

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

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**TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM**

**EMPLOYMENT ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_ hereby acknowledge that I have received and reviewed a copy of the Town of Burgaw Safety and Loss Policy.

I understand and agree to the terms outlined in the policy and that compliance to the policy is a condition of continued employment.

**Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## RESOLUTION AUTHORIZING THE CREATION OF A SAFETY COMMITTEE AND SAFETY AND LOSS CONTROL PROGRAM

WHEREAS, the Town of Burgaw realizes that it has the responsibility to provide a safe work environment for its employees and that each pursue the highest standard in his/her assigned activities, all municipal employees must recognize that the well being of persons involved in the protection of our physical resources are as important as the activity being done.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF BURGAW AS FOLLOWS:

SECTION 1. The Fire Administrator is hereby appointed as the Town of Burgaw Safety Coordinator.

SECTION 2. The Town is establishing a safety and loss program to be implemented and monitored on a continuous basis. As the first segment of the Town's program, a safety coordinator will be appointed and assigned the responsibility of organizing the overall safety and loss control efforts.

SECTION 3. A safety committee is to be created to investigate major losses, evaluate loss trends, and assign other safety responsibilities as needed. The Committee will be chaired by the Safety Coordinator and its members will include all applicable employees.

SECTION 4. Each municipal department director will be responsible for the safety and well being of the workers in his/her area of responsibility. Each municipal employee will be responsible for his/her own safety and for the safe completion of assigned task. The Town requires its employees to respond to all planned safety efforts and to perform their assigned job in the safest manner possible.

SECTION 5. The Town of Burgaw is committed to doing all in its power to make its safety and loss control program success and expects all municipal employees to assist in this effort by contributing expertise and by following all established rules and procedures.

SECTION 6. The Safety and Loss Control Program shall be included as an appendix of the Town of Burgaw Personnel Policy

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## ARTICLE I ORGANIZATION AND RESPONSIBILITIES

**SECTION 1. Mayor and Board of Commissioners:** The Mayor and Board of Commissioners support a town-wide safety program in personnel policies and budgetary consideration.

**SECTION 2. Town Manager:** The Town Manager, through the Safety Committee, is generally responsible for overall management and administration of a comprehensive safety program.

**SECTION 3. Safety Committee:** The Committee will function as an advisory board to develop and recommend to the Safety Coordinator matters of policy and procedure affecting administration of the Town of Burgaw Safety and Loss Control Program. Membership will be comprised of a member(s) from the Board of Commissioners, Policy Finance Board, Town Manager, Safety Coordinator, Personnel Technician, and the department head in whose department an incident has occurred. A special meeting may be called by the Safety Coordinator if needed. Responsibilities are, but not limited to:

1. Planning and recommending policies and procedures affecting the development and administration of an aggressive safety program.
2. Developing Procedures for handling and processing safety suggestions and recommendations as well as a complaint procedure.
3. Discussion of accident prevention methods, program promotion, safety hazards, injury records, etc.
4. Review safety inspection reports, employee suggestions and complaints, accident investigation reports, accident analysis, and make appropriate recommendations to the department head for:
  - a. Possible changes in work practices or procedures
  - b. Need for safety procedures
  - c. Need for protective devices or equipment
  - d. Need for training
5. Promote and motivate employees in safety compliance.

**SECTION 4. Safety Coordinator:** The Safety Coordinator is directly responsible for the implementation and operation of this safety and loss control program which will include training, loss control, accident and insurance follow up, and vehicle and building safety. The Safety Coordinator also performs the following duties:

1. Evaluates compliance with the program within departments.
2. Assists in providing technical guidance and direction to personnel and all levels of management in the implementation of the safety program.
3. Participates in the investigation of accidents and injuries and assists in the preparation of reports and evidence of the Town's use.
4. Provides the town Safety Committee with information concerning all

## TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

available accident prevention resources.

5. Insures that all necessary evidence is collected and prepared for the Town Safety Committee to review.

6. Reviews investigation reports, meets with the employee and his/her immediate supervisor to gather additional information and recommends appropriate disciplinary action, in accordance with Town policy, the department head in the event of an avoidable accident with personal injury or property damage.

**SECTION 5. Department Heads:** Each Department Head is a member of the Safety Committee therefore is responsible to the Safety Committee for their Department's employee's safety. Each Department Head will:

1. Hold each supervisor accountable for injuries by his/her employees.
2. Provide leadership by setting a proper example for all employees, be responsible for successfully operating the department's safety program.
3. Document any assistance needed in promoting aggressive and effective safety program actions; implement safety policies and programs prescribed to be introduced at a future meeting of the Committee.
4. See that all employees, new and old, are trained or retrained in the accepted safety methods.
5. Provide personal protective equipment and instruction when necessary and follow up on the equipment's proper use.
6. Require accidents to be promptly reported, thoroughly investigated by supervisory personnel, and properly recorded.
7. Insure that prompt, corrective action is taken whenever unsafe conditions are recognized or unsafe acts are observed.
8. Evaluate the physical and mental capacity of department employees while performing their tasks.
9. Cooperate with the Town Manager and Safety Committee regarding an investigation or any accident or Safety and Loss Control Policy matter.

**SECTION 6. Employees:** Employees will be required, as a condition of employment, to exercise care to prevent injuries to themselves and to their fellow workers.

Employees are required to:

1. Report all unsafe conditions and unsafe acts to their supervisors.
2. Keep work areas clean and orderly at all times.
3. Follow prescribed procedures and report all work related and non-work related accidents and injuries to their supervisors as soon as possible.
4. Participate in all required safety and occupational health training and be certain to have a sure understanding of instructions before starting work.
5. Learn to lift and handle materials properly.
6. Avoid engaging in any conduct that would bring discredit to the Town.
7. Know how and where needed medical attention may be obtained.
8. Promptly report all work related injuries, vehicle accidents, property damage and injuries to non-employees to his/her supervisor.
9. Each employee is responsible for compliance with all safety directives and procedures.

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10. Serve on the safety committee when appointed or elected.

## ARTICLE II SAFETY PROCEDURES

**SECTION 1. Objective:** An effective safety program is made possible through quality supervision, employee training, a thorough understanding by all employees of the accomplishments of hazardous jobs, and the consistent following of established rules in daily operations.

**SECTION 2. Scheduling of Training:** Each Department Head will be responsible for establishing a schedule of training of his/her department.

**SECTION 3. Training Assistance:** The Safety Coordinator will act as liaison in procuring instructors, visual aids, etc. on request.

**SECTION 4. On-The-Job Training:** On-the-job training should be given by supervisors responsible for the individual. The training should include:

1. Explanation of the safety program
2. Prescribed personal protective clothing and equipment
3. Emergency treatment of injuries
4. How to report a fire, serious injury and/or accident
5. Specific hazards associated with the job
6. General hazards encountered in the work area and how to avoid them

**SECTION 5. Specialized Training:** Specialized training should be required from time to time for special areas of operation and to meet the specific requirements of unique tasks. These include special equipment for personnel working with or exposed to toxic or other corrosive chemicals, storage of toxic or corrosive liquids or solids, and other special requirements such as handling explosives.

**SECTION 6. First Aid Training:** All employees are encouraged to be trained in First Aid. All personnel trained in basic first aid should recognize their limitations and when the need for further emergency medical assistance is required.

**SECTION 7. Safe Lifting Practices Training:** Experience has shown that many employees are injured while lifting items incorrectly. Employees should be instructed on a periodic basis on the safe, correct practices that should be observed in order to avoid injury. There are seven basic steps to be followed in any type of lifting procedure:

1. Get as close to the object as possible
2. Have a firm, natural footing
3. Squat or bend at the knees
4. Keep the spine straight

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5. Divide weight between two hands
6. Bring weight up against your body
7. Straighten up using your thigh muscles

**SECTION 8. Housekeeping:** Good housekeeping is an important element of accident prevention. It should be of primary concern to all supervisors and employees. Listed below are simple rules for housekeeping:

1. **Storage Areas:** All materials should be in neat stockpiles for ease of access. Keep aisles and walkways clear of loose materials and tools.

2. **Work Areas:** Clean up loose materials, waste, etc. immediately. This is especially important in aisles and in the vicinity of ladders, ramps, stairs and machinery. Tools and loose materials should be removed immediately if a hazard is created.

3. **Areas used by Personnel:** Empty bottles, containers, and papers should not be allowed to accumulate where lunches are eaten on the job site. Trash disposal cans should be provided.

4. **Oil and Grease:** Spills of oil, grease, or other liquid should be cleaned up immediately or sprinkled with sand or an oil absorbing compound.

