



# SAFETY MANUAL

(Revised 5/2017)

Photo Credit: Connor Walberg





## *Safety is everybody's responsibility*

The Town of Vail is dedicated to providing a safe workplace for all employees. Safety awareness NEVER takes a day off. That is the charge to each of us, everyday as some accidents last a lifetime. Supportive of that goal, the TOV Safety Manual sets forth the fundamentals that guide both safe behavior and safe work procedures.

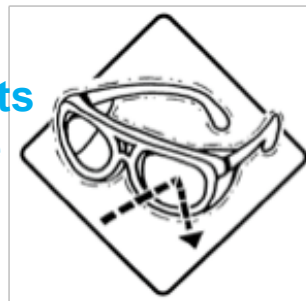
This Town of Vail Safety Manual provides guidance on safety program standards and definitions, TOV Cardinal Rules of Safety which must not be violated, how to report incidents and file claims. Management oversight of the Safety Program is provided by the TOV Safety Committee which meets regularly to set objectives, analyze incidents, and review training.

Despite all the programs and procedures, safety and health is ultimately the responsibility of each employee. Individual participation, communication, and support are essential to the success of the TOV Safety Program. Only through a cooperative effort can the Safety Program be effectively developed, evaluated and implemented.

The TOV promotes a strong safety culture. That culture consists of shared beliefs, practices, and attitudes that put safety first. Evidence of a commitment to safety includes regular safety training, fixing unsafe conditions, coaching fellow employees about at-risk behaviors, and following safety rules. Our safety vision includes zero-incidents, excellent housekeeping, implementing safety solutions, and reinforcing safe behavior.

Employee health and safety shall not be compromised or subordinated to cost or schedule pressures.

**Think Safety...**  
**Some Accidents**  
**Last a Lifetime**



Town of Vail Safety Committee

# SAFETY VISION, MISSION, VALUES

---



Written and adopted by the Town of Vail Safety Committee

## **VISION:**

The Town of Vail Safety Committee believes that creating a positive safety culture at work and at home is a lifetime gift to employees and their families.

## **MISSION:**

Eliminate incidents and unsafe conditions from the workplace .

## **VALUES:**

- Fix the problem, not the blame
- Be pro-active
- Look for positive intent first as we seek safety solutions
- Recognize and celebrate excellence in safety
- ZERO-TOLERANCE for incidents and un-safe behavior
- Do not let the CAVE (Citizens Against Virtually Everything) people get you down!
- “Remember Charlie” Safety mistakes can last a lifetime!
- JUST DO IT!

# CARDINAL RULES OF SAFETY



1. **BACKING** is the beginning of your next incident. If you must back your vehicle, check your mirrors, observe all your surroundings, and use a spotter or two.
2. **SEAT BELTS** must be worn at all times. You may lose medical coverage if you are injured when your seat belt should have been on. It is Town law, it is State law, it is Federal law. **Wear your seat belt!**
3. **ENTRY INTO CONFINED SPACES** is prohibited unless you are properly trained. Entering toxic/oxygen deficient environments can be fatal.
4. **LOCKOUT/TAGOUT (LOTO)** Any equipment worked on shall first be shut down/de-energized/stopped and isolated from all energy sources and then locked out. Lock devices for out-of-service equipment can only be removed by the person who put them in place! You might seriously injure a fellow employee if you remove a LOTO device.
5. **PERSONAL PROTECTIVE EQUIPMENT (PPE)** such as safety glasses, steel toe boots, ear plugs, reflective vests, gloves, etc. must be worn at all times depending on job requirements. We encourage you and your family to wear your PPE at home when performing any hazardous task. Safety is never on vacation!
6. **REPORT ALL INCIDENTS** immediately by completing the Incident/First Report of Injury form. Failure to do so impacts the Town's insurance rating and may impact your benefit coverage.
7. **FALL PROTECTION** and mandatory training is required prior to working at heights over 4 feet. Do not spend the rest of your life in a wheel chair because of a fall at work or home.
8. **LABEL ALL CONTAINERS** at work and at home so you and your loved ones can be properly treated. NEVER pour/put substances into unmarked containers.
9. **WORKERS' COMPENSATION** incidents must be reported immediately. Failure to do so may lower your benefits and impair the Town's insurance rating. Most common Town work comp injuries result from slips and falls, improper lifting, and pinch-point cuts / bruises.
10. **HAZARD COMMUNICATION** (Formerly Material Safety Data Sheets (MSDS)) ensures chemical safety in the work place that could save your life. Learn about the chemicals you use. Every Town of Vail employee is responsible to learn about each and every chemical they will use for the task at hand prior to its use.

