



TOWN OF IPSWICH
MASSACHUSETTS

Employee Safety Handbook

September 2007

Accidents are caused by unsafe acts and unsafe conditions.

You are the most important factor in the elimination of unsafe acts. This set of safety rules is for your guidance in patterning your safe practice procedures. Much of the handbook may not apply to your individual employment practices; however, it is hoped that there is something for everyone contained within.

The Town welcomes any suggestions that you may have that will enhance our accident prevention program. This is a work in progress; and any suggestions and input that you may have will be considered for the next edition.

History:

This handbook began from a model from the Massachusetts Interlocal Insurance Agency (MIIA); was adapted and revised by members of a town wide Safety Committee in 2004 and 2005 before the committee was disbanded; and was further reviewed by the Town's new insurance Loss Control provider Massachusetts Education & Government Association (MEGA).

Not included in this handbook are Public Safety and the Electric Department who have their own guidelines and have expressed the desire not to be included in this publication.

Thank you for taking the time to review this Employee Safety Handbook and for making it your own.

Jane H. Spellman
Risk Management Coordinator

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1.0 GENERAL SAFETY GUIDELINES

It is impossible to prescribe detailed standards that apply to all situations that might arise within the workplace. Therefore, minimum standards are presented for the most common situations with the understanding that additional protection must be provided where special complexities and hazards exist. Although each situation must be dealt with individually, conformity with the basic provisions should be required. The following general guidelines apply to all departments:

- Horseplay, fighting, pranks, wrestling, etc., are prohibited.
- Smoking is prohibited around any flammable material and in public buildings and public property including town-owned vehicles.
- Use proper lifting techniques. Heavy objects, tools or materials should not be lifted alone. Use lifting devices or request assistance.
- Asbestos pipe should not be cut with any tool that will create dust.
- Work areas should be kept clean and orderly for maximum safety.
- Intoxication, reporting for work under the influence of alcohol or drugs, and consumption or possession of alcohol or drugs during work hours is prohibited.
- Safety vests are to be worn when working in a street and when directing traffic.
- Every accident or injury, no matter how slight, must be reported to the supervisor immediately. The supervisor will report the injury to the Town Manager or designee, providing the required information. The Town Manager/designee will report the information to the Town's Workers Compensation provider on the appropriate form.
- The use of personal music headsets (Walkman, iPod, etc.) are not to be worn at any time.

3.0 DEPARTMENT OF PUBLIC WORKS AND UTILITIES SAFETY GUIDELINES

3.1 Traffic Control

- **Signs:** Damaged, defaced or muddy signs should be cleaned, repaired, or replaced.
- **Barricades:** Don't weigh temporary barricades with stones, chunks of concrete or other ballast material that may present a hazard if struck by a moving vehicle. Barricades should be marked with orange and white striped reflectors.
- **Cones and posts:** Lane delineators are usually placed near moving traffic. Therefore, they must not be made of rigid material that could endanger a worker or pedestrian if struck by a moving vehicle. Delineators are always used together with other warning devices such as signs and high-level warnings. Remember that a sufficient number of delineators must be used to clearly define a pathway for motorists approaching the worksite.
- **Safety cones and barricades** are to be used around work areas. "Men Working" signs or cones are to be set at appropriate distances in each direction from the work area.
- **Flashers:** Night warning signals will be used as appropriate.
- **High-level warning devices:** Flags and signs mounted on lightweight frames, either free standing on the pavement or set on trucks, are especially useful for short-term maintenance operations in congested, low speed situations. Their height facilitates advance warning to motorists.

3.2 Road Maintenance Operations

3.3.1 General Conditions

- Make adjustments in driving techniques to accommodate the changing handling characteristics of machines such as sewer cleaning trucks and street sweepers that substantially increase or decrease their loads and change their centers of gravity depending on the quantity of load.
- Use earplugs or earmuffs in environments that are noisy, such as where jackhammers or vacuums are being used, or where many pieces of equipment are running.
- Wear the proper type of air mask or respirator in dusty environments, or use air conditioning when available. This will help prevent damage to the lungs.

- Wear safety shoes with metatarsal protection while operating air hammers. Do not guide the air hammer tool with the feet to start a drill hole.
- Be sure a dead man switch is standard equipment on the hammer in case the hammer is dropped.
- Employ wet drilling over dry drilling whenever possible to reduce the amount of flying debris and dust.
- Vent the air compressor tank prior to removal of the hoses or disconnect the hammer after completing an operation.
- Use retainer clips on the air hammer to prevent premature tool ejection.
- Do not allow the heads of cutting tools to mushroom. Grind the head to its original shape upon deformation. This will prevent splinters from chipping off the tool when being struck.
- Warm the cutting tool before use in very cold weather. This will prevent spalling (chipping off) during use.
- Before using any tool, check the bolts for adequate tightness and the bushing for excessive wear.
- Watch where the chips are being thrown when cleaning potholes with air pressure. They can travel up to 25 mph.

