following conditions:

Testing demonstrates the existence of dangerous or deficient conditions and additional ventilation cannot reduce concentrations to safe levels.

The atmosphere tests as safe but unsafe conditions can reasonably be expected to develop.

An emergency exists and it is not feasible to wait for pre-entry procedures to take effect.

(a) All personnel must be trained.

(b) A self-contained breathing apparatus shall be worn by any person entering the space. An attendant shall stand-by outside the space ready to give assistance in case of emergency. Continuous powered communications shall be maintained between the entrant and attendant.

If at any time there is any questionable action or non-movement by the entrant, a verbal check will be made. If there is no response, the entrant will be removed immediately. Exception: If the entrant is disabled due to falling or impact, the entrant shall not be removed from the confined space unless there is immediate danger to their life. The Fire Department rescue personnel shall be notified immediately. The attendant shall attempt to remove a disabled entrant by the retrieval system before entering the space.
The attendant may only enter the confined space in case of an emergency (wearing a self-contained breathing apparatus) and only after being relieved by another trained attendant. A retrieval system shall be used by all entrants with the free-end of the line secured outside the entry opening.

In any situation where their use may endanger the worker, use of a retrieval system may be discontinued.

Continuous gas monitoring shall be performed during all confined space operations. If conditions change adversely, entry personnel shall exit the confined space and a new confined space permit shall be issued.

(4) Rescue – Before anyone enters a permit-required confined space, the attendant shall establish communications with a person who has immediate access to a telephone. In this manner, the attendant may notify the person at the telephone to notify rescue personnel immediately should the need arise. The person at the telephone should not be distracted from monitoring the link with the attendant until such time as the entrant has exited the permit-required space.

The order of rescue procedures for any permit-required confined space should be as follows:

(a) Prevention – Following procedures and practices to make the rescue of entrants unnecessary.

(b) Self-Rescue – When an emergency does occur, the entrant is able to leave the confined space without assistance.

(c) Non-Entry Rescue – When an emergency occurs and the entrant is unable to leave the confined space without assistance, the attendant is able to remove the entrant without entering the confined space.

(d) Internal Rescue – When an emergency occurs and the attendant is unable to remove the entrant with the retrieval system, Emergency Personnel shall be notified to remove the entrant.
d. The city shall provide, maintain and instruct applicable employees in the proper use of the following equipment:

(1) Testing and monitoring equipment needed to comply with all requirements of this program.

(2) Ventilating equipment needed to obtain acceptable entry conditions.

(3) Communications equipment necessary for compliance with this program.

(4) Personal protective equipment necessary.

(5) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.

(6) Barriers, barricades and shields to protect employees from external hazards.

(7) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants.

(8) Any other equipment necessary for safe entry into and rescue from permit spaces.

e. Permit space conditions shall be evaluated as follows when entry operations are conducted:

(1) Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or is a part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working.

(2) Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.

(3) When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors and then for toxic gases and vapors.
f. At all times, at least one attendant must remain outside the permit space for the duration of entry operations.

5. Permit System – The City of Marion has established a permit that must be completed prior to entry into any permit-required confined space as defined in this program. This permit must be filled out completely by an entry supervisor. The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.

The city shall retain each cancelled entry permit for at least one (1) year to facilitate review of the permit-required confined space program.

The entry supervisor shall terminate entry and cancel and permit when:

(a) The entry operations covered by the entry permit have been completed.

(b) A condition that is not allowed under the entry permit arises in or near the permit space.

6. Entry Permit – A copy of the permit is attached.

7. Training – The city shall provide training for all city employees whose work might require them to enter a confined space. Training shall be provided before the employee is first assigned duties covered in this program and whenever there is a change in permit space operations that presents a hazard about which an employee has not been trained, additional training will take place. Whenever the city has reason to believe either there are deviations from the procedures specified in this program or that there are inadequacies in the employee’s knowledge or use of these procedures, additional training will be conducted.

All training shall establish an employee’s proficiency in the duties required by this program and shall introduce new or revised procedures as necessary.

The city will certify the training has been successfully completed. The certification shall contain each employee’s signature, the signatures or initials of the trainers and the dates of training. The certification shall be available for inspection by employees and their authorized representatives. Records of all applicable material shall be kept in accordance with established city policy.

8. Duties of Authorized Entrants – Any employee designed as an Authorized Entrant shall:
a. Know all the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of exposure.

b. Know the proper use of all equipment associated with the confined space entry.

c. Communicate with the attendant as necessary to monitor entrant status and enable the attendant to alert entrants of the need to evaluate the space.

d. Alert the attendant whenever:

   (1) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.

   (2) The entrant detects a prohibited condition.

e. Exit from the permit space as quickly as possible whenever:

   (1) An order to evaluate is given by the attendant or the entry supervisor.

   (2) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.

   (3) The entrant detects a prohibited condition.

   (4) An evacuation alarm is activated.

9. Duties of Attendants – Any employee designated as an attendant shall:

   a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of exposure.

   b. Be aware of possible behavioral effects of hazard exposure in authorized entrants.

   c. Continuously maintain an accurate count of authorized entrants in the permit space and ensure the means used to identify authorized entrants accurately, identifies who is in the permit space.

   d. Remain outside the permit space during entry operations until relieved by another qualified attendant.
e. Communicate with authorized entrants as necessary to monitor entrance status or to alert entrants of the need to evacuate the space.

f. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and order the authorized entrants to evacuate the permit space immediately under any of the following conditions:

1. If the attendant detects a prohibited condition.

2. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.

3. If the attendant detects a situation outside the space that could endanger that authorized entrants.

4. If the attendant cannot effectively and safely perform all the duties required.

g. Summon rescue and other emergency services as soon as they determine the authorized entrant may need assistance to escape from permit space hazards.

h. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:

1. Warn the unauthorized persons they must stay away from the permit space.

2. Advise the unauthorized persons they must leave the area immediately.

3. Inform the authorized entrants and entry supervisors if unauthorized persons have entered the permit space.

i. Perform non-entry rescues as specified by the city’s rescue procedure.

j. Perform no duties that might interfere with the attendant’s primary duty to monitor and protect the authorized entrants.

10. Duties of the Entry Supervisors -- A city employee designated as an Entry Supervisor shall:

a. Know the hazards that may be faced during entry, including the information on the mode, signs and symptoms and consequences of the exposure.
b. Verify by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.

c. Terminate entry and cancel the permit as required by this document.

d. Verify that rescue services are available and the means for summoning them are operable.

e. Remove unauthorized individuals who enter or attempt to enter the permit space during the entry operations.

f. Determine, whenever responsibility for a permit space entry operation is transferred and at intervals indicated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

11. Rescue and Emergency Services – Each member of the rescue service shall be provided with and be trained to properly use the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.

Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member shall also receive the training required for employees entering permit spaces.

Each member of the rescue service shall practice making permit space rescues at least once every twelve (12) months, by means of simulated rescue operations in which they remove dummies, manikins or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration and accessibility, simulate the types of permit spaces from which rescue is to be performed.

Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR).

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an unauthorized entrant enters a permit space. Retrieval systems shall meet the following requirements:

a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant’s back near shoulder level, or above the entrant’s head.
b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than five (5) feet deep.

If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.
CITY OF MARION CONFINED SPACE ENTRY PERMIT

Location: ___________________________ Department: ___________________________ Date: __________

Space to be Entered: ___________________________ Expiration Date/Time: __________

Work to be Performed:

INSTRUCTIONS: (**Nobody will enter a confined space until permit is complete.**)

1) Complete permit before entry begins. 2) Post permit at entrance to confined space until work in the confined space is complete. 3) Send permit to Entry Supervisor for review within 24 hours of completion of the work in the confined space.

GENERAL INFORMATION:

Job Site: ____________________________________________________________

Permit Begins: Date: _______ Time: ______ AM/PM Permit Expires: Date: _______ Time: ______ AM/PM

LOCATION & DESCRIPTION OF CONFINED SPACE:

Purpose of Entry: ______________________________________________________

NAMES OF AUTHORIZED INDIVIDUALS (Please Print)

Authorized Person in Charge: ___________________________ Will He/She supervise Entry: Yes  No

Authorized Attendants

1) ___________________________  2) ___________________________

3) ___________________________  4) ___________________________

Authorized Entrants

METHOD OF COMMUNICATION:

Describe: _____________________________________________________________

EQUIPMENT REQUIRED FOR ENTRY

| Hard Hats | Yes | No |
| Coveralls | Yes | No |
| Boots |
| Safety Glasses | Yes | No |
| Face Shield |
| Ear Protection | Yes | No |
| Encapsulated Suit | Yes | No |
| Gloves |
| Safety Lights | Yes | No |
| Lockout Devices | Yes | No |
| Warning Signs |
| Fire Extinguisher | Yes | No |
| Ventilator/Blower | Yes | No |
| Non-Spark Tools |
| Fall Protection | Yes | No |
| Rescue Equipment | Yes | No |
| Other |

RESPIRATORS REQUIRED FOR ENTRY

Are Respirators Required: Yes  No  If Yes, What Type: __________

Air Purifying: Half Mask  Full Face

Type of Filters: __________

Air Supplied: __________ and/or __________ and/or __________

Air Bottles  Compressors  Egress Bottles

Self-Contained Breathing Apparatus (SCBA)

SCBA  Yes  No

Harness/Lifeline  Yes  No

Wristlets  Yes  No

Tripod/Manlift  Yes  No

Winch  Yes  No

First Aid Kit  Yes  No

Stretcher  Yes  No

EMERGENCY SERVICES:

RESCUE EQUIPMENT REQUIRED FOR ENTRY

Identification Method of Communication Phone Number

ISOLATION REQUIREMENTS (Please circle appropriate method, check "Yes" or "No" and initial)

Electrical: Disconnect - Lockout - Tagged - Other __________

Mechanical Moving Parts: Latch - Chain - Chock - Block - Other __________

Hydraulics: Blanked - Bleed - Disconnect - Other __________

Pipeline: Blanked - Bleed - Disconnect - Other __________

Valves: Lockout - Disconnect - Tag - Other __________

Belt Drives: Disconnect - Tag - Other __________

Chain Drives: Disconnect - Tag - Other __________

Shaft Drives: Disconnect - Tag - Other __________

Space Purged: Inert Gas - Water - Other __________

Other: __________

ACCEPTABLE ENTRY CONDITIONS

Oxygen: Between 19.5 – 23.5% Flammable/Combustibles: 10% LEL Other ____________________

22
Hydrogen Sulfide: Less than 10 PPM  Carbon Monoxide: Less than 50 PPM  Other ________________

TESTING AND MONITORING CHECKLIST

Make, Model & Serial Number of Testing Equipment: __________________________

Date Equipment Calibrated: ________________ Intermittent Testing: ________________ Continuous Monitoring: ________________

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CONFINED SPACE HAZARDS CHECKLIST (Please check "Yes" or "No").

Oxygen Deficiency (<19.5%) Yes No If Yes, how is hazard controlled?

Oxygen Enriched (>22%) __________________________

Toxic Atmosphere __________________________

Flammable/Combustible Atmosphere __________________________

Electrical __________________________

Mechanical __________________________

Entrapment __________________________

Pipelines __________________________

Bacteria/Infectious __________________________

Insects/Rodents __________________________

Temperature __________________________

Falls __________________________

Other: __________________________

Other: __________________________

HOT WORK PERMIT

Is a hot work permit required? Yes No If Yes, is it attached to this permit? Yes No

SIGNATURE OF ATTENDANTS AND ENTRANTS

The confined space job and its safety aspects have been explained to us and we have read and understood the above permit. We consider it safe to proceed with the confined space entry work. (Please sign, date and initial below)

Attendants

1) __________________________ Date: __________ Initial: __________________________

2) __________________________ Date: __________ Initial: __________________________

3) __________________________ Date: __________ Initial: __________________________

4) __________________________ Date: __________ Initial: __________________________

Entrants

1) __________________________ Date: __________ Initial: __________________________

2) __________________________ Date: __________ Initial: __________________________

3) __________________________ Date: __________ Initial: __________________________

4) __________________________ Date: __________ Initial: __________________________

SIGNATURE OF PERSON AUTHORIZING ENTRY

Signature: __________________________ Date: __________ Time: __________ AM/PM

CANCELLATION OF PERMIT

Date Cancelled: __________ Time Cancelled: __________ AM/PM Cancelled by (Signature): __________________________

Reason Permit was Cancelled: __________________________

EVALUATION (Review within 24 hours of completion of the work in the confined space.)

Evaluated By (Signature): __________________________ Date: __________ Time: __________ AM/PM
J. LOCKOUT/TAGOUT POLICIES

1. General – The purpose of this program is to ensure that all machines/equipment are isolated from all potentially hazardous energy sources by locking out and tagging or blocking those energy sources before any servicing or maintenance activities are done. Energy sources may include: electrical, mechanical, spring activated, hydraulic, pneumatic, chemical, thermal, gravity and kinetic. This program is intended to meet all requirements of OSHA 29 CFR 1910.147 and ANSI Z244.1-1982.