5. **Disposal of Waste:** An effective means of preventing litter is the provision of suitable receptacles for waste, scrap, etc. Combustible waste such as oily rags, paper, etc. should be stored in approved containers, and disposed of regularly.

6. **Lighting:** Adequate lighting should be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.

7. **Defective Equipment:** Check for and report all defective equipment, especially electric cords and plugs.

8. **Tripping Hazards:** Watch for loose floor covering, stair treads, etc. and repair immediately.

**SECTION 9. Supplemental Special Training:** Supplemental safety training and promotion will be accomplished including safety films and color slide presentations, promotional literature such as safety posters, bulletins, booklets and other media.

**SECTION 10. Safety Orientation Training:** Safety orientation for new and transferred employees is a key element of occupational education and a major factor in safety. Instructing employees in principles of safety and checking to make sure they use them can help prevent costly accidents and injuries. This training is the responsibility of the supervisor.

### ARTICLE III VEHICULAR ACCIDENT REPORTING PROCEDURES

**SECTION 1. Vehicular Accidents:** At the scene of an accident involving a Town vehicle follow this guideline:

1. Stop immediately and give or secure first aid and medical aid for the injured.

2. In each Town vehicle glove box there is a pamphlet that identifies the steps

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to take in case of an accident. On the inside cover is the information about your (Town) insurance company. The next page is for the other driver. Record the information asked for. **USE THE PAMPHLET IN CASE OF AN ACCIDENT.**

3. Do not remove your vehicle and request the other driver not to move his and remain on the scene until a Law Enforcement Officer (LEO) arrives.

4. Call 911 and indicate the severity of the accident. After calling 911, call your department head; if unable to contact him/her, contact the Town Manager.

5. Get the name and address of the other driver/s and give your name whether it is requested or not. Get the names of the witnesses if possible.

6. If there is evidence of any bodily injury to anyone, request the N. C. State Highway Patrol be notified.

7. **MAKE NO STATEMENT TO ANYONE, AND GIVE NO INFORMATION REGARDING THE ACCIDENT TO ANYONE EXCEPT OFFICIALS OF THE TOWN AND THE LAW ENFORCEMENT OFFICER.**

**SECTION 2. Following the Vehicular Accident:** Follow this guideline.

1. After the release by the investigating law enforcement officer, the employee will take the involved Town vehicle to the Town Garage if the employee is unhurt and the vehicle can be safely driven. If the employee is unable to take the vehicle, he/she must notify the Town Garage to make the arrangements to pick up the vehicle.

2. If the Town vehicle cannot be moved from the scene of the accident under its own power after the investigation, the Supervisor will be notified and arrangements for moving the vehicles will be made.

3. If the LEO who investigated the accident determines that a wrecked vehicle must be moved immediately, they will contact the appropriate personnel, who will make the necessary arrangements.

4. A Town owned vehicle should never be pushed by another vehicle or be used to push another vehicle. If a Town vehicle becomes stalled, it should be towed with the appropriate equipment by an experienced person, preferably by Town Garage personnel.

5. Department Head should report all motor vehicle accidents to the Town Manager, Personnel Technician, Safety Coordinator, and Finance Officer within 24 hours after the accident.

6. An accident/injury report shall be completed for each accident by the employee and their supervisor within 24 hours. The completed accident/injury form shall be forwarded to the Safety Coordinator within 48 hours.

**SECTION 3. Accident Investigations:** A Town employee having an accident will report the incident to the immediate supervisor as soon as possible. The employee's supervisor will be held responsible for seeing that the employee involved receives immediate medical attention if there is any indication the slightest injury, external and internal. The supervisor should look for unsafe conditions as well as unsafe acts and improper procedures that may have contributed to the accident. The purpose of the accident investigations is to prevent future accidents.



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## ARTICLE IV SAFETY INSPECTIONS

**SECTION 1. Purpose:** To identify existing or potentially hazardous work conditions, materials, or methods.

**SECTION 2. Frequency of Inspections:** Each town maintained and/or owned facility will be inspected once every quarter.

**SECTION 3. Scheduling of Surveys:** The Safety Coordinator will be responsible for setting up and conducting the inspection for each department.

**SECTION 4. Designation of Inspectors:** The Safety Coordinator along with the appropriate Department Head(s) will conduct the safety inspections. Well qualified employees may also be asked to serve as a part of the inspection team.

**SECTION 5. Inspection Procedure:** The Safety Coordinator will insure that an inspection checklist is prepared and utilized. This checklist will include, but not limited to the following, if applicable:

|                                  |                      |
|----------------------------------|----------------------|
| Building Condition               | Machinery            |
| Receiving, Shipping, and Storage | Personnel            |
| Housekeeping                     | Hand and Power Tools |
| Electricity                      | Personal Protection  |
| Heating and Ventilation          | Fire Prevention      |
| Chemicals                        | Maintenance          |
| Lighting                         |                      |

All inspection findings will be recorded and recommendations will be furnished to the Department Head and Town Manager in writing. Corrective action to address the deficiencies will be taken within 10 days by the appropriate department head(s). The appropriate department head(s) will submit to the Safety Coordinator and Town Manager a report outlining the nature of the corrective action within 10 days of receipt of notice of deficiencies by the Safety Coordinator.

## ARTICLE V PROGRAM ADMINISTRATION

**SECTION 1: Accident Review:** An accident review helps identify those unsafe conditions or acts which are contributing to on-the-job accidents and injuries. Identifying such hazards is the first step in correcting them and reducing the potential for related accidents and injuries.

**SECTION 2: Review by the Safety Committee:** Review the nature and

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circumstances regarding all accidents for which an employee receives medical care from a medical facility. Those accidents may be classified and any of the following:

1. Bodily injury caused by the employee's own action requiring medical care from a medical facility.
2. Personal injury to another individual requiring medical care from a medical facility.
3. Any vehicle or equipment accident requiring medical care from a medical facility.
4. Accident resulting in avoidable property damage when deemed appropriate by the applicable department head(s).

The Safety Committee will determine for each accident if an unsafe condition or action contributed to the incident, and if so, what corrective action should be taken to insure that the similar accident does not recur. Corrective action could mean, for example, a modification in the departmental personnel protective equipment policy. The Committee will also determine whether the accident was avoidable or unavoidable. If the Safety Committee determines the accident was avoidable, it may recommend a disciplinary action be taken in accordance with the Town Personnel Policy. In the event that disciplinary action is imposed as a result of the accident, the employee is entitled to all rights and procedures provided under the appeals process within the Town Personnel Policy.

**SECTION 3. Discipline:** It is recognized that some Town employees will violate work rules/policies, commit unsafe acts, and willful negligence. As a result, each violation or action will require immediate corrective action by supervisors and administrators. If immediate discipline is necessary the Department Head and the Town Manager will administer the appropriate discipline. It should be emphasized that safe work rules/policies and driving procedures must be enforced for the protection of the employee and the Town. This action outlines guidelines for uniform disciplinary actions that are to be administered for the following categories:

1. Bodily injury caused by an employee's own action or negligence.
2. Personal injury to another individual determined to have been avoidable.
3. Preventable vehicle accidents.
4. Accidents involving property damage.
5. A violation of safety rules and procedures, commission of unsafe acts, or willful negligence.

In each category, the monetary value or cost incurred and a result of an accident should not dictate the corrective action to be administered. Management should discourage any implication that it is acceptable to have an inexpensive accident, but us is unacceptable to have an expensive accident to occur. The same action that causes little accidents also causes the big one, therefore, the emphasis is placed on accident prevention.

**SECTION 4. Non-routine Task:** The immediate supervisor of an employee

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performing task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task when the supervisor knows that the non-routine task will be performed.

**SECTION 5. Contractors:** Contractors are expected to comply with all OSHA standards while working on Town property.

### ARTICLE VI SAFETY RULES AND GUIDELINES

**SECTION 1. Objective and Responsibility:** Safety rules and guidelines that are adhered to serve as a proactive measure reducing the frequency and severity of accidents. Management and Safety committees should develop safety rules and guidelines for each department. Department heads and employees should be involved in developing them for their respective work areas. The attached rules and guidelines will provide a starting point. These do not relate to all hazards confronted by employees. For safety rules and procedures to be effective, employees must know that all rules will be enforced by management.