# EMERGENCY CONTACT NUMBERS



The following numbers should be used in the event of an emergency.

**If calling from a TOV phone:**  
DIAL 9-9-1-1  
DIAL 9 (to obtain outside line), then 911\*

## When do you call 911?

- When you see smoke or fire
- When someone’s life and / or property are in immediate danger
- When you see a crime being committed
- When rescue or emergency medical assistance is needed
- When you are not sure, CALL and let trained personnel decide

## Other Important Numbers (prefix is 479 or 477)

Your Supervisor or Manager  
..... x \_\_\_\_\_

Non-Emergency Police ..... x 2201  
*\*Do not call 2200*

Fire ..... x 3474

Facilities Manager..... x 2170

Director of HR/Safety..... x 3512

HR/Safety Assistant..... x 2111

Chief Building Inspector ..... x 2142

Fleet Manager..... x 2163

Street Superintendent ..... x 3425 (477-3425)

Dept. Safety Rep ..... x \_\_\_\_\_

Other..... x \_\_\_\_\_

## EMERGENCY PLANNING

All employees should be familiar with the following:

### TO ALL EMPLOYEES:

The Town of Vail will strive to follow guidelines consistent with industry-best practices for the protection of employees.

Nothing in the Safety Manual shall infer, dictate, imply or otherwise lead an employee to rely solely on “written” policy. It is imperative each individual recognize hazardous conditions and take appropriate actions to reduce or eliminate hazards. Your Supervisor is a great resource!

1. Know where exits are from every building.
2. Know where all fire extinguishers are located in the building at which you work.
3. Take it upon yourself and learn how to operate a fire extinguisher.
4. Know the emergency contact numbers for your department.
5. Take notice of fire evacuation plans when entering a building you are not familiar with.
6. Become familiar with the location of fire alarm pull stations.

## ACCIDENT ALERT

When the Town of Vail Police Department puts the Town of Vail on accident alert follow these steps:

Drivers involved in minor collisions are instructed to report the accident at the Vail Police Department as soon as practical within the next 48 hours.

The following circumstances **WILL** require a police response to an accident scene:

1. Accidents involving injury, suspected injury, or death
2. Accidents involving suspected intoxicated drivers
3. Accidents requiring towing services
4. Hit and Run accidents involving injury or death
5. Accident involving Town or other governmental vehicles or property

## ACTIVE SHOOTER AND SUSPICIOUS BEHAVIOR

An active shooter is a real threat today. All Town employees should be proactive and visit the DHS/FEMA on line class for Active Shooter: What You Can Do  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-907>

The Vail Police Department also teaches an Active Shooter class. E-mail will be sent out announcing these classes or your Department can contact the PD directly to set up a class.

Identify and report suspicious activity. No report is too inconsequential. Your observations make a difference. Take action and call 9-1-1 for emergencies and imminent threats. Call the CIAC at 1-877-509-2422 to report suspicious activity. Suspicious behavior may include:

- Unauthorized access to restricted areas
- Photographing areas of no interest to the public
- Acting nervous
- Intentionally leaving packages and backpacks
  - Is it in plain sight or hidden?
  - Is it making noise?
  - Are there vapors or strange odors?
  - Bulges or protruding wires?

## ALCOHOL (see also prohibited substances)

- It is illegal to be at work or to operate a Town of Vail vehicle while under the influence of

alcohol

- Know your rate of absorption. Allow plenty of time prior to the start of your shift for the alcohol to wear off

## AUTOMOTIVE LIFTS

- Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a car or truck into the service bay.
- Position the lift arms, adapters and supports to the center of the lift out of the way of the car's tires before driving the vehicle into the service bay.
- Do not stand in front of a vehicle being driven into the service bay.
- Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
- Use wheel blocks to chock the wheels of any vehicle on a runway lift while the vehicle is on the lift.
- Do not leave the controls unattended while the lift is in motion.
- Do not block or "tie open" the lift's control while the lift is in motion.
- Do not use the engine or transmission supports or stands as a substitute for jack stands.
- Before you lower the vehicle, remove tool trays, jack, engine and transmission stands, and any other obstructions from under the vehicle.
- Before removing the vehicle from the service bay, position lift arms and supports to the center of the lift away from the wheels of the vehicles.
- Do not "tie down" or override the air or control valves of the lift.
- Do not raise vehicle with anyone inside it.
- When raising a vehicle, use the following procedure:
  - 1) Use the lift to raise the vehicle about one foot off the ground, then moderately push the rear or front bumper of the vehicle to ensure that the vehicle frame is stably mounted on the lift support's contact pads.
  - 2) If the frame of the vehicle is not firmly touching a support contact pad or is slipping, immediately lower the vehicle and start over.
  - 3) Once the vehicle is secure on the lift, raise the vehicle to the desired work height and visually check those contact points for misalignment before going under the vehicle.
- As you raise the vehicle, you will hear a "clicking" noise which indicates that the lift's locking device is engaging. If you do not hear the "clicking" noise, stop the lift, fully lower the vehicle and use another lift. Place an "Out of Service" tag on the control switch of the damaged lift and do not use it.
- If you will be working under a lift that will be positioned at a point below where the lift's locking device engages, place four jack stands under the vehicle's frame or suspension for additional support before working under the vehicle.
- Wear safety goggles when working underneath vehicles.