2. The city will provide all padlocks, tags, hasps, valve covers, pluglocks and forms to be used exclusively for this program.

3. Padlocks used are the keyed-type with one-key only and are color-coded per department (or person).

4. Padlocks have a five or six pin locking mechanism and are substantial enough to meet the environment and to prevent removal without the use of excessive force.

5. Tags and nylon wire tags are substantial enough to meet the environment and prevent inadvertent or accidental removal. The tag wording is DO NOT OPERATE (state reason why) SIGNED BY __________, wording on other side DO NOT REMOVE THIS TAG (see other side).

6. Hasps (or steel lockouts) that accept multiple padlocks will be used when more than one employee is doing maintenance/service on the same piece of equipment/machinery to control activation of the switch box or valve until every employee has removed his or her padlock.

7. Valve covers that accept hasps or padlocks will be used to isolate energy sources from valve shut-offs.

8. Plugouts that accept hasps or padlocks will be used to isolate electrical energy on cord and plug connected electrical equipment when the plug is NOT under the exclusive control of the employee(s) performing the servicing or maintenance.

9. Periodic Inspections of Effectiveness of Lockout/Tagout program.
   a. Inspections will be performed regularly.
   b. Semi-annual inspections will be done to correct any deviations or inadequacies and to verify the knowledge of and responsibilities of the lockout/tagout policy and procedures.
c. Records of inspections will be maintained for a minimum of five years and will include the following:

(1) Equipment identification  
(2) Date of inspection  
(3) Employees inspected  
(4) Person(s) performing inspection

10. The city will provide training to ensure that the purposes and function of the energy control program are understood by employees and that the knowledge and skill required for the safe application, usage and removal of energy controls are required by employees. The training will include the following:

a. Each affected employee will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace and the methods and means for energy isolation and control.

b. Each affected employee shall be instructed in the purpose and use of the energy control procedure.

c. All affected employees shall be instructed about the procedure and the prohibition against removal or trying to restart or energize equipment while it is locked and tagged out.

11. Equipment status lists will be used (in addition to the lockout/tagout tags) to indicate machinery/equipment available or under lockout/tagout condition.

12. Employees shall be instructed about limitations of tagouts.

a. Tagouts may be used where an energy isolating device is not capable of being locked out. The less restrictive tagout may be used until the equipment is replaced or until major rehabilitation or modification is performed on it.

b. Tagouts are warning devices only and provide no physical restraint.

c. When a tag is attached to an energy isolating means, it is not to be removed without authorization by the person responsible for it, and it is never to be bypassed, ignored or otherwise defeated.

d. Tags and their means of attachment must be mace of materials which will withstand environmental conditions and must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
13. Lockout devices, wherever possible, shall be affixed in a manner that will hold the energy isolating devices in a safe or off position. A tagout device shall also be attached with its appropriate warning to identify the authorized person, date of repair and type of repair/maintenance. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device. A hasp/steel lockout shall be affixed to the energy isolating device to accommodate multiple padlocks and tags when more than one authorized employee is working on the same piece of equipment/machine.

14. Retraining shall be provided for all authorized employees and affected employees whenever there is a change in their job assignments; a change in machines, equipment or processes that present a new hazard; or when there is a change in the energy control procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals that there are deviations from or inadequacies in the employee’s knowledge or use of the energy control procedures.

15. Certification of training shall be maintained in the employee’s personnel file.

16. Implementation of lockout or the tagout system shall be performed only by authorized personnel.

17. Affected employees who work in an area with a lockout or tagout shall be notified by the authorized employee of the application of removal of lock-out devices or tagout devices. Notification shall be given before the controls are applied and after they are removed from the machine/equipment.

18. Application of Control – The established procedure for the application of energy control (implementation of lockout or tagout system procedures) shall cover the following elements and actions and shall be done in the following sequence:

a. The Equipment Status form will be filled out to indicate the machinery/equipment under lockout/tagout condition.

   (1) Authorized employee(s) will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled and the method or means to control the energy.

   (2) The machine/equipment shall be turned off or shut down in an orderly procedure to avoid any additional or increased hazard(s) to employees as a result of equipment deenergization.
(3) All energy isolating devices that are needed to control the energy to the machine/equipment shall be physically located and operated in such a manner as to isolate the machine/equipment from the energy source(s).

(4) Lockout or tagout devices shall be affixed to each energy isolating devices by authorized employees.

(5) Following the application of lockout or tagout devices to energy isolating devices, all potentially hazard 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 be continued until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists.

(6) Verification of isolation. Prior to starting work on machines, equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine/equipment have been accomplished.

(7) If applicable, during a shift or personnel change when the machine/equipment has not been repaired, the oncoming authorized employee who will continue repair/maintenance, will affix his/her padlock or tagout to the hasp/steel lockout before the prior authorized employee removed his/her padlock or tagout. If no one is to continue the repair, maintenance, the company supervision padlock or tagout will be affixed to the hasp/steel lockout before the prior authorized employee removes his/her padlock or tagout, and will remain until an oncoming authorized employee affixes his/her lockout or tagout device. The lockout or tagout device will be affixed by the supervisor in charge.

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

a. The work area shall be inspected to ensure that non-essential items have been removed and that machine/equipment components are operationally intact.

b. The work area shall be rechecked to ensure that all employees have been safety positioned or removed, and all affected employees have been notified that the lockout or tagout devices have been removed.
c. Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. If the employee who applied the lockout or tagout is not present, the supervisor in charge who has been trained and knows the procedure may remove the lockout and tagout devices.

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

a. Clear the machine/equipment of tools and materials.

b. Remove employees from the machine/equipment area.

c. Remove the lockout or tagout devices.

d. Energize and proceed with testing or positioning.

e. Deenergize all systems and reapply energy control measures to continue servicing/maintenance.

(10) Upon completion of removal of lockouts and tagouts, the Equipment Status form will be revised by the authorized employee.

19. Outside Personnel – Contractors: Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this program, the City and the outside employer shall inform each other of their respective lockout or tagout procedures. The City’s procedure shall apply unless the outside employer’s procedure is more thorough.

K. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Policy: It is the goal of the City of Marion to protect its employees from hazards in the workplace that can be abated by the use of personal protective equipment (PPE).

2. Definition: Personal protective equipment (PPE) includes all clothing and other work accessories designed to create a barrier against workplace hazards.
3. Hazard Assessment: Each department in the city, will periodically assess the workplace to determine if hazards that require the use of personal protective equipment are present or are likely to be present. If hazards or the likelihood of hazards are found, the department will select and have affected employees use properly fitted personal protective equipment suitable for protection from existing hazards.

Each department will provide to the City Safety Chairman (with a copy to the City Manager) a workplace hazard assessment. Defective or damaged personal protective equipment shall not be used.

4. Training: Before doing work requiring the use of personal protective equipment, employees will be trained as to when personal protective equipment is necessary; what type is necessary, how to put on, adjust, wear and remove; and what its limitations are, as well as its proper care, maintenance, useful life and disposal.

5. Types of Personal Protective Equipment Needed:

   a. Head Protection

      The standards recognized by OSHA for protective hats purchased prior to July 5, 1994, are contained in American National Standards Institute (ANSI) Requirements for Indus-trial Head Protection, Z89.1-1969 and ANSI Z89.2-1971. The standards for protective helmets purchased after July 5, 1994, are found in ANSI Z89.1-1986. Later editions of these standards are available and acceptable for use.

   b. Eye and Face Protection

      Eye and face protective equipment is required by OSHA where there is a reasonable probability of preventing injury when such equipment is used. Employers must provide a type of protector suitable for work to be performed and employees must use the protectors. These stipulations also apply to supervisors, management personnel and to visitors while they are in hazardous areas.

      Suitable eye protectors (safety glasses, goggles, wire mesh masks, etc.) must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these.

      Each affected employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection and injurious light radiation.
The OSHA Standards for eye and face protection are found in Section 1910.133, Subpart I - Personal Protective Equipment.

c. Ear Protection

Exposure to high noise levels can cause hearing loss or impairment. It can create physical and psychological stress. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of the employee.

For more specific information on a hearing conservation program see Title 29 CFR 1910.95 - Occupational Noise Exposure.

6. Respiratory Protection: Regulations concerning the control of those occupational diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gasses, smokes, sprays, vapors or in oxygen-deficient environments can be found in Title 29 CFR, 1910.134. Selection of a respirator should be made according to the guidelines in the National Institute for Occupational Safety and Health, Respirator Decision Logic, HHS/PHS/CDC DHHS (NIOSH) Publication No. 87-108, May 1987.

7. Arm and Hand Protection: The protective device should be selected to fit the job. For example, some gloves are designed to protect against specific chemical hazards. Employees may need to use gloves - such as wire mesh, leather and canvas - that have been tested and provide insulation from burns and cuts. The employee should become acquainted with limitations of the clothing used. See Section 1910.138, Subpart I - Personal Protective Equipment.

8. Foot and Leg Protection: For protection of feet and legs from falling or rolling objects, sharp objects, molten metal, hot surfaces and wet slippery surfaces, workers should use appropriate foot-guards, safety shoes, or boots and leggings (chaps for chainsaw operators). See Section 1910.136, Subpart I - Personal Protective Equipment.

9. Other Related Issues: Night workers (such as, police officers, firefighters, Public Services Department employees) who might be struck by moving vehicles need suits or vests designed to reflect light.

Day workers should use orange safety vests to make the worker more visible to traffic when working on streets or roads.
L. PORTABLE FIRE EXTINGUISHERS

1. The City shall provide fire extinguishers and shall mount, locate and identify them so they are readily accessible to employees.

2. Only fire extinguishers which have been listed or approved by a nationally recognized testing laboratory shall be used to meet the requirements of this policy. EXAMPLE: Underwriter's Laboratories UL.

3. Portable fire extinguishers for use by employees on Class A fires shall be located so that the travel distance for employees to any extinguisher is seventy-five feet (75') or less. Class A Fire means a fire involving ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.

4. Portable fire extinguishers for use by employees on Class B fires shall be located so that the travel distance from the Class B hazard are to any extinguisher is fifty feet (50') or less. Class B Fire means a fire involving flammable or combustible liquids, flammable gases, greases and similar materials and some rubber and plastic materials.

5. Portable fire extinguishers for use by employees on Class C fires shall be located so that the travel distance from the Class C hazard area to any extinguisher is fifty feet (50') or less. Class C Fire means a fire involving energized electrical equipment where safety to the employee requires the use of electronically non-conductive extinguishing media.

6. Inspection, Maintenance and Testing –

   a. The City shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in a workplace.

   b. The City shall perform an annual maintenance check on all City owned portable fire extinguishers. A visual inspection shall be performed each month and initialed on a monthly tag.

      (1) Stored pressure extinguishers do not require an internal examination.

      (2) Each extinguisher shall be tagged with the date of the last annual inspection and initialed by the inspector.

   c. Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to applicable maintenance procedures every six (6) years.

      (1) Maintenance procedures shall include a thorough examination of three basic elements of an extinguisher:

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A. Mechanical parts
B. Extinguishing agent
C. Expelling means

(2) Dry chemical extinguishers having non-refilled dispensable containers are exempt from this requirement.

d. Extinguishers out of service for maintenance or re-charge shall be replaced by spare extinguishers of the same type and at least equal rating.

e. The City may use a qualified vendor to annually inspect, maintain or test extinguishers. Monthly visual inspections are to be conducted by a designated person for each location.

7. The City shall provide an educational program to familiarize employees with the general principle of fire extinguisher use and the hazards involved with the incipient stage fire fighting.

M. PORTABLE LADDERS AND SCAFFOLDS

1. Straight Ladders –

a. Do not use straight ladders unless equipped with approved safety shoes. The distance from the foot of the ladder to the support is rests against should equal one-fourth the height of the ladders.

b. Do not work or stand on either the top two rungs of the ladder.

c. Do not splice short ladders together unless the ladder is originally manufactured to allow splicing.

d. Never place a ladder against an unsafe support.

e. Place ladder feet on a substantial base.

f. Do not use ladders as scaffold platforms.

g. Whenever possible, tie the ladder at the top to a firm support.

h. Only one employee on a ladder at a time.

2. Step Ladders –

a. Do not work from the top step of a ladder (this does not apply to safety platform ladders).
b. While working on a step ladder (except for a safety platform ladder) at a point ten feet or more above ground or floor, at least one other employee should hold the ladder.

c. Fully spread step ladder legs when ladder is in use.

d. Do not use step ladders as straight ladders (step ladders four feet and under may be used as straight ladders when equipped with safety shoes).

