

AVIATION DEPARTMENT EMPLOYEE SAFETY MANUAL



PROTECTING EVERYONE EVERY DAY.



PHOENIX SKY HARBOR INTERNATIONAL AIRPORT



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 CITY OF PHOENIX AVIATION DEPARTMENT



Employee Safety



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INTRODUCTION

Welcome to the City of Phoenix Aviation Department. The Aviation Department recognizes the need to focus on continual improvement of safety management and performance. Our aim is to encourage a positive health and safety culture throughout our airport. This Safety Manual is just one example of the Department's Safety resource that can assist you in working safely throughout your career in the Aviation Department.

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This Safety Manual covers many topics including the important subjects of Personal Protective Equipment and Hazard Communication and will serve as an aid for your employee training.

This Safety Manual also covers the subject areas that are the leading cause of injury and death in the workplace. Department employees should endeavor to perform safely while working, and this Safety Manual is the very first-step in the safe working process. The next step is learning the aspects of your job from your supervisor or trainer and being able to apply the safety practices described in this Safety Manual to the actual job task.

This Safety Manual is yours. This is your introduction to the Aviation Safety team. Print it. Save it to a file. Take it with you while you are training at your new job. It will help to serve you with a reference to safety and help answer safety questions posed by your supervisor or trainer.

Together we can make every day a safe-day by following the guidelines in the Employee Safety Manual.

Sincerely

Public Safety & Security - Safety



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SAFETY SECTION MISSION STATEMENT

To provide Aviation Department employees the practices and procedures to work in a safe and healthy environment through comprehensive training, monitoring, reviewing, and updating of work practices.

EMPLOYEE SAFETY OVERVIEW

The Aviation Department is committed to providing the safest and most healthful work environment possible for its employees. Each employee is expected to participate actively in the Safety Program and observe all established safe work practices and procedures. By working together as a safe team, the Department will continue to maintain a safe and healthy workplace.

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PURPOSE

The Employee Safety Manual addresses the important occupational safety and health issues in the Aviation Department. Because safety is part of every employee's job, the expectations are for you familiarize yourself with this reference guide. Safety topics are discussed but not in detail. These are covered more thoroughly in the City's Administrative Regulations, Personnel Policies, and Department Policies and Procedures. Talk to your supervisor, your Safety Representative, or Department Safety Analysts if you need additional safety information.

SCOPE AND EFFECTIVE DATE

Work Procedures that are referenced in the various City of Phoenix Administrative Regulations and Aviation Department Policies and Procedures used to develop this reference guide have an effective date of issuance. Compliance with these procedures is required of every employee under the circumstances where they are applicable to the work being performed. Additionally, all managers and supervisors are responsible for ensuring compliance with these procedures.

INTERPRETATION OF SAFETY PROCEDURES AND CITY POLICY

These rules shall be interpreted to bring about maximum compliance and safe work practices with City, industry, and governmental standards.

If a difference arises in the application or interpretation of these rules on the job, the decision of the supervisor in charge of the job shall be followed. In any such case, the responsible employee shall be fully accountable for his or her decisions and/or actions and for any resultant accident or service interruption. If a conflict continues, contact the Aviation Department Safety Section for a final interpretation or decision. Situations may occur that have safety concerns but have no written procedures or policies. Safety officials reserve the right to create safety rules extemporaneously in order to maintain safety.

SUPPLEMENTAL INFORMATION

Additional instructions, information, or clarification relating to these safety rules may be issued by the City through memorandums, letters, operating instructions, procedures, or bulletins. They shall be used to supplement these fundamental safety rules as necessary and shall be made available by supervisors to all affected employees.

GOVERNMENTAL SAFETY STANDARDS

In addition to the Aviation Department safety rules and practices set forth in the documents previously discussed, employees are subject to the regulations of various governmental agencies including the Occupational Safety and Health Administration (OSHA). The City of Phoenix falls under the jurisdiction of the Arizona Department of Occupational Safety and Health (ADOSH). ADOSH adopts and enforces federal OSHA regulations. Management shall insure compliance with mandatory provisions of governmental regulations.

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SAFETY ACCOUNTABILITY AND RESPONSIBILITIES

All airport workers have a shared responsibility to ensure the safety of personnel and airport resources. These responsibilities include activities such as ensuring the safety of their immediate work environment, reporting safety hazards and safety concerns as quickly as possible, and complying with safety regulations and policies. All airport workers are highly encouraged to become active participants in airport safety.

Every airport worker has an inherent duty to:

- take responsibility and care for their health and safety and that of others who may be affected by their actions;
- cooperate with the Airport management on health and safety; and
- not interfere with or misuse anything provided for their health, safety, of welfare.

MANAGEMENT COMMITMENT AND RESPONSIBILITY

The crux of an effective safety program is to establish a culture committed to the principles of accident prevention. PHX management is committed wholeheartedly to establishing a safety culture that supports all areas of responsibility and fosters a safe working environment free from recognized hazards.

RESPONSIBILITY - MANAGEMENT AND SUPERVISION

Management has the responsibility to assure the effectiveness of the City Safety Program. Employees in a supervisory capacity shall require all employees working under their responsibility to comply with all applicable safety instructions and safe work practices. Supervisors shall ensure that all employees under their jurisdiction are properly instructed and trained for the work assigned or are under the immediate supervision of all qualified employees.

RESPONSIBILITY – EMPLOYEES

Employees shall be required to know, understand, and abide by the safety rules which apply to the work they are performing. Employees may be subject at any time to a verbal inquiry in their knowledge of safety rules applicable to their duties.

Every employee has the duty to correct, if possible, unsafe conditions or practices directly involving the City which could cause injury to any person or damage the property. When the employee cannot correct the condition, it should be highlighted in some manner to warn of the hazard and immediately be reported to his or her supervisor.

Employees that are assigned to work that is deemed unsafe or contributive to the destruction of equipment shall bring the matter to the attention of their supervisor before starting such work. Employees shall not use unsafe equipment. Employees shall use reasonable care in the performance of their duties and ensure at all times maximum protection against accidents involving themselves, other employees, the public, City property, or the property of others. Employees are obligated to not perform tasks they feel are unsafe.

Employees shall not engage in practical jokes, horseplay scuffling, or the urging of coworkers to take unnecessary chances, or to disregard accepted safety rules and safe work practices. It is the responsibility of all employees to use properly the safety equipment provided and to ensure that it is kept in proper working order. It is the responsibility of every employee to report incidents immediately in accordance with established Department procedures.

Employees who do not comply with the specific provisions delineated in the City of Phoenix, Aviation Department Safety Policies and Procedures, and the general description provided in this guide are subject to administrative action.

GENERAL SAFETY RULES

- Working safely is everyone's responsibility.
- Eliminate or report safety hazards immediately
- Planning the job should include planning to do the job safely.
- Follow all safety rules and regulations and accepted work practices.
- Smoke only in designated areas. Do not smoke inside City facilities or City vehicles. Dispose of smoking materials in approved receptacles.
- Clean up spills promptly.
- Keep loose clothing, hair, and jewelry away from machinery or other moving / rotating parts and equipment
- Stay on designated walkways or pathways when available.
- Keep a clean workspace or work area.
- Operate vehicles and equipment responsibly and obey all traffic laws.
- City property or equipment may not to be borrowed or removed from the workplace.
- Any personal tools brought into the workplace must be free from safety defects and inspected by supervisor prior to use in performance of a task
- Do not operate specialized equipment without the proper training.
- Use the right tool or equipment for the job task.

- Do not take unnecessary risks to complete a job task.
- Always know your evacuation route and procedure.
- Do not lift anything by yourself or unassisted if the object is over 50lbs, awkward, or bulky in shape.
- When using knives or blades, always cut away from the body and never put your hand in the path of the blade.
- Obey posted signs.
- Never walk or stand under a suspended load.
- If you are not sure what the safest way to do a job is, ask your supervisor or a knowledgeable co-worker. Never guess what the safest way to perform a job is. New employees and contractors should take extra precautions when performing new tasks in a new environment.
- Machine guards are not to be altered or removed.
- Company tools / equipment will not be used to work on personal items, i.e. grinders, sanders, etc.