**SECTION 2. These Rules Apply To All Town Departments:**

1. Good housekeeping is maintained throughout all operations.
2. All employees will be properly trained before they are allowed to assume routine duties and should not attempt to lift an object where proper lifting techniques cannot be used.
3. Hard hats will be provided for and used by all employees exposed to related hazards (electrical class B hard hat required).
4. Eye and ear protection will be provided for use by all employees exposed to related hazards, i.e. grinding, cutting, chipping, welding, battery changing, jack hammering, etc.
5. Caution signs will be posted in shop areas and on major mobile equipment warning that eye protection be worn.
6. Applicable employees will be required to wear steel-toed footwear as determined by the applicable department head.
7. All employees will be provided with and required to wear gloves when conditions dictate their need.
8. First aid kits will be available to all employees at all times.
9. Water coolers will be available at job sites away from the shop area, as applicable.
10. All vehicles and equipment will be visually inspected before starting each shift. Bottles and trash shall not be allowed to accumulate in the floors, seats, or dash area of any town vehicle.
11. Employees working near vehicular traffic will be provided with and required to wear approved high visibility clothing, i.e. DOT/OSHA approved reflective vest.
12. A sufficient number of NCDOT certified florescent plastic cones, signs, and warning devices will be available and used when work activities are near vehicular traffic.

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13. All gasoline which is transported in vehicles will be contained in NFPA approved safety containers.
14. Hand rails will be installed that are built to NC Building Code specifications on all permanent stairs leading to overhead storage areas.
15. Standard guard rails, toe boards, and wire mesh will be installed along front of the overhead storage areas.
16. Adequate overhead and roll protection will be installed on mobile equipment.
17. Hand carts, hoist, dollies or other devices will be used for lifting or moving heavy objects.
18. Guards and safety devices will be kept in place and in working condition on all equipment, tools etc.
19. All fan belts, V-belts, chains and sprockets which are subject to employee exposure will be properly guarded.
20. All hand tools will be inspected to ensure their safe working conditions.
21. All electric fans will be equipped with proper guarding.
22. Bench grinders will be securely mounted, equipped with protective eye shields and properly adjusted tool rest, and have adequate guards over the end spindles.
23. All tools and electrical equipment will be either double insulated or equipped with three pronged plugs to insure proper grounding.
24. An evacuation plan will be developed and posted in every building.
25. All electrical switch boxes and electrical panels will be closed and properly marked.
26. **NO SMOKING** signs will be located in appropriate areas and followed by all employees and visitors, i.e. storage areas for compressed gases and/or other combustible material, refueling pumps, and battery charging areas.
27. All compressed gas cylinders will be properly stored in proper position.
28. All flammable or combustible materials will be properly stored and grounded.
29. There will be an adequate number of properly located and inspected fire extinguishers.
30. All exits will be properly marked and free of obstruction.
31. All employees will wear seat belts in vehicles that are so equipped.
32. Whenever two employees are available and vision is impaired due to traffic or other obstacles, one will assist the other in backing Town vehicles.
33. All employees will be adequately informed on hazard communication in the workplace as per OSHA Regulation 1910.120.
34. Copies of all medical and/or psychological (when applicable) examines and evaluations forms required by the town shall be provided to the Town's Personnel Technician for inclusion in the appropriate employees personnel file.
35. Pre-employment criminal background checks shall be conducted on all prospective town employees prior to an offer of employment being made.
36. Department Heads will regulate tobacco use issues within their departments.

### **SECTION 3. Garage/Maintenance:** Rules and Guidelines for the Garage/Maintenance Department.

1. The exhaust ventilation system shall be used when a vehicle is operated for more than sixty (60) seconds.

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2. A designated area with no smoking sign and clear of all spark producing devices will be used for charging automotive batteries.
3. Safety lights will be used for drop cords while working under vehicles.
4. All welders will be properly grounded, located in a dry area, and equipped with properly insulated terminals.
5. Safety devices will be used to prevent dump bodies falling while maintenance is being performed.
6. Safety devices will be used when working on hydraulic cylinders while under pressure (back hoes, loaders, etc.)
7. All items or materials will be stacked in a safe manner.

**SECTION 4. Public Works:** Rules and guidelines for public works are as follows:

1. All full-time employees of the Public Works Department will be required to complete a pre-employment physical.
2. Any physical examination should include a stress type electrocardiogram when deemed necessary by the examining medical professional
3. Management should develop standard guidelines for entering confined spaces and underground areas in compliance to OSHA law, i.e. checklist, permits, etc.
4. Backup alarms should be installed and operable on all mobile equipment with limited sight visibility.
5. Supervisors should ensure that all workers are properly trained in the use of their respective personal protective equipment.
6. Vehicles should be equipped with adequate warning lights.
7. Sides of trenches more than five ( 5 ) feet deep should be properly shored, braced, and/or sloped.
8. Toxic, corrosive, caustic materials and chemicals shall be properly stored and labeled. Employees should be properly trained in the use of these chemicals and materials.
9. No employee other than the operator will be allowed to ride on a piece of equipment (i. e. no riding in buckets or on fenders)
10. No employee will ride in the bed of open-back trucks or pickup trucks.
11. Equipment and materials being hauled should be tied down.
12. Proper "Caution" signs will be placed in public areas during all maintenance work.
13. Employees will be equipped and required to wear brightly colored clothing that is approved by the department.
14. All public works employees will be adequately trained of occupational exposure to bloodborne pathogens or other potentially infectious materials as per OSHA regulation 1910.1030.
15. All trucks will be cleaned on a regular basis.
16. All trucks will keep warning lights flashing during the completion of a project.
17. Animal repellent will be available for employees who feel they may need this protection.

**SECTION 5. Police Department:** Rules and guidelines for the Police

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Department.

1. All candidates for sworn law enforcement will undergo a through physical, drug screen and psychological examination prior to employment.
2. All full time sworn law enforcement officers shall receive an annual physical examination which should include a stress type electrocardiogram and pulmonary test when deemed necessary by the examining professional.
3. The department will provide written guidelines regarding operations; example, search, apprehension, handcuffing, weapons handling, use of deadly/non-deadly force, etc. and officers shall comply as stated in the Burgaw Police Department Standard Operating Procedures Manual.
4. Officers will be properly trained and supervised of safe performance of their ditties prior to being allowed to perform routine activities. This will include the Field Training Officer Program implemented by the Burgaw Police Department in which this training will be documented.
5. The department will comply with the Policies and Procedure Manual of Personal Conduct as prescribed for that procedure.
6. Officers will inspect their vehicles prior to beginning their shift and complete the inspection form as required by the department.
7. A qualified mechanic will inspect all vehicles at every engine oil service.
8. The department has written guidelines on firearms Policy and Procedure located within the Burgaw Police Department Policy and Procedure Manual. Officers are required to obey these standards.
9. Officers will be required to qualify using his/her duty weapon and ammunition on an annual basis. The qualifying exercise will also include night firing.
10. Officers will be provided with bullet-proof vest that will be worn at all times by the officers while on duty, except when specifically authorized by the supervisor.
11. Officers involved in directing traffic will be provided with highly visible clothing and/or reflective wands, flares, etc.
12. All officers will be trained to respond to the release of hazardous substances in accordance with **OSHA 1910.1200** with not less than Awareness Level.
13. All officers will be adequately trained for occupational exposure of bloodborne pathogens and other potentially infectious materials. (**OSHA 1910-1030**)
14. All officers will be certified with the use of Pepper Spray as outlined in the Burgaw Police Department Manual.
15. All officers will comply with the driving procedures outlined in the Burgaw Police Department Policy and Procedure Manual.

**SECTION 6. Fire Department:** Rules and guidelines for the Fire Department.

1. All candidates for membership will undergo a through physical examination prior to membership including certification for the use of SCBA.
2. Firefighters will receive an annual physical exam and a stress type electrocardiogram, and a pulmonary test if deemed by the examining professional.
3. Firefighters will be properly trained in the use of personal protective clothing.
4. Firefighters will wear NFPA approved protective equipment and clothing during training sessions and firefighting.
5. All SCBAs (Self Contained Breathing Apparatus) will be inspected in accordance

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with manufacturer's specifications.

6. Firefighters shall be required to wear SCBA equipment when entering a potentially hazardous area, and shall not have facial hair that interferes with the air tight seal of the face mask. (NFPA 1500 5-3.10).

7. Wheel chocks and outriggers will be used anywhere except the apparatus floor.

8. The department will participate in a comprehensive pre-planning system in determining hazardous chemicals and explosives.

9. Drivers and firefighters will utilize seat belts or safety harness while the vehicle is in motion.

10. Drivers will be trained in safe defensive/emergency driving techniques.

11. Responding vehicles will be inspected at the beginning of each shift and documented. All debris shall be removed from the vehicle after the incident.

12. Vehicles will be inspected by a qualified mechanic on at least a quarterly basis.

13. Firefighters will comply with NC traffic laws, rules and regulations.

14. Firefighters will use appropriate warning devices (audio and visual) when responding to an emergency call.

15. Firefighters will don personal equipment prior to an emergency response on all vehicles.

16. No member should engage in any activity that will bring discredit to him/herself or the department.

17. Firefighters will be trained in proper lifting techniques and body mechanics and should not attempt to lift an object where proper lifting techniques cannot be used.