3. Scaffolds –

   a. Make sure scaffolds are of sufficient strength and rigidity to safely support the weight of employees and materials to which they may be subjected.

   b. Equip all scaffolds ten feet or higher with railings and toe boards.

   c. Remove all loose tools, materials and equipment resting on the scaffold deck before moving the scaffold.

   d. Wear safety harnesses when working on all swing stage work.

4. General –

   a. Do not use a ladder that has broken, loose or cracked rungs, side rails or braces.

   b. When ascending or descending ladders, have both hands free of materials or tools, grip the sides or rungs with both hands, and face the ladder.

   c. Do not stand on boxes, crates, chairs, etc. while working.

   d. Only one employee works from a ladder at one time. If the work requires two employees, use a second ladder.

   e. If a ladder is to be placed where the opening of a door may displace it, lock or otherwise guard the door.

   f. Inspect ladders before use and repair and replace if defective.

   g. Do not use metal ladders or ladders with metal side rails near energized equipment or lines.

   h. Do not paint ladders. Treat only with a transparent non-conducting material.
i. Use only approved ladders.

j. Tag defective ladders Defective, remove from job site and take to cold storage. Repair or dispose of the ladder immediately.

k. EXCEPTION: Fire service related ladders are exempt from Provisions 1-H, 4-b, and 4-d of this policy.

**N. RESPIRATOR POLICIES**

1. General – The City will provide respirators when such equipment may be necessary to protect the health of our employees where engineering controls are not currently available. Respirators will be provided at no charge to our employees and will be of the type applicable and suitable for the purpose intended. Respirators which apply under this procedure are dust masks (double strap), Air-purifying, Powered Air-purifying, and Air-supplied respirators.

2. Respirators will be worn in the following areas: (1) chlorine tanks at water plant, (2) chlorine tanks at swimming pool and confined spaces where toxic gases have been identified, (3) when painting with aerosol cans indoors, (4) cleaning brake pads and shoes on vehicles, (5) sawing concrete, pipe or other materials that generate airborne particulates.

   a. If a leak is detected at the water plant or swimming pool, employees will call 911. The Fire Department will respond to this situation pursuant to Fire Departments operating procedures. Only Fire Department employees are allowed to enter these areas under these circumstances.

   b. If toxic gases or other contaminants are identified in a confined space situation, employees shall follow procedures as set forth in the Confined Space policy. Only employees properly trained and certified in confined space entry shall be allowed to enter such confined space situation.

   c. Items (3) through (5) above are to use double-strap filter mask. Items (1) through (3) shall use self-contained breathing apparatus pursuant to Confined Space Policy.

3. Prior to Respirator Assignment:

   Those employees who will wear respirators will:

   a. Have the approval of a physician to determine that they, the employees, are physically able to wear a respirator. The respirator user's medical status will be reviewed annually.
b. Receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Beards, sideburns, temple pieces on classes or anything else that will not permit a good face seal are conditions when respirators WILL NOT be worn.

4. Training:

Those employees who wear respirators will receive a training program on respirators prior to usage. The training will include:

a. Knowing the correct type of respirator to be used. If applicable, knowing the correct cartridge/filter and how to determine when such cartridge/filter needs to be replaced.

b. How to inspect respirators for defects before and after each use, the repair/replacement of parts of the respirator or replacement of the respirator, if necessary, and how to do a leak check prior to each usage.

c. How to clean and disinfect respirators after each use and how to provide proper storage in a convenient, clean and sanitary location. Respirators used for emergency purposes will be stored in sanitary location that is clearly identified.

5. Supervision:

A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly. This inspection shall include a check of the tightness of connections and the condition of the face piece, headbands, valves, connecting tube and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration. Records will be kept of inspection dates and findings for respirators maintained for emergency use.

6. Respirator Fit Test Procedure – Irritant Fume – Banana Oil – Saccharin:

Irritant Smoke – Use Protech G108 Filter
Banana Oil – Use Protech G100 Filter
Saccharin – Use with single-use respirators (Moldex 2200, 2300, etc.)

a. At least two styles/manufacturer of respirators must be made available.

b. Test subject should smell smoke/banana oil to know what smell to be altered to. (Irritant smoke may be preferred, as the test can’t be faked.)
c. Fit respirator to subject's face, adjusting lower bands first. If one-half face respirator, adjust for small, medium or large sizes.

d. Place hand over exhale valve and have subject slowly exhale to detect leakage. Cover cartridges and have subject inhale to detect leakage. If leakage, adjust or change size/type/manufacturer of respirator.

e. Explain to subject what you are going to do in the test.

f. Hood is optional. If used, place over subject's head and tie off.

g. If using one-half face respirator, instruct subject to keep eyes closed.

h. Spray smoke all around the respirator or into hood opening. With banana oil, insert ampoule into hood. With saccharin, spray around respirator or into hood opening.

i. Have Subject:
   Breathe normally
   Breathe deeply
   Turn head from side-to-side
   Nod head up and down
   Run in place
   Bend at waist
   Read Rainbow Passage (if full face) if one-half face have subject say A, B, C's

Rainbow Passage: When the sidelight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long, round arch, with it's path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for a pot of gold at the end of the rainbow.

7. Fire Department – The provisions of the NFPA shall govern Fire Department respirator and SCBA policy.

O. WELDING, CUTTING AND BRAZING POLICIES

1. The following are special concerns which must be addressed when these type of operations are undertaken:

   a. General Requirements
Suitable areas for fixed cutting and welding operations should be established based on the fire potential. Special procedures should be established for welding and cutting in high hazard locations. Preferably, cutting or welding should be done in an area without surrounding combustible materials. If combustibles in the immediate vicinity are unavoidable, guards should be used to contain the heat and sparks. Suitable fire extinguishing equipment (pails of water, buckets of sand, a hose or a portable extinguisher) must be available for instant use.

Torch cutters and welders must be trained in the safe operation of their equipment. Printed rules and instructions (supplied by the manufacturers) covering operations of equipment should be strictly enforced. No welding, cutting or other hot work should be performed on used drums, barrels, tanks or other containers until they have been cleaned so thoroughly that it is absolutely certain there is no trace of flammable materials or substance which, when subjected to heat, might produce an explosion. The air in the welding area must be free of flammable gases, liquids and vapors.

Goggles or other suitable protection must be used during welding or cutting operations as protection against radiation produced by the arc and against sparks and debris. Employees adjacent to the welding area should be protected from ultraviolet rays by noncombustible or flame-resistant screens or shields or they must be required to wear appropriate eye protection.

Employees exposed to hazard created by cutting and welding must wear personal protective equipment. The potential health hazards to a welder or cutter from gases or metal fumes depends on the toxicity of the materials involved (types of metals, fluxes, coatings, etc.), the duration and location of the process and ventilation.

There are specific requirements concerning ventilation and respirators when welding or cutting is performed on:

- Stainless steel, lead, zinc, beryllium or cadmium.
- Metals coated with materials such as paint which contain lead for mercury.
- Fluxes or other materials containing fluorides.

b. Indoor exhaust and ventilation

In spaces of 50,000 cubic feet or over where welding is an essential part of the work, local exhaust or positive ventilation is not required for the protection of welders on uncoated ferrous metals, provided that:
• Welding bays are not structurally blocked so as to obstruct cross ventilation.
• The work is done inside tanks, boilers or other closed iron or steel containers.
• Space allowance of 10,000 cubic feet is assured each welder.
• Ceiling heights are greater than 16 feet.
• The process involved is other than inert gas shielded welding.

Where these requirements are not met, standards specify mechanical ventilation at a minimum rate of 2,000 cubic feet per minute of air per welder or four air changes per hour, whichever is the greater, except when local exhaust hoods and booths are respiratory equipment approved by NIOSH are used.

When welding must be performed in a space screened on all sides, the screens should be so arranged that they do not seriously restrict ventilation. They can be mounted about two feet above the floor, unless the work is performed at so low a level that they must be nearer the floor to protect nearby workers from welding glare.

Local exhaust removal may be by means of movable hoods placed by the welder as near as practical to the work being welded and provided with a rate of air flow sufficient to maintain a velocity in the direction of the hood of 100 feet per minute at the point of welding when the hood is at its most remote distance from the point of welding. Exhaust air should be discharged outdoors.

Local exhaust must also be by a fixed enclosure with a tope and not less than two sides which surround the welding or cutting operations, with an air flow sufficient to maintain a velocity away from the welder of not less than 100 feet per minute.

c. Gas Welding

All cylinders must be stored away from radiators or other sources of heat. All cylinders stored inside buildings must be kept to a minimum. They must be stored in protected, well-ventilated, dry locations at least 20 feet from highly combustible materials and away from elevators, stairways or gangways. They must not be kept in unvented enclosures such as lockers or cupboards. Valve protection caps must be used when cylinders are not in use or connected for use.

Stored oxygen cylinders must be kept separate from fuel gas cylinders or combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a noncombustible barrier at least five feet high and having a one-half hour fire resistance rating. A sheet metal partition is not an acceptable method of separating cylinders.
All cylinder valves must be closed when work is finished. Where a special wrench is required, it must be left in position on the stem of the valve while the cylinder is in use so that the fuel gas flow can be quickly turned off in case of an emergency. In the case of manifold or coupled cylinders, at least one such wrench must always be available for immediate use.

All cylinders must be legibly marked to identify the contents.

No cylinder should be permitted to stand alone without being secured with lashing or chain to prevent it from toppling over. Acetylene must not be used at a pressure in excess of 15 psi gauge or 30 psi (absolute). Above this pressure, acetylene may become unstable.

Indoor storage of fuel gas is limited to the total capacity of 2,000 cubic feet or 200 pounds of liquefied petroleum gas.

Hoses showing leaks, burns or worn places which make them unfit for service must be replaced.

d. Electric Arc Welding

Whenever electric arc welding is done, it is required that:

(1) If the welding machine is wet, it must be thoroughly dried and tested before it is used again.

(2) Coiled welding cables must be spread out and the ground lead must be firmly attached to the work.

(3) Cables must be inspected for damage and loss in insulation and be repaired immediately.

(4) If ground and electrode cables must be extended, they must only be joined together with connectors specifically designed for that purpose.

(5) Cables may not have slices within ten feet of the operator

(6) Operators shall not coil cable around their body.

(7) Welding helmets must be worn by the operator and helpers must wear eye protection.

(8) Shield or screens must protect others in the vicinity from arc welding rays.
(9) Arc welders should wear clean, fire-resistant gauntlet gloves and clothing with collars and sleeves are to be buttoned.

(10) Electrode holders which are not in use must be placed in a safe place away from conductive objects.

e. Personnel

Only persons with proper training or experience and designated by the Department shall be allowed to cut or weld.

P. ACCIDENT REPORTING

1. Report all injuries and accidents immediately to a supervisor.

2. Whenever an employee is injured on the job, the employee shall report that injury promptly to his/her supervisor. The injured employee shall fill out the State of Iowa Employers Work Injury Report (workers compensation form) and City Accident Investigation Report form. The supervisor shall assist the employee in filling out these forms, if needed. After the forms are completed, the Department shall forward a copy to the Department Head, City Manager, Chairman of the Safety Committee and affected employee no later than two working days following the accident.

3. Whenever an employee is involved in an accident resulting in personal injury to another person, or property damage of $50 or greater, the employee shall fill out a City Accident Investigation Report form. The supervisor shall assist the employee in filling out the form, if needed.

After the form is completed, it is to be filed with the Department Head, City Manager, Chairman of the Work Safety Committee and affected employee no later than two working days following the accident.

Q. ACCIDENT INVESTIGATION COMMITTEE

1. An Accident Investigation Committee is established for the purpose of reviewing all accidents involving either personal injury to City employees or damage to property of $50 or more.

2. The purpose of the Committee is to identify the causes of such accidents by interviewing the individuals involved, witnesses and supervisors and to develop recommendations for preventing similar accidents in the future.

3. The findings of the Accident Investigation Committee shall be submitted to the Department Head(s) involved, City Manager and the Chairman of the Safety Committee.
4. The members of the Accident Investigation Committee shall be the Chairman of the City Safety Committee, the Vice-Chairman of the City Safety Committee and a non-management member of the Safety Committee. The Accident Investigation Committee has the option to add two members to the Accident Investigation Committee from the Safety Committee as needed – one management/supervisor and the other non-management.

5. The Accident Investigation Committee has no power or authority to discipline an employee.

6. In the event the Accident Investigation Committee determines an accident to be avoidable, the employee involved in the accident may request a reconsideration of such decision by the committee. If the employee requests a reconsideration, the employee will be given the opportunity to appear before the committee and present information, documents or witnesses regarding the accident being investigated.

R. SPECIAL DEPARTMENT RULES

1. Each city department is authorized to develop specialized safety rules pertaining to specific operations or equipment used by that department. All department employees will receive a copy of the Department Safety Rules and City Safety Work Rules and any changes to these rules. Department employees are required to observe Department Safety Rules as if they were part of the overall City Safety Rules.