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SAFETY POLICY AND OBJECTIVES

PHX views safety as a top priority. The health and well-being of staff and members of the public are paramount. PHX Safety Policy defines the fundamental approach to managing safety as well as PHX's commitment to safety. PHX Safety Policy provides a clear indication of its objectives by way of establishing a safe and secure workplace, and to implement safety into all workplace activities.

PHX Safety Vision: Identify and report hazards; reduce risk, eliminate and/or mitigate all preventable injuries, illnesses, environmental issues, and operational losses arising from unsafe conditions or practices throughout the airport environment.

PHX Safety Culture: A culture that permeates throughout every component of the airport environment.

NON-PUNITIVE REPORTING POLICY

PHX embraces a non-punitive safety reporting policy. PHX guarantees that punitive action is not taken against any airport employee for identifying, reporting, and correcting hazards on or associated with the airport.

Personnel and tenants involved in the accidental/unintentional destruction of airport property are encouraged to report the extent of the damage to their immediate supervisors or an airport official without fear of reprisal. PHX is more concerned with the accident being reported and identifying a potential hazard as the cause or result of the accident – *not* punishing the individual.

Individuals who participate in negligent, reckless, or illegal behavior are, however, held accountable. PHX takes appropriate action towards an airport employee who knowingly disguises or hides a known hazard from airport management and supervisors. Such employee actions are not tolerated and are considered a violation of the responsibility each member of the PHX team has for the safety of other team members, tenants of the airport, and other users of airport facilities.

PHX establishes an incident reporting system to facilitate the collection of information of actual or potential safety deficiencies. All airport personnel are encouraged to voluntarily submit safety

deficiency reports no matter how small the issue. PHX Safety has developed a system that accomplishes the following:

- a confidential method for reporting safety deficiencies where an option for anonymity exists;
- a non-punitive approach towards persons reporting safety deficiencies;
- the ability to follow up and mitigate an issue without identification of the person reporting it.

Using a non-punitive reporting system builds trust and encourages a preventive rather than a reactive response. Anonymous confidential reporting creates a willingness to report safety concerns and reveals a more accurate view of the safety of airport operations.

SAFETY HOTLINE / EMAIL

Any airport worker involved directly or indirectly in the operational activities of PHX (i.e., employees, stakeholders, partners, tenants) can report any observed hazard/incident.

SAFETY HOTLINE/EMAIL

PHX has established a 24 hour voice messaging Safety Hotline (602.683.3600) / Email (avn.safety@phoenix.gov) to make an immediate notification of a safety concern or anonymously report hazards/incidents or safety concerns.



EMPOWERED

forms.skyharbor.aero

REPORT SAFETY HAZARDS

REPORT:

Hazardous Conditions
Unsafe Behavior
Near Misses



forms.skyharbor.aero

Scan QR Code with
camera to access form

INQUIRIES:

Submit general email inquiries to avn.safety@phoenix.gov or
leave a voice message at 602-683-3600.

The following statement provides guidance for all PHX airport workers regarding the use of PHX's Hazard and Incident Reporting System.

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PHX Safety Reporting Policy

Phoenix Sky Harbor is committed to the safest operation of the airport and its systems to ensure the continuous safety and welfare of its employees, stakeholders, partners, passengers, and customers.

PHX promotes uninhibited non-punitive reporting of all hazards, incidents, and accidents that in any way affect the safety of airport operations, employees, facilities, or the general public.

Through this policy PHX recognizes the efforts of individuals who identify and communicate unsafe acts and conditions for the purpose of promoting safety. It is also the responsibility of each airport worker to communicate any information that could possibly affect the integrity of operations at PHX. All communications made through this reporting process shall be made with the assurance that no retaliation/reprisal shall occur to the individual for submitting any information via the Hazard and Incident Reporting System. The identity of the individual who provided information through this system shall be protected to the extent permissible by law.

Personnel and tenants involved in the accidental/unintentional destruction of airport property are encouraged to report the extent of the damage to their immediate supervisors or airport official without fear of punitive action. PHX is concerned with the accident being reported and identifying a potential hazard as the cause or result of the accident – not punishing the individual.

Individuals who participate in the following conduct (but not limited to) are held accountable:
Negligence,
Recklessness,
Criminal, or
Illegal behavior.

PHX takes appropriate action towards an airport worker who knowingly disguises or hides a known hazard from airport management and supervisors. Such actions are not tolerated and are considered a violation of the responsibility each member of the PHX team has for the safety of other team members, tenants of the airport, and other users of airport facilities.

HAZARD IDENTIFICATION AND INCIDENT REPORTING FORM

PHX Hazard and Incident Report (HIR) form is the basic method to communicate safety-related concerns to the Safety section.

Sources used to identify and communicate hazards at the airport may include the following methods:

- Hazard Incident Reporting System;
- safety self-inspection program;
- maintenance logs;

- monthly safety stakeholder meetings;
- tenant meetings;
- local air traffic control;
- federal, local regulatory reports;
- safety surveys;
- e-mails to PHX Safety; and
- e-mail to the respective Aviation Safety Workgroup representative.

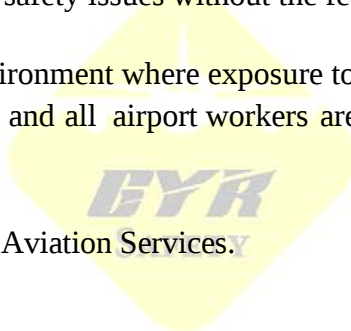


SAFETY POLICY STATEMENT

Safety in an airport environment requires deliberate effort and personal commitment from every member of the airport community. This requires the ability to report incidents, train on safety awareness and procedures, and focus on continuous proactive improvement to the overall level of safety performance. It also requires transparency, to be seen and heard, in which the airport workers are comfortable identifying and reporting safety issues without the fear of reprisal.

PHX commits to creating such an environment where exposure to hazards and risks are minimized or eliminated. All levels of management and all airport workers are accountable to attain the highest level of safety conscientiousness.

PHX safety starts with the Director of Aviation Services.



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PHX Safety Policy
A Safe Place Of Work

Safety at PHX shall be afforded the highest priority over commercial, environmental or social pressures in so far as it is reasonably practicable. PHX pledges to actively monitor safety performance and provide the necessary human and financial resources needed for safe operations. PHX will comply with all applicable legislative mandates, meet all applicable standards, and wherever possible, exceed regulatory safety requirements. PHX is committed to the establishment of a safety culture and will unequivocally adopt best practices and promote its safety culture based on trust, shared ownership, and open participation. PHX holistic approach to safety will permeate throughout every component of the organization and airport environment through its dedication and adherence to the principles of the Safety Management System. Our commitment is to:

- *Support the management of safety by creating a positive culture of trust in which people are encouraged, even rewarded, for providing essential safety related information.*
- *Enforce the management of safety as the **primary** responsibility of all managers and employees.*
- *Clearly define for all staff, managers and employees alike, their accountabilities and responsibilities under the safety management system.*
- *Establish and operate hazard identification and risk management programs, including a hazard reporting system for airport employees, passengers, visitors so that they are not inadvertently subjected to safety hazards.*
- *Ensure that no action will be taken against any employee (non-punitive) who discloses a safety concern through the hazard reporting system unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.*
- *Ensure training of personnel to a level of competency to be able to implement safety strategies and processes.*
- *Work closely with our partners, contractors, and stakeholders to plan, implement and maintain lines of communication and exchange of information regarding safety policies procedures*
- *Listen to the safety concerns and observations of employees, stakeholders, contractors, and customers; taking the appropriate action to address all issues identified.*
- *Establish and measure our safety performance against realistic safety performance indicators and safety performance targets.*
- *Promote and support a positive health and wellbeing of employees.*
- *Maintain the safe condition of public areas (roadways, terminals, general facilities).*
- *Inform concessionaires, tenants, and other Airport users and their staff of the need to comply with the safety policies.*
- *Inform contractors, when engaged in construction/development projects, that they and their staff have a duty not to endanger the general public or themselves.*
- *Review our Safety Policy annually or as required to ensure alignment with our strategic objectives.*

As Director of Aviation Services, I carry the ultimate responsibility for your safety at our airports. I expect that every employee, contractor, and our customers to be active participants in our Safety Program. Everyone shall use safe practices in their everyday operations and report any discrepancies. Our priority is the proactive management of identifiable hazards, the reduction of risk to a level as low as reasonably practicable, and the sharing of safety information with our stakeholders. PHX Leadership (managers and supervisors) will champion a positive safe working environment so that employees have the right skills and competences across the organization to implement this policy and make sure everyone goes home safely each day.

