

A M E N D E D

POLICY NO. 9

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE
COUNTY OF ST. CLAIR

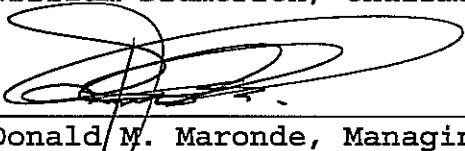
SUBJECT: Safety Policy

AMENDED: 2/17/04

The Safety Policy Book is hereby amended as attached.



William Blumerich, Chairman



Donald M. Maronde, Managing Director

Originally adopted: 02-13-79
Amended: 04-09-85
Amended: 05-19-92
New Book Accepted: 04-07-98
Retyped: 11-05-01

INTRODUCTION

This Safety Policy was developed so that we, the Board of County Road Commissioners and management staff, can provide you with the safest and healthiest working environment possible and to help you protect yourselves and others at all times. A good safety program is a major effort for all of us. With this in mind, the following Safety Policy will help all of us attain our safety goals.

**William L. Blumerich, Chairman
Kenneth C. Foerster, Vice-Chairman
Timothy J. LaLonde, Member
Donald M. Maronde, Managing Director
Kirk D. Weston, Deputy Managing Director**

**Originally Adopted February 13, 1979
Revised April 9, 1985
Revised May 19, 1992
Revised April 7, 1998
Retyped November 5, 2001
Revised February, 2004**

SAFETY POLICY

ST. CLAIR COUNTY ROAD COMMISSION

A Safety Coordinator has been designated by the Board of County Road Commissioners to coordinate and administer the Safety Program and has been given the authority to enforce all safety rules and regulations.

The primary purpose of these rules and regulations is to instruct, evaluate and encourage St. Clair County Road Commission employees in the use of safe working habits.

The goal of these rules and regulations is to develop better morale, better working conditions, increase productivity and provide a safe working place for the employees of the St. Clair County Road Commission.

Every employee of the St. Clair County Road Commission who may be probationary, seasonal or permanent shall abide by these safety rules and regulations.

**Definitions: "Shall" - means mandatory
"Should" - means recommended**

ST. CLAIR COUNTY ROAD COMMISSION

SAFETY AND OPERATING POLICY

ARTICLE I: GENERAL RULES

1. The St. Clair County Road Commission, as the employer, shall:
 - a. Provide a safe and healthy work environment free from recognized hazards.
 - b. Provide training to each newly assigned employee regarding the operating procedures and hazards of the job, as well as safeguards available and expected to be used by the employees.
 - c. Not knowingly authorize a process, machine or equipment to be used which does not meet applicable State safety standards.
 - d. Insist upon the use and maintenance of personal protective equipment to protect the employee from hazards, which could cause injury or disease. The equipment furnished shall be of safe design and construction to perform the intended function.
 - e. Establish, maintain and assure the utilization of a lockout procedure for all power driven equipment in need of repair or maintenance.
 - f. Develop, maintain and coordinate an accident prevention program.

2. Employees of the St. Clair County Road Commission shall:
 - a. Comply with rules and standards promulgated and with orders issued pursuant to Public Act 154 of 1974.
 - b. Not remove, displace, damage, destroy or carry off safety equipment furnished or provided for or interfere in any way with the use thereof of any person.
 - c. Not operate a machine or equipment until trained in the operating procedures, hazards and safeguards and assigned to do so by the employer.
 - d. Report to their supervisor any recognized potential safety hazard, personal injuries, and damaged or defective equipment or tools.
 - e. Use required personal protective equipment or devices as prescribed in these rules and regulations or posted. They will also keep equipment clean and serviceable while in their possession.
 - f. Not remove a guard or other safety device except for authorized servicing purposes. The guard or other safety device shall be replaced before the machine or equipment is returned to normal operation.

- g. Maintain a reasonable driving record both on and off the job and report immediately any suspension or permanent withdrawal of a valid driver's license or any violation points assessed against said license. County vehicles will be operated in strict accordance with all Road Commission policies and the laws of the State of Michigan.
- h. Report to their supervisor, immediately, any defects of roads, highways, shoulders, signs, bridges, signals or any other property under St. Clair County Road Commission responsibility.