3.4 Trenching

- Keep all tools, material, and spoil at least three feet from the edge of the trench.
- Do not drive equipment up to the edge of the trench.
- Inspect the trench for signs of failure after a rain and first thing in the morning.
- Do not jump across a trench. Go around or use a temporary bridge.
- Locate emergency exits from the trench no more than 25 feet apart. Ladders extending at least 3 feet past the top of the trench and tied securely are adequate.
- Take care when working adjacent to sidewalks, buildings, utility poles, trees, or similar structures. In some cases, underpinning may be necessary.
- Install shoring from the top down. Remove shoring from the bottom up. This will reduce the chances of ditch collapse during the installation/removal operation.

4. Frostbite can be contracted rapidly as work is performed on the equipment outside. Be cautious of frostbite. Severe pain followed by a feeling of warmth is a sign of frostbite. Don't be fooled by the apparent return of warmth. Return to the shop and seek medical aid from a qualified individual.
5. Watch for pedestrians when plowing. Do not exceed 25-30 mph. At speeds greater than this, the force of the thrown snow can knock down a person.
6. Check the cab of the truck for exhaust seepage. Carbon monoxide is colorless, odorless and tasteless. If the driver feels drowsy, check the cab.
7. Stay with the truck if it is immobilized. It's easier to locate a truck than a body covered with snow.

3.6 Public Works Vehicles and Equipment

- A circle check should be completed before entering vehicle including air tank inspection.
- Check behind and under the vehicle or machine before moving it.
- Only qualified operators shall operate equipment. A person with a valid driver's license must operate all equipment operated on roads. A licensed operator must accompany any other operator.
- Vehicle shall not be overloaded. Loose materials must be covered.
- No one is permitted to ride on the back (cargo area) of dump trucks or pick-ups. The driver is responsible for conduct of all passengers.
- The passenger in the truck shall get out and assist driver when the truck is being backed up.
- Seat belts need to be worn at all times according to State Law.
- Machines and vehicles shall be entered and exited slowly and with caution.

3.7 Shop Work Rules

- Bays are to be kept clean and free of parts, water, broken glass, etc.
- Gasoline absolutely must not be used for cleaning parts, hands, or clothing.
- No smoking in service area, around pumps or tanks.
- Charge batteries only in well-vented areas, making sure to open battery caps to release hydrogen gas buildup.
- Fire extinguishers must be kept charged and in good condition. They must be readily accessible at all times. Do not use them for hangers or shelves.

3.9 Cemetery Division

- After graves are dug and before they are set up for service, they shall be covered with plywood, which shall be supported with planking.
- When setting up a grave, plywood, solid planking, and headers shall be placed around opening and under lowering devices.
- All openings for markers shall be covered until marker is set.
- When placing grave markers, at least two workers should lift and place markers. No single employee shall remove stones or other material from cars or any vehicle delivering to cemetery.
- Any employee working, mixing, or applying insecticide, pesticide, and herbicide, shall be licensed. All safety requirements shall be followed. The cemetery shall furnish protective clothing and equipment.
- Each employee shall be instructed on proper and safe operation of each machine that they shall use. The town shall furnish safety equipment such as hearing protection, safety lenses and face shields, hard hats, rain gear, etc.
- Rotary mower's safety devices shall not be removed from mower. Employee shall operate rotary mower so that discharge from mower is not directed towards any person or vehicle. Employees getting off mowers to remove items from area to be moved shall face machine at all times.
- Hearing protection shall be used when operating chain saws and other noise producing equipment.

3.10 Back Hoe and Loader Operations

- Always get on and off machines slowly and with caution.
- Have machine at idle speed or shut off machine when getting off. When getting up on backhoe seat, have machine at idle speed and be careful not to hit levers (with rain gear on, you can get pant legs hung up on levers).
- Always park machine in low range, low gear, lower all units and remove key when leaving machine.
- When workers are in front of loader bucket hooking up filling bucket, have machine in reverse or neutral. All workers shall wear hard hats at the discretion of the supervisor.
- Lower front bucket at a slow, steady speed every time, so the worker will become aware of any loss of control.