2. Department Safety Rules shall be maintained in a location accessible to all department employees.

3. All new employees will receive a copy of the Department Safety Rules and City Safety Work Rules upon employment.
Safety & Wellness 7.02

Drug Free Workplace

Scope: All city employees. Effective Date: 11/20/08

General Policy

It is the policy of the City of Marion to provide and maintain a drug-free workplace for all city employees. This policy is in compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V Subtitle D).

Provisions:

1) The city recognizes the following:
   a. City employees are a valuable resource to the citizens they serve and the City of Marion as an employer.
   b. The use of illegal drugs or abuse of controlled substances or alcohol in the workplace is detrimental to city employees.
   c. Employees have a right to work in a drug-free environment and to work with persons free from the effects of drugs and alcohol.
   d. Drug and alcohol abuse in the workplace interferes with and reduces the operational efficiency of city government and undermines the public's trust in its functions.

2) Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the City of Marion's intent and obligation to provide a drug-free work environment.

3) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the employer's premises or while in a city vehicle, vessel, aircraft or while conducting the employer's business is prohibited. Violations of this policy will result in disciplinary action, up to and including termination and may have legal consequences.

4) The city recognizes drug and alcohol dependency as illnesses and a major health problem. The city also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use the Mercy Employee Assistance Program (EAP) located at 5264 Council Street N.E., Cedar Rapids, Iowa. The telephone number is (319-398-6694). The city has contracted with Mercy Hospital to provide this EAP for city employees.

5) In order to comply with the Drug-Free Workplace Act of 1988, employees of a grantee directly engaged in the performance of work pursuant to the provisions of the grant are required to report any conviction under a criminal drug statute for violations occurring on the employer's premises or all of the employer's premises while conducting city business. A report of a conviction must be made to the employee's supervisor and to the City Manager within five (5) days after the conviction.

6) Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.
Drug & Alcohol Policy

Scope:
All city employees required to have a Commercial Drivers License per their job description and all applicants for employment for positions, which require a Commercial Drivers License per applicable job description.

Effective Date: 05/20/04

General Policy

The City of Marion has a vital interest in the safety and well-being of our employees as well as the general public. It is well recognized that individuals who use illicit drugs or abuse alcohol are more likely to have workplace accidents, incur greater amounts of lost time and perform their jobs in a substandard manner.

Therefore, it is the City of Marion's intent to continue to promote a safe and secure work environment, free of illicit drug use and alcohol abuse. It is also the city's intent to comply with all U.S. Department of Transportation rules and regulations (49 CFR Part 40), the Drug Free Workplace Act of 1988, the Americans with Disabilities Act and the Family and Medical Leave Act.

Provisions:

1) The goals of the city's policy and the testing of employees is to insure a drug and alcohol free work environment, to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damage.

2) The following conduct is prohibited:
   a. Employees are prohibited from using, being under the influence or, or possessing illegal drugs.
   b. Employees are prohibited from using or being under the influence of legal drugs that are being used illegally.
   c. Employees are prohibited from using or being under the influence of legal drugs whose use can adversely affect the ability to work safely.
   d. Employees are prohibited from buying, selling, soliciting to buy or sell, transporting or possessing illegal drugs while on city time or property.
   e. Employees are prohibited from using alcohol within four (4) hours of performing work duties.
   f. Employees are prohibited from using or being under the influence of alcohol at any time while on duty, eight (8) hours post-accident or until tested.
   g. Employees are prohibited from possessing any amount of alcohol (including medications or over-the-counter remedies containing alcohol) while on duty.
   h. Testing positive for drugs and/or alcohol.
   i. Refusing to be tested for drugs and/or alcohol.
   j. Refusing to submit to testing as directed by the city.
   k. Failing to stay in contact with the city and its medical review officer (MRO) while awaiting test results.

3) An employee who violates these prohibitions will be subject to disciplinary action by the city up to and including discharge. In addition, any employee who is convicted by the judicial system of a felony for a drug or alcohol related matter will be subject to disciplinary action up to and including discharge.

4) Education will be provided to all employees regarding the effects of drugs and alcohol, signs and symptoms of a drug or alcohol problem, information on assistance available for abuse problems and...
testing requirements. Such information shall be provided at the time the driver receives the policy statement.

Education for supervisors will include signs and symptoms of drugs and alcohol misuse, determining the need for reasonable cause testing and testing requirements. This training will be at least one (1) hour in duration for alcohol education and at least one (1) hour for drug education.

5) Required Tests

a. Pre-Employment/Prior to Transfer - This test will be conducted before applicants are transferred or hired or after an offer to hire, but before actually performing safety sensitive functions.

b. Post-Accident - Testing is conducted after "DOT" accidents on employees who performance could have contributed to the accident. A "DOT accident" is defined as: (1) an accident that involves the death of a human, (2) when the driver receives a citation for a moving violation involving the accident, and either a person is transported from the accident scene to receive immediate medical treatment; or at least one vehicles requires towing from the scene of the accident.

Testing performed by a law enforcement officer may be utilized as the city's post-accident test (provided breath alcohol testing is conducted with the EBT on the CPL and by law enforcement officer certified on that EBT). The driver is required to contact his/her supervisor immediately with the officer's name, badge number and telephone number.

In the event a law enforcement official does not perform testing on a driver involved in a DOT accident, the driver must report for a urine drug screen and alcohol test. Breath alcohol testing should be performed within two (2) hours following the accident. Reasons for not obtaining a test within two (2) hours of the accident must be documented. Breath alcohol testing must be performed within eight (8) hours following the accident. Reasons for not obtaining a test within eight (8) hours must be documented. Urine drug testing must be performed within thirty-two (32) hours following the accident. Failure to obtain a urine drug screen must have an explanation documented.

A driver who has submitted to a post-accident test will, at the city's discretion, either be assigned to a non-safety sensitive function or be place out of services pending the results of the testing.

A driver testing positive or who refuses to submit to a post-accident drug and alcohol test will be subject to disciplinary action up to and including discharge.

c. Random Testing - Random testing of drivers/employees is required under DOT regulations and/or city policy and these tests must be unannounced. Random selection must ensure every driver will have an equal chance of being selected each time. A driver will be notified of his/her selection and instructed to report to the collection site immediately.

Breath Alcohol tests shall be performed immediately before, during or just after the performance of a safety-sensitive function. If a driver is performing a safety-sensitive function at the time of notification, the city will insure that the driver cease to perform that function and proceed to the testing site as soon as possible.

A driver who tests positive or refuses to submit to a test is medically unqualified to drive or perform a safety-sensitive function. In addition, a driver who tests positive, refuses to submit,
or fails to report for the test, will be subject to disciplinary action, up to and including discharge.

d. Reasonable Cause - A driver/employee will be required to submit to a drug and alcohol test when the city has reasonable cause to believe the driver/employee has used drugs or alcohol in violation of this policy.

Reasonable cause will exist when a driver's/employee's appearance, behavior, speech or odors (of breath) or just physical symptoms indicate drug or alcohol use. Observations must be personally observed and documented by at least one city trained official. A "trained official" is one who has undergone at least two (2) hours of education which includes behavior, physical, speech and performance indicators of possible drug and alcohol use.

Whenever a driver/employee is notified a reasonable cause to be tested, he/she will be expected to immediately report to the collection site. The driver/employee will be accompanied by a city representative to the collection site.

After a positive test, the city representative will transport the driver/employee home or attempt another means of transportation by contacting a family member or another person designated by the driver.

If the driver/employee refuses alternate transportation, the city reserves the right to take whatever means are appropriate to protect the driver/employee and public. This may include contacting local law enforcement and imposing disciplinary action, up to and including discharge.

The driver/employee being tested under reasonable cause will be considered unqualified to work and at the city's discretion either be assigned to a non-safety sensitive function or be placed out of service, pending the results of the testing. In addition to the penalties imposed by IDOT, a driver/employee whose reasonable cause test is positive, who refuses or fails to submit to a test, will be subject to disciplinary action, up to and including discharge.

e. Return to Duty/Follow-Up Testing - The city is not obligated to reinstate or rehire any driver/employee who has been discharged for violating any DOT or city prohibition or requirement concerning drugs and alcohol. Should the city decide to reinstate a driver/employee, he/she will be required, at their own expense, to submit and pass a drug and alcohol test before returning to duty. The driver/employee must also be evaluated by a substance abuse professional and submit to follow-up testing as prescribed by the substance abuse professional, all of which, will be paid for by the driver/employee.

Follow-up testing will be required for a driver/employee who is determined by a substance abuse professional to have a drug or alcohol-related problem. The driver/employee will be required to submit to a minimum of six (6) tests during the first twelve (12) months following return to duty and may be extending up to 60 months. All follow-up testing will be unannounced and without prior notice to the driver/employee and at the driver’s expense.

In addition to penalties imposed by DOT, a driver/employee whose return to duty/follow-up test is positive, refuses or fails to submit to a test will be subject to disciplinary action, up to and including discharge.

f. Testing – Drug and alcohol testing procedures will be performed in accordance with DOT’s procedural protocols and safeguards set forth in Part 40 of Title 49 of the Federal Code of Regulations (CRF).
g. Confidentiality - Employee test results are confidential. Test results and other confidential information may only be released to the employer and the substance abuse professional. Any other release of this information is only with the employee's consent as mandated by the DOT.

6) The designated employer representative to implement the City of Marion's Personnel Policy No. 3.18, to answer questions regarding said policies and provide information concerning the effects of alcohol misuse and controlled substance use on an individual's health, work and personal life; signs and symptoms of alcohol or a controlled substance problem will be the City Manager and, as an alternate, the Acting City Manager.
## Workplace Violence

| **Scope:** | All full-time, part-time and seasonal employees, except for Police Officers or other employees operating within the normal scope of their official duties who may be using authorized weapons as tools of their profession. | **Effective Date:** | 05/21/98 |

### General Policy

Violence or the threat of violence, by or against any employee of the City of Marion, or any other person while at work is strictly prohibited.

### Provisions:

1) Violence, or the threat of violence, by or against any employee or the City of Marion, or any other person while at work, is strictly prohibited. The prohibited action will subject the perpetrator, if an employee, to serious disciplinary action up to and including termination of employment, and in all cases, possible criminal prosecution.

   a. Violence in the workplace is considered any of the following:
      
      i. The use of physical force with the intent to cause harm.
      
      ii. Acts or threats in any form or manner which are intended to intimidate, cause fear or cause harm.
      
      iii. The act of creating a hostile or intimidating work environment by means of words, actions or physical contact.
      
      iv. The intentional damage of city-owned property or real estate, or action intended to cause such property to fail to operate, or to operate improperly.
      
      v. Conduct which may constitute an assault or battery under the Iowa Code.

2) The possession of firearms or dangerous weapons (as defined below) while on city property, in a city facility or city vehicle, is strictly prohibited.

   a. Dangerous weapons are as defined in Section 702.7 of the Code of Iowa and include but are not limited to any offensive weapon, pistol, revolver or other firearm, dagger, razor, stiletto, switchblade knife or knife having a blade exceeding five inches in length.

   b. Police officers or other employees operating within the normal scope of their official duties may use authorized weapons as tools of their profession.

3) Each incident of workplace violence, whether the incident is committed by an employee or an external individual such as a citizen, customer or vendor, shall be immediately reported to a supervisor, department head or City Manager. Management will assess and investigate the incident and determine the appropriate action to be taken.

   a. In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance agencies shall be immediately notified.
4) An employee who witnesses someone in the workplace with a firearm or dangerous weapon shall immediately notify a supervisor, department head or City Manager. If it is not practical to contact management, the employee should immediately contact the Police Department.

   a. Any employee who acts in good faith by reporting real or threatened violent behavior will not be subjected to any form of retaliation or harassment. Any retaliation or harassment resulting from a report of violence must be immediately reported to a supervisor, department head or City Manager.

5) City employees who obtain restraining orders against individuals are strongly encouraged to advise their supervisor and department head regarding this situation.

6) Should an employee become the victim of an incident of workplace violence, the Department Head may offer the services of the Employee Assistance Program to assist in coping with the effects of the incident.
**Tobacco Free Policy**

<table>
<thead>
<tr>
<th>Scope:</th>
<th>This Policy applies to all staff, interns, contract workers, students, volunteers, and visitors who are inside or on the grounds of a building owned, operated, or leased by the City.</th>
</tr>
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<tr>
<td>Effective Date:</td>
<td>11/04/10</td>
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</table>

**General Policy**

The purpose of this policy is to ensure a safe, clean and healthy environment for the public, employees, and visitors in city-owned buildings and buildings used by the City of Marion (City).