18. Warning signs will be installed in the facility of the fire station identifying it to pedestrians and vehicular drivers.

19. Ladders, pike poles, and other items projecting from vehicles will be equipped with covers to prevent "head bump" accidents.

20. Smoke detectors will be installed adjacent to the sleeping quarters in the fire station.

21. Firefighters will be adequately trained to respond to the release of hazardous substances in accordance with OSHA 1910.120.

## ARTICLE VII CONFINED SPACES

### SECTION 1. Definitions:

A. **Confined Space** refers to a space which by design has limited openings for entry or exit, is not designed for continuous employee occupancy, has unfavorable natural ventilation, and because of its shape may literally catch or wedge a person in place. Confined spaces include but are not limited to storage tanks, pits, silos, boilers, ventilation and exhaust ducts, tunnels, sewers, vessels, manholes, catch basins, vaults, crawl spaces, open top spaces such as trenches and excavations, rooms with improper natural or mechanical ventilation, or similar spaces.

B. **Permit-Required Confined Space Program** refers to a written program for preventing unauthorized employee entry for ensuring safe entry and work within permitted spaces by unauthorized employees.

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**C. Permit System;** refers to the Town of Burgaw's written guideline for preparing and issuing permits for entry and for returning the permit-required confined space to service after entry.

## SECTION 2. Permits:

**A.** Permits must include a list of items to be considered when entering a confined space:

1. Hazardous conditions
2. Isolation measures
3. Lockout/tagout
4. Acceptable environmental conditions
5. Required testing-monitoring equipment
6. Rescue
7. Communications procedures
8. Personal protective clothing

**B.** Permits will be canceled or expire after work is completed.

**C.** Only authorized employees completing annual training requirements in confined space procedures will be authorized to enter Town of Burgaw permitted confined spaces.

**D.** A blanket permit for entering into spaces such as manholes can be issued for periods of up to one year. It becomes automatically revoked if a monitoring an instrument activates, indicating entry into the confined space is no longer safe. A specific permit is then required for entry back in to the confined space.

**E.** Permits will list the required safety equipment and safety precautions for safe entry.

**F.** All requests for permits allowing entry into highly hazardous confined spaces or performing hazardous activities such as welding, heating, cutting, digging, or working around gasoline, hazardous chemicals, flammable liquids, etc. will require a review and approval from a safety committee.

1. Any flammable condition must be removed before working in a confined space. Call 911 and ask for assistance for flammable conditions. A confined space entry permit will not be given were a flammable condition exists.

2. Welding in manholes, vaults, and other confined spaces will require a hot permit.

**(a)** Hot Permits- any time when welding in a confined space, employees must have a hot permit. The hot permit will state what type of welding to be completed, type of equipment is to be used, and estimated completion time.

**(b)** The confined space will be ventilated to keep toxins from building up or oxygen deficiency.

**(c)** A helper must always be available when welding in a confined space.

**(d)** Where a welder must enter a confined space through a manhole or other small opening, a means must be provided to rescue the worker from the space. If a life line and harness are used, a back holder attached to life line will be used



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to avoid jamming the welder in the small entrance in case of rescue.

(e) The helper or attendant must have a rescue procedure written and on site. The supervisor will approve the procedure if changed from the standard tripod operations. Manufacture's specifications and suggestions in the proper use of the equipment should not vary to prevent improper operation.

### **SECTION 3: Ventilation:**

A. If a hazardous atmosphere requires ventilation, a ventilator will be used.

B. Place a ventilator a minimum of (5) five feet away from the space to be ventilated.

Ensure that the intake side is not drawing contaminated air by monitoring the air in the vicinity of the ventilator. This is for force air ventilators blowing air into a confined space. For suction operations, the ventilator can be placed over or in openings for confined spaces. Users should then follow manual operating instructions.

C. Place the hose of intake side above ground approximately (4) four feet when in high vehicular traffic areas for force air ventilators. This prevents intake from drawing carbon monoxide into the space being ventilated. Ventilate for a minimum of (5) five minutes before testing atmosphere again for hazardous atmosphere.

D. When atmosphere is clear, continue to ventilate to ensure a safe atmosphere for the worker.

E. Each crew that must enter sewer and confined spaces, manholes, and other vaults should have a tripod, ventilator, and a gas monitor assigned to the crew. All crew members should know how to use and operate this equipment.

F. Ventilation when a flammable condition exists should not be accomplished without assistance from the local fire department.

### **SECTION 4: Ladders:**

A. Ladders in confined spaces sometimes present special problems. Mounted fixed metal ladders are subject to corrode and could result in an accident. Ladders permanently mounted in corrosive atmospheres should not be used. Those mounted in sewer manholes and wet wells are examples of such ladders.

B. Use portable ladders in these environments were feasible. Portable ladders if used should extend three feet beyond opening and should be tied off to prevent the ladder from shifting.

### **SECTION 5: Responsibilities:**

A. Department will provide additional training, equipment, and personal protective equipment for specialized situations. Department must follow the town permit system which authorizes employees' entry into confined spaces. Annual training will be scheduled and conducted by the appropriate Department Head.

B. Each department is responsible for identifying confined spaces. A list of confined spaces must be maintained and discussed during training.

## TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

C. Applicable departments will ensure attendance at annual training informing employees that all town owned manholes, vaults, lift stations, and basins are classified as confined spaces. This annual training will eliminate the requirements of marking most areas. Those areas with identified physical or chemical hazards will be marked.

D. Applicable departments will provide, as a minimum, one employee to act as a rescue standby at all times while there are activities and operations within a confined space. If more than one person is in a confined space, the attendant must be capable of monitoring and communicating with both employees.

E. Applicable departments will provide to contractors information on permit-required confined space hazards. Contractors must comply with the standards on confined spaces, safety rules, and emergency procedures dealing with confined spaces.

F. A confined space checklist must be completed as part of the process for receiving a permit.

G. Each department will enforce the unauthorized entry into a confined space by initiating disciplinary action as appropriate in accordance with the Town disciplinary policy.

### **SECTION 6: Permit Requirements for Confined Spaces (OSHA 1910-146)**

A. Each authorized employee must have a confined space permit before entering any confined space.

B. Each permit must be signed or initialed by an authorized supervisor and initialed by employees entering into the confined space. If an employee has a blanket permit, only the log must be completed.

C. A blanket permit will not be given to a permit confined space with an identified chemical or physical hazard such as an oxygen deficiency, engulfment, or an asphyxiation hazard. Any basin, manhole, or wet well with an identified potential for drowning or asphyxiation must be by specific permit entry. Supervisors must ensure at least two people are on site and appropriate safety equipment is available for confined space entry.

D. Ventilated dry wells and lift stations will be considered to be a non-permit confined space. The space will be tested with a direct gas monitor prior to entry. An entry log will be made only if the monitor alarms. If the monitor alarms, the space becomes a permit confined space. A supervisor must give permission to enter and this will be given only after the hazard has been removed. The space should be checked for similar conditions for the next two days, after fifteen days, and after thirty days. If the condition does not reoccur, the space can be taken off the permit list.

E. Some confined spaces are more dangerous than others because of a continuous existence of a toxic hazard that could asphyxiate an employee, be oxygen deficient or have an engulfment hazard. These manholes, wet wells, vaults, or other facilities will be marked. These facilities must have and (8) eight hour written permit to enter.

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## CONFINED SPACE ENTRY PROCEDURES

**NOTE:** No employee shall enter a confined space without a permit. Any employee feeling a confined space is a hazard to their health or safety may refuse to enter the confined space. Employees must advise their supervisor of the potential hazards. Corrective action must be taken before the confined space is entered.

**A.** Be sure to have the following before entering a confined space:

1. Written copy of emergency rescue procedures
2. Personal protective equipment, such as; gloves, hard hat, safety shoes, ear plugs.
3. Safety equipment such as; safety belts, life lines and harnesses, tripod, fall protection.
4. Hazardous atmosphere detectors, for at least oxygen, flammable, and hydrogen sulfide.
5. Proper respiratory protection if needed.
6. Proper tools to lift manhole covers and open vaults.
7. A current confined space permit signed by an authorized supervisor before entering the confined space
8. Rescue safety equipment such as; fire extinguisher, first aid kit, etc.
9. Communications equipment and emergency contact action plan.
10. Ventilating equipment, if required.

**B.** Lockout/Tagout, blank off, and disconnect all electrical circuits such as; lines, valves, switches, pumps, and pipes from that particular confined space.

**NOTE:** Ask supervisor for more specific details if you are not sure that all power is "OFF" from the confined space where electric equipment is located.