SAFETY PROMOTION

Through Safety Promotion, PHX establishes a safety culture in which education, communication, and training support the implementation and operation of its safety culture.

The safety promotion process at PHX includes:

- training and education;
- safety communication; and
- safety competency and continuous improvement.

PHX Safety Promotion activities may range to include the following activities:

- basic airport safety/ initial training for PHX employees and tenants;
- distribution of safety brochures/material for safety awareness & information;
- the development of safety posters;
- the development and dissemination of a safety newsletter (Safety Tailgates/Safety Advisory);
- the identification of a Safety Coordinator to establish point of contact for stakeholders;
- safety group meetings that address safety topics and safety issues/concerns; and
- establish a non-punitive reporting policy to encourage to participation in the reporting of safety hazards.

Safety Culture

The PHX safety culture objective is to achieve an airport-wide focus on ensuring the overall safety, health, and security of airport employees and the traveling public. To help ensure this concept of an airport-wide safety culture PHX acts to:

- establish an airport-wide award program to recognize achievements in the area of Safety and or Safety Awareness;
- establish a branding and advertising effort;
- establish a hazard incident reporting system; and
- establish an airport-wide safety awareness program.

EDUCATION AND TRAINING

Overview

The Aviation Department 's Safety Program incorporates education and training as a perpetual function of safety management. By providing employees with the proper education and training, a safe and healthy environment is established.

Underlying Principles

- Everyone must be involved – It is essential to the success of the overall Safety Program that all employees are familiar with their assigned tasks, understand how the tasks should be done, and are able to perform the task with confidence.
- Responsibility – Safety in the workplace is a responsibility that belongs to everyone,
- Education / Training is Perpetual – Education and training from new employee orientation to safety meetings, risk assessments and mitigation processes

Safety Education – provides an understanding of workplace risks, hazards, and the techniques available to eliminate or minimize the risks

Safety Training – provides protocols for performing specific tasks with minimized risks

Who must participate

All employees, from management staff to line staff are involved in and require Safety Training and Safety Education

Methods

Education and Training will be administered through available media formats such as classroom, training manuals, videos, etc.

AERIAL LIFTS FOR PERSONNEL

OSHA 1926.453



Aerial Lift is a catch phrase description for "boom or knuckle lifts", while a "scissor lift" is classified as a Mobile Scaffold. The lifts are mechanically powered and operated by the worker while they are elevated in the basket. This operation allows the employee greater and safer access than while working on a ladder, but the operation of a lift requires specific safety actions.

The Aviation Department has many types of mechanically powered employee lifts in their inventory. Sometimes, depending upon the type of work to be done, lifts are rented from a specialty company and employees will be trained on their operation. All mechanically operated lifts have different capabilities and operation features, but all are the same when it comes to safety features.

Obviously, any type of equipment that elevates an employee has the potential to be dangerous. These lifts are designed with a counter balance weight system. All lifts should be operated on a level surface. When operating on a non-level surface the tires are blocked or "chocked" to prevent movement. If the unit is equipped with "outriggers", the outriggers must be utilized before the employee goes up in the basket.

Each of the elevating lifts has a guardrail system which serves as the primary fall protection for the employees. Every employee is required to stay within the guardrail system, keeping both feet on the basket floor at all times. The Aviation Department requires every employee to wear a Personal Fall Arrest System (PFAS) device tied off to an anchor point in the basket while working in an elevating lift, boom truck, or forklift personnel basket. Employees working in a scissor lift are protected by the guardrail systems and are not required to wear a PFAS.

Employees should never travel while elevated in a lift device. The device will be retracted to a lowered position before travel begins. Boom lifts are designed to swing an employee into position while elevated; but if you have to move the unit to another position to reach the work, the unit must be retracted for travel.

ANIMAL AND INSECT BITES



All dog bites should be reported immediately to the County Animal Control Center to ensure proper confinement and follow-up tests of the animal. The following information must be given to proper authorities as soon as possible:

Name and address of the owner of the animal General description of the animal

Location where injury took place Extent of wounds

Your name, address and physician

Snakebites will require emergency treatment (3311) and classification by a physician as a venomous or non-venomous bite. Keep victim calm and as motionless as possible and keep the bite area below the level of the heart. Cleanse the wound, but do not perform any invasive procedure such as cutting the wound and/or sucking out venom. Do not use a constricting tourniquet or apply ice to the bite area.

While most people do not have an adverse reaction to single insect bites or stings, the victim should remain calm and relaxed for approximately 30 minutes while under close observation for symptoms that may include loss of consciousness, headache, hives, rashes, raspy vocalizations, or labored breathing. At the first sign of symptoms, an immediate notification to emergency services (3311) should be initiated.



AUTOMATED EXTERNAL DEFIBRILLATOR

Automated External Defibrillators (AEDs), once carried only by paramedics or used in hospital settings, are now commonplace in most facilities that have a large number of working or visiting people. The Aviation Department has AED units deployed for use in emergencies, in locations throughout the terminals and Department Facilities.

The AEDs are mounted in a white box that is equipped with a lock and alarm system. Whenever the door to the AED is opened, an alarm sounds alerting City staff that there may be an emergency issue in the facility and emergency services must be alerted by dialing 3311. The AEDs are about the size and shape of a small personal lunch cooler. They are battery operated and checked monthly for operating condition. If an AED has been utilized in your facility, the unit will be replaced as soon as possible.

Aviation Safety through Fire Station 19 offers free classes for all employees in elementary first aid, Cardiopulmonary Resuscitation (CPR) and familiarization with AEDs. To enroll in a First Aid/ CPR class, obtain your supervisor's approval, check availability on Aviation Safety's website and enroll in E-Chris. You can also visit the Inside Phoenix web-page and look in the Training Catalog for available dates and times.

City employees are not required to administer First Aid or CPR or know how to use an AED. City employees are covered under the "Good Samaritan Act" unless they are trained emergency services personnel.



BLOODBORNE PATHOGENS

OSHA 29 CFR 1910.1030

A Bloodborne Pathogen is an organism that is present in the blood stream and can cause disease in humans. These pathogens include the Hepatitis viruses and the Human Immunodeficiency Virus (HIV), which is the direct cause of Acquired Immune Deficiency Syndrome (AIDS).

Primary means for transmission of these viruses is by contact with bodily fluids or fluids contaminated with blood by a person not utilizing Personal Protective Equipment (PPE,) or under some conditions, the PPE may be compromised.

The Aviation Department has a Bloodborne Pathogen Exposure Control Plan that details how the Department will protect and train our employees from potential exposure and how we will respond should an employee declare an exposure to a bloodborne pathogen. While the possibility of exposure to bloodborne pathogens for most department employees is rare, employees receive bloodborne pathogens training annually as part of the required annual safety training.

As part of the Bloodborne Pathogen Exposure Control Plan, employees are afforded the opportunity to enroll in the Hepatitis Vaccination Program. Both Hepatitis A and Hepatitis B are almost completely preventable by vaccine. The vaccination series is administered by the contract health care provider to the City of Phoenix and is completely free of charge to employees who are deemed at risk and have attended the bloodborne pathogen awareness training. The vaccination is a three-part shot series. Employees will need to get a vaccination shot on three separate occasions.