- Jet rodding machines shall not be used without the rod guard.
- Jet rodder hose guard shall be used at all times, going in and coming out.
- When taking rodding machine out, safety chains must be in working order.
- When changing nozzle on jet rodder the machine shall be shut off.
- All sewer chemicals shall be locked up. Distribution of such chemicals shall be done by sewer division personnel only.
- Safety harnesses must be used with a lifeline when going into a manhole six (6) feet or deeper.
- All employees who are furnished with safety equipment and/or clothing shall be required to wear such safety equipment at all times while doing the work for which the equipment is furnished. The safety gloves, aprons, helmets, hardhats, goggles, face shields, dust masks, vest, ear protection, etc. provided are designed for the protection of all employees and must be used in designated areas. Safety shoes are highly recommended but will not be required until such time as they are provided.
- All personnel working in the sewage system shall be provided with vaccines, inoculations and tests as provided by Massachusetts law. Required inoculations shall be kept current according to the most recent Department of Public Health requirements.
- When cutting asbestos tiles or cement pipe, a face mask and appropriate breathing protection must be worn.

3.12 Wastewater Treatment Plant Operations

- All employees who are furnished with safety equipment and/or clothing shall be required to wear such safety equipment at all times while doing the work for which the equipment is furnished. The safety gloves, aprons, helmets, hardhats, goggles, face shields, dust masks, vest, ear protection, etc. provided are designed for the protection of all employees and must be used in designated areas. Designated areas must have signs visible to all employees.
- Damaged or worn out safety equipment will be replaced, provided the worn or damaged equipment is turned in when the new equipment is issued and provided there is no evidence of abuse. If the equipment shows evidence of abuse, the employee shall be responsible for replacing the equipment.
- All valves and handrails shall be kept free of grease.
- “No Smoking” signs must be observed.
- When working in wastewater, footwear must be cleaned off before entering any building.

- Safety cones and barricades are to be used around work areas. "Men working" signs or cones are to be set 200 feet in each direction from the work area.
- When working at night, flashers or flares shall be used to warn public of the work area. Trenches and work areas shall be well lit.
- Hard toe boots or sturdy work boots shall be worn while working in water or mud. Rain gear shall be worn during inclement weather.
- Safety goggles shall be worn while using air driven tools or power saws.
- Ladders shall be used when working in trenches. They shall have 12-inch runners and shall extend 3 feet above the ground. Ladders must be positioned no more than 25 feet apart.
- Clothing must be suitable to the job. Shirts and long pants shall be worn at all times. Suitable work shoes shall be worn. Safety shoes are recommended. Sneakers, moccasins, sandals, and shorts or cut off pants shall not be worn.
- While working in watershed areas, no hand power cutting tools such as chain saws and brush cutters shall be used without a means of transportation in the immediate area.
- When machine cutting asbestos, tile or cement pipe, a facemask and breathing protection must be worn.
- Excavations and trenches shall comply with the Massachusetts Department of Labor and Industry Safety Rules.
- Self-contained breathing equipment shall be provided for personnel working around chlorination equipment while ensuring that personnel have received the required training, fit testing, and medical evaluations.
- A safety drill on the operation of self-contained breathing equipment shall be conducted for such personnel once a month.

3.14 Electric Department

- Due to the unique nature of electric power distribution and service operations, a safety manual for electrical utilities such as the one listed below is followed by that Department.

"Safety Manual for an Electrical Utility"
 American Public Power Association
 2301 M. St. NW
 Washington, DC. 20037

SCHOOL DEPARTMENT.

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We welcome any suggestions you may have that will enhance our accident prevention program.

4.0 SCHOOL DEPARTMENT SAFETY GUIDELINES

4.1 General Safety Precautions

- Possession of or consumption of alcoholic beverages or narcotics on school property is prohibited.
- Smoking is prohibited in public buildings and public property including town-owned vehicles.
- Horseplay and practical jokes are prohibited.
- Walk up and down stairs one at a time and always use caution. If a railing is available, use it!
- Be alert for tripping hazards.
- Do not move so fast that you cannot stop without causing an accident should someone unexpectedly step in front of you. Watch where you are going.
- When using electrical equipment, make sure it is plugged into a grounded outlet.
- See that electrical cords are not in the way of your work and are in good repair. Electrical cords are to be three-prong.
- All electrical equipment must be grounded. Do not use any electric equipment that is not grounded, unless the item is of a double-insulated type.
- Do not attempt any electrical equipment repairs. Only qualified electricians shall work on electrical equipment or maintain energized lines.
- Report all unusual electrical conditions to your supervisor immediately, for example blown fuses, sparking or smoking motors, and worn extension cords.
- Do not leave any machine running when not in use.
- No tools or equipment are to be left lying on the floor in walk paths or exits.
- All tools are to be put back in their proper places, cleaned, and in good working condition.
- Every accident or injury, no matter how slight, must be reported to the supervisor immediately. The supervisor will report the injury to the Risk Management Coordinator, providing the required information. The Risk Management Coordinator will report the information to the Town's Workers Compensation provider on the Department of Industrial Accidents' Form 101.
- Do not attempt to operate equipment you do not understand.
- Equipment doesn't cause accidents; the people who use them do. Wear proper