**Provisions:**

1) **General:**

   a. No tobacco use is allowed anywhere inside any City-owned, operated and/or leased facility or motor vehicle.
   b. No tobacco use is allowed anywhere on the grounds of any City-owned office building, structure, or facility, including but not limited to entry areas, parking lots, grassed areas, sidewalks and docks.
   c. No one in the employ of or volunteering at the City while representing the City in public (i.e. wearing an identification badge or uniform) may use tobacco products.
   d. No tobacco use is allowed during a city-sponsored event.
   e. Notwithstanding these provisions, the use of tobacco products inside a privately owned vehicle legally parked on City-owned, operated and/or leased grounds is permitted.

2) **Contractors and Vendors**

   a. All contractors and vendors visiting or working at any City owned, operated, or leased facilities must comply with this policy.

3) **Visitors**

   a. All visitors to any City-owned, operated, or leased facilities must comply with this policy.

4) **Enforcement**

   a. Violations of this policy shall be considered a violation of the City of Marion Personnel Policy and follow the same disciplinary procedures.
### Right to Know

<table>
<thead>
<tr>
<th>Scope:</th>
<th>All city employees.</th>
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<tr>
<td>Effective Date:</td>
<td>7/1/88</td>
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### General Policy

It is the policy of the City of Marion to assure that employees conform to state and federal "right-to-know" laws. The hazard communication standard (HCS), or worker "right-to-know" law, regulates how information about workplace chemical hazards is communicated to employees.

### Provisions:

1. Employees shall be provided with copies of city and departmental right-to-know policies, and shall be required to sign a receipt for said policies. Employees shall abide by these policies.
2. See Appendix D.
1. PURPOSE

The purpose of the Hazard Communication Program is to provide employees with information concerning chemical hazards and appropriate protective measures about hazardous substances used or encountered in the workplace. The requirements of this program are intended to be consistent with the United Nations Globally Harmonized System (GHS) and shall include chemical listings, chemical container labeling, and other forms of warning, safety data sheets, and employee information and training.

2. POLICY

Division managers must approve the purchase of all chemicals used in work areas under their control, and are responsible for maintaining an accurate inventory of all hazardous chemicals used in their work area. A safety data sheet will be obtained for each hazardous chemical used or stored on site, chemical containers must be properly labeled, employees must be trained on the chemicals used and stored in their workplace and contractors must be informed of the hazardous chemicals their employees may be exposed to when working on site.

3. SCOPE AND APPLICABILITY

This Hazard Communication Written Program includes provisions for communicating information concerning chemical hazards and appropriate protective measures to employees. Copies of this program are available for review in the Safety Office, and are located on the cities website under Employee Resources/Safety/Hazard Communication Program. It is available upon request to employees, their designated representative(s), emergency responders, and the Assistant Secretary and the Director of the Department of Labor in accordance with the requirements of 29 CFR 1910.20(e).

This program applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

4. REFERENCE

This policy implements the requirements contained in the Occupational Safety and Health Standard for General Industry 29 CFR 1910. 1200 Hazard Communication
a) Federal OSH Act, Section 5(a)(1) – General Duty Clause
b) Federal OSH Act, Section 5(b) – General Duty Clause
c) A Guide to A Globally Harmonized System of Classification and Labeling of Chemicals (Purple Book)
d) NFPA 704 Identification of Hazards of Material for Emergency Response
e) Chemical Hazard Communication US Department of Labor (OSHA) Publication 3804

5. DEFINITIONS

See Glossary in Appendix A.

6. RESPONSIBILITIES

a) Division Managers:

- Review the chemical use in their area so that the use of hazardous chemicals is minimized where appropriate
- Approve chemical purchases
- Ensure employees attend required training and comply with the provisions of this program
- Ensure that hazardous chemicals present in the work area are identified
- Maintain an accurate inventory of hazardous chemicals used
- Ensure hazardous materials are properly labeled or posted
- Obtain safety data sheets for all hazardous materials used
- Ensure that employees are trained on and follow safe handling procedures for hazardous materials
- Establish procedures to be used to inform employees of the hazards and safety procedures for non-routine tasks –
- Ensure that contractors are provided information regarding the hazards relevant to the project they are working on.

b) Employees:

- Know the potential hazards of the materials in their work area
- Consult the safety data sheet for specific safe work practices
- Use required personal protective equipment and clothing
- Attend required training

c) Safety Management:

- Administer of the city’s Hazard Communication (HazCom) Program developing, implementing and evaluating the program.
Assist departments in identifying hazardous chemical materials, evaluating potential hazards from operations,
Ensure that employees receive the appropriate training
Make recommendations for appropriate engineering, controls, administrative controls, and personal protective equipment.

7. REQUIREMENTS

Many processes and maintenance procedures performed within the city require the use of chemicals that may have potentially hazardous properties. When using these substances, it is important that workers be aware of the identity and hazardous properties of the chemical.

a. Hazard Classification

The term "hazard classification" is used to indicate that only the intrinsic hazardous properties of chemicals are considered.

Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and, where appropriate, the category of each class that apply to the chemical being classified.

Any Substance listed on the following documents will be considered a health or physical hazard and, therefore hazardous.

- National Toxicology Program (NTP), Annual Report on Carcinogens
- International Agency for Research on Cancer (IARC) Monographs
- 29 CFR part 1910, subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.

Note: The Registry of Toxic Effects of Chemical Substances published by the National Institute for Occupational Safety and Health indicates whether a chemical has been found by NTP or IARC to be a potential carcinogen

b. Chemical Procurement

Chemicals shall not be purchased without the authorization of the division manager responsible for the work area. City of Marion employees shall not accept a shipment of any chemical that does not have a SDS attached or currently on file. When a new hazardous chemical is purchased a copy of the corresponding SDS shall be kept and made readily accessible during each shift to employees when they are in their work area.

c. Labels and other forms of warning
The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemical leaving the workplace is labeled, tagged, or marked. Hazards not otherwise classified (HNOC), if any, do not have to be addressed on a container but must be addressed on the SDS. While not required for in-house labeling, the name and address of the manufacturer, importer, or other responsible party may also be found on the label, tag, or marking because shipped containers of hazardous chemicals must bear this information.

Hazardous chemicals will not be accepted for use in city facilities or moved to any other location unless labeled with at least the following:

1) Product Identifier
2) Signal Word
3) Precautionary Statement
4) Name, address and telephone number of the chemical manufacturer importer, or other responsible party
5) Hazard Statement(s)
6) (Alternative to Requirements 1-5) Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemical, and which, in conjunction with the other information immediately available to employees under this program, will provide employees with the specific information regarding the physical and health hazard of the hazardous chemical.

The product identifier is found on the label, the SDS, and our chemical inventory, thus linking the three sources of information permitting cross-referencing. The product identifier used by the supplier may be a common or trade name, a chemical name, or number. Employees should be aware that label information can be verified by referring to the corresponding SDS.

Division managers are responsible for ensuring that all hazardous chemicals in containers within the workplace have proper labels or other forms of warning. Labels must be legible, in English, and displayed clearly on the container or readily available in the work area throughout each work shift, as required.

It is acceptable to use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the identity of the hazardous material and the appropriate warnings are posted.

If a hazardous chemical is transferred from its original container to a secondary or portable container, the secondary container must be labeled with the identity of the hazardous chemical and appropriate hazard warnings.

Certain exemptions from the labeling requirement exist and are further detailed in 29 CFR 1910.1200(b)(6). Such exclusions include, but are not limited to:
When the quantity of a specific hazardous chemical exceeds the limit established by the Iowa Department of Labor, the chemical storage area will also be signed with the NFPA Hazard Rating System (see Appendix B).

d. Safety Signs

Safety signs are used to indicate and define specific hazards. The various types of safety signs used throughout the city are discussed below:

- **Danger signs** indicate an imminently hazardous situation that, if not avoided, will result in death or serious injury. Danger signs indicate that an immediate hazard exists and that special precautions are necessary. The heading on a danger sign must always be printed in red and black on a white background.

- **Warning signs** indicate a potentially hazardous situation that, if not avoided, could result in death or serious injury. Warning signs are used in situations where the hazard is not as extreme as that which merits a danger sign, but where adequate warning is still required to avoid a potentially fatal accident. Warning sign headings must always be printed in black on an orange background field.

- **Caution signs** indicate a potentially hazardous situation that, if not avoided, may result in minor or moderate injury. Caution signs indicate a possible hazard for which proper precaution should be taken. Caution signs headings must always be printed in black on a yellow background field.

- **Notice signs** indicate a statement of policy related directly or indirectly to the safety of employees or the protection of property. Notice sign headings must always be printed in blue on a white background field.

e. Safety Data Sheets

The Safety data sheet or SDS is the primary means for transmitting detailed information to employees about the potential hazards of a chemical substance.
Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment and with the first shipment after a safety data sheet is updated.

A Safety Data Sheet (SDS) containing the information required by the OSHA Hazard Communication Standard will be kept in the workplace and made available during each work shift to employees for each item listed on the Hazardous Chemicals Inventory. The SDS should contain, at minimum, the following sections:

1) Identification
2) Hazards Identification
3) Composition/Information on Ingredients
4) First Aid Measures
5) Fire-Fighting Measures
6) Accidental Release Measures
7) Handling and Storage
8) Exposure Controls and Personal Protections
9) Physical and Chemical Properties
10) Stability and Reactivity
11) Toxicological Information
12) Ecological Information (non-mandatory)
13) Disposal Information (non-mandatory)
14) Transportation Information (non-mandatory)
15) Regulatory Information (non-mandatory)
16) Other information, including date of preparation or last revision

Note: OSHA will not enforce information in sections 12-15, as these areas are not under its jurisdiction.

The SDS does not need to include identification of chemical constituents if the material is classified a “trade secret”. All other elements of the SDS must be completed to reflect the hazards and necessary precautions. Identification of the constituents must be disclosed to health care providers when requested, and when an employee’s health is at issue.

The most current SDS supplied by the chemical manufacturer or distributor shall be kept on file, and made accessible to all employees, their representatives, and contractors for viewing or copying during each work shift. Copies of SDS’s are maintained in individual work areas.

Each division will maintain an inventory of hazardous chemicals present in their work areas updating it as necessary. The SDS must be identified with the same name used on the master chemical list.

Division Managers are responsible for ensuring that a system is established for providing employee’s access to SDSs in the workplace. Electronic access or other “non-paper” formats are permissible if employees are assured immediate access to information. If a
division relies on electronic means to access SDSs, a secondary method of access is required to ensure availability during power outages, computer failures, etc.

SDSs must be in English, but copies may be provided in other languages if desired. If an employee is unable to understand or interpret the information contained in the SDS, it is the division manager’s responsibility to ensure appropriate direction or translation is provided to assure a clear understanding of hazards and protective measures.

Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals.

If new health hazard information comes to light regarding any hazardous material on the inventory, a revised SDS will be placed in the SDS file, and the employees who handle or might be exposed to the material will be notified of any changes in the work procedures or personal protective equipment required.

In the event a manufacturer or distributor does not automatically provide a complete SDS with the chemical purchased, the department who purchased the chemical will contact the vendor requesting the updated SDS. If the manufacturer or distributor still fails to provide to provide the SDS, their product will no longer be used or purchased until a SDS has been received, and safety management will forward a complaint to the vendor and OSHA concerning the lack of a legally required SDS.

f. Chemical Inventory

Each division shall maintain an inventory of hazardous chemicals present in their work areas and update this list as necessary.

g. Hazardous Non-Routine Tasks

Divisional Management shall establish procedures that will be used to inform employees of the hazards and safety procedures for non-routine tasks (e.g., welding, spray painting, confined space entry). Safety management personnel are available to provide assistance in evaluating specific hazards and appropriate precautions.

h. Hazardous Substances in Unlabeled Pipes

If employees or contractors must work on unlabeled pipes, it is important that they be informed of the hazardous materials that may be contained in the pipes. Prior to starting work in these situations, workers must contact their supervisor to identify any hazardous materials in the pipe, the potential hazards of the material, and appropriate safety precautions to be followed.
8. **CONTRACTORS**

Project Managers and Division Managers are responsible for ensuring that outside contractors working on city projects are provided information regarding hazards relevant to the project or the division where the project occurs.

The contractor must provide a list all hazardous chemicals that will be used by their employees in the course of their work on city property. The contractor must also provide copies of their SDS’s if requested by city management so that city employees may receive the necessary information and training concerning the potential hazards of the substances to which they may be exposed.

Upon request contractors will be given a copy of the Marion Hazard Communication Program, along with SDS for any relevant hazardous chemicals for which the contractor’s employees may be exposed.

9. **INFORMATION AND TRAINING**

All employees shall be provided with effective information and training of the hazardous chemical in their work area at the time of initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. *Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.*

Employees will be informed of:

- The requirements of the Hazard Communication Standard.
- Any operations in their work area where hazardous chemicals are present.
- The location and availability of the written Hazard Communication Program, Hazardous Chemical Inventory, and Safety Data Sheets.