COMMERCIAL DRIVER'S LICENSE

Many drivers hired by the Aviation Department will be required to have or obtain a Commercial Driver's License or CDL. A CDL is required when transporting hazardous materials and/or when driving a vehicle with a gross vehicle weight (GVW) greater than 26,001 pounds.

The City of Phoenix CDL program is administered by Human Resources through the Employee Driver Training Academy. The City must comply with regulations requiring driver qualification files, transportation of hazardous materials, and waste as outlined in the Federal Motor Carrier Safety Regulations, Section 391.

There are specific requirements for Regularly Employed Operators and Intermittent, Casual, or Occasional Drivers. At a minimum, there are qualifications that must be met for a Regularly Employed Operator to acquire a CDL license. These qualifications include, but are not limited to a Medical

Examiner's Certificate, Road Test, Written Examination, Annual Review of Driving Record, and Controlled Substance Testing.

In addition, the Department's Fleet Maintenance must maintain written logs that cover daily vehicle inspection records, annual vehicle inspections, and maintenance files for the equipment they operate.

Employees who have and maintain a CDL are required by law to notify the City of ALL traffic violations within 10 days of conviction. This requirement is regardless of the type of vehicle driven or whether the employee was on or off duty at the time of incident.



CONFINED SPACE

OSHA 29 CFR 1910.146

A Confined Space is defined by OSHA as a space that:

- Has the potential to contain a hazardous atmosphere
- May contain a material that has the potential for engulfing the entrant
- Has a configuration that may trap an entrant
- Or the space contains a recognized serious safety hazard

In other words, a Confined Space is a space that was not designed for normal working or living conditions.

The process to enter a confined space may require a permit. Before a permit can be issued to enter a confined space, the employee must be trained and do a number of things to ensure the entry will be safe. For example, the quality of the air must be tested and ventilation provided if necessary. Employees must also have the required Personal Protective Equipment, such as respirators, lifelines, and retrieval equipment.

ELECTRICAL SAFETY

OSHA 29 CFR 1910.301



Electrical Safety is a very broad but very important topic. Electrical safety covers everything from wearing the proper personal protective equipment, de-energizing electric lines before making repairs, to unplugging the coffee pot before you leave the office for the evening.

Electrical fires are responsible for more employee injuries and deaths in an office setting than any other

type of safety hazard. It is important to recognize electrical hazards such as improper use of extension cords or overloaded extension cords. When electric cords become frayed or are damaged in such a way that the internal wires are exposed down to the metal core, the cord should be immediately unplugged and reported to your supervisor for repair or disposal. Cords that are coming loose from the plug end or "cord cap" should also be repaired immediately. A qualified electrician should always perform repairs to electrical equipment.

The Aviation Department forbids the use of Multi-gang Outlet Expanders. These devices expand an outlet from two plugs to four or even six. A normal double outlet is rated at about 20 amps, which is plenty of service to power an appliance or a computer station. When you expand the outlet by adding 4-6 additional plugs, there is a potential to overload the circuit and cause a fire. The Aviation Department requires the use of a power strip, which is rated for 10- 12 amps and the strip contains an internal circuit breaker, which will trip if the circuit is overloaded.

When breakers "trip" or fuses "blow," they do so for a reason, and that reason is usually a circuit overload. Simply resetting the breaker or replacing the fuse does not correct the problem. You must reduce the load on the circuit, or better yet, contact your supervisor and have the situation reviewed and corrected by a qualified electrician.



EMERGENCY RESPONSE

In the event of an emergency, employees should contact the airport's Command Center Emergency Response by dialing 3311 (602.273.3311).

Should there be an emergency of the facility (e.g. fire), the employees may have to evacuate the facility. As a new employee, take time and become familiar with the location of every building exit.

Each Section within the Department's Divisions has a Fire Safety Representative / Aide. One of their duties is to help you obtain a copy of and/or familiarize you with the contents of the Employee Action Plan which includes topics on fire evacuation, lock down, shelter in place, etc.

By habit, we use the same building entry and exit on a daily basis. During an emergency, such as a fire, this exit may be blocked. Take the time to find the many exits from your facility.



EXCAVATION AND TRENCHING SAFETY

OSHA 29 CFR 1926.651

Excavations and trenches that are at or greater than 5' in depth shall be protected from cave-in by an adequate protective system. In some cases, the soil in which the excavation or trench is being dug is either so wet or unstable that a protective shoring system must be used regardless of the depth of the excavation. In every case, a competent person, who has the responsibility of testing soil conditions, surveying for hazardous atmospheres, and selecting shoring protection shall inspect excavations.

An excavation means any man-made cut, cavity, trench or depression in the earth formed by earth removal and made by personnel or equipment. Care shall be taken to make sure the dirt from the excavation, called "spoils," are placed at least 24" away from the edge of any excavation.

Protective systems consist of devices that will protect employees from cave-ins, or material that can fall from the face of the excavation and land on employees in the bottom of the excavation. There are numerous types of protective devices, but the most common types are "sheeting", "shoring" and "trench boxes." Sheeting and shoring are accomplished by utilizing flat material such as treated plywood and bracing the material with hydraulic jacks or timber to prevent collapse of the excavation walls.

Before excavating, the area to be worked must mark all utilities in the area. Excavations shall not be permitted where the stability of nearby structures, walls, or buildings may be compromised.

Excavations are not permitted under sidewalks, pavements, or wall footings that would be undermined.

The competent person shall inspect every excavation before employees enter the excavation for potential hazards. Employees shall not work in excavations where water is or has accumulated. If rain has fallen overnight or while employees are working in the excavation, the excavation shall be re-inspected by a competent person. When a competent person / employee finds evidence of a hazardous condition, employees shall be removed from the excavation until the necessary corrections have been made to make the excavation safe.

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EXTENSION CORDS

Extension Cords are only to be utilized in the Aviation Department when there is a need to provide temporary power to a tool or piece of equipment. Other than providing temporary power to tools or equipment, extension cords may only be in place for 90 days or less, and this use is normally associated with special events such as booths or event lighting.

Under no circumstances may extension cords take the place of a permanent source of electricity. If additional outlets are needed, the Electrical Section should be contacted to add a permanent outlet(s) to the location.

Extension cords should be of molded type purchased from a vendor. Shop-made extension cords are not permitted. Shop cords with a metal "knockout" box are not permitted in the Aviation Department. Extension cords should be selected based upon the amperage of the piece of equipment or appliance to be operated. For assistance in selecting the proper extension cord, or in determining the amperage of the equipment, refer to the manufacturer's specifications or contact the Electrical Section for assistance.

Extension cords that are to be utilized in an outdoor location must be certified and approved by the Underwriters Laboratory (UL) for outdoor use. All extension cords shall be grounded by means of a grounding device. The Aviation Department does not permit the removal or cutting of the grounding device. Extension cords that have the grounding device removed or the grounding device is broken will be immediately removed from service and discarded. When working outdoors, extension cords should only be plugged into an outlet that is a part of Ground Fault Circuit Interrupted (GFCI) circuit or the device itself shall have integral GFCI protection.

Light duty (6 Amps/18 gauge wire) extension cords commonly found in offices are not to be used in the Aviation Department. These extension cords are commonly white or brown and have a multiple outlet head on one end. The Aviation Department requires the use of a power strip in place of a light duty cord.

FALL PROTECTION

OSHA 29 CFR 1910.140



Fall Protection is required by the Aviation Department when employees are walking or working on a surface having an unprotected side or edge that is four (4) feet or higher above a lower level is protected from falling. If working on a construction task, fall protection is required at heights six (6) feet and over.

Confused? Contact your supervisor or Department Safety Analyst for clarification regarding fall protection.

There are many types of fall protection, from guardrails to Personal Fall Arrest Systems (PFAS). The complexity of the job will dictate the type of fall protection that is required.