4.4 Material Handling Safety

4.4.1 Manual Lifting

The first rule for any manual handling job is to use your head. Before you lift, attempt to estimate the weight of the object. If you are not sure, squat down and try lifting a corner. If you do not feel comfortable about the lift or it feels too heavy, don't lift it! Find some help. Ask someone else to help you or, better yet, locate a hand truck or other lifting device to aid you. Once you have decided that you can lift the object, there are several basic steps that should be followed in making a proper lift.

1. First, position your feet with one along side of the object to be lifted and the other behind. This will provide the balance necessary for a smooth lift.
2. Second, contract your stomach muscles and straighten your back to keep your spine, back muscles, and ligaments in correct alignment. This will evenly distribute the load over the entire spine. Remember, a straight back does not necessarily mean a vertical back. Your back can still be straight even if you are lifting at an angle.
3. Third, bend your hips and knees by using the sit-down position and draw the object in close to your body. Bending at your hips will aid in keeping your back straight and bending your knees will allow you to lift with your legs.
4. Fourth, grasp the object by the opposite corners and position your body so its weight is centered over your feet. Tuck in your chin.
5. Start the lift with a thrust of the rear foot and remember that as you lift, use smooth movements and avoid jerking.
6. Once the load has been lifted, keep the load close to your body and turn the entire body as a whole unit, including the feet. Remember don't twist!

4.4.2 Stooping

1. Stand close to the object
2. Place feet apart with one foot in front of the other so you have a firm footing for the task to be performed.
3. Bend your knees and hips, lower your body, keep your back straight and bring your hands down to the object.

4.4.6 Standing

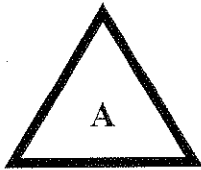
Standing for long periods with both feet flat on the floor can produce strain-inducing swayback. The employee should be provided with a low stool or other elevation to periodically raise one foot off the floor. This relieves pressure on the lower back.

4.4.7 Sitting

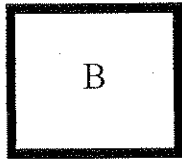
When sitting, sit in chairs low enough to place both feet on the floor with knees higher than the hips. You may put your feet up on a stool. Sit firmly against the back of the chair.

4.5 Fire Prevention

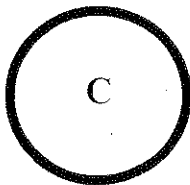
It is important to use the right type of fire extinguisher if you are forced to put out a fire. Read and remember these symbols and the types of fire extinguishers on which they are found. If you should be faced with an actual fire, you may not have time to read this information. Read it now while you have the time.



This symbol indicates that the fire extinguisher is designed for combustibles such as cloth, wood, paper, rubber, etc. The background color of the symbol will be either metallic or green. This type of fire extinguisher contains either water, multipurpose dry chemicals, carbon dioxide or foam



This symbol indicates that the fire extinguisher is designed for flammable or combustible liquids, gases, greases, oil, etc. The background color of this symbol is either metallic or red. This type of fire extinguisher contains multipurpose dry chemicals or carbon dioxide.



This symbol indicates that the fire extinguisher is designed for use on electrical equipment. The background color of the symbol is either metallic or blue. This type of fire extinguisher contains either multipurpose dry chemicals or carbon dioxide.

FOOD SERVICES

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We welcome any suggestions you may have that will enhance our accident prevention program.

5.0 FOOD SERVICE SAFETY GUIDELINES

5.1 General Safety Guidelines

- Smoking is prohibited around any flammable material and in public buildings and property.
- Intoxication, reporting for work under the influence of alcohol or drugs, and consumption or possession of alcohol or drugs during work hours is prohibited.
- Horseplay and practical jokes are prohibited.
- Walk up and down stairs one at a time and always use caution. If a railing is available use it!
- Be alert for tripping hazards.
- Do not move so fast that you cannot stop without causing an accident should someone unexpectedly step in front of you. Watch where you are going.
- When using electrical equipment, make sure it is plugged into a grounded proper outlet, and that the cords/plugs are in good condition.
- See that electrical cords are not in the way of your work. Use zip strips to shorten or secure safely.
- All electrical equipment must be grounded. Do not use any electric portable power tool that is not grounded unless the tool is of a double-insulated type.
- Do not attempt any electrical equipment repairs. Only qualified electricians shall work on electrical equipment or maintain energized lines.
- Report all unusual electrical conditions to your supervisor immediately, such as blown fuses, sparking or smoking motors and worn cords.
- Do not leave any machine running when not in use.