Employee training shall include at least:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the plant, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.).
- The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- The measures employees can take to protect themselves from these hazards, including specific procedures the plant has implemented to protect employees from exposure to hazardous chemicals (such as appropriate work practices, emergency procedures, and personal protective equipment to be used).
The details of the Hazard Communication Program developed by the City of Marion including an explanation of the labeling system and the SDS’s, and how employees can obtain and use the appropriate hazard information.

10. **EMERGENCY RESPONSE**

The range and quantity of chemicals used throughout the city requires pre-planning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel who are familiar with the chemical hazards and the safety precautions needed. Cleanup of large spills requires contacting the Marion Fire Department (9-1-1).

*Disposal Considerations:* *Waste disposal methods shall be in accordance with all applicable local, state, and federal regulations.*
Article means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

Assistant Secretary means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical means any substance, or mixture of substances.

Chemical manufacturer means an employer with a workplace where chemical(s) are produced for use or distribution.

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

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

Commercial account means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

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

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

Designated representative means any individual or organization to which an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.
**Distributor** means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

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

**Employer** means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

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

**Foreseeable emergency** means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

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

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

**Hazard not otherwise classified (HNOC)** means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

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

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

**Health hazard** means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity;
reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.

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

**Importer** means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

**Label** means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

**Label elements** means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

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

**Physical hazard** means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.

**Pictogram** means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

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

**Produce** means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

**Product identifier** means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.
**Pyrophoric gas** means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

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

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

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

**Simple asphyxiant** means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

**Specific chemical identity** means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

**Substance** means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition

**Trade secret** means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix D to §1910.1200—Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

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

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

**Workplace** means an establishment, job site, or project, at one geographical location containing one or more work areas.
APPENDIX B
NFPA RATING SYSTEM

The marking system designed by the National Fire Protection Association (NFPA) identifies hazard characteristics of materials using a color-coded diamond divided into four quadrants, with each quadrant representing a different characteristic. The standard addresses the health, flammability, instability and related hazards that are presented by short-term, acute exposure to a material during a fire, spill, or other emergency-related condition.

The numerical ratings range from zero (minimum risk) to four (highest risk) and are intended as a simple, recognizable, and easily understood marking system that provides a general idea of the severity of the hazards of a material.

Health (Blue): Health hazards in firefighting generally result from a single exposure, which may vary from a few seconds up to one hour. Only hazards arising out of an inherent property of the material is considered.

Flammability (Red): Susceptibility to burning is the basis for assigning ratings within this category. The method of attacking the fire is influenced by the material’s susceptibility factor.

Reactivity (Yellow): The reactivity ratings are based upon the susceptibility of materials to release energy either by individually or in combination with water. Fire exposure is one of the factors considered, along with conditions of shock and pressure.

Special Information (White): This quadrant includes information on specific characteristics of the material (e.g., reactivity with water, tendency to oxidize, etc.)
# Identification of the Fire Hazards of Materials

<table>
<thead>
<tr>
<th>Identification of Health Hazard</th>
<th>Identification of Flammability</th>
<th>Identification of Reactivity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signal</strong></td>
<td><strong>Type of Possible Injury</strong></td>
<td><strong>Susceptibility of Materials to Burning</strong></td>
</tr>
<tr>
<td>4</td>
<td>Materials which on very short exposure could cause death or major residual injury even though prompt medical treatment were given.</td>
<td>Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or which are readily dispersed in air and which will burn readily.</td>
</tr>
<tr>
<td>3</td>
<td>Materials which on short exposure could cause serious temporary or residual injury even though prompt medical treatment were given.</td>
<td>Liquids and solids that can be ignited under almost all ambient temperature conditions.</td>
</tr>
<tr>
<td>2</td>
<td>Materials which on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.</td>
<td>Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.</td>
</tr>
<tr>
<td>1</td>
<td>Materials which on exposure would cause irritation but only minor residual injury even if no medical treatment is given.</td>
<td>Materials that must be pre-heated before ignition can occur.</td>
</tr>
<tr>
<td>0</td>
<td>Materials which on exposure under fire conditions would offer no hazard beyond that of ordinary combustible materials.</td>
<td>Materials that will not burn.</td>
</tr>
</tbody>
</table>
## APPENDIX C
### GHS HAZARD CLASSIFICATION

#### HEALTH HAZARDS

<table>
<thead>
<tr>
<th>Hazard Class</th>
<th>Hazard Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Toxicity</td>
<td>1  2  3  4</td>
</tr>
<tr>
<td>Skin Corrosion/Irritation</td>
<td>IA  IB  IC  2</td>
</tr>
<tr>
<td>Serious Eye Damage/ Eye Irritation</td>
<td>1  2A  2B</td>
</tr>
<tr>
<td>Respiratory or Skin Sensitization</td>
<td>1</td>
</tr>
<tr>
<td>Germ Cell Mutagenicity</td>
<td>IA  IB  2</td>
</tr>
<tr>
<td>Carcinogenicity</td>
<td>IA  IB  2</td>
</tr>
<tr>
<td>Reproductive Toxicity</td>
<td>IA  IB  2</td>
</tr>
<tr>
<td>Lactation</td>
<td></td>
</tr>
<tr>
<td>STOT – Single Exposure</td>
<td>1  2  3</td>
</tr>
<tr>
<td>STOT – Repeated Exposure</td>
<td>1  2</td>
</tr>
<tr>
<td>Aspiration</td>
<td>1</td>
</tr>
</tbody>
</table>

Simple Asphyxiants  

| Single Category |

#### PHYSICAL HAZARDS

<table>
<thead>
<tr>
<th>Hazard Class</th>
<th>Hazard Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explosives</td>
<td></td>
</tr>
<tr>
<td>Flammable Gases</td>
<td>1  2</td>
</tr>
<tr>
<td>Flammable Aerosols</td>
<td>1  2</td>
</tr>
<tr>
<td>Oxidizing Gases</td>
<td>1</td>
</tr>
<tr>
<td>Oxidizing Liquids</td>
<td></td>
</tr>
<tr>
<td>Compression Gases</td>
<td>1</td>
</tr>
<tr>
<td>Pressurized Gases</td>
<td></td>
</tr>
<tr>
<td>Liquid Gases</td>
<td></td>
</tr>
<tr>
<td>Refrigerated Liquid Gases</td>
<td></td>
</tr>
<tr>
<td>Dissolved Gases</td>
<td></td>
</tr>
</tbody>
</table>

Flammable Liquids  

| 1  2  3  4 |

Self-Reactive Chemicals  

| Type A  | Type B  | Type C  | Type D  | Type E  | Type F  | Type G  |

Pyrophoric Liquids  

| 1 |

Pyrophoric Solids  

| 1 |

Pyrophoric Gases  

| Single category |

Self-Heating Chemicals  

| 1  2 |

Flammable, which in contact with water, emit flammable gases  

| 1  2  3 |

Oxidizing Liquids  

| 1  2  3 |

Oxidizing Solids  

| 1  2  3 |

Organic Peroxides  

| Type A  | Type B  | Type C  | Type D  | Type E  | Type F  | Type G  |

Corrosive to Metals  

| 1 |

Combustible Dusts  

| Single category |
### APPENDIX D

**GHS Pictogram Descriptions**

<table>
<thead>
<tr>
<th>Health Hazard</th>
<th>Flame</th>
<th>Exclamation Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carcinogen</td>
<td>Flammables</td>
<td>Irritant (skin and eye)</td>
</tr>
<tr>
<td>Mutagenicity</td>
<td>Pyrophorics</td>
<td>Skin Sensitizer</td>
</tr>
<tr>
<td>Reproductive Toxicity</td>
<td>Self-Heating</td>
<td>Acute Toxicity (harmful)</td>
</tr>
<tr>
<td>Respiratory Sensitizer</td>
<td>Emits Flammable Gas</td>
<td>Narcotic Effects</td>
</tr>
<tr>
<td>Target Organ Toxicity</td>
<td>Self Reactives</td>
<td>Respiratory Tract Irritant</td>
</tr>
<tr>
<td>Aspiration Toxicity</td>
<td>Organic Peroxides</td>
<td>Hazardous to Ozone Layer (Non-Mandatory)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gas Cylinder</th>
<th>Corrosion</th>
<th>Exploding Bomb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gases under pressure</td>
<td>Skin Corrosion/ Burns</td>
<td>Explosives</td>
</tr>
<tr>
<td></td>
<td>Eye Damage</td>
<td>Self-Reactives</td>
</tr>
<tr>
<td></td>
<td>Corrosive to Metals</td>
<td>Organic Peroxides</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flame Over Circle</th>
<th>Environment (Non-Mandatory)</th>
<th>Skull and Crossbones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxidizers</td>
<td>Aquatic Toxicity</td>
<td>Acute Toxicity (fatal or toxic)</td>
</tr>
</tbody>
</table>
Sample GHS Labeling

New style Label (GHS)

Xyz... Chemical

Warning
Flammable liquid and vapor
Harmful if swallowed
May cause damage to organs (liver)
May cause damage to organs through prolonged or repeated exposure (heart)
Suspected of damaging fertility

Keep away from heat, sparks, open flames and hot surfaces – No smoking. Do not breathe vapors. Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Use personal protective equipment as required. Wear protective gloves and eye protection. Wash thoroughly after handling. Do not eat, drink or smoke when using this product. Keep container tightly closed. Ground container and receiving equipment. Use explosion-proof electrical, ventilating, lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Store locked up in a well ventilated place. Keep cool. Dispose of contents and container in accordance with local, state and federal regulations.

First aid:
If swallowed: Call a doctor if you feel unwell. Rinse mouth.
If on skin or hair: Remove immediately all contaminated clothing. Rinse skin with water.
If exposed or if you feel unwell: Call a doctor.

Fire:
In case of fire: Use water spray, foam, dry chemical or carbon dioxide (CO2) for extinction.

GHS Company, 123 Global Drive, Cincinnati, OH
Telephone (800) 555-8888

Sample HS85 Label

HS85

Warning

Batch number: 85L6543

Harmful if swallowed. Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

First aid: If swallowed: Call a doctor if you feel unwell. Rinse mouth.
GHS Example Company, 123 Global Circle, Anyville, NY 130XX
Emergency Telephone (888) 888-8888
# APPENDIX F
## EXPLANATION OF AN SDS