ARTICLE II: SPECIFIC RULES AND WORK AREAS

1. Head Protection (Hard Hats)

- a. Employees shall use the head protection equipment provided, hereinafter referred to as hard hats, in accordance with instruction and training received. Employees shall not physically alter and shall guard against damage to the head protection equipment provided. Employees shall not use head protection equipment provided that has been physically altered or damaged.
- b. Hard hats shall be worn by all County Road Commission employees at all outside job sites and where there is possible danger of head injuries from impact or from falling or flying objects or from electrical shock and burn.

2. Housekeeping

- a. Materials, including scrap and debris, shall be piled, stacked or placed in a manner which does not create a hazard to other equipment or danger to an employee. All places of employment (passageways, storerooms, service rooms and job sites) shall be kept clean and orderly.
- b. The floor of a work area or aisle shall be maintained in a manner, which does not create a hazard to an employee. This area must be free of an accumulation of scrap, debris, water, oil, grease and other slip and trip hazards.
- c. Gasoline or oils shall be transported to work sites for refueling purposes in an approved safety can with an automatic closing cap and flame arrester. (No smoking in trucks transporting gasoline.)

3. Face and Eye Protection

- a. The employer shall provide a type of face protection suitable for

the work to be performed and an employee shall use such protection. A suitable eye protector shall be provided where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation or a combination of these hazards. Employees shall use such protection in any working capacity when exposed to these hazards. Face and eye protection equipment shall be kept clean and in good repair.

- b. The Safety Coordinator and Supervisor shall check regularly to verify that employees are using proper face and eye protection.

4. Visibility Protection

- a. A safety vest shall be worn by all employees when working in the roadway, except when driving a vehicle or cutting trees.
- b. When an employee is acting as a traffic regulator, you shall wear an upper body garment that is either fluorescent orange, yellow, strong yellow-green or a combination of these colors and contains retro-reflective material which is either orange, yellow, white, silver or strong yellow-green. The retro-reflective clothing must be designed to be visible at 360 degrees through the full range of body motions, day and night. An orange, yellow or strong yellow-green hat will improve your visibility to motorists.
- c. Traffic regulators are also required to wear a hard hat, safety glasses and work boots.

5. Foot Protection

- a. Employees shall wear foot protection, toe protection, or both when the conditions of regularly assigned jobs would be likely to cause a foot injury. Leather top, hard-soled shoes or boots must be worn for all such work. Sandals, canvas or tennis shoes with soft soles shall not be worn at any time while working at any jobs likely to cause foot injury.

6. Hearing Protection

- a. An employee shall use the provided hearing protection equipment in accordance with instructions and training received.
- b. The Safety Coordinator and Supervisors shall check regularly to verify that employees are using proper hearing protection.

7. Seat Belts

- a. Seat belts shall be worn when operating or driving equipment except when operation of the equipment requires the operator to stand up.
- b. The Safety Coordinator and Supervisors shall monitor the

mandatory use of seat belts. Defective seat belts should be reported and repaired immediately.

8. Signing

- a. Use proper, designated and well maintained signing. Be sure signing is properly placed for motoring public clear vision and workers' protection in accordance with Michigan Manual of Uniform Traffic Control.
- b. Give instructions to traffic regulators and be sure proper flagging procedures are used to properly control traffic in accordance with Michigan Highway Manuals and Traffic Regulators Instruction Manual. When an employee is acting as a traffic regulator, a warning garment that is either fluorescent orange, yellow, strong yellow-green or a combination of these colors and contains retro-reflective material which is either orange, yellow, white, silver or strong yellow-green and visible at 360 degrees through the full range of body motions shall be worn. Traffic regulators are also required to wear a hard hat, safety glasses and work boots.
- c. Take proper care of signs, barricades, flags and signing material furnished.