- Every accident or injury, no matter how slight, must be reported to the supervisor immediately. The supervisor will report the injury to the Town Manager or designee providing the required information. The Town Manager/designee will report the information to the Town's Workers Compensation provider on the appropriate form.

5.2 Kitchen Area Safety

Safety is a necessary part of sanitation. When high standards of sanitation are met, the Food Services Department is certain to be a safe place in which to work. Because injuries are needless, painful, cause lost time from the job, or require hiring of

- When pots or pans are on stoves or counters, turn handles away from kitchen traffic.
- Wipe up all spills, food, grease, water or other matter at once.
- Keep aisles, doorways, etc., clear at all times.
- Use a stepladder or low stool with a broad, firm base for climbing. Never use chair, box, open drawer, or tabletop.
- Place heavy items on bottom shelves and light items on top shelves.
- When adding washing compound to dish washing machine, take care to avoid compound coming in contact with skin or clothing.
- When opening a carton that has been sealed with a staple or wire, always pry away from your body.
- Adequate shoes must be worn to protect your feet and to help avoid slipping accidents.

5.2.2 Mixer Operation Guidelines

- Disconnect power supply and place “cleaning” tag at outlet when cleaning mixer. This is recommended by the Manufacturer.
- When cleaning a mixer, do not let water come into contact with motor or wiring.
- Select proper bowl and proper beater or whip for the type of mixture.
- Be sure to fasten bowl and beater or whip securely before starting motor.
- **Do not put hand or spoons into bowl while the mixer is in operation.**
- Stop the machine before scraping down side of bowl during mixing process.
- Always use rubber scraper, flexible scraper, or long-handled spoon to scrape down bowl and remove food from beater.
- Use mixing bowls for mixing only, never on range or in the oven.
- If mixer is used for long periods, allow time for motor to cool. Most mixers operate at capacity load for one hour without overheating or damaging motor.
- Leave mixer on lowest speed when finished, as next employee to use machine may not notice high setting. Stop mixer before changing speed.

5.2.3 Gas Appliance (Range, Combi Oven, Convection Ovens) Safety Guidelines

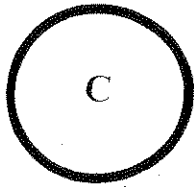
- Keep a fire extinguisher near your range, but never behind range.

protective gear such as insulated gloves, aprons, face shield and sleeves when handling hot shortening. DO NOT attempt to move any machine that has hot oil in it. Allow the oil to cool to room temperature or drain the oil into a suitable container before moving the fryer.

- To prevent tipping of the machine and splashing of HOT oil, the fryer is equipped with a Gas Hose Quick Disconnect and restraining device. This attaches the rear of the machine to the wall. When the fryer is in its operating location, be sure to lock the casters and reattach the restraining device to the rear of the machine.
- There is an open flame inside the machine. The unit may get hot enough to set nearby materials on fire. Keep the area around the unit free from combustibles.
- To extinguish any fires, use only a B/C or A/B/C extinguisher that contains the dry chemical Sodium Bicarbonate or Potassium Bicarbonate.
- Ensure that the machine can get enough air to keep the flame burning correctly. If the flame is starved of air, it can give off a dangerous carbon monoxide gas. Carbon Monoxide is a clear odorless gas that can cause suffocation. Carbon Monoxide gas can build up if you obstruct the flue. Blocking the flue will also cause the unit to overheat. DO NOT obstruct the flow of combustion/ventilation or air opening around the machine. Ensure that you meet the minimum clearances specified in the installation instructions. Adequate clearance around the unit is necessary for servicing and proper burner operation.
- If the fryer shuts down unexpectedly, wait five minutes before attempting to restart it. This will allow for any excess gas in the unit to dissipate.
- The power supply must be disconnected before servicing or cleaning the unit.

5.2.6 Garbage Disposals

- Food waste disposers are designed to grind and dispose of normal food waste. Inserting materials or items other than food waste into the disposer could cause personal injury and/or disposer damage.
- To reduce the risk of injury from materials that may be expelled from the disposer grind chamber, ensure that the disposer baffle is properly installed.
- To prevent the ejection of food waste and to keep foreign material out of the grind chamber, replace the splash baffle when it becomes worn.



This symbol indicates that the fire extinguisher is designed for use on electrical equipment. The background color of the symbol is either metallic or blue. This type of fire extinguisher contains either multipurpose dry chemicals or carbon dioxide.