The following is a section-by-section explanation of a Safety Data Sheet (SDS) Minimum requirements:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identification of the substance or mixture and of the supplier</td>
</tr>
<tr>
<td></td>
<td>- GHS product identifier.</td>
</tr>
<tr>
<td></td>
<td>- Other means of identification.</td>
</tr>
<tr>
<td></td>
<td>- Recommended use of the chemical and restrictions on use.</td>
</tr>
<tr>
<td></td>
<td>- Supplier's details (including name, address, phone number, etc.).</td>
</tr>
<tr>
<td></td>
<td>Emergency phone number</td>
</tr>
<tr>
<td>2.</td>
<td>Hazards identification</td>
</tr>
<tr>
<td></td>
<td>- GHS classification of the substance/mixture and any national or regional information.</td>
</tr>
<tr>
<td></td>
<td>- GHS label elements, including precautionary statements. (Hazard symbols may be provided as a graphical reproduction of the symbols in black and white or the name of the symbol, e.g., flame, skull and crossbones.)</td>
</tr>
<tr>
<td></td>
<td>- Other hazards which do not result in classification (e.g., dust explosion hazard) are not covered by GHS.</td>
</tr>
<tr>
<td>3.</td>
<td>Composition/information on ingredients</td>
</tr>
<tr>
<td></td>
<td><strong>Substance</strong></td>
</tr>
<tr>
<td></td>
<td>- Chemical identity.</td>
</tr>
<tr>
<td></td>
<td>- Common name, synonyms, etc.</td>
</tr>
<tr>
<td></td>
<td>- CAS number, EC number, etc.</td>
</tr>
<tr>
<td></td>
<td>- Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance.</td>
</tr>
<tr>
<td></td>
<td><strong>Mixture</strong></td>
</tr>
<tr>
<td></td>
<td>- The chemical identity and concentration or concentration ranges of all ingredients which are hazardous within the meaning of the GHS and are present above their cutoff levels.</td>
</tr>
<tr>
<td></td>
<td><em>NOTE: For information on ingredients, the competent authority rules for CBI take priority over the rules for product identification.</em></td>
</tr>
<tr>
<td>4.</td>
<td>First aid measures</td>
</tr>
<tr>
<td></td>
<td>- Description of necessary measures, subdivided according to the different routes of exposure, i.e., inhalation, skin and eye contact, and ingestion.</td>
</tr>
<tr>
<td></td>
<td>- Most important symptoms/effects, acute and delayed.</td>
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<td></td>
<td>- Indication of immediate medical attention and special treatment needed, if necessary.</td>
</tr>
<tr>
<td>5.</td>
<td>Firefighting measures</td>
</tr>
<tr>
<td></td>
<td>- Suitable (and unsuitable) extinguishing media.</td>
</tr>
<tr>
<td></td>
<td>- Specific hazards arising from the chemical (e.g., nature of any hazardous combustion products).</td>
</tr>
<tr>
<td></td>
<td>- Special protective equipment and precautions for firefighters.</td>
</tr>
<tr>
<td>6.</td>
<td>Accidental release measures</td>
</tr>
<tr>
<td></td>
<td>- Personal precautions, protective equipment and emergency procedures.</td>
</tr>
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<td></td>
<td>- Environmental precautions.</td>
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<td>- Methods and materials for containment and cleaning up.</td>
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<tr>
<td>7.</td>
<td>Handling and storage</td>
</tr>
<tr>
<td></td>
<td>- Precautions for safe handling.</td>
</tr>
<tr>
<td></td>
<td>- Conditions for safe storage, including any incompatibilities.</td>
</tr>
<tr>
<td>8.</td>
<td>Exposure controls/personal protection</td>
</tr>
<tr>
<td></td>
<td>- Control parameters, e.g., occupational exposure limit values or biological limit values.</td>
</tr>
<tr>
<td></td>
<td>- Appropriate engineering controls.</td>
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<tr>
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<td>- Individual protection measures, such as personal protective equipment.</td>
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<tr>
<td>Section</td>
<td>Details</td>
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</tr>
</tbody>
</table>
| 9. **Physical and chemical properties** | • Appearance (physical state, color, etc.).
• Odor.
• Odor threshold.
• pH.
• Melting point/freezing point.
• Initial boiling point and boiling range.
• Flash point.
• Evaporation rate.
• Flammability (solid, gas).
• Upper/lower flammability or explosive limits.
• Vapor pressure.
• Vapor density.
• Relative density.
• Solubility(ies).
• Partition coefficient: n-octanol/water.
• Autoignition temperature.
• Decomposition temperature. |
| 10. **Stability and reactivity** | • Chemical stability.
• Possibility of hazardous reactions.
• Conditions to avoid (e.g., static discharge, shock or vibration).
• Incompatible materials.
• Hazardous decomposition products. |
| 11. **Toxicological information** | Concise but complete and comprehensible description of the various toxicological (health) effects and the available data used to identify those effects, including:
• Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact);
• Symptoms related to the physical, chemical and toxicological characteristics;
• Delayed and immediate effects and also chronic effects from short- and long-term exposure; Numerical measures of toxicity (such as acute toxicity estimates). |
| 12. **Ecological information** | • Ecotoxicity (aquatic and terrestrial, where available).
• Persistence and degradability.
• Bioaccumulative potential.
• Mobility in soil.
• Other adverse effects. |
| 13. **Disposal considerations** | • Description of waste residues and information on their safe handling and methods of disposal, including the disposal of any contaminated packaging. |
| 14. **Transport information** | • UN Number.
• UN Proper shipping name.
• Transport Hazard class(es).
• Packing group, if applicable.
• Marine pollutant (Yes/No).
• Special precautions which a user needs to be aware of or needs to comply with in connection with transport or conveyance either within or outside their premises. |
| 15. **Regulatory information** | • Safety, health and environmental regulations specific for the product in question. |
| 16. **Other information including information on preparation and revision of the SDS** |
## Employee Assistance Program (EAP)

| Scope: | All full-time city employees and their dependents covered by city health insurance. | Effective Date: | 11/20/08 |

## General Policy

It is the policy of the City of Marion to make available for full-time employees and their dependents, counseling and guidance for problems such as alcohol and drug abuse, marital and family problems, mental and emotional illness, financial, legal and similar areas of concern that may be contributing to unacceptable job performance.

## Provisions:

1. The Mercy Hospital Employee Assistance Program, Cedar Rapids, provides the counseling and guidance services. All referrals, whether self-referred or employer referred, shall be through the Mercy Hospital Employee Assistance Program.

2. All records of assistance and treatment will be maintained in a confidential manner.

3. The Employee Assistance Program provides that an employee or dependent may have up to five counseling and guidance visits with the Mercy Employee Assistance Program counselor without charge to the employee or dependent. During these counseling visitations the counselor will evaluate the situation and outline alternative solutions and community resources available to help the person with his/her problem. If the person agrees to use such a resource, the counselor will make the necessary arrangements. The assessment and referral is the initial step toward the restoration of health and effective job performance. To insure that the individual is receiving the required help, the counselor will follow up with treatment resource and the employee and his/her immediate family members.

4. An eligible employee or family member may voluntarily make use of the EAP by calling the EAP phone number. The counselor will discuss the problem and arrange a personal visit to the Mercy Center. All communication between the employee and the counselor will be held in strict confidence unless the employee requests in writing that the city be notified.

5. The city may suggest an employee take advantage of the EAP in lieu of discipline if it is observed that the employee has a deterioration in work performance or attendance or other incidents which indicate a presence of a personal problem.

   a. The basis of the referral should be a written account of the performance problem that is observed. The account should be as detailed as possible including the dates, times and descriptions of behaviors that have become a part of a pattern of deterioration or particular incidents that warrant supervisory action. (This may not be possible in cases such as those involving use of alcohol or drugs on city property which require immediate attention.)

   b. The supervisor should meet with the employee with the problem to discuss the performance problem and communicate clearly the consequences of failure to resolve the problem. In this meeting, the supervisor should not speculate as to the cause of the performance problem nor engage in discussion with the employee concerning any personal problems. (Should a particularly unusual pattern develop, the supervisor may consult with the EAP counselor prior to his/her meeting with the employee.

   c. After the employee has been confronted with the performance problem, the supervisor must
review the EAP with the employee, advise him/her of the availability of confidential professional assistance for any work-hampering personal problem and strongly encourage the employee to allow the supervisor to arrange an appointment with the EAP counselor. While the final decision to use the EAP shall be left up to the employee, the supervisor should emphasize the importance of the EAP.

d. If the employee agrees to accept assistance, the supervisor should call the EAP counselor and arrange for a meeting between the employee and the EAP counselor. The counselor will advise the supervisor of any further action which might be necessary.

e. The supervisor should make available to the EAP counselor all information that is relevant to the performance problem of the employee prior to the arranged meeting. If necessary, the EAP counselor will request a conference with the supervisor to further discuss the situation.

f. If the employee chooses not to accept the assistance at this time, the supervisor should reinforce the expectation for improved performance and the consequences for failure to improve. The supervisor should also point out that the EAP will be available should the employee change his/her mind in the future. The discussion of the EAP as an option should be clearly documented by the supervisor.

g. All information pertaining to the employee’s referral to the EAP and information pro-vided by the EAP counselor to the supervisor should be accorded the same high standards of confidentiality as applied to other disciplinary procedures and personal records.

h. The supervisor will be sensitive to the employee’s needs while the employee is involved in the program and participate, as needed, in the continuing recovery plan.

6) It is expected that city employees will comply with any referrals for diagnosis and cooperate with prescribed counseling or therapy. Employees who refuse evaluation, diagnosis and treatment if indicated, will be handled in accordance with standard administrative and disciplinary policies for unaccepted job performance. The City of Marion EAP is not to be considered a curtain to hide behind and failure to receive treatment and to make satisfactory progress will result in the employee being subject to normal disciplinary procedures.

7) Time away from work will be treated the same as for any other absence due to illness, injury or for personal reasons. An employee may use accumulated available sick leave, vacation, personal days and/or compensatory time during the treatment if the employee may be absent. It is the responsibility of the employee to advise his/her department immediately of the need to be absent from work. An unpaid leave must be requested for any portion of leave time not covered by paid leave, pursuant to standard procedures.

8) While up to five initial visits to the EAP counselor will be paid for the EAP, further referrals may incur a cost to the employee which may or may not be covered in full or partially by the city medical insurance program.

9) In cases of drug and alcohol abuse treatment, the treatment must be provided in an approved facility. The employee or dependent must be sure that the facility is approved before entering. Employees or dependents who receive alcohol and/or drug abuse treatment are expected to participate in follow-up therapy. In cases where the employee is referred to a treatment center in lieu of discipline, the employee must remain for the full course of treatment or the employee will be subject to the original planned discipline up to and including termination.

10) An employee who must be absent from work because of counseling or treatment (particularly for drug abuse, alcoholism, etc.) can receive the same medical leave as other family medical leave, although the maximum periods for medical leave and family medical leave are limited. If the employee is referred to the EAP and fails to cooperate, the employee will be subject to disciplinary action.
and alcohol abuse treatment) shall be returned to his/her regular position with full benefits and seniority afforded other employees with medical problems. The department head may require the returning employee to furnish a return to work release.

11) All employees shall notify their Department Head (or in the case of Department Heads, the City Manager) if they are convicted of a drug-related crime in any work place. Convicted employees may be subject to discipline or required to participate in rehabilitation.
Safety & Wellness 7.08

On the Job Injury

| Scope: | All positions including Police and Fire Civil Service positions shall follow this policy and subject to on the job injury policies as prescribed by the respective department, the pension board, and Chapter 411 of the Iowa Code. |
| Effective Date: | 08/03/17 |

General Policy

It is the policy of the City of Marion to provide injury leave and related worker's compensation benefits in accordance with Chapters 85, 85A and 85B of the Iowa Code. The City will accommodate work related restrictions whenever possible in order to keep employees on the job. The purpose of this policy is to give guidance on the procedure for reporting and documenting on-the-job injuries and accidents.

Provisions:

1) Reporting Procedures
   a. Employees must report all injuries to their supervisor immediately. An Accident Investigation Report must be completed by the end of the shift. The report should be forwarded to the Human Resource office no later than the next workday. Failure to make appropriate reports can jeopardize the employee's worker's compensation benefits and will result in discipline.
      
      i. This report is to be filled out by any employee injured while working or involved in any incident involving city equipment or property.
      
      ii. The purpose of this report is to determine and identify the true cause of any incident to ensure against its reoccurrence.
      
      iii. If an employee is not able to complete this report, it should be completed by the employee's immediate supervisor within 24 hours of the incident.
      
      iv. Human Resources will contact the city's current insurance carrier and forward all information/estimates to them.
      
      v. Copies of this report shall be filed with the Department head, Human Resources and the Safety Supervisor as soon as possible and no later than two working days following the incident.

   b. The Marion Police Department shall be called any time a city vehicle or piece of city equipment damages private property, personal injury or when required by the employee's Department

   c. The injured employee should be taken to Mercy Urgent Care in Marion, located at 3701 Katz Drive or Mercy Medical Center 701 10th Street Se in SE Cedar Rapids; or, when circumstances warrant, an ambulance should be called (911). An employee on assignment out of town should seek appropriate medical attention. After obtaining care, notify the Human Resources division at 743-6318.

   d. For all employees not covered under the 411 system (all employees outside of Fire and PD), if an injury is not a medical emergency, the Supervisor or employee will telephone COMPANY NURSE at 1-888-770-0928 and speak with the medical professional who will assist the employee with his or her medical needs and expedite the claims processing. The medical professional will talk to the manager first and then the employee to assist in determining what kind of treatment, if any, is necessary for the employee based upon their conversation with the injured worker and/or the supervisor.
The COMPANY NURSE HOTLINE is available 24 hours per day, seven days per week. 877-740-5017

COMPANY NURSE will complete the first report of injury form and fax it to our claims processing administrator.

The employee/supervisor only needs to report the injury once to COMPANY NURSE.

COMPANY NURSE will handle all initial reporting of employee incidents.

*If the injury is a medical emergency,* seek immediate care via 911 or emergency room. Upon release, contact COMPANY NURSE as listed above.

2) Claim Investigation
   a. All injuries will be investigated immediately.
   b. All employees who have a work related injury that requires immediate care beyond first aid will take a drug and alcohol test if reasonable suspicion exists as documented by the Reasonable Suspicion Observed Behavior Report. A trained supervisor or manager must complete the Reasonable Suspicion Observed Behavior report within two hours of being notified of the injury. The drug and alcohol test will be coordinated through the Human Resource Department.
   c. If a question exists as to the compensability of a worker's compensation claim, the claim will be investigated. If a dispute arises over any worker's compensation claim, then Chapters 85, 85A, and 85B of the Iowa code will be the sole source of satisfaction for said claim.

3) Job Injury Monitoring
   a. Employees who have been hospitalized for job-related injuries must call or report their status to Human Resources upon discharge from the hospital.
   b. Employees are required to attend all scheduled follow-up visits unless other arrangements have been made and approved by Human Resources.
   c. Each appointment for treatment or a return visit is to be considered the end of the employee's period of care unless otherwise stated on the medical certificate. The employee is expected to return to work on his/her next shift unless new instructions are given by the doctor and received by the Human Resource staff within twenty four (24) hours.
   d. Failure to keep appointments or to report to Human Resource Department, as stated above, is the same as not reporting for work.

4) Medical Expenses/Documentation
   a. All documents received that relate to the injury must be submitted to Human Resource staff promptly.