**C.** Atmosphere Testing is to be done with the instruments provided **three times** to insure proper readings.

**D.** Test all areas (top, middle, and bottom) of the confined space for flammable, oxygen deficiency, and toxic materials. If confined space depth is more than 10 feet deep, test every four feet. Also check the space where gases and vapors can build up such as pipes, ducts, and valves. If the atmosphere is unsatisfactory, an alarm should sound which means it is unsafe to enter the confined space. It will be necessary to proceed with **step E**.

**E.** Examples of Permissible Exposure Limits (PEL):

1. Oxygen deficiency below 19.5% and above 23.5%
2. L.E.L. Any % over 10 ppm.
3. Carbon Monoxide. Above 50 ppm.
4. Hydrogen Sulfide. Above 10 ppm.
5. Sulfur Dioxide. Above 2 ppm.
6. Ammonia. 25 ppm.

**F.** Ventilate the confined space. If you use a blower and hose, attach one end of the hose to the blower and lower the other end onto the confined space or opening.

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**NOTE:** Use the proper ventilation method or equipment that will provide the necessary ventilation.

**G. Retest the confined space.** Test the confined space as before two times to be sure all hazards are eliminated. If the space is still not safe, repeat **step E**.

**NOTE:** Be sure the instrument is zeroed before re-testing.

**H. Prepare to enter the confined space.** Continue to monitor as you enter, and continue to monitor the atmosphere frequently while you are inside the space.

- 1. IMPORTANT:** (a) Make sure steps 1 and 2 are in place before entering  
(b) A standby attendant must be present when entering a confined space

**2. While working in the confined space:**

- DO:** (a) Use common sense.  
(b) Think it through before doing the job.

- DO NOT:** Smoke in the confined space.  
Eat in the confined space.  
Stay in the confined space longer than necessary.  
Enter if you are unsure of the atmosphere. **Test the space**  
Horseplay in a confined space.  
Use your nose to test the atmosphere of a confined space.

**I.** In case of department emergency rescue do not enter the confined space before taking necessary precautions. Use phone or radio to call for help immediately.

**1. Phone: The emergency number is 911**

**2. Radio:** Make sure the radio works before entering the confined space to be assured if there is an emergency it will work.

**3. Ventilate the confined space:** Ventilate immediately if the atmosphere is toxic. If the atmosphere is flammable, do not ventilate without the assistance of the fire department.

**4.** Call for another trained attendant to back you up.

**5.** Administer first aid and CPR as needed.

**J.** In Case of Outside Emergency Rescue:

**1.** Do not enter the confined space.

**2.** Use phone or radio to call for help immediately-**911**

**3.** Ventilate the confined space when possible

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## CONFINED SPACE PRE-ENTRY CHECKLIST

### See Safety Procedure

A confined space either is entered through an opening other than a door (such as a manhole or side port) or requires the use of a ladder or rungs to reach the working level and test results are satisfactory. This check list must be filled out whenever the job site meets the following criteria:

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Did you survey of the surrounding area show it to be free of hazards such as drifting vapors from tanks, piping, or sewers?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does your knowledge of industrial or other discharges indicate that this area is likely to remain free of dangerous air contaminants while occupied? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are you certified on operation of the gas monitor to be used?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Has the gas monitor function test (Bump Test) been performed this shift on the gas monitor to be used?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Did you test the atmosphere of the confined space prior to entry?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Did the atmosphere check as acceptable (no alarms given)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Will the atmosphere be continuously monitored while the space is occupied?   |

Contact 911 for personnel rescue by Burgaw Fire Department and Pender EMS in the event of an emergency. If on-site at Treatment Plants, contact the plant employees. Ask person responding to dial 911 and describe solution.

**NOTICE:** If any of the above questions are answered "NO" no not enter. Contact your immediate supervisor.

**JOB LOCATION:** \_\_\_\_\_

**LEAD MAN**  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## BURGAW CONFINED SPACE PERMIT

Check one:  Confined Space Blanket Permit  
 Confined Space Specific Permit

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location and Description of Confined Space: \_\_\_\_\_

Purpose of Entry: \_\_\_\_\_

Hazardous Conditions (if any): \_\_\_\_\_

Chemical Present: \_\_\_\_\_

Department/Contractor: \_\_\_\_\_

Employee(s) to Enter: \_\_\_\_\_

Employee(s) Supervisor(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Gas Tester: \_\_\_\_\_

Check all items for confined space described above:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| 1. Emergency Procedures           | 11. Line Clamping Equipment   |
| 2. Personal Protective Equipment  | 12. Ventilation Equipment     |
| 3. Safety Equipment               | 13. Communications Equipment  |
| 4. Hazardous Atmosphere Detectors | 14. Secure Area               |
| 5. Respirator                     | 15. Rescue Standby            |
| 6. Ladder                         | 16. Rescue Safety Equipment   |
| 7. Safety Harness                 | 17. Tripod                    |
| 8. Air Blower                     | 18. Explosion Proof Equipment |
| 9. Safety Light                   | 19. Other                     |
| 10. Lockout/Tagout                |                               |

Test(s) to be taken: Remember to adjust the instrument to zero to get a clear and correct reading. Test the confined space from the top to the bottom and write the reading in the spaces provided. The P.E.L. should be within the limits listed below, Circle test to be performed.

| INSTRUMENTS | TYPE  | INDENT NO. | LAST CALIBRATED |
|-------------|-------|------------|-----------------|
| 1. _____    | _____ | _____      | _____           |
| 2. _____    | _____ | _____      | _____           |
| 3. _____    | _____ | _____      | _____           |

TRAINED STANDBY PERSON(S): \_\_\_\_\_ NAME \_\_\_\_\_  
SIGNATURE AND DATE: \_\_\_\_\_

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PERMIT AUTHORIZED BY: \_\_\_\_\_

## CONFINED SPACE ENTRY LOG

**A. INSPECTIONS:**

1. Form to be completed only by person certified to enter confined space and requested the permit.
2. All applicable OSHA rules must be complied with.
3. See rescue safety procedure.
4. All equipment must be inspected before the first test of the day.
5. Complete the test record below data before entry is undertaken.

**B. EQUIPMENT:** Inspection prior to first test of the day.

|                                   | YES | NO  |                            | YES | NO  |
|-----------------------------------|-----|-----|----------------------------|-----|-----|
| Meter calibrated for operation    | [ ] | [ ] | Mobile Radio               | [ ] | [ ] |
| Combustible                       | [ ] | [ ] | Safety harness safety line | [ ] | [ ] |
| Toxicity                          | [ ] | [ ] | Protective clothing        | [ ] | [ ] |
| Date meter last calibrated: _____ |     |     | Spark resistant light      | [ ] | [ ] |
| Meter serial # _____              |     |     |                            |     |     |

**Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature

| Where was test taken | Time of Test | Oxygen |   | Combustible |   |     | Toxicity |   |     | Discription of Work Done |
|----------------------|--------------|--------|---|-------------|---|-----|----------|---|-----|--------------------------|
|                      |              | H      | L | H           | L | PPM | H        | L | PPM |                          |
| 1-                   |              |        |   |             |   |     |          |   |     |                          |
| 2-                   |              |        |   |             |   |     |          |   |     |                          |
| 3-                   |              |        |   |             |   |     |          |   |     |                          |
| 4-                   |              |        |   |             |   |     |          |   |     |                          |
| 5-                   |              |        |   |             |   |     |          |   |     |                          |
| 6-                   |              |        |   |             |   |     |          |   |     |                          |
| 7-                   |              |        |   |             |   |     |          |   |     |                          |
| 8-                   |              |        |   |             |   |     |          |   |     |                          |
| 9-                   |              |        |   |             |   |     |          |   |     |                          |
| 10-                  |              |        |   |             |   |     |          |   |     |                          |

Signature of Person Performing Test: \_\_\_\_\_

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## TOWN OF BURGAW NON-PERMIT CONFINED SPACE ENTRY CERTIFICATION

Job Description: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Time: Issued: \_\_\_\_\_ Expired: \_\_\_\_\_

Employees Assigned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HAVE THE FOLLOWING PRECAUTIONS BEEN TAKEN?

|   | Check: | Yes | No  |
|---|--------|-----|-----|
| Were hazards, tested, and emergency procedures explained? | [ ]    | [ ] | [ ] |
| Was purging or ventilation required?                      | [ ]    | [ ] | [ ] |
| Were lifelines and safety belts worn by those entering?   | [ ]    | [ ] | [ ] |

### Sampling Equipment Used:

| Type  | Serial Number | Date Calibrated | By Whom |
|-------|---------------|-----------------|---------|
| _____ | _____         | _____           | _____   |
| _____ | _____         | _____           | _____   |
| _____ | _____         | _____           | _____   |

### Test Conducted:

|                | Time  | Results | Time  | Results |
|----------------|-------|---------|-------|---------|
| O2 Deficiency  | _____ | _____   | _____ | _____   |
| Combustibility | _____ | _____   | _____ | _____   |
| Toxicity       | _____ | _____   | _____ | _____   |

Life Safety Equipment Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Crew Leader

\_\_\_\_\_  
Supervisor



# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## OSHA STANDARD NUMBER 1910-146

**Definition of a Confined Space:** A space that is large enough and so configured that an employee can bodily enter and perform assigned work. That has limited or restricted means for entry or exit. Examples are; tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry, and is not designed for continuous employee occupancy.

