

# **CITY OF KENOSHA**

## **SAFETY RULES**



**For All City Employees**

PERSONNEL DIVISION  
CITY OF KENOSHA

### TO ALL CITY EMPLOYEES

The City of Kenosha is committed to providing a safe and hazard free work place for all its employees. At the same time, it is expected that employees shall, as a condition of continued employment, abide by these established standards.


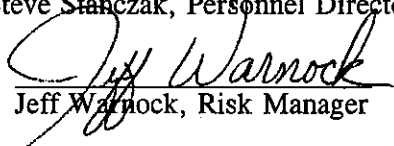
These rules are intended to specify the general standards by which employees shall perform their jobs. However, these rules are not exhaustive and additional rules may apply to the particular functions of individual departments. Violation of safety rules or standards will result in disciplinary action.


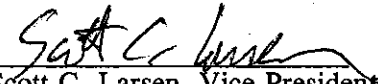
As used in these rules, shall is interpreted to mean "required" while should is interpreted to mean "recommended, but not required".

Management reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as necessary. It is not intended that these rules will modify, amend, or in any way contravene the provisions of the Civil Service Ordinance, any of our labor agreements, or the City of Kenosha Work Rules. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to the grievance procedure and/or the Civil Service Rules and Regulations.

These rules were developed from input from employees at all levels of City employment. The intent was to develop rules that fulfilled the desired goal of providing a safer work place. The ultimate success of this effort will depend upon the continued cooperation of employees and administration.

DATED THIS 10 DAY OF October, 2005

CITY OF KENOSHA  
  
Steve Stanczak, Personnel Director  
  
Jeff Warnock, Risk Manager

AFSCME - LOCAL 71  
  
Nasser Museitif, President  
  
Scott C. Larsen, Vice President

AN AFFIRMATIVE ACTION EMPLOYER

## **GENERAL SAFETY RULES**

- 1.01 Each City employee is responsible for performing their job with every possible regard for their own safety and for the rights and safety of others and for compliance with all applicable State and City safety standards that apply to the performance of their job. All employees, regardless of position, are, as a condition of employment required to obey all safety rules and general safety work priorities that are set forth by these rules and other practices as directed. These rules shall be strictly enforced.
- 1.02 Each Department Head and Supervisor is responsible for the safety of work under their direction. This shall include, but not be limited to, the following:
  1. Providing employees with a safe working environment.
  2. Ensuring compliance and enforcing all applicable State and City safety standards within their department in a consistent and fair manner.
  3. Ensuring that their employees receive proper instructions for the safe performance of their jobs.
  4. Ensuring that employees perform their job with regard for their own safety and for the safety of others.
- 1.03 Horseplay, wrestling, practical jokes and throwing objects are forbidden.
- 1.04 Do not smoke in areas so designated; failure to observe such rules could start fires and endanger your life. Shut off engine and do not smoke while fueling equipment.
- 1.05 All power tools and equipment shall be shut off when unattended or not in use.
- 1.06 Stop and lock out machinery before attempting maintenance. Never remove a danger sign, lock or tag unless you put it there originally to make repairs or are instructed to remove it. Always check to see if everyone is in a safe position before removing the lockout device, tag and moving, re-energizing, or restarting the equipment.
- 1.07 Do not operate, repair or test any machinery, apparatus, or other equipment unless you are authorized to do so. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.
- 1.08 Report to your supervisor immediately if motorized equipment or machinery you are required to operate is not working properly. Fill out necessary report forms.
- 1.09 Inspect equipment and tools regularly. All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. Remember, until a problem is identified, it cannot be corrected.

- 1.10 Never operate machinery or equipment with guards removed. Keep guards over pump couplings and always stand clear so that clothing does not catch onto moving parts.
- 1.11 When using insecticides or other chemicals, follow manufacturers' directions and wear personal protective equipment recommended by the manufacturer or required by these rules or other management directives. If you are unsure of the proper procedure or have any questions, contact your supervisor.
- 1.12 Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times. Compressed gas cylinders must be protected from the weather or from impact by vehicles or equipment.
- 1.13 Standards for wearing apparel shall be consistent with the City of Kenosha Work Rules.
- 1.14 Alcohol and Substance abuse during working hours is prohibited. Please refer to the "City of Kenosha Risk and Safety Policies and Procedures" Manual, Section U for guidance.
- 1.15 All accidents involving City equipment and all personal injuries, however small, shall be reported immediately to your supervisor who shall notify the Personnel Department. In addition, within 24 hours the appropriate accident and injury report form must be completed and forwarded to Personnel. This is not only done to meet Federal OSHA recording requirements, but also for your protection. Accidents not reported within a specific period of time may not be compensable under the Worker's Compensation Act.
- 1.16 When working in the street, always use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have an operable flashing or steady burn light which is turned on.
- 1.17 All individuals who operate City vehicles or City equipment on a public roadway shall possess a valid Wisconsin operator's license or any other type of license as may be required for certain types of vehicles or classifications of employment. This license must be carried on their person at all times when working. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any City vehicle or equipment until such time as their license is restored. In those instances where an employee's driving privileges are suspended or revoked and he/she complies with these reporting requirements, the City will endeavor to provide alternative work which does not require said license. "Immediately" shall be interpreted to mean not later than the beginning of the next work day.
- 1.18 In the event a dispute should arise concerning safety, the Department Head shall be the final deciding authority.
- 1.19 No radio/stereo headphones or earphones shall be worn when operating any City