5) Modified Duty
   a. Modified job duties will be available if at all possible during the healing period enabling employees to return to work as soon as possible (see policy 7.09). When injured employees perform part-time work as a job modification, they will be compensated for lost time benefits according to Chapters 85, 85A and 85B of the Iowa Code.

6) Benefits Retention
   a. Regular employees unable to return to their job duties nor able to perform modified duties beyond the end of the healing period will maintain benefit eligibility as covered in the FMLA Policy or 30 calendar days (whichever is greater) if the employee has not been separated from City service.
### 7) Disciplinary Action – OSHA Recordable Injury

- **a.** Disciplinary action will be administered for failure to work safely, including failure to wear Personal Protective Equipment or horseplay, which results in an OSHA recordable injury to an employee or fellow worker.
- **b.** Disciplinary action may be administered upon conclusion of the investigation of a work related injury where it is determined the employee did not perform all work duties and activities in accordance with City policies, procedures and safety practices.

### INSTRUCTIONS FOR BLOOD-BORNE PATHOGEN EXPOSURE

- After receiving first aid, any employee who has had an exposure incident (specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials) must do the following:

  1. Wash skin with soap and water and flush mucous membranes with water as soon as feasible following contact with blood or other potentially infectious materials.
  2. Report the exposure as soon as possible to supervisor.
  3. Complete the **BODY FLUID EXPOSURE CHECKLIST FORM**. This form is located in the Exposure Control Plan notebook and in the notebooks in medical response vehicles. If possible, the “Source Information Checklist” portion of this form should be completed at the scene if the information is available.
  4. Complete the **IOWA DEPT OF PUBLIC HEALTH REPORT** form. This form is located in the Exposure Control Plan notebook. The form has instructions on the back of copy #1. All copies of this form should go with the employee if the patient went to Mercy.
  5. Report to Mercy Medical Center Emergency Room as soon as possible (preferably within one hour of exposure).
  6. Complete the forms for accident reporting as required by the City of Marion Safety Work Rules.
  7. Follow up care, if necessary, will be provided by Occupational Medicine Network of Iowa (600 7th Street SE, Cedar Rapids Iowa, ph # 398-1517).

- The Supervisor of an employee who has had an exposure incident must do the following:

  1. Notify a Department Head and Human Resources. If the Dept Head and/or HR are off duty, notify them by computer mail message.
  2. Have the exposed employee complete the required forms.
  3. Send the exposed employee to Mercy Medical Center Emergency Room with the required forms.
  4. If a prescription is needed immediately, contact that Marion Walgreens on 7th Ave to provide a claim number for any necessary prescriptions. A specific phone number will be required when calling with approval – see your department head.
### General Policy

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

### Provisions:

1. It is the policy of the City of Marion to provide modified or alternate work for employees injured on the job, who are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers’ Compensation Act.

2. The City of Marion will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.

3. The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.

4. Employees with work-related injuries must be treated and evaluated by a healthcare provider designated by the City of Marion. Mercy Medical Center has been identified as the City’s medical provider. See policy 7.08 for reporting procedures.

5. Objectives:
   - To return employees who are injured on the job to work as soon as possible when there is not a risk of harm to themselves and others.
   - To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
   - To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
   - To retain qualified and experienced employees.
   - To reduce the cost of disability benefit programs.

6. Temporary Alternate Duty (TAD):
   - TAD is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates they can return to work but who are not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.
   - The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. TAD may be available with medical prognosis indicating that the employees are expected to return to full duty following a course of medical treatment.
c. If an alternate duty position is available, employees must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee’s physical/mental abilities.

d. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months.

**PROCESS:**

1) If an employee was injured while working or suspects he/she has been injured while working, please see Policy 7.08. Follow standard procedures in reporting the incident and seeking treatment.

2) The City of Marion human resources representative or safety committee designee informs the following individuals about the TAD program:
   a. City-designated physicians
   b. City of Marion employees
   c. Worker’s compensation claims examiner

3) The injured employee must meet with Human Resources and the department head to determine ability to fully return to work, return to work on a defined TAD program, or to stay home. This meeting must occur as soon as the attending physician has determined a return to work date.
   a. The employee must bring the documentation provided by the City-designated physician to this meeting.
   b. The employee’s supervisor/department director will develop TAD assignments on a case-by-case basis, depending on medical restrictions. During this meeting, the employee will receive this individualized TAD assignment.
   c. The employee’s supervisor or department director must provide TAD to injured employees if the physician states that light duty can be performed by the injured employee.
   d. The injured employee and his/her supervisor/department director will review and sign the Return to Work Program Statement of Acknowledgment, and attach the individualized TAD assignment to this form. The signed form and TAD assignment should be submitted Human Resources.
   e. If an employee refuses to accept a TAD assignment, he/she is required to use paid-time off.

4) Human Resources will monitor ongoing medical status and meet with the employee to review the status of the TAD program.

5) When the physician has determined that Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.

6) When the physician has determined that Maximum Medical Improvement has been reached, and the employee is unable to perform the essential job duties of his/her job with or without reasonable accommodations, the employee will be assigned to a Ninety (90) Day Modified Duty Assignment.
7) An employee assigned to a Modified Duty Assignment will report to in his/her regular department. The employee shall be assigned to do whatever work he/she is able to do, under the restrictions that the physician has placed on the employee.

8) An employee placed on Ninety (90) Day Modified Duty Assignment shall continue to receive the salary and benefits of his/her job classification.

9) During the ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.

10) Human Resources will provide notices of available jobs to each employee on Modified Duty Assignments.

11) At the conclusion of his/her ninety (90) day Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.

12) The laid off employee is responsible for notifying the Human Resources Division of any changes to his/her current mailing address. Job vacancy notices will be mailed to the last address shown on the City of Marion’s records.

13) To determine the appropriateness of the job assignment, the employee who is unable to return to work without restriction is responsible for keeping his/her Human Resources informed of the status of the employee’s medical condition.

14) If the employee rejects any assignment which is compatible with given medical restrictions, the employee shall not be compensated by the City of Marion or the City of Marion’s workers’ compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Code of Iowa, Section 85.33).

15) The employee assumes responsibility for contacting the Human Resources to apply for available jobs.
Temporary Light Duty

Scope: All city employees.

Effective Date: 05/01/17

General Policy

The City may grant temporary light duty to employees who:

- Have suffered a medically certified injury, illness or disability requiring treatment from a licensed health care provider, and
- Are temporarily unable to perform their normal duties but are capable of performing alternative duty assignments, or
- Are pregnant and unable to perform their normal duties but are capable of performing alternative duty assignments as long as they present monthly physician certificates or until such time as a physician recommends that work be curtailed.

Temporary light duty may be granted for a limited period of time by the Department Head and/or City Manager if such work exists, is of productive nature and is authorized by the attending physician’s release. Temporary light duty positions are limited in number and variety. Therefore, personnel injured or otherwise disabled in the line of duty shall be given preference.

Decisions on temporary light duty assignments shall be made based upon the availability of an appropriate assignment given the applicant’s knowledge, skills and abilities, and the physical limitations imposed on the employee.

This policy in no way affects the privileges of employees under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act or other federal or state law.

Provisions:

1) Employees who are on Sick Leave or Worker’s Compensation may request to return to work in a temporary light duty capacity.
   a. The Department Head or City Manager decides if temporary light duty assignments will be made. Employees must make a written request to the Department Head. The request should describe the type of work that could be performed.
   b. Employees requesting a temporary light duty assignment shall provide a written release from their physician to Human Resources. The release must include:
      - An assessment of the nature and probable duration of the disability
      - Prognosis for recovery
      - Nature of work restrictions
      - Acknowledgement by the health-care provider of familiarity with the temporary light duty assignment and the fact that the employee can physically assume the duties involved.
      The city reserves the right to contact the health-care provider to ask specific questions about the employee’s medical condition with respect to carrying out temporary light duty assignments.
      c. Human Resources may require the employee to submit to an independent medical examination by a health-care provider of the agency’s choosing.
         i. In the event the opinion of this second health care provider differs from the foregoing health care provider, the employee may request a third opinion at the employer’s expense.
ii. The employee and representatives of the city shall cooperate and act in good faith in selecting any third health care provider, and both parties shall be bound by that medical decision.

2) The city may also request that employees return to work in a temporary light duty capacity when relating to a work related injury. Please refer to the Return to Work Policy.

   a. The employee shall provide a release from the employee's physician that states the type of work that the employee is capable of performing.

   b. The city will make written request to the employee asking them to return to work in a temporary light duty capacity. The request will describe the type of work the employee will be asking to perform.

3) Temporary Light Duty may be considered if there is productive work that can be safely performed by the employee. Employees on temporary light duty shall receive all the compensation and benefits that they would receive if not on temporary light duty except they shall have a work schedule and duties assigned.

4) Temporary light duty is for a limited period not to exceed thirty (30) days without evaluation to determine the employee’s fitness to return to full duty states. Evaluations may require a written statement concerning the employee’s medical condition from the attending physician. Temporary light duty status may be continued for a period not to exceed an addition thirty day period when the evaluation shows that the employee is not fit to return to full duty.

5) Employees who are on temporary light duty shall not perform any work that might aggravate their injury, illness or disability.

6) Temporary light duty assignments shall not be made for disciplinary purposes.

7) Temporary light duty assignments may be altered or terminated at any time by the city.
**Safety & Wellness 7.11**

**Fit for Duty**

<table>
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<tr>
<th>Scope</th>
<th>All city employees.</th>
<th>Effective Date: 08/03/17</th>
</tr>
</thead>
</table>

**General Policy**

It is the policy of the City of Marion to ensure that employees are medically fit to perform their job function.

**Provisions:**

1) **Medical Evaluation for Job Fitness:**
   a. If there is a question about an employee’s medical fitness for continued employment in his/her current job, an employee may be required to be examined by a physician of the City’s choosing and at the City’s expense. Only the initial examination for evaluation purposes will be at the City’s expense. Any follow-up care is the employee’s responsibilities.

2) **Return to work Statements:**
   a. Human Resources requires a doctor’s return to work statement from an employee who has been off sick for longer than 3 days before the employee is allowed to return to work.

   b. For a medical leave period beyond five (5) work days, a doctor’s return to work statement will be required and the department head may require the employee to report to the City Occupational Health Nurse.
# Volunteer Policy

| Scope:                    | All full-time and permanent part-time employees | Effective Date: | 10/23/14 |

## General Policy

The City of Marion recognizes the value of the work that volunteers perform in the community. We encourage our employees to become involved in their community, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

## Provisions:

1. Eligible employees may volunteer for appropriate activities under the following guidelines:
   - Eligible volunteer activity can occur with non-profit organizations serving a benevolent purpose in the community.
   - Volunteer time should not conflict with the peak work schedule, other work-related responsibilities, create need for overtime, or cause conflicts with other employees’ schedules.
   - Time away from work for volunteering purposes may occur during the employee’s regular work hours.
   - Volunteer activity requires prior approval of the employee’s supervisor and department director.
   - The volunteer services must be outside of those normally performed in the employee’s job, not result in compensation to the volunteer from the program being supported, and must not exceed four (4) hours of absence from their job.
   - Employees will be provided four (4) hours of volunteer time each fiscal year. Any unused hours will not carry over to a new fiscal year.
   - Department directors will be responsible for tracking volunteer time of their employees to ensure it is being used in accordance with this policy and not in excess of 4 hours per year.
   - Volunteer time will be treated as paid-time-off.

2. Employees must submit a Volunteer Request Form to their supervisor and get it signed by both their supervisor and department director at least one week prior to the volunteer activity.

3. The employee must bring a copy of the Volunteer Request Form to the volunteer event and have it signed by a representative of the organization for which he/she is volunteering. This must be submitted to the employee’s supervisor the next work day, following the volunteer event.

4. If an employee violates this policy, they may have future volunteer leave time taken away or receive further discipline at the discretion of their department director.
# Breastfeeding Policy

<table>
<thead>
<tr>
<th>Scope:</th>
<th>All full-time and permanent part-time employees</th>
<th>Effective Date:</th>
<th>03/05/15</th>
</tr>
</thead>
</table>

## General Policy

The City of Marion is supportive of offering nursing mothers the opportunity to continue breastfeeding their child after returning to work. This policy is to accommodate the employee and be in compliance with the required law.

## Provisions:

1. Allow employees sufficient break time for breastfeeding employees to express milk at work. Supervisors are encouraged to be flexible in order to accommodate the employee’s needs. This can be accomplished by shorter meal breaks, using break times, or adjusting starting and ending work days. Alterations to existing work hours should be approved in advance by their department director.

2. Providing a clean, private space that is not a restroom facility, for pumping or nursing.

3. A water source for washing hands and rinsing breast pump equipment will be available close to the space.

4. Employees who are breastfeeding may use refrigerator space in break room refrigerators for storage of the milk.