### NON-PERMIT vs. PERMIT REQUIRED CONFINED SPACE

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

Oxygen deficient atmosphere is an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere is an atmosphere containing more than 23.5 percent oxygen by volume.

**Permit-Required Confined Space:** A confined space that has none or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere.
2. Contains a material that has the potential of engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section
4. Contains any other recognized serious safety or health hazard. "Permit-required confined space program (permit space program)" means the employer's overall program for controlling, and where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

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

1. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL)
2. Airborne combustible dust at a concentration that meets or exceeds its LFL;  
(NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.5m) or less.
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G. Occupational Health and Environmental Control or in Subpart Z; Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;  
(Note: An atmosphere concentration of any substance that is capable of causing death, incapacitation, impairment, or the ability of self-rescue, injury, or acute illness due to its health effects is not covered by this provision.)

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

(NOTE: For air contaminants for which OSHA has not determined a dose or

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

permissible exposure limit, other sources of information such as Material Safety Data Sheets that comply with the Hazard Communication Standard, section 1910-1200 of this part, published information and Internal documents can provide guidance in establishing acceptable atmospheric conditions.)

## ARTICLE VIII

### EXCAVATING AND SHORING

#### SECTION 1: Excavation

A. A competent person will be on site for every excavation. The competent person will be trained to determine the safety of an excavation. Employees who must make repairs of leaks or start new construction will be competent to determine safety of the excavation. The crew leader or senior crew leader will typically plan the excavation and, as necessary, the protection for the excavation.

B. Any excavation greater than twelve feet in depth will be reviewed and approved by the Supervisor before any employee is allowed to enter an excavation of this depth.

C. Excavation five feet or greater will be dug to use a shoring shield or hydraulic shoring. Where feasible, the crew leader will check system charts to obtain the depth of the required excavation.

D. Employees who must enter an excavation to install a service tap for a contractor must be competent to determine the safety of these excavations. If not competent, the crew leader of the employee must determine the safety of the excavation before and employee enters the excavation to complete the tap. If the excavation is thought to be unsafe, the contractor or the Safety Director will be requested to correct the excavation before the town employee enters.

E. Means of egress from a trench must be provided for employees if the trench is four feet or more in depth. Employees should not have to travel more than twenty-five feet to the ladder or ramp to exit the excavation.

#### SECTION 2: Shoring

A. Shoring shields are easy to use to meet safety requirements for Town employees working in an excavation. Training and planning must be a part of the employment of shoring shields. Training is needed to ensure employees understand the way shields are assembled and placed in excavations. Limitations of shields must also be taught. Job training must look at depths of proposed work, and if five feet or greater, the excavation should be dug to use a shoring shield. Engineering data on the shield must be at work sites with a competent person.

B. Hydraulic shores can be used with timbers, 1" marine grade plywood or alone depending on the type of soil and spacing shores. Class C soil requires timbers of plywood to be used with shores. Technical information on shores from manufacturer must be used to plan hydraulic shores' use. If the soil conditions meet those of Class C soil, the excavation should initially be dug to use shoring. The competent person should instruct the backhoe operator on how to dig so the shoring can be used. Too wide a trench could result in hydraulic shores not being used. The competent person must determine if the excavation is safe to enter and if the job can be completed safely with the shoring system in place.

C. The competent person will be responsible for determining if the shoring system can be used in the type of soil he/she has evaluated. If yes, the shield or shores can be installed to complete the work. The competent person must also be able to do the

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

following:

1. Identify existing and predictable hazards. Things that could cause an injury or fatality must be removed before an employee is allowed to enter the excavation.
2. Check to insure there is no hazardous atmosphere in the excavation. This requires the testing with a gas meter.
3. Pre-check for utility services in the area where the trench is to be dug must be completed. Any utility in the area must be marked. Any utility that cannot be cut off will be specially protected to preclude accidental damage and possible injury to employees at the excavation. Power lines and gas lines present a special danger. Fire, explosion, and electrocution are possibilities from accidental cutting or ruptures of these services.
4. An accidental rupture of a gas line by a town work crew requires immediate work stoppage. Shut down engines and move a safe distance from the rupture. A call to 911 and utility company by fastest available communication means must be made to fix the rupture.
  - a. Once the hazard has been eliminated and the fire department says the area is safe, work can commence again.
  - b. Under no circumstances will work commence in an excavation before the repair of the gas service has been made and a test of the atmosphere has been performed to verify that the excavation is safe.
5. A copy of the tabulated data on the shores or shoring shield must be kept at the work site when the shores or shielding is in use. This data will be kept by every work crew leader who must use the shores or shoring shield in the performance of his/her duties.
6. Emergency rescue, if needed will be obtained by calling 911. Render first aid as needed if someone on site is certified to give first aid. If not trained, provide humanitarian assistance to comfort individual.

## SECTION 3: Easement

- A. Often new construction or maintenance of distribution and collection lines is required to be complete in easements. Unlike most areas, easements are normally the low ground. Water often settles in these areas causing the soil to be wet even soggy.
- B. Typically, working in easements will require some form of shoring or shoring shield. The competent person should check and evaluate shoring needs before allowing anyone into an excavation along an easement.
- C. To avoid surface encumbrances from causing a cave-in of excavation walls, the work area must be wide enough to allow soil from the trench to be shored a minimum of two feet from the edge of the excavation. A minimum of 20 feet is needed to perform safely in an easement.

## SECTION 4: Severe Weather

**A. Electrical Storms:** Storms of mostly thunder and lightning with or without rain. This storm is very dangerous around water or in wet locations with metal. Persons working in excavations with large metal tools are at risk. Work in excavations should cease and employees should seek refuge in a safe area. A tree is not a safe refuge. A building or work vehicle is better. Use building as first choice.

1. If excavations cannot be closed, ensure that traffic control devices are in place to warn the public.
2. Check the excavation for hazards after the storm and pump excess water from the trench before starting work again. Evaluate all safety devices to ensure that the storm did not create a problem that needs to be adjusted before work commences again.

**B. Tornadoes:** There are two situations that all employees should be trained about

## TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

concerning tornadoes.

1. **Tornado Watch.** Weather conditions are right for a tornado and employees should terminate outside work until the “watch” has been eliminated. Normally, rains associated with the condition will stop excavation work.

2. **Tornado Warning.** A tornado has been sighted in the area and all employees need to take safe refuge immediately.

3. **A Tornado sighting should be reported to the 911 Center.**

### C. Flooding:

1. Heavy rain can cause flooding in low areas, if not generally throughout the region. These low areas should be marked on charts showing the distribution system. During or after severe weather forecasts, work in these areas should cease because conditions could rapidly change with water flowing from rains and other higher areas. This information should be updated when the department receives data that an area frequently accumulates high levels of water after a rain.

2. Excavations in areas prone to flooding should ensure that proper benching and sloping or shoring is used.

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**TOWN OF BURGAW**

**Soil Testing Record-Excavation**

**VISUAL TEST**

Particle Sizes  
Cohesive Clumps  
Fissured  
Previously Disturbed  
Layered System  
Surface Water  
Vibrations Sources

**MANUAL TEST**

Thumb Penetration  
Pocket Penetrometer  
Plasticity Roll  
Dry Strength  
Drying Test

Job Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Visual Test(s) Performed** -- Signs/clumps/Fissured/Previously disturbed/Layered System/Surface Water/Vibration/Other \_\_\_\_\_  
\_\_\_\_\_

**Manual Test(s) Performed** -- Thumb/Pocket Penetration/Plasticity Roll/Dry Strength/Drying Test/Torvane  
Other \_\_\_\_\_

**Results Of Testing** -- Stable Rock/ Type A/ Type B/ Type C

**Atmospheric Readings:** Oxygen Content: \_\_\_\_\_  
Flammable Gas and Vapors: \_\_\_\_\_  
Toxic Air Contaminants: \_\_\_\_\_

Forced air ventilation necessary:      **YES** \_\_\_\_\_      **NO** \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

# TOWN OF BURGAW SAFETY AND LOSS CONTROL PROGRAM

## ARTICLE IX MOBILE VEHICLES AND MOBILE EQUIPMENT PROGRAM

### SECTION A: Inspection of Motor Vehicles

#### 1. General

The Town of Burgaw has two types of vehicles used on a day-to-day basis. These are described as administrative and operational vehicles. Administrative vehicles are used by the staff of town departments for travel to and from other administrative offices, to visit various facilities, to attend training, and for other administrative functions. As a rule, these vehicles normally transport people rather than materials and supplies. The operational vehicles are crew vehicles, small utility type pick-up trucks, dump trucks, pull behind equipment trailers, and other equipment. Operational vehicles are generally used for supplies, hauling tools, fuels, chemicals, or other by-products of Town services. Some operational vehicles will require the drivers to have a Commercial driver's license and other will not. The work required to be completed using operational vehicles necessitates a visual inspection of the maintenance status each work day.