5.4 Fall Prevention

Falls are one of the most frequent accidents. Preventing a fall and injury to yourself is your responsibility.

1. When it is necessary to climb, use a ladder - not a chair, stool, desk or box.
2. Wear sturdy shoes with non-slip soles that are in good condition.
3. Use the handrail when going up or down stairs. Be especially careful if carrying an item while on the stairway.
4. In winter, be on the alert for slippery outdoor sidewalks and steps.
5. Help others. Report tripping hazards, loose handrails, steps in poor condition, slippery indoor steps.

5.5 Hand Truck Safety

Two-wheeled trucks require that the load be carried by a single axle, so proper balance is very important. Apply the following:

- Keep the load's center of gravity as low as possible.
- Never walk backward with this type of hand truck.
- When going down an incline, keep the truck in front of you.
- When going up, keep the truck behind you.

Four-wheeled hand trucks require similar safety rules to those used for two-wheeled hand trucks. Emphasis should be placed on:

- Keeping the load even and not so high as to cause spillage and/or obstruction of view.
- Pushing rather than pulling four-wheeled trucks. (If a truck has a third or fifth wheel with a handle, it can be pulled.)

CUSTODIANS/MAINTENANCE WORKERS

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6.0 CUSTODIAL AND MAINTENANCE SAFETY GUIDELINES

6.1 General Safety Guidelines

- Possession or consumption of alcoholic beverages on school property is prohibited.
- Smoking is prohibited in the town buildings and on town property at all times.
- Horseplay and practical jokes are prohibited.
- Walk up and down stairs one at a time and always use caution. If a railing is available, use it!
- Be alert for tripping hazards.
- Do not move so fast that you cannot stop without causing an accident should someone unexpectedly step in front of you. Watch where you are going. Unnecessary haste and fast movements often causes accidents.
- When using electrical equipment, make sure it is plugged into the proper outlet.
- See that electrical cords are not in the way of your work.
- All portable power tools must be grounded. Do not use any electric portable power tool that is not grounded unless the tool is of a double-insulated type.
- Do not attempt electrical repairs. Only qualified electricians shall work on electrical equipment or maintain energized lines.
- Report all unusual electrical conditions to your supervisor immediately, for example, blown fuses, sparking or smoking motors and worn extension cords.
- Do not leave any machine running when not in use.
- No tools or equipment are to be left lying on the floor in walk paths or exits.
- All tools are to be put back in their proper places, cleaned, and in good working condition.
- Get first aid for every scratch, cut or burn, no matter how slight it may seem. Untreated minor injuries may develop into serious injuries.
- Every accident or injury, no matter how slight, must be reported to the supervisor immediately. The supervisor will report the injury to the Town Manager or designee, providing the required information. The Town Manager/designee will report the information to the Town's Workers Compensation provider on the appropriate form.

- Ensure that fire extinguishers are maintained at full charge at all times.

6.2 Work Area Safety Guidelines

- Clean and store tools properly. After you finish using them, make sure your tools are free of dirt, oil, etc., and in their proper storage area.
- Fix or report broken tools. Any tool that can't be restored to safe condition should be reported to your supervisor.
- Store materials properly. Store all work materials, from paper products to flammable liquids, in approved, clearly marked containers, and keep in designated storage areas.
- Clean and maintain machines properly. Follow all routine cleaning and maintenance procedures, and report any problems immediately.
- Keep your work area clean. Don't allow dirt, dust, wood and metal filings, etc., to accumulate. This is especially important around machines with moving parts. Floors should be free of spills and tripping hazards at all times.
- Maintain lighting. Keep all lighting clean and unobscured by furniture, storage cabinets, etc. for maximum brightness.

6.3 Material Handling Safety

6.3.1 Manual Lifting

The first rule for any manual handling job is to use your head. Before you lift, attempt to estimate the weight of the object. If you are not sure, squat down and try lifting a corner. If you do not feel comfortable about the lift or it feels too heavy, don't lift it! Find some help. Ask someone else to help you or, better yet, locate a hand truck or other lifting device to aid you. Once you have decided that you can lift the object, there are several basic steps that should be followed in making a proper lift.

1. First, position your feet with one along side of the object to be lifted and the other behind. This will provide the balance necessary for a smooth lift.
2. Second, contract your stomach muscles and straighten your back to keep your spine, back muscles, and ligaments in correct alignment. This will evenly distribute the load over the entire spine. Remember, a straight back does not necessarily mean a vertical back. Your back can still be straight even if you are lifting at an angle.
3. Third, bend your hips and knees by using the sit-down position and draw the object in close to your body. Bending at your hips will aid in keeping your back straight and bending your knees will allow you to lift with your legs.