9. Automotive Service Operations

Employees shall:

- a. Use personal protective equipment required.
- b. Use tools and equipment only when authorized and trained in their use.
- c. Report employer's defective tools and equipment and hazardous conditions when detected to their Supervisor.
- d. Maintain their personal tools, equipment and work areas in a manner to prevent a hazardous condition.
- e. Not smoke or create a spark or flame within 15 feet of an exposed flammable liquid or article, which may have been wetted by a flammable liquid. Use gasoline buggy with grounding strap to pump gas from tank and store.
- f. Not wear exposed rings, necklaces or other types of jewelry in the work area. A ring may be worn if covered by gloves or tape.
- g. Dispose of wiping cloths soiled from oil, grease, paints or solvents in a metal container labeled or identified for use for disposal of combustible materials.

10. Welding and Cutting

Employees shall:

- a. Wear face and eye protection when chipping and removing faulty weldments or slag.
- b. Wear a welding helmet with eye protection underneath when

- welding.
- c. Wear gloves to protect the hands and wrists when welding and cutting.
- d. Wear clothing free of grease, oil and flammable liquids.
- e. Wear leather top hard-soled shoes or boots.
- f. Use welding and cutting equipment in the manner for which they are trained and authorized.
- g. Wear long-sleeved shirts when grinding and welding.
- h. Have fire extinguishers at work areas during welding and cutting.

11. Excavation and Trenching

Employees shall:

- a. Not stand under a load or adjacent to a vehicle being loaded.
- b. When occupying an excavation or trench more than 4 feet deep, be provided a ladder with steps extending at least 3 feet above the top of the trench as a means of egress. Lateral travel along the wall to a ladder shall not exceed 25 feet.

12. Miss Dig

In compliance with current Michigan Laws:

- a. Clerks, Project Foremen, Labor Foremen, office staff or District Foremen must notify Miss Dig and give proper identification of any and all digging. A request for utility companies to provide assistance at specific locations and times may be included with notification to Miss Dig or at anytime by direct contact with the utility company.
- b. Every St. Clair County Road Commission employee will notify his Foreman, Clerk or the office if, at the start of a digging job, it appears that underground utilities have not been staked and damage may be done by digging.
- c. Employees shall report any damage, no matter how minor, immediately to their Foreman. In the event of an emergency, the utility should be notified immediately.

13. Truck Drivers, Equipment Operators and Powered Grounds-keeping Equipment Operators

Employees shall:

- a. Check lights, horn, tires, wheel lugs, brakes, clean windows and check engine oil and hydraulic systems before operation, and as required, to insure proper maintenance and safety of the equipment.
- b. Report to the supervisor on proper forms, as provided any equipment or safeguard, which is found defective.

- c. Not operate, lubricate or provide maintenance to any equipment until trained in the operation, lubrication, maintenance procedures, hazards and safeguards and shall have been authorized or licensed to do so, if such is required.
- d. Not remove a guard except for authorized maintenance purposes. The guard shall be replaced before the machine is returned to operation.
- e. Always block box on dump equipment when in an upright or raised position except for actual time required to dump. After dumping, box will be immediately lowered completely or blocked. Permanent attached braces must be used when available.

14. Power Equipment Operator Rules

Employees shall:

- a. Not fill a gas tank while indoors or while the engine is running or when a source of ignition is present in the immediate area.
- b. Use an approved safety can with an automatic closing cap and flame arrester.
- c. Cleanup oil spills or gasoline spills immediately.
- d. Disengage the drive mechanism before starting the motor or engine.
- e. Stop a rotary mower blade while traveling over loose gravel drives or walks.
- f. Stop the engine or motor to clear a clog or jam or when making an inspection after striking a foreign object.
- g. Equipment shall not be left running or unattended if the operator is beyond vision or more than 25 feet away from equipment.
- h. Wear seat belts where provided.

ARTICLE III: SAFETY GUIDELINES

- 1. Don't run or walk fast around blind corners, past doorways and in corridors. Avoid standing in front of closed doors. Use caution at entrances. Do not use improper or worn electrical cords.
- 2. Read mail at your desk not while walking around. Watch out for telephone or electric cords, equipment, paper clips, wastepaper, rubber bands and pencils under foot.
- 3. Use handles when closing file or desk drawers and when closing safe and vault doors.
- 4. Keep file drawers, desk drawers, slides and locker doors closed when not in use. Open one file drawer at a time.