#### 2. Administrative

These vehicles normally will require regular inspections and routine maintenance as recommended by the town maintenance garage. This will reduce the possibility of mechanical failure that could cause an accident or result in extensive repairs to the vehicle because routine preventive maintenance was not accomplished. Because these vehicles are driven by many drivers, they should be checked/visually inspected before departing the parking lot.

#### 3. Operational Vehicles (Work Trucks and Equipment)

All loose debris shall be removed from dash and floor daily. Vehicles requiring corrective action will be reported to the supervisor, and the driver will turn in the keys and work order request to the Garage Superintendent. Drivers will pick up the keys from the garage office and discuss any instructions garage personnel may have regarding repairs or operations.

#### 4. Maintenance Forms

Maintenance forms will be retained by the department for (30) thirty days. Forms regarding maintenance will be maintained by the garage.

#### 5. Annual Inspection

a. Annual inspections are required by the State of North Carolina to operate a vehicle on the highways of North Carolina. The Town of Burgaw Garage Technician will authorize all inspections and shall be responsible for having them done. A copy of the inspection will remain with the vehicle at all times. No Town vehicle will be driven with an expired annual vehicle inspection.

b. Trailers requiring North Carolina inspection will not be utilized with an expired inspection sticker.

### SECTION B: Inspection of Mobile Equipment

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## 1. General

Mobile equipment is that which is not normally operated on public roads and streets. Because of the functions these pieces of equipment must achieve and locations where task are performed, the equipment must operate on streets and roads for short distances. This equipment includes backhoes, tractors, and mowers. This equipment moves more slowly than other traffic. A slow warning symbol must be on the back of this equipment.

## 2. Inspections

- a. Mobile equipment must have a visual inspection when used daily, performed by the department having operational responsibility for the equipment.
- b. Failure to inspect mobile equipment may result in unsafe equipment being operated.

## SECTION C: Motor Vehicle Safety Rules

### 1. The following rules apply to all town drivers:

- a. Operation of all motor vehicles is restricted to licensed drivers. Drivers using personal vehicles for Town business must also be appropriately licensed.
- b. Specialty vehicle operators must be properly trained and qualified to operate these systems. Responsible departments must check any new employee proficiency to operate on of these pieces of equipment before allowing the employee to operate alone.
- c. Vehicle operators shall observe all state and local motor vehicle laws.
- d. Operators will check clearances in all directions before moving a vehicle.
- e. Motor vehicle operators should obey the posted speed limit or reduced speeds as road conditions may dictate (load being hauled, condition of vehicle).
- f. Each driver is responsible for meeting Town vehicle inspection procedures.
- g. All operational vehicles must have appropriate cones, flags and signs as needed for the function of the vehicle and the load being hauled.
- h. All administrative and operational vehicles will have first aid kits and fire extinguishers.
- i. Whenever possible vehicles are to be parked on the right side of the road and off the street or highway right of way. Brakes are to be applied and wheels locked when loading and unloading, or parking trucks.
- j. Drivers are not to permit unauthorized persons to drive, operate, ride in, or ride on Town of Burgaw's vehicles.
- k. Passengers are not to stand on moving vehicles.
- l. Vehicle drivers will not allow anyone to ride on running boards, fenders, tailgates, trailers, or any place except on the seat or inside the vehicle walls.
- m. Where seat belts are provided in Town of Burgaw vehicles, they must be utilized.

**2. The preceding rules also apply to mobile equipment. The additional rules are added for mobile equipment:**

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- a. No passenger allowed on backhoes and tractors.
- b. Backhoe operator will ensure the clearance of employees around the equipment is completed before operating.
- c. Loads on backhoes and boom vehicle will not be carried over other employees' heads.
- d. All mobile equipment and vehicles needed will have backup alarms (backhoes, dump trucks, and crew trucks).

### SECTION D: Commercial Driver's License

1. All Town employees who must drive a commercial motor vehicle as a part of their job duties must obtain a commercial driver's license.
2. Appropriate drivers who drive a Town commercial vehicle will be exempt from a physical examination to determine their fitness to drive.
3. The cost to obtain a commercial driver's license (CDL) will be paid by the Town for the basic license.
4. All employees required to have a Commercial Driver's License are responsible for meeting the requirements to keep their licenses. An employee whose license is suspended, revoked, or becomes subject to any limitations or restrictions will notify his/her supervisor.

### SECTION E: Driver's Training

1. Employees who must drive ~~specialty~~ specialty vehicles will be oriented and trained on these vehicles in their new departments.
2. Vehicle operations training and road training will be completed in the department where the employee has been assigned.
3. Primary responsibility for safe vehicle operation is the driver's. The supervisor of drivers must check to ensure that drivers are handling and operating equipment safely.

### SECTION F: Vehicle Operation

1. Drivers following other vehicles are to stay at a safe distance behind so they can stop in the clear distance ahead.
2. Trucks with or without trailers stopped on public roadways must be protected by ~~flares~~, proper warning lights, triangles, or reflectors in accordance with legal requirements.
3. Vehicles are not to be parked on bridges or culverts except where necessary to work in these places, vehicles must be adequately protected.
4. Trucks must not be operated with tailgates hanging or dangling. Load limits of trucks and hoisting equipment is not to be exceeded.
5. When on a down grade, the clutch, if so equipped, shall not be disengaged. Trucks, especially heavily loaded, must be in low gear or second gear on steep grades. When stopped on inclines, drivers must be certain brakes are properly applied, the vehicle in gear, and the wheels are at right angle with the curb.

### SECTION G: Loading and Hauling



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1. Objects which project more than two feet in the front or more than four feet from the back of the vehicle must be marked with a red flag in the daytime and approved red lights at night.
2. Tools, materials, and equipment are not permitted to extend beyond the permanent fixtures provided on the sides of the truck. When transporting equipment or material it must be properly loaded and the load securely bound.
3. Drivers are to be instructed to load vehicles in such a way that the gross weight is never exceeded.

### SECTION H: Powered Lifting Equipment (PLE)

1. Operations for PLE must be trained in safe operations of such equipment before operating them.
2. The PLE must not be operated in a flammable or hazardous environment.
3. Operators must know the lift capacity of the PLE and not operate with loads that exceed authorized limits.
4. When the operator of the PLE is dismounted controls shall be neutralized, and the brakes set to prevent movement.
6. The driver of the PLE shall make sure all alarms are in good working order.
7. The forklift shall be inspected before it is put into service.
8. When operating the PLE overhead the operator will ensure clearances before moving under such obstructions. Extreme care shall be taken when operating under electrical appliances or power lines.
9. Maintenance problems noted on a PLE by the operator shall be brought to the attention of the supervisor.

### SECTION I: Driver's Discipline

1. The failure of drivers to comply with the Town of Burgaw's vehicle safety and operating procedures will be subject to discipline under Town of Burgaw's Personnel Policy Article VI; Disciplinary Action.

## ARTICLE X TRAFFIC CONTROL

### STATEMENT

Traffic control devices are subject to change over time and should be replaced when the laws change. Changes such as but not limited to size, shape, color, use of and complying with appropriate Federal, State, and Local guidelines and laws.

### SECTION A: Flagger

1. A flagger is responsible for human safety and when performing flagger duties, makes many public contacts. The flagger makes more contacts with the public than other crew construction workers.
2. Flaggers at work sites must stop traffic intermittently as needed by work progress or to maintain continuous traffic past a work sites at reduced speeds to help protect work crews.

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3. From both of the functions above, the Town of Burgaw employees used as flaggers must be clearly visible to approaching traffic at all times.

4. The flagger must be visible to approaching traffic for a sufficient distance to allow traffic to reduce speed before entering the work sites. The background behind the flagger must not blend so as to cause the flagger not to be seen.