3. When reaching from the ground, place your feet wide apart, one in front of the other so you have freedom of movement forward and backward as arms are raised and lowered.
4. Keep good body alignment. Move close to the object. Do not reach outward to the point of straining.
5. When reaching for an object that is above your head, grip it with the palms up and lower it slowly. Keep it close to your body on the way down.

6.3.6 Standing

Standing for long periods with both feet flat on the floor can produce strain-inducing swayback. The employee should be provided with a low stool or other elevation to periodically raise one foot off the floor. This relieves pressure on the lower back.

6.3.7 Sitting

When sitting, sit in chairs low enough to place both feet on the floor with knees higher than the hips. You may put your feet up on a stool. Sit firmly against the back of the chair.

6.4 Ladder Safety

All types of ladders are available on the job site for your use. There is no excuse for using a makeshift means of access to an elevated work area.

- Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged " DO NOT USE."
- Do not splice together short ladders to make a longer ladder.
- All straight ladders must be tied off at the top.
- Ladders should not be placed against moveable objects.
- The base of the ladder must be set back a safe distance from the vertical. The recommended distance is approximately one- fourth of the working length of the ladder.
- Ladders used for access to a floor or platform must extend at least three (3) feet above the landing.
- The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash, and electric cords.
- Ladders that project into passageways or doorways where they could be struck by personnel, moving equipment, or materials being handled, must be protected by barricades or guards.

- Drills with variable speed switches should be used on low speed for starting new holes. Never drill toward any part of your body. Portable grinders, sanders, buffers and wire brushes should be properly guarded.
- Wear appropriate eye, face and foot protection when using portable power tools.

6.7 Electrical Safety

6.7.1 Circuit Breakers & Fuses

- Panel box doors should be kept closed. This prevents sparks from flying about during a short circuit.
- Service panels should be kept free from moisture and corrosion. These conditions can cause a short circuit or "bind" the breakers.
- Service panels should not be warm or hot. This may indicate an overloading.
- Breakers should never be taped in the 'ON' position. This prevents them from operating correctly.
- Breakers should be tripped manually on occasion. This helps to ensure their safe working order.
- Main service panel rooms or areas should be kept free of combustible storage such as wood, paper, paint or flammable liquids. No storage of any kind within 3 feet of panel front.

6.7.2 Equipment & Motors

- All electrical systems for the building should conform to the National Electrical Code Standards.
- All permanent wiring should be in rigid metal conduit.
- All electrical outlets should be of the 3-wire grounded type.
- All electrical equipment used in the building should have the Underwriters Laboratories (UL) label and should have the 3-wire grounded cords and plugs or be otherwise properly insulated.
- The use of 2-wire plug adapters and multi-plug outlet adapters is prohibited.
- Only heavy-duty grounded extension cords should be used as temporary wiring.

- Absorbed through the skin.
- Spilled on unprotected skin.

Each of these routes of entry into the body poses its own special problems.

Several points to keep in mind when handling chemicals are:

1. Read the warning label. It should identify the nature and severity of the chemical's hazard and what to do in an emergency.
2. Wear any personal protective equipment required by your supervisor or the Safety Department.
3. Know where the nearest fire extinguisher and emergency exits are.
4. Use chemicals in an area with adequate room ventilation or local exhaust ventilation. This is very important in order to avoid most problems encountered with exposures to chemicals.
5. Smoking is allowed in specified areas only.
6. Concentrated acids and bases should be kept separate. When mixed, they cause violent chemical reactions producing heat and gases. Strong oxidizing chemicals should be kept in closed containers, away from water, water base solutions, and flammables.
7. If a chemical splashes onto someone, flush the affected part with water in an emergency shower or sink for 15 minutes. All contaminated clothing should be removed. Splashes in the eyes should also be flushed with water for a minimum of 15 minutes. The appropriate medical personnel should be notified.

6.9 Fire Prevention

It is important to use the right type of fire extinguisher if you are forced to put out a fire. Read and remember these symbols and the types of fire extinguishers on which they are found. If you should be faced with an actual fire, you may not have time to read this information. Read it now while you have the time.



This symbol indicates that the fire extinguisher is designed for combustibles such as cloth, wood, paper, rubber, etc. The background color of the symbol will be either metallic or green. This type of fire extinguisher contains either water, multipurpose dry chemicals, carbon dioxide or foam



This symbol indicates that the fire extinguisher is designed for flammable or combustible liquids, gases, greases, oil, etc. The background color of this symbol is either metallic or red. This type of fire extinguisher contains multipurpose dry chemicals or carbon dioxide.

- Pushing rather than pulling four-wheeled trucks. (If a truck has a third or fifth wheel with a handle, it can be pulled.)