vehicle or equipment or at any other time while working. They may only be used while on break.

1.20 All entry/work in confined spaces shall be performed in accordance with Department of Commerce Rules and the City's Confined Entry Procedure.

1.21 When a breakdown occurs in a vehicle you are operating:

- If possible, move the equipment off the roadway.
- If it cannot be moved, make sure you turn on the vehicle flashers.
- Contact your supervisor or the dispatcher as soon as possible so that the vehicle can be moved and repaired.
- If the vehicle creates a hazard and cannot be moved, the Police should be notified.

1.22 When loading vehicles, the driver and/or crew are responsible to:

- Insure that the cargo is loaded and secured so that the load does not shift, spill or endanger others.
- Not allow cargo to project beyond the side of the vehicle body.
- Insure that all loads projecting more than four (4) feet beyond the rear of a vehicle shall be marked by an 12" x 12" red flag or cloth secured to the end of the object.
- Insure that shovels and similar tools are placed in or on the vehicle so that they do not project beyond the body and cannot fall off.

## Housekeeping

2.01 It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools and equipment to the proper storage locations.

2.02 All floors, aisles and work and storage spaces shall be kept clean and orderly. Marked walkways shall be provided in storage areas and shall not be used for storage.

2.03 Any substance spilled or observed on the floor which would cause the floor to become slippery shall be cleaned up immediately.

2.04 Oily and greasy rags shall be stored in an approved metal container provided for that purpose.

## TOOLS AND EQUIPMENT

3.01 It is important to keep all tools in good working condition. Employees shall daily inspect all equipment assigned to them. Always use the right tool for the right job and use each tool only for that which it is intended.

3.02 When performing maintenance or repair functions, use only properly insulated tools, remove all jewelry and shut off the power, if possible, when working around

energized electrical circuits or equipment.

3.03 When operating a grinder:

- No wheel shall be operated without a guard.
- The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- Grinding on the flat side of the wheel is prohibited.
- Out-of-round wheels shall be dressed before use.
- Approved eye protection shall be worn.
- Grinder base shall be anchored securely to the floor.

3.04 When Mowing or Trimming:

- Approved safety glasses must be worn.
- Inspect area first and remove all debris.
- Cut with discharge chute pointed down and in opposite direction of buildings, vehicles and pay areas.
- Always shut engine off before attempting to clean discharge chute or make any adjustments to the mower.

3.05 When trimming trees or using chain saws:

- Except in cases of emergency, aerial tree work shall not be performed when trees are wet, during high winds, or when temperatures are below zero.
- Ropes of suitable strength shall be used for lowering of limbs.
- Climbing ropes or safety line shall not be used for lowering of limbs.
- Remove all tools and hangers from trees whenever you leave the job site.
- No person shall be grounded with vehicle when working around wires.
- Never walk with saw blade in motion.
- Walk with guide bar pointing to rear.
- Maintenance and refueling shall not be done when saw is running.
- Approved hard hats, eye, ear and foot protection shall be worn.
- Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

## **VEHICLE OPERATION AND REPAIR**

4.01 All employees operating City motor vehicles shall be thoroughly familiar with and obey all State and local laws and/or regulations governing motor vehicle operation. Employees are responsible for careless or negligent operation of motor vehicles or equipment. Each occupant of a motor vehicle shall be responsible to wear seat belts and shoulder harnesses as required by Wisconsin Statutes.

Employees who operate authorized emergency vehicles shall be required to operate their vehicle with respect to State Statute 346.03 and department policy.