### **SECTION B: Flagging Procedures (Figure VII-I thru VII-10)**

1. To **STOP** traffic, Town of Burgaw flaggers shall face traffic and extend stop sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm is raised with the palm toward the approaching traffic.

2. When it is safe for traffic to proceed, the Town of Burgaw flagger shall face traffic with the slow sign paddle held in a stationary position with the arm extended horizontally from the body.

3. For planned construction or maintenance operations, the paddle will be used for flagger operations.

4. For traffic control of short duration, the flag may be used.

### **SECTION C: Tapers**

1. A taper is a series of channeling devices and pavement markings placed on an angle to move traffic out of its normal path.

a. Lane closure tapers are those necessary for closing lanes of moving traffic.

b. Two-way traffic tapers are those needed to control two-way traffic alternatively to use a single lane (commonly used when flaggers are present).

c. Shoulder closure tapers are those needed to close shoulder areas.

d. Downstream tapers are those used to direct traffic back to its normal pattern.

### **SECTION D: Traffic Control Zones Areas**

1. The work crews of the Town of Burgaw will often cause traffic to be hindered when constructing or maintaining water and wastewater distribution services. In order for motorists, pedestrians, and workers to safely enter and exit a work zone, an appropriate traffic control zone must be established. The traffic control zone is the distance between the first advance warning sign and the point beyond the work area where traffic is no longer affected.

2. Most traffic control zones are divided into the advance warning area, transition area, buffer space, work area, and termination. If no lane or shoulder closure is involved, the transition area will not be used.

a. The advanced warning area is to be used with all traffic control zones. It is advance warning signs or other warning devices that allow drivers to alter their driving pattern before reaching the work area. Advance warning signs may not be needed when the work area is entirely off the shoulder and does not interfere with traffic.

b. Transition area is used to move traffic from one lane to another out of its normal path. The transition area should be obvious to drivers. The correct area should be well marked with channeling devices.

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c. Buffer space is the open area or unoccupied space between the transition and work areas. The buffer space provides a margin of safety for both traffic and workers. If a driver does not see the advance warning signs and fails to negotiate the transition area, the buffer zone provides a space to stop.

d. Work area is the portion of the roadway where the work activity is taking place and is close to the traffic. This space is set aside exclusively of the worker. It may stay in one location or change locations as the work progresses. The work area will use channeling devices to exclude traffic and pedestrians.

e. Termination area provides a short distance for traffic to clear the work area and return to normal traffic lane. For large construction jobs, an “END CONSTRUCTION” sign is required. For small single type utility work, a sign is not needed. The end will be obvious to the motorist.

### SECTION E: Traffic Control Devices and Zones

1. **Warning Devices:** Devices to provide maximum protection for workers, equipment and the general public. Primary devices are cones, barricades and signs. **These devices shall be kept to current DOT & OSHA Standards for compliance.**

2. **High Level Warning Devices:** Devices recommended in congested areas and will be used by Town work crews to warn drivers in advance.

#### 3. **Traffic Cones:**

a. Traffic cones are the primary channeling devices used by the Town of Burgaw. Cones shall be a minimum of (18) eighteen inches in height with a broadened base. Cones should be capable of withstanding impact from vehicles without damage to the cones or vehicle.

b. Cones used at night must be a minimum of (28) twenty-eight inches in height or larger. These cones will be equipped with no less than (2) two, (3) three inch reflective collars a maximum of (2) two inches from the top of the cones. A maximum of (6) six inches should be between reflective collars.

c. Since the Town operates during both day and night for both wastewater and water system maintenance, only cones that meet today’s specifications shall be used.

d. Meter readers must also operate close to streets and sometimes in low visibility situations. Therefore, meter readers should also use current standard size required reflective cones and protective clothing that meet today’s standard.

e. Engineering staff members should also use reflective equipped cones and protective clothing at today’s standard.

f. Maintenance department employees should use reflective equipped cones and clothing at today’s standards if task requires work in high vehicle traffic areas during periods of low visibility or at night. If cones are left in place for more than (24) twenty-fours, they shall meet today’s standards.

g. Cones should routinely cleaned to maintain high visibility. Gasoline or other flammable fuels will not be used for this purpose. A commercially produced cleaner for tar will be used to clean cones and barrels.

h. Cones should be positioned to create a minimum interference to both vehicular and pedestrian traffic. Placing of traffic devices should be far enough in advance of work areas to give motorist enough time to react.

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i. Recommended distance for positioning the initial warning devices ahead of work areas, as various speed traffic is shown below:

### Initial Warning Cone Spacing

| Traffic Speed (mph) | Distance (ft.) | Feet Apart |
|---------------------|----------------|------------|
| 25                  | 100            | 10         |
| 35                  | 150            | 25         |
| 45                  | 250            | 45         |
| 55                  | 350            | 55         |

Because smaller cars can maneuver more readily at lower speeds, cone spacing is closer than required by the Department of Transportation (DOT) regulations for 25-45 mph.

j. A truck or heavy piece of construction equipment will be placed in front of trenches or other construction areas to provide additional warning for traffic.

k. Workers should provide enough space between cones and work areas to allow for walking around excavations and equipment inside the work zone. The worker should always walk inside the coned area when working beside roads and busy streets.

l. The Department of Transportation (DOT) Manual for Uniform Traffic Control should be used for more complex traffic control layout should be approved by Public Utilities Engineering Division.

#### 4. Barricades:

a. Devices that are fixed or portable having from (1) one to (3) three rails with appropriate marking. It is used to control traffic by closing restricting, or delineating all or a portion of right of way.

b. These devices shall meet today's specifications for the uses intended.

#### 5. Signs:

a. Signs are very important to traffic control in construction or in maintenance areas. The Town employees creating a temporary traffic zone must be appropriately trained in the employment of signs as well as other channeling devices.

b. Signs fall into three categories as do other traffic signs:

(1) **Regulatory Signs:** These signs impose legal obligations and/or restrictions on all traffic. Regulatory signs must be approved by the local public body or official having jurisdiction before the signs are erected. The "ONE WAY" sign is a typical regulatory sign.

(2) **Warning Signs:** These are the most important type of signs used to protect traffic, equipment, and workers where street construction or maintenance operations are underway.

(a) Placed in advance of work areas to inform traffic of what is happening ahead. Warning signs should be placed using the speed of the normal traffic and location of the work area to warn traffic.

(b) The department competent person trained in traffic

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control should drive through the area to endure traffic warning and channeling devices are appropriate and achieve the desired results. The sign “ROAD CONSTRUCTION AHEAD” is a typical warning sign.

(3) **Guide Sign:** These signs are normally directional signs or detour signs. Some indicate a change in the normal direction of traffic, An “ALL TRAFFIC EXIT” sign is a typical guide sign.

### 6. Barriers:

a. Provides a physical limitation through which a vehicle would not normally pass.

b. Barriers have four primary functions:

(1) Keep traffic from entering a work area or hitting an exposed object or evacuation.

(2) Provide positive protection for worker.

(3) Separate two way traffic.

(4) Protect construction such as false work for bridges.

c. Barriers are normally made of metal and concrete. The Town will seldom use barriers and when required, assistance should be obtained for the governmental agency having responsibility for the road or highway.

### 7. Lighting Devices:

a. **Warning Lights:** Most of the warning lights in use are portable, lens directed, enclosed units and may be used on channeling devices, barriers and signs. Detailed discussion on the use and operating requirements of warning lights to be used to today’s specifications.

(1) **Flashing, High Intensity, & Steady Burn Lights**, should be designed to be used for the appropriate situation and meet today’s specifications.

(2) Work vehicles in or near traffic areas are hazards and should be equipped with flashing lights.

(3) Vehicle warning lights may be the emergency flashers, flashing strobe, or rotating beacons. High intensity lights are effective both night and day.

(4) The laws of the agency having jurisdiction over the streets or highways should be checked concerning the requirements for flashing vehicle lights. The Town crews must comply with the rules for the State and County.

(5) These lights should be used in addition to other channeling and warning devices; however, in some emergency situations, where the work will be in progress for a short time, these lights may be the only warning device.

(6) Flashing hazard identification beacons are used in work areas both night and day to alert drivers of a critical point in the highway, such as truck crossing, and have the same meaning as permanently mounted beacons.

### b. Floodlights

(1) Flood lights are used to light work activities, flagger stations and other restricted or hazardous areas at night when area lighting is not sufficient.

(2) Floodlights should be positioned or shielded to prevent glare to the drivers.

(3) Floodlighting the work area cannot be considered as

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illuminating signs or devices. Each illuminated sign or device should have its own source of light.

**(4)** Walking and working areas must be well illuminated to allow safe work practices during periods of low visibility. Emergency lighting must have appropriate electrical protection. The lights should be located so they will not shine directly into the workers eyes.