The most elementary aspect of fall protection is a guardrail system. A more complex example of fall protection is a Personal Fall Arrest System (PFAS) that consists of a body harness, decelerating lanyard, and an anchor point. A PFAS falls under the auspices of Personal Protective Equipment (PPE) for the employee. Each employee must care for and inspect their PFAS equipment as if their lives depend on it, because in fact, it does.



FIRE PREVENTION

Fire Prevention is a very important aspect of safety in the workplace. Fires, no matter where they may occur are devastating, frightening, and sometimes deadly. The first key to preventing fires is good housekeeping.

Keeping areas free of papers and other combustibles removes the fuel needed to supply the fire. If you smoke, smoke only in designated areas and practice good habits when disposing of smoking materials.

In case of fire, the first duty of the employee is to call 3311 or pull the building fire alarm to initiate the Emergency Response. Evacuation of employees from the building should then commence.

Employees should never place themselves in danger or in harm's way when fighting a fire. You should utilize a fire extinguisher only to fight a fire that is about the same size as an office wastebasket or when the fire is between you and the building exit.

When employees are notified of an evacuation, they are to proceed directly to the evacuation assembly area. Employees may be tempted to keep working under the assumption the alarm is a false alarm / drill, but this endangers employee lives and the lives of firefighters who may have to come in looking for employees.

PROTECTING EVERYONE EVERY DAY.

Proper use of extension cords and electrical tools is also an important aspect of Fire Prevention. Electrical cords with frayed insulation or exposed wires should be removed from service and repaired promptly. Appliance cords generate heat, so do not cover electrical cords with flammable material such as throw rugs or towels.



FIRST AID

You may someday need First Aid or be asked to perform First Aid on a fellow employee or a member of the public. Once you start in your work area, take the time to locate the first aid kit and become familiar with the contents. City employees are not required to learn or perform first aid, but it is a good idea.

Simple first aid cases are small cuts, abrasions, bumps, etc. that most likely will not require medical attention. If the incident involves a head, eye, or back injury, the employee should seek immediate medical attention through the City of Phoenix Physician or other selected licensed medical care provider.

For employees that are confronted with complex medical emergencies involving a co-worker or a member of the general public, call 3311 to initiate the Emergency Response. It is always a good idea to have help on the way before you attempt to render first aid.

For serious eye injuries, call 3311 to receive an Emergency Response. Imbedded objects should not be removed. If a foreign object is on the eye or eyelid, moderate efforts may be made to remove it utilizing an eye wash flush or drench.

If a chemical substance enters the eye, immediate washing with large quantities of clean water is mandatory and should be continued for at least 15 minutes before seeking medical attention. All eye injuries shall require treatment and / or review by the City's contracted occupational medical provider.

PHX
SAFETY

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FORKLIFT OPERATION

OSHA 29 CFR 1910.178



Forklift Operation is a highly specialized skill, and you will need special training to operate a forklift. Forklifts are also called Powered Industrial Trucks by OSHA. There are many types of forklifts. These range from small electric warehouse units to very large diesel or propane powered units.

In order to operate a forklift within the Department, you must be trained on the operation of the specific models in your facility, and you must have

hands-on practical knowledge of all the forklifts you will be expected to operate. In order to be certified to operate a forklift for the Department, you will have to pass both a classroom written test and a practical exercise conducted by an authorized trainer. The operator's license is good for three years.

Once you have received your training and have a valid operator's license, you are ready to start the inspection process. Forklift operators are required to complete a pre-use Inspection of the lift before using the equipment. The inspection checklist should be located in the cab area, or you may obtain copies from your supervisor.

You will learn specific skills for operating a forklift during your training, but there are a few important points to think about. Always buckle your seat belt. This simple action may save your life or keep you from serious injury should the forklift tip over. Always back down grades with a load on the forks and avoid sharp turns when traveling up or down a grade. Chock the tires on a trailer when offloading materials and always lower the load and turn off the forklift while the forklift is unattended.

Keep the load as low as possible on the forks while transporting the material. This keeps the center of gravity centered on the forklift. Know the weight capacity of the truck you are driving and never exceed the rated load capacity. For quick reference, the load rating or load capacity chart will be found on the front posts of the lift or next to your seat.

Survey your load to determine the weight. If you are moving packing boxes, each should be marked with the weight so do the math. Check the cargo manifest as usually that information is contained in that document. When in doubt, perform a static lift test before.

Finally, forklifts are used to transport materials and make your job easier on the back. Never transport a person on the forks of a truck or lift someone with the forks.



HAZARD COMMUNICATION

OSHA 29 CFR 1910.1200

Hazard Communication is the most frequently cited OSHA violation in the workplace. So what exactly is "Hazard Communication?"

Hazard Communication deals with the chemicals and materials we utilize in the workplace. Literally every chemical we use on a daily basis has a Safety Data Sheet or SDS, formally known as MSDS or Material Safety Data Sheet that contains all the information the user of the chemical needs to identify any hazard associated with the chemical. The SDS will detail the proper safety, fire-fighting measures, and personal protective equipment needed to use the chemical.

The Aviation SDS inventory is located in the City of Phoenix Environmental Data Management System (EDMS). All Aviation Department computers have access to the Department Intranet which contains a link that takes you directly to the City of Phoenix EDMS.

A very important aspect of Hazard Communication is the rule regarding the use of "Secondary Containers." When you transfer a chemical from its original packaging container into a smaller bottle, spray or squeeze bottle, this is called a "secondary container." Whenever you transfer a chemical into a secondary container, you must label the secondary container with the name of the product.

Each employee using products containing hazardous chemicals should take the time to review the SDS for each product. Be sure you are utilizing the proper PPE and are prepared for accidental spills.

HEARING CONSERVATION PROGRAM

OSHA 29 CFR 1910.95



The ability to hear is one of the most valuable senses. Hearing loss due to occupational noise may be preventable.

The City of Phoenix Hearing Conservation Program states that any and all employees that work in areas where noise levels equal or exceed 82 decibels (expressed as dB) over an 8-hour work shift shall be given hearing protection and

shall be enrolled in the Hearing Conservation Program.

You will see a variety of warning signs regarding hearing protection in City facilities or when operating equipment. Some signs are Yellow: Caution - Always wear hearing protection when operating this equipment. Some are Orange: Warning -Hearing protection required when machines are operating. Some are White: Danger -Hearing protection required. Always obey the signs and wear the appropriate hearing protection.

Hearing protection comes in many forms. The most common forms are earplugs and earmuffs. All hearing protection is free for Department employees and is readily available through Stores. Consult the package the hearing protection comes in to determine the amount of decibel reduction you will realize when wearing the hearing protection.



HEAT RELATED ILLNES

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Heat related illness takes on many forms, from intense sunburn and heat rash to heat exhaustion to heat stroke. The bottom line, if left untreated, heat related illnesses could progress to serious and deadly consequences.

Hydration and habits are the keys to protecting yourself from the heat. Employees should wear sunscreen and clothing that will protect them from the effects of the sun. Drink plenty of cool water or "sports drinks."

Early warning signs of heat related illness are nausea, disorientation, headaches, and lack of sweat. For employees experiencing any heat related symptoms, employees should call Emergency Services (3311) as soon as possible and move the victim indoors or to a cool place. Fan the victim or wet down clothing with water. Provide cool drinking water to a conscious person. For extreme cases involving incoherence or loss of consciousness, applying ice to the victim is helpful.



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HOT WORK

OSHA 29 CFR 1910.252

What is Hot Work?



Hot Work is a practice usually associated with welding, brazing, grinding, or cutting with a torch. The process involves open flame and produces heat or sparks which can cause a fire to develop.

A Hot Work Permit is required for any operation within the Department involving open flame or using tools that will produce heat or sparks (except in designated welding areas.) A Hot Work permit can be obtained through your supervisor. Any employee, volunteer, or contractor performing work for the City must comply with the provisions set forth in the Hot Work permit process.