**NOTE:** *The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his/her reckless disregard for the safety of others.*

4.02 Employees taking medication or with a medical condition which may adversely affect their ability to perform their job in a safe manner are required to **immediately** inform their supervisor. The City has the right to require that the employee provide medical information that describes, to the City's satisfaction, any limitations or side effects affecting employment. If the employee consents, the City will request the required information on behalf of the employee. The City will endeavor to provide alternative work for those employees that comply with the above requirements and are temporarily unable to perform certain of their normal job activities. The City reserves the right to require an independent medical evaluation by a physician of its choosing and at its expense to obtain information regarding an employee's fitness for duty.

4.03 The driver of a vehicle is responsible for:

- A. Keeping the windshield and windows as clean and clear as possible.
- B. For checking all fluid levels (oil, transmission, hydraulic, etc.) Each time he/she operates a vehicle.
- C. Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.

4.04 Whenever any City equipment is involved in an accident, it shall be responsibility of the driver to:

- Call for the assistance of the Police and advise the Police Department that it involves City equipment.
- Request medical assistance, if necessary.
- Provide all information requested by Police.
- Report the accident to their supervisor at once.
- Provide the other driver with his/her name and address.
- Fill out a written report to be forwarded to the State Motor Vehicle Department, is required.
- **Do not** discuss the accident with anyone other than a representative of the City or the Police.

**NOTE: DO NOT ADMIT LIABILITY OR INDICATE THAT THE CITY WILL TAKE**

**RESPONSIBILITY OR WILL PAY ANY BILLS.** If a citizen wishes to file a claim against the City, they should be referred to the City Clerk's Office, Room 105, Municipal Building, 625 - 52<sup>nd</sup> Street, Kenosha, WI (414-653-4020).

The Supervisor/Department Head shall:

- In the case of a non-personal injury accident, involving City equipment, ensure that the appropriate accident report is forwarded to the Risk Manager within **twenty-four (24) hours** of the accident.
  - In cases involving an accident, with personal injuries, the Risk Manager shall be telephoned **immediately** and all appropriate reports submitted.
- 4.05 Employees shall not ride on the outside of any vehicle. The only exception to this rule are Waste Collectors when assigned to a two-person route with a rear loading truck which is equipped with approved steps and handles. In no instance shall the vehicle exceed 10 MPH or the distance exceed two blocks between stops while someone is riding on the outside of the vehicle.
- 4.06 No gasoline or diesel motors shall be operated, except to start or move the vehicles, in the shop or other enclosed place unless the exhaust is connected to the proper outlet or there is proper ventilation.
- 4.07 When parking conventionally equipped City equipment, the driver shall:
- Set the hand brake.
  - Put equipment in low gear, park or neutral when necessary.
  - Remove ignition key, if possible. Do not leave any vehicle unattended with the motor running or with the keys in the ignition. The only exception to this rule are those vehicles that must, for mechanical reasons, remain running. In this instance, the vehicle may be left unattended if the doors are locked and the windows closed.
  - Block rear wheels if grade is steep.
  - Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
  - Exercise care when leaving parking space to avoid accident with moving traffic.
- 4.08 When backing City equipment:
- Make sure no person, vehicle or fixed object is behind the vehicle.
  - Have a helper (if available) guide you.
  - Do not back too close to the edge of a fill.
  - Make sure backup signal, if required, is in working order.
- 4.09 Always use approved metal vehicle stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position.

## **FIRE SAFETY**



- 5.01 Each City facility must have a fire plan. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the Fire Department; evacuation of affected personnel from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so, and particularly only to the extent that it is possible to maintain safe exit for personnel engaged; instruction of personnel who regularly work there concerning the location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.
- 5.02 Exits shall not be locked (chained or otherwise) so as not to impede proper evacuation.
- 5.03 Fire equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
- 5.04 Do not place a discharged extinguisher back on bracket. Tag it and report it to your supervisor at once so that it can be recharged or replaced.
- 5.05 City equipment as designated by the Department Head shall be equipped with fire extinguishers.
- 5.06 If you notice an extinguisher with a low pressure gauge reading or an expired inspection tag, notify your supervisor at once.
- 5.07 Department Head shall insure that fire extinguishers are checked monthly.
- 5.08 The following chart will help you understand the use of fire extinguishers. In case of fire, be sure you sound the alarm, get others out and call the Fire Department before attempting to extinguish the fire.