5. When you have to climb, use a safe ladder.
6. Keep sharp objects in their proper place. Handle with care.
7. When lifting, use proper lifting techniques.
8. Report all hazards to supervisor.

ARTICLE IV: GENERAL

1. Use common sense. These rules are a guide to good practice, but the situation itself will be the control. Report unsafe conditions immediately.
2. Do not use frayed, broken or ungrounded lead wires on electrical tools.
3. Do not use lock-on switches on electrical tools.
4. Use face and eye protection when sawing or chipping or on any other operation when there is danger from flying objects or particles.
5. While riding in trucks, sit down and use seat belts. Do not ride fenders or stand up.
6. Do not jump on or off any vehicle while it is in motion.
7. Dress properly, wear shoes or boots that give ankle support and that have a heavy sole. Do not wear loose clothing.
8. Do not wear cut-offs or Bermuda shorts.
9. Shirts must be worn at all times.
10. Always wear an approved helmet and gloves when welding.
11. Machine guards and safety devices shall not be removed except for the purpose of repairs and must be replaced before starting the machine or motor.
12. Do not clean, oil, grease, and/or adjust any machinery while the machine is in motion.
13. Do not operate machinery if you are not an authorized operator.
14. Before doing work where there is danger of coming in contact with electrical wires or equipment, notify your foreman.
15. Keep your tools in good condition, do not use tools with cracked or loose handles or other defects. Damaged or worn parts must be promptly repaired or replaced. USE THE RIGHT TOOL FOR THE RIGHT JOB.
16. Pile material safely. Use proper blocking and never exceed a safe height.
17. Keep out from under loads carried overhead.
18. Do not ride on any lift or hoist not authorized for personnel.
19. Ladders and scaffolds must be on a substantial base and must be solidly constructed. Ladders must have feet or be braced to prevent slippage.

20. Do not use ladders that are broken, weak or with missing rungs. Do not paint wood ladders.
21. Do not use metal ladders where they may come into contact with electrical circuits.
22. Face the ladder when ascending or descending.
23. Do not use a ladder to gain access to a roof or elevated work platform or level unless the top of the ladder is extended to at least three (3) feet above the upper point of support.
24. Do not place ladders on boxes, barrels or other unstable bases to gain additional height.
25. Always secure ladders and use ladders at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder and the ladder is in place. (The length along the ladder being between the foot and top support.)
26. All stepladders must be used in the open or set-up position only. They should never be used by leaning against a wall or column, as the steps are not level or designed for this use.
27. Do not move or roll scaffolds when men are on platforms.
28. Materials and equipment will not be left or placed in aisles, walkways or roads.
29. Do not drop materials or tools from any scaffold or ladder.
30. If a cable is damaged or shows that it is unsafe, do not hoist until the cable is thoroughly inspected and replaced if necessary.
31. **REMEMBER** - Gasoline in authorized cans only. **NO SMOKING!**
32. Keep a clean house.
33. Keep the public and all other unauthorized persons away from the work area.
34. Chain or otherwise secure compressed gas cylinders, in an upright position. They shall be placed in cylinder carts whenever being moved to different locations.
35. Do not proceed with any welding or burning without a fire extinguisher nearby.
36. Do not use or be under the influence of intoxicating liquor or use non-prescribed drugs while on the job. Such use shall be cause for disciplinary action.
37. Employees taking any medication, which may cause drowsiness, shall report this to his or her supervisor prior to beginning any job assignment or workday.
38. Comply with all federal, state, local and employer safety laws, standards and policies.
39. Employees shall comply with Michigan Law covering load heights, load covering and tailgate closure regulations in order to avoid spillages on the road.
40. **VIOLATION OF THESE SAFETY RULES SHALL BE CAUSE FOR**

DISCIPLINARY ACTION.

Good safety practices are not limited specifically to those in writing. The best safety practices are followed with common sense and good judgement.

SAFE HABITS ARE NO ACCIDENT

NOTES AND COMMENTS

ST. CLAIR COUNTY ROAD COMMISSION

SAFETY POLICY

I have this ___ day of _____, 20___ been furnished and read and understand the Safety Policy of the ST. CLAIR COUNTY ROAD COMMISSION.

Employee Signature

Safety Coordinator

Supervisor