A Hot Work permit will detail and assign a number of employees who are tasked with a specific

duty revolving around preventing fires. These employees include the Fire Watch Supervisor who will authorize the Hot Work and a Fire Watch employee who will monitor the work site during the operation and for a specified amount of time after the work is complete for signs of fire.



INDUSTRIAL HYGIENE

Industrial Hygiene is the science and art devoted to the anticipation, recognition, evaluation, and control of those environmental stresses or factors in your workplace, which may cause sickness, impaired health and well-being, or significant discomfort among City workers. An Industrial Hygienist reviews the work practices of City Employees and makes recommendations regarding engineering controls and personal protective equipment (PPE).

The Industrial Hygienist will look at four basic aspects of work practices within a task: chemical hazards, physical hazards, ergonomic hazards, and biological hazards. After reviewing the work practices and hazards, the Industrial Hygienist will recommend a measure or series of measures to control the hazards. Sections that require the assistance of an Industrial Hygienist should contact Safety.



INJURY REPORTING

Should an injury occur, it must be immediately reported to your supervisor. Serious and life threatening injuries should be immediately reported to 3311 and a supervisor.

In case of serious injury, employees shall only be transported by Emergency Medical Services. For injuries that may require treatment by a physician, the employee must report the injury to their supervisor and the City of Phoenix Supervisor's Report of Injury must be completed through the City's electronic Incident Reporting System. Once the form is completed, the employee shall visit the City's contracted occupational medical provider for an initial evaluation and treatment of the injury. Employees are strongly encouraged to maintain treatment with the City's contracted physicians which is free of charge to the employee; however, an employee has the right to choose treatment by their own Personal Care Physician.

The employee may be directed by the treating physician to receive follow-up medical treatment or receive time-off for their injuries. The employee is expected to comply with all conditions of treatment including any physical therapy that may be prescribed. It is the responsibility of the employee to communicate all physician direction to their supervisor and discuss all the circumstances surrounding any ongoing treatment to avoid any confusion.

Any employees that have been off work for a work-related injury must be seen and cleared by the City Physician before returning to work.

LADDERS

OSHA 29 CFR 1910.23



The unsafe use of a ladder or poor technique when using a ladder is a major cause of serious injury or death in the workplace. The ladder type must fit the job type. Metal ladders should never be used when working with electricity. Always use a non-conductive fiberglass or wood ladder, even when changing a light bulb.

Select a ladder that is appropriate for the job. A stepladder should not be used to gain access to a roof. The proper ladder to use would be an extension ladder that extends three feet above the roof deck and allows the employee to move safely from ladder to roof and back again.

All types of ladders are rated by the manufacturer for load safety limits. It is always important to remember that the load limit includes the tools; always maintaining three points of contact while on a ladder.

Department employees are required to perform a pre-use inspection on every ladder. Look for cracked or split rails or rungs. Make sure the feet are in good condition and have the rubber stops in place. If a ladder is damaged or lacks any of the safety equipment, it should not be used. The ladder should be removed from service, repaired, or discarded.

Take care of ladders. They are meant to safely lift you to heights and place you right next to your work. Ladders that are dropped, blown over in the wind, or that fall from a truck, should be thoroughly inspected before being returned to service. Wooden ladders should never be painted. Paint may cover defects in the wood that may cause the ladder to collapse.

Fiberglass ladders that are stored in the sunlight are exposed to UV rays that will reduce the life of the ladder. The color of the ladder will fade, and when the fiberglass starts to degrade, the fibers come loose from the matrix and the ladder should be retired from service.

Never stand on the top two steps of a stepladder. Never lean both shoulders outside the rails to reach the work.



LIFTING TECHNIQUES

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A back injury is a painful, serious and sometimes debilitating injury that may affect or shorten your career as a City employee. It is important that you know and understand safe lifting techniques.

Size up the load. Do you know how much the lift weighs? Look for indicators

such as shipping labels that may list the weight of the object. Squat or drop down to one knee and try to move the object slightly too gauge the weight.

Approach the Load. Get as close to the load as possible, your "strong" leg slightly in front of the other. Squat down and keep the back as straight as possible. Lift with your legs to the upright position. To put the object down, all you need to do is reverse the steps.

Obtain some Help. For large, awkward, or heavy objects, get some help. For some heavy objects, two people may be cumbersome and dangerous. Use a mechanical device.

Mechanical Device. Locate a hand truck, pallet jack, or some other device that is designed to move heavy material from Point A to Point B.

LOCKOUT – TAGOUT

OSHA 29 CFR 1910.147



Lock-out/tag-out is a term that is applied to the action of either physically locking out (padlocking) a piece of equipment, and/or tagging (placing a notice) on a piece of equipment. Lock-out/tag-out can be used for equipment that is under-going repair or servicing or has been inspected and found to be unsafe to operate.

Lock-out/tag-out is especially important when working on electrically or hydraulically powered equipment that will cause severe injury or death should the machine start without warning. For energized equipment, it is important to lock out the equipment at the origin of the power source such as the electrical disconnect or electrical breaker.

A lock-out device or a tag-out notice should only be removed by the person who applied the device. This ensures that the person who applied the device is not in any danger when the equipment is re-energized. Unauthorized removal, ignoring, or circumventing a lock-out device or tag-out notice may severely injure or kill a co-worker and may be grounds for disciplinary action by the Department.

The Aviation Department uses specific locks, usually different colored locks, for the purposes of lockout. No other locks may be used.

Routine maintenance or cleaning of equipment requires the use of a lockout device. Take nothing for granted. If you lockout the machine and only you have the key to the lock-out device, and everybody follows the rules, you will not be injured by a piece of equipment that suddenly starts while your hands and fingers are inside the equipment.

MACHINE GUARDING

OSHA 29 CFR 1910.212



Machinery Guarding is a general term applied to a variety of tools and equipment that need some type of guard or device that will protect an employee or bystander from injury. Removing or circumventing a machine guard is dangerous and may subject an employee to disciplinary action.

Machine guards are found on almost every piece of electrically operated, hydraulically operated, or fuel powered equipment. Verifying the presence and function of the machine guard is an elementary part of the pre-use inspection process for every piece of equipment. Some guards are permanently affixed, such as a shroud on a weed eater or the blade guard on a chop saw. Some guards must be constantly adjusted, such as the tool rest on a bench grinder. Always refer to the manufacturer's specifications when it comes to correctly adjusting a machine guard. Bench grinders require tool rest be adjusted to less than 1/8 of an inch from the wheel and tongue guard be less than 1/4 of an inch from the wheel.

Machine Guards and Personal Protective Equipment go hand in hand when it comes to your protection. Make sure you have been trained on the operation of the equipment, fully understand the Machine Guard process and operation, and wear your PPE before using any equipment.



MOTOR VEHICLE PROCEDURES

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Drivers shall visually inspect the vehicle they are supposed to operate before they start the equipment. Drivers should take the time to make comfort and safety adjustments before they start the vehicle.

Drivers are only allowed to transport materials necessary to conduct City business. Do not leave a City vehicle unattended while the keys are in the ignition. Keep vehicles locked when not in use. Smoking in City vehicles is prohibited. Cell phone or wireless communication device shall not be used by the driver of a vehicle while the vehicle is moving.

The City utilizes the State of Arizona Motor Vehicle Points System to ensure that all of our drivers have an acceptable driving record during the time of their employment. An employee must immediately report any changes in their driving status to their supervisor.

The use of Seat Belts is required in all Aviation Department vehicles, no matter what errands you are running or how long your trip is.

OCCUPATIONAL HEALTH EXAMS



Occupational Health Exams are administered by the City's contracted occupational medical provider.

Examples of a mandatory occupational exam would include a respiratory assessment if your job requires that you wear any type of respirator equipment. There are also Audiometric Examinations (hearing tests) for employees who by the nature of their job are exposed to noises above a certain decibel level for an 8-hour work shift.