**Type of Fire Hazard**

**Type of Extinguishing Agent**

**CLASS A - Ordinary Combustibles**  
(paper, wood, grass, cloth, trash, etc.)

WATER OR FOAM

**CLASS B - Flammable Liquids**  
(oil, paint, thinner, solvents, grease, gasoline, etc.)

FOAM - Blankets the surface  
DRY CHEMICAL - Heat creates carbon Dioxide eliminating oxygen

**CLASS C - Electrical Equipment**  
(wiring, power tools, office equipment, etc.)

CARBON DIOXIDE - Cools quickly, leaves no residue  
DRY CHEMICAL - Penetrates inaccessible areas

**CLASS ABC - Multi-Purpose**  
(ordinary combustibles, flammable

A multi-purpose unit labeled ABC puts out the most common fires

liquids, and electrical)

**CLASS D - Combustible Metals**  
(Fires in metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium and sodium)

Special Agents - Generally dry powder

**USE A FIRE EXTINGUISHER ONLY ON THE TYPE OF FIRE FOR WHICH IT IS RECOMMENDED.**

## **MATERIAL HANDLING**

- 6.01 When lifting heavy objects, employees shall lift by keeping the back as straight as possible, bending the knees and lifting with the leg muscles.
- 6.02 Employees shall not attempt to lift any tilt cab alone. If assistance is not available, contact the garage office by radio and wait for help to arrive.

## **PERSONAL PROTECTIVE EQUIPMENT**

- 7.01 Hard Hats meeting the requirements of ANSI(Z) 289.1 1981, or revisions to this standard, shall be worn in the following activities at all times:
- a) Public Works personnel when 7.01 (g) below applies.
  - b) Engineering personnel while on construction sites.
  - c) Park Department personnel engaged in project construction, tree trimming activities or when 7.01 (g) applies.
  - d) Water and Wastewater Utility personnel and office personnel when 7.01 (g) applies.
  - e) All Electricians for construction, maintenance or repair of street lighting, traffic signal facilities or when using the aerial lift.
  - f) All personnel inspecting work projects/building projects, to include Inspection Department, Water Department and Public Works.
  - g) Or whenever a hazard exists that would expose the head to injury, or upon a supervisor's direction.
- 7.02 Safety Glasses or Face Shields shall be worn at all times when engaged in the following activities. (As safety glasses and face shields shall comply with requirements of ANSI Z 87.1 - 1989, or revisions to this standard.)
- a) Grinding, cutting, milling or drilling with power tools.
  - b) Using impact wrenches and compressed air tools.
  - c) Using punches, chisels, wedges, picks or other impact tools.
  - d) Chipping, scraping or scaling paint, rust, carbon or other materials.
  - e) When firing a handgun at the Police range.

- f) Chipping, saw cutting or breaking concrete.
  - g) Pipe cutting and threading.
  - h) Using paint remover.
  - i) Using power activated tools.
  - j) Soldering.
  - k) Cleaning dust or dirt from vehicles, machinery, etc.
  - l) Sandblasting or air cleaning operations.
  - m) Using metal cutting lathes, shapers, drill press, power hack saw and other metal working tools.
  - n) Using power woodworking machinery, both fixed and portable.
  - o) Tree removal or trimming, brush chipping or stump removal.
  - p) Using brush cutters.
  - q) Steam cleaning.
  - r) Washing vehicle parts with soaps or solvents.
  - s) Working under vehicles.
  - t) Using all types of lawn mowers, trimmers and edgers.
  - u) A full plastic face shield shall be worn when handling acids, caustics and other harmful dusts, liquids or gases.
  - v) When performing electrical switching operations or activating high voltage circuits where arcs may occur.
  - w) A face shield with the proper filter lens or welders lens or welders goggles shall be worn in all welding and cutting operations, or in any other circumstance that would expose the employee to a risk of eye injury.
- 7.03 Ear Muffs or Ear Plugs - Hearing protection which meets or exceeds the requirements of ANSI S 3.19 - 1974, or revisions to this standard, must be used whenever the noise level exceeds 90 (DBA) or when using the range at the Public Safety building or using air hammers or jackhammers. If in doubt about the sound level, you may request the Risk Manager to coordinate a sound level reading.
- 7.04 Safety Vests or other approved clothing shall be worn by all employees whenever exposed to moving traffic or when directed by a supervisor.
- 7.05 Gloves shall be worn whenever engaged in the following activities:
- Laboratory activities (as required)
  - Solid waste collection
  - When handling cement, hot asphalt or oil for surfacing,
  - Rubber gloves shall be included in all first aid kits and shall be used when in contact with human blood or body fluids.
- 7.06 Safety belts/harness with life lines shall be used by employees working in the aerial bucket, as required in the Confined Entry Procedures and in other situations as required. This equipment shall meet appropriate standards and shall be inspected prior to each use.
- 7.07 Safety seat belts and shoulder harness shall be worn at all times by all personnel when operating or riding in a motor vehicle. Waste Collectors, while engaged in collection

activities, are excluded from this requirement. This exclusion does not apply while going to and from the route.