OFFICE WORKERS

Accidents are caused by unsafe acts and unsafe conditions.

You are the most important factor in the elimination of unsafe acts. This set of safety rules is for your guidance in patterning your safe practice procedure.

We welcome any suggestions that you may have that will enhance our accident prevention program.

7.0 OFFICE SAFETY GUIDELINES

7.1 General Safety Guidelines

- Walk up and down stairs one at a time; if a railing is available, use it.
- Be alert for tripping hazards
- Do not move so fast that you cannot stop without causing an accident should someone unexpectedly step in front of you. Watch where you're going.
- Smoking is prohibited in the town buildings and on town property at all times.
- Horseplay and practical jokes are prohibited.
- Keep emergency exits clear at all times.
- Keep aisles clear. Keep walkways between desks and workspaces free of boxes, cords, plants, etc.
- Be sure to close the drawer of the desk or filing cabinet after you finish and before opening another one.
- Desk and tabletops should be kept well organized when in use; and they should be cleaned off at the end of the workday.
- Never store objects, especially heavy ones, where they are hard to reach or liable to fall.
- Safely store scissors, knives, letter openers, or any sharp object as soon as you are finished with them.
- Do not leave any tools or equipment lying on the floor or in walkways or exits.
- When using electrical equipment, make sure it is plugged into a grounded outlet and that plugs and cords are in good condition. Do not use any electrical equipment that is not grounded unless it is double-insulated.
- Make sure electrical cords are not in the way of your work.
- Do not attempt any electrical equipment repairs. Only qualified electricians shall work on electrical equipment or maintain energized lines.
- Report all unusual electrical conditions to your supervisor immediately (e.g., blown fuses, sparking or smoking motors, worn extension cords).

- When *sitting*, chairs should be low enough for employees to place both feet on the floor with knees higher than the hips. You may put your feet up on a footrest. Sit firmly against the back of the chair to achieve the best lower back support.
- Carpal Tunnel Syndrome – The carpal tunnel is a narrow passageway between the bones and ligaments in your wrist. Carpal tunnel syndrome (CTS) develops when there is pressure on the median nerve where it goes through the carpal tunnel. Doing activities that use the same finger or hand movements over and over again can cause CTS. The following are some suggested preventive recommendations:
 1. Use your whole hand (not just your fingers and thumb) to grasp objects.
 2. Reduce the speed and force of repetitive hand movements such as typing.
 3. Switch hands and change positions often when you are doing repeated motions.
 4. Take frequent breaks and rest your hands.
 5. If you are not able to change positions or equipment at work often enough to prevent numbness or pain, wear a wrist splint that will reduce the stress on your fingers, hands or wrist.
 6. Pay attention to your posture. When you are typing, make sure your fingers are lower than your wrist (using a keyboard wrist support may help). When your forearms are hanging by your sides, keep your shoulders relaxed.
 7. Keeping your arm, hand, and finger muscles strong and flexible and maintaining good overall fitness will also help prevent the symptoms of carpal tunnel syndrome.
 8. Avoid using too much salt if you tend to retain fluid.



**TOWN OF IPSWICH
MASSACHUSETTS**

8.0 SAFETY SUGGESTION & FOLLOW-UP FORM

Information to be filled out by employee or citizen and submitted to the Town Manager, Town Hall, 25 Green Street:

DATE: _____

PERSON SUBMITTING REQUEST/CONCERN (Optional): _____

TELEPHONE # (for reply or additional information): _____

SAFETY PROBLEM/CONCERN (give specifics and location):

To be filled out by Department Head:

CORRECTIVE ACTION:

DATE COMPLETED: _____

SIGNATURE: _____

[Submit to Town Manager, Town Hall, 25 Green Street]

9.0 SAFETY HANDBOOK RECEIPT

TOWN OF IPSWICH, MASSACHUSETTS

DATE _____

This is to certify that I received a copy of the safety handbook, whose instructions I shall read and observe while in the employ of the Town of Ipswich.

(Print) Last Name First Name Middle Name

Signed _____

EMPLOYEE'S COPY

TOWN OF IPSWICH

Date: _____

This is to certify that I received a copy of the safety handbook, whose instructions I shall read and observe while in the employ of the Town of Ipswich.

(Print) Last Name First Name Middle Name

Signed _____

EMPLOYER'S COPY

PLEASE RETURN THIS SIGNED FORM TO:

THE TOWN MANAGER, TOWN HALL, 25 GREEN STREET, IPSWICH, MA 01938
OR
THE SUPERINTENDENT OF SCHOOLS, ONE LORD SQUARE, IPSWICH, MA 01938