The most specialized examination is the Department of Transportation exam that is required for all City of Phoenix drivers who carry or apply for a Commercial Driver's License (CDL). CDL Health Examinations occur every two years unless required annually by physician.

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OFFICE SAFETY



Working for the City in an "office environment" does not exclude you from performing your job safely to prevent injuries. Employees should exercise caution when opening and closing doors and walk at normal speed. Employees should not run in hallways, on stairways, or around corners. Handrails shall be used when ascending or descending stairs. Care shall be exercised when entering or leaving elevators.

Employees should dispose of litter in an appropriate manner and clean up all liquid spills immediately. Do not leave chairs, wastebaskets, office machines, electric and telephone cords, etc., where they constitute a tripping hazard or place them in paths of travel.

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Desk drawers, cabinet doors, slides and files should not be left open while unattended. To prevent tipping, only one file drawer in a filing cabinet should be opened at a time. The blade of a paper cutter should not be left in the raised position and should be locked down after use. Use caution when pushing carts or other wheeled racks in office buildings, particularly when approaching corners and other blind spots.

OSHA VISITS



Aviation Department employees and the employees of the many companies operating at one of the City of Phoenix airports fall under the jurisdiction of the Arizona Department of Occupational Safety and Health (ADOSH). ADOSH adopts and enforces federal OSHA regulations. An ADOSH representative may pay a visit to your worksite for a number of reasons.

The most common are routine inspections, accident investigations, and to investigate complaints. If an ADOSH representative enters your work area, notify your supervisor immediately. Supervisors

should call Safety and inform them of the visit.

Safety will determine the need to meet with the ADOSH representative depending on the nature of the visit. Offer as much assistance to the ADOSH representative as possible, but never escort an ADOSH representative into another company's work area or into a secured area without first talking to your supervisor.

It is routine for ADOSH inspectors to interview employees when investigating complaints. You will be interviewed only if the complaint was filed by a City of Phoenix employee in your work area. These interviews will be private and the inspector will only ask questions relevant to the complaint.



PERSONAL PROTECTIVE EQUIPMENT

OSHA 29 CFR 1910.132

Personal Protective Equipment or PPE is the last line of defense when it comes to safety equipment for each City of Phoenix employee. A Job Hazard Analysis or JHA has been performed for each job classification within the Department. This JHA has identified what type of PPE is required for the job or jobs that you are required to perform.

If hazards are present that will require you to wear PPE, the Department will provide the equipment to you. The PPE is normally size specific and your supervisor will help you select the required equipment.

Once you obtain the required equipment, your supervisor will be responsible for making sure that you understand when PPE is required and that you can demonstrate the ability to:

- Properly put on the PPE, take-off the PPE, and adjust the PPE for
- comfort and safety
- Understand the limitations of the PPE
- Take proper care of the PPE

Eye and Face Protection

Employees must use appropriate eye and/or face protection when exposed to hazards such as flying debris, particles, metals, liquids, chemicals, gases, vapors, or harmful light.

Head Protection

Employees shall wear protective hard-hats when working in areas where there is a potential for injury from falling objects.

Foot Protection

Employees that are designated by their Section as needing protective footwear shall be allowed to purchase their Safety Shoes using the City of Phoenix Safety Shoe Voucher. The Safety Shoe Voucher can be picked up at Stores. Supervisors must verify that the employee needs the Safety shoes and that the proper shoes were purchased.

Hand Protection

The City provides a variety of gloves to protect the employee's hands from exposure to sharp objects, chemicals, infectious or harmful pathogens, and temperature extremes.

Respiratory Protection

Employees required by JHA to wear a respirator are subject to the requirements found in Arizona Department of Occupational Safety and Health Standards. Employees wishing to use disposable respirators for nuisance dust and odors must sign Appendix D of the OSHA respirator standard. Contact Safety for a copy of this form.

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PORTABLE FIRE EXTINGUISHERS

OSHA 29 CFR 1910.157



The City of Phoenix requires Portable Fire Extinguishers, type ABC:
A= Ordinary Combustibles B = Flammable liquids
C = Electrical

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These are used in every City facility. In most cases, they are normally located with 75' of linear foot travel or located by most facility exits. The Aviation Department requires that you have practical or "hands-on" training before attempting to fight any fire with a Portable Fire Extinguisher. This training is conducted by Station 19. To schedule the training use the Department Training Catalog. When confronted with a fire in any City facility, your first step is always to notify the Emergency Services to initiate a response by calling 3311. Then start the evacuation, or make sure an evacuation is in progress, before attempting to fight a fire with a Fire Extinguisher. Under no circumstances should you place your life in danger or in any way feel obligated as a City employee to fight a fire with a Portable Fire Extinguisher.

There is a general rule regarding the size of fire you can fight safely and effectively with standard Portable Fire Extinguisher utilizing the PASS method (Point, Aim, Squeeze, and Sweep.) Do not attempt to fight fires larger than an average sized wastebasket or fires that may block your exit. For these fires, evacuate the area and proceed to your "safe zone" or building assembly point. If you work in a City building or facility that has a sprinkler system, by the time you run to the extinguisher and back to the fire, the sprinkler system most likely will have deployed to control the fire.

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QUALIFICATION FOR DUTY



Employees shall not attempt work for which they are not fit, mentally or physically, since a hazard may result from such a practice. Any supervisor or crew leader having reasonable grounds to either suspect that an employee under his or her jurisdiction is mentally or physically unfit for work assigned shall prohibit such employee from working until satisfactory medical or other evidence of fitness is secured.

Any employee reporting for duty while under the influence of an illegal substance or alcohol shall not be allowed to work or to remain on the job site. Use of alcohol or illegal substances by an employee during working hours is forbidden and is sufficient cause for disciplinary action.

An employee under reasonable suspicion by their supervisor to be under the influence of alcohol or illegal substances during the performance of their job shall be required to submit to testing for controlled substance by the City's contracted occupational medical provider. An employee confirmed by medical testing to be under the influence of alcohol or an illegal substance shall not be allowed to return to work.

Employees taking prescription or non-prescription medication at the dose recommended by the manufacturer or at the dose prescribed by a licensed physician, that may affect their ability to operate equipment, shall notify their supervisor when reporting for duty. The employee may be subject to a physical evaluation conducted by the City's occupational medical provider before being medically cleared to operate City equipment.

RESPIRATORY PROTECTION PROGRAM

OSHA 29 CFR 1910.134



The City of Phoenix maintains a *voluntary* Respiratory Program that protects our employees from the various and serious hazards they may encounter in the course of performing their job. Protective masks found in the Respiratory Program include both full-face and half-masks with organic vapor cartridges to filter out mists, fumes, and dusts that would enter the lungs and expose the employee to various health hazards.

Enrolling in the Respiratory Protection program is essentially a three-step process. First, each employee is required to complete a mandatory respirator evaluation conducted by the City's contracted medical provider. When the employee is approved to wear a respirator, the employee will then attend a training session that is specific to the piece of equipment that they will wear in the field. The training covers how to put on the mask (donning), take it off (doffing), adjustments, limitations, cartridge life spans, and mask care and maintenance.

After the physical exam and training are complete, employees are required to be fit-tested annually by a competent person. The employee will be fit-tested in the mask that they will wear in the field. The employee and mask will be hooked up to a machine that effectively measures the fit of the mask and the amount of particulate matter that may infuse into the mask, under a variety of conditions,

such as talking, bending and head movement.

You will notice in the work force that employees will wear a white or blue mask that essentially has the same look as a medical surgical mask that may have a plastic button in the middle of the face piece, have two straps and a bendable nose clamp. This is called an N95 (N100, P95, P100, R95, etc) respirator. Employees mandated to wear a paper type fitting the category of N, P, or R as part of the JHA must be fit tested in the paper type. Employees that voluntarily wear a paper respirator-dust mask to protect themselves against dust or nuisance odors may do so if they sign and date a voluntary use form available from Safety.