- 7.08 **Work Shoes** - Approved work shoes shall be interpreted to mean hard-soled, oxford or work type shoes. To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard-sole is interpreted to mean a sole that is made from hard leather, composite or other man-made materials that are resistant to puncture and absorption of oil and other substances. In case of dispute, the Department Head shall be the final deciding authority.

## **CONSTRUCTION SAFETY**

- 8.01 Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling “Digger's Hotline” at (800) 242-8511. Neither the City nor the Union shall abuse this section or utilize it to harass the other party.
- 8.02 When working in or very near the street, all employees shall wear a high visibility vest or other approved clothing.
- 8.03 Work Zone Protection
- a) All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
  - b) If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor or the Traffic Engineer immediately. In no instance shall a work zone be left unmarked where it creates a hazard for the public.
  - c) Should there be a dispute as to whether or not a job site in the street, parkway or sidewalk is adequately marked, the Traffic Engineer shall be the deciding authority.

## **WORKING IN CONFINED SPACES**

- 9.01 Any employee required to enter a manhole or other confined space shall be thoroughly familiar with and obey provisions of Department of Commerce (Rule 32) and the City's Confined Entry Procedure. A certificate shall be provided upon completion of training.
- 9.02 Never enter a manhole or other confined space without first testing the atmosphere for the presence of toxic and explosive gases and oxygen deficiency according to the

procedures described in the City's Confined Space Entry Procedure.

- 9.03 No one shall enter a manhole alone. There shall always be an entry team as defined in the City's Confined Space Entry Procedure.
- 9.04 Approved hard hats must be worn when entering or working in a manhole.

## **LADDERS AND SCAFFOLDING**

- 10.01 Never use a metal ladder when working around electrical circuits or wires.
- 10.02 Never stand on the top rung of a ladder.
- 10.03 No more than one person shall be on a ladder at a time.
- 10.04 Ladders shall not be painted.
- 10.05 Ladders shall have approved non-skid boots.
- 10.06 Scaffolding over ten (10) feet high should have toe boards, midrails and handrails.

## **FIRST AID**

- 11.01 The City provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall be treated to prevent infection. Always report any injury to your supervisor no matter how insignificant it may seem to you at the time. The Department Head shall insure that all first aid kits are inspected and restocked on a scheduled basis.
- 11.02 In case of serious injury:
- Request a rescue squad immediately.
  - Keep the injured party warm (maintain body heat) and as comfortable as possible.
  - Never move an injured person unless it is absolutely necessary. Moving an injured person could result in further injury.
  - Temporary first aid should be administered only by qualified personnel. Unqualified personnel may cause more harm than good.
  - Keep onlookers away from the injured.
  - If, in the case of serious injury, it is necessary to transport the victim, it shall be done by rescue squad personnel.

## **FLAMMABLE LIQUIDS**

- 12.01 Flammable liquids shall be stored in accordance with the Flammable Liquids Code of the State of Wisconsin (Chapter 8) of the Administrative Code and the directives of the Kenosha Fire Department.
- 12.02 Gasoline and other flammable liquids shall be kept in appropriate safety containers and be properly marked.
- 12.03 Never use gasoline to clean machinery parts. A non-flammable cleaner will be furnished and must be used.
- 12.04 Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.
- 12.05 No artificial lights, except UL approved electric flashlights will be used near escaping gasoline or other flammable vapors or when entering the enclosure suspected of containing gas. Stay out of the area completely and call the Fire Department; they will check the atmosphere.
- 12.06 No storage of flammable or combustible materials shall be allowed in furnace, boiler rooms or any other unauthorized areas.
- 12.07 The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed. Under no circumstances shall gasoline be used for starting fires.

## **WELDING**

- 13.01 When welding, the following procedures shall be followed:
- You must wear approved safety equipment. This includes flame resistant clothing, respirators, aprons, face shield, gloves, etc.
  - You are required to inspect welding area before and after completion of work for fire or other hazards.
  - You must use an approved type of lighter to light the blowpipe.
  - You are required to surround your work with suitable shields while arc welding when persons in surrounding areas could be affected.
  - You must have immediate access to an approved type of portable fire extinguisher when welding.
  - All acetylene tanks shall be equipped with flash back valves, and acetylene tanks shall be used if the pressure exceeds 15 pounds.

**DETACH AND RETURN THIS PAGE TO THE DEPARTMENT  
SUPERVISOR AFTER YOU HAVE READ AND UNDERSTOOD THIS  
MANUAL.**

**I acknowledge receipt of the City of Kenosha Safety Rules on the date indicated below.**

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*Name - Print*

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*Signed*

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*Date*