SAFETY TRAINING

Training begins with your new employee orientation and continues throughout your employment with the Aviation Department. Some Safety Training is mandated by federal law (OSHA, EPA, FAA, and DOT). Annual safety training is required for all Aviation Department staff. This training is conducted

by the Safety Section. Other training will be required by virtue of your job assignment and the equipment you will use to perform your job.

During your initial introduction to the job, your supervisor is responsible for ensuring that you are properly instructed and trained for the work assignment. Your supervisor should also provide you with copies of all applicable procedures that are part of your job. In addition, the supervisor should take this opportunity during your initial induction to the job tasks, to provide you with the location of the Safety Data Sheets (SDS) and review all the chemicals that are part of your workplace. Read the SDS carefully and make sure you understand the properties, health hazards, and Personal Protective Equipment required for the chemicals you will work with on a frequent basis. It is important that you understand what chemicals can be mixed together and how the chemicals must be stored so they remain safe. Make sure you clarify any questions regarding chemicals with your supervisor.

During your initial job training, your supervisor will supply you with the Personal Protective Equipment (PPE) required for your job. PPE is supplied to employees at no cost to the employee with the expectation that when PPE is required for your job assignment, you are mandated to wear the PPE.

SHARPS

OSHA 29 CFR 1910.1030

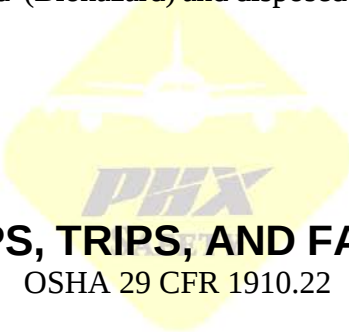


A "Sharp" or Sharps Material is defined as any contaminated or potentially contaminated object that can penetrate the skin. These materials normally include needles, scalpels, razor blades, knife blades, broken glass, or similar material.

Sharps and sharp material should only be handled when wearing disposable latex or nitrile gloves. Employees should never directly handle contaminated sharps. Instead, they should

utilize mechanical means of picking up sharps,.

Contaminated sharps should always be disposed in a sharps container. Sharps containers are available in all of the Airport restroom facilities. For field personnel who encounter sharps, any puncture proof container (can, jar, cardboard box) will suffice to secure sharps. Sharps material can then be disposed of in a normal manner. For sharps material that is contaminated with blood, or for syringes, the material must be labeled (Biohazard) and disposed according to regulation.



SLIPS, TRIPS, AND FALLS

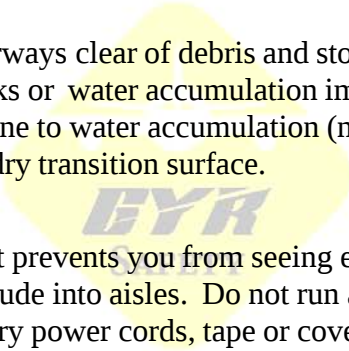
OSHA 29 CFR 1910.22

PROTECTING EVERYONE EVERY DAY.



Slips, trips and falls, are the most common types of accidents in the workplace and are normally attributed to poor housekeeping issues or poor work practices when working on ladders, scaffolds, or work platforms.

Keep aisles and stairways clear of debris and storage. Cleanup spills promptly and report any water leaks or water accumulation immediately to your supervisor. In areas where floors are prone to water accumulation (near doors), floor mats should be placed to provide a dry transition surface.



Never carry material in a manner that prevents you from seeing exactly where you are going. Arrange furniture so it does not protrude into aisles. Do not run appliance or extension cords in aisles, or if you have to run temporary power cords, tape or cover them so they are safe.

PROTECTING EVERYONE EVERY DAY.

TOOL SAFETY

OSHA 29 CFR 1910.242



Every piece of equipment in the work place should only be used for what the manufacturer intended. Hammers are for hammering and paper cutters were made to cut paper materials. Using a tool or piece of equipment outside its intended purpose will get you, or somebody near you, hurt.

Before you use a tool or piece of specialized equipment, look it over. A pre-use inspection may save you from injury. It takes only a moment to look at a hammer and make sure the handle is intact and the head is secure and free from metal slag. Complicated tools will take longer to inspect. Equipment or tools that are damaged should be immediately reported to a supervisor, tagged "Out of Service," and repaired or replaced. Electrical tools utilized outdoors, or in wet locations, should only be connected or plugged in to an electrical outlet with Ground Fault Circuit Interrupted (GFCI) protection capabilities or with an extension cord with integrated GFCI protection.

VIOLENCE IN THE WORKPLACE



Violence in the Workplace takes on many forms. As a City of Phoenix employee, you may often deal with external customers (public, contractors, and vendors) and internal customers (co-workers, other department employees). When conversations or actions take on an ominous or threatening tone, there may be a potential for a violent act.

Unprofessional behavior on the part of a fellow City employee might include rude or lewd language, threats, or intimidation. This behavior is not condoned by the City of Phoenix and should be immediately reported to your supervisor.

Should a verbal confrontation, a threat, or intimidation progress towards violence or an act of violence, employees should seek immediate assistance from the police by dialing 3311. Employees who are on the receiving end of the potentially violent behavior should immediately remove themselves from the location or individual and proceed to a safe area.

Potential for violent acts or acts of violence in the home or workplace will sometimes result in the issuance of a Court Approved Restraining Order. If you have a court approved restraining order against an individual, you will need to inform your supervisor regarding the conditions of the restraining order and the means of enforcing the restraining order should the order be violated.

Your supervisor will need to inform Human Resources of the restraining order. You will need to provide a photograph and/or a description of the individual who is the object of the order. You and your supervisor should discuss a plan of action, should the restraining order be violated.

WEAPONS IN CITY FACILITIES



A Weapon as defined in the dictionary by Webster - 1: something (as a gun, knife, or club) that may be used to fight with, 2: a means by which one contends against another. The Aviation Department does not define weapons by type. We simply state that weapons are not appropriate in the workplace and are therefore prohibited. Specific definitions regarding "Lethal Weapons" are found in the Arizona Revised Statutes (ARS 13- 3101).

Guns of any make, type or style, working or non-working unless carried by a certified peace officer, shall not be allowed on City property, including City vehicles, or the workplace. If you observe a gun in your work area, report the observance to your supervisor immediately.

Knives in the workplace shall be of folding type. The principle design of this type of knife is to assist

a worker performing a job related task.

WELDING

OSHA 29 CFR 1910.252



Welding Procedures and Hot Work Procedures go hand-in-hand. A welder should review each procedure to ensure a safe working environment. As with every work procedure, the employee should take the time to survey the work area ensuring that nearby employees, public and facilities are adequately protected from flame, heat, and sparks. A welder depends upon their Personal Protective Equipment (PPE).

Impact resistant welding hoods, shields and goggles with rated, tinted glass shall be worn at all times not just by the welder but also by all employees who are in the work area. Turning your head away from the welding arc is not eye protection. Fire Resistant rated clothing is required. Gloves, shoulder chaps, and leggings may also be required PPE depending on the type of welding being performed.

Respiratory protection is required when welding on certain metals such as zinc-coated material. Toxic fumes from zinc heated to the point of melting releases gasses that are harmful to humans.

For welding in areas where the public is present, welding screens and/or non - flammable tarps are required to protect the public from seeing welding arc or coming into contact from sparks.

Oxygen and acetylene cylinders shall be upright and secured at all times. Gauges and valves shall be removed or protected by a shield device while the cylinders are in transport. Empty cylinders shall be tagged (empty), the caps affixed, and the cylinders secured upright while awaiting replacement. Oxygen and acetylene cylinders shall be stored separately while awaiting use or transport. No smoking signs shall be posted in all cylinder storage areas.

Welders or employees using a cutting torch shall only use a "striker" to spark a torch and shall not utilize an open flame device.



Contact Information

Emergency Services: 273-3311

Communications 273-3300

Work Order Center: 273-2000

Aviation Safety Email: avn.safety@phoenix.gov

Aviation Safety Hotline: 683-3600