## BACK SAFETY

To prevent injury to your back be sure to use proper lifting technique, ask a co-worker to help, and use mechanical equipment and/or tools to assist you. A Healthy Back is a balanced one where your cervical (neck), thoracic (chest) and lumbar (low back) curves are properly aligned. Your back is properly aligned when your ears, shoulders and hips are in a straight line. You need strong, flexible core muscles to maintain a balanced back. Perform daily core strengthening exercises. Be kind to yourself and protect your back!

## BACKING A VEHICLE

**BACKING** is a major cause of vehicle accidents within the Town of Vail. Backing accidents **ARE** preventable. Please:

- Avoid backing, if at all possible
- Before backing check the rear of your vehicle for hazards
- Use a spotter - or two spotters
- Back slowly
- Continuously check sides, front and back for clearance
- Remember the first rule - **AVOID BACKING IF AT ALL POSSIBLE**

## BATTERY JUMP STARTING

The Town owns several vehicles equipped with battery jump-starting connectors mounted on the front of the vehicle, and also has several sets of regular jumper cables in vehicles. If you are an employee called upon to occasionally jump start a guest's vehicle, you must first receive training from your Supervisor or the Fleet Maintenance Division. Serious damage may occur to the vehicle(s) if cables are not properly connected. Batteries produce explosive gases, you must **WEAR SAFETY GLASSES** for this task and avoid smoking or generating flames or sparks near batteries.

When using the jump start connector mounted on the front of a vehicle (Anderson Plug):

- Turn off **BOTH** vehicles.
- Locate + (positive) and – (negative) side of battery on vehicle with the dead battery.
- Attach the **RED** cable to the + side of the dead battery.
- Attach the **BLACK** cable to the – side of the dead battery.
- Plug the jump start connector on the cables into the Anderson connector on the vehicle.
- Start the car with the good battery and leave it running.
- Start the car with the dead battery.
- Unplug the Anderson connector from the front of the vehicle and then disconnect the cables from the battery.

When jump starting a vehicle battery to battery:

- Turn off BOTH vehicles.
- Locate + (positive) and – (negative) sides of each battery.
- Attach the Red cable to the + side of the good battery.
- Attach the other end of the Red cable to the + side of the dead battery.
- Attach the Black cable to the – side of the good battery.
- Attach the other end of the Black cable to a section of unpainted metal on a ground on the dead car (this can be as small as the head of a bolt located nearby).
- Start the car with the good battery and leave it running.
- Start the car with the dead battery.
- Disconnect the jumper cables in any order, assuring the red and black cables do not touch.

## **BLOODBORNE PATHOGENS**

Pathogenic microorganisms that are present in human blood can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

### *How Someone is Exposed*

Exposure to bloodborne pathogens can occur through contact with eyes, mouth, mucous membranes, open or non-intact skin (e.g., cuts, sores), or through injections (i.e. parenteral contact). Town employees can be potentially exposed through situations such as (but not limited to):

- contact with sewage
- spit/bodily fluid
- cleaning up vomit
- assisting injured persons, including coworkers

### *Reporting an Exposure Incident*

If you think you have been exposed to blood or other potentially infectious body fluids during the course of your duties, immediately contact your Supervisor. It will also be necessary to fill out a Town of Vail Incident Report/1st Report of Injury form within 24 hours.

### *Precautions*

**Whenever the possibility exists for exposure to bloodborne pathogens, be sure to cover and protect any non-intact skin. \*Appropriate protective gloves and face wear should be worn whenever contact with bloodborne pathogens is possible. Where applicable, PD/Fire SOPs supersede.**

## **BUCKET TRUCK AND SELF PROPELLED TELESCOPIC BOOM**

Only authorized Employee's shall operate these vehicles. Employee shall first read, and complete the Job Safety Analysis (JSA) written for each of these vehicles which are available from the Fleet Manager or Safety Committee.

**CELL PHONES** - (See Electronic Devices)

## **CITIZEN SAFETY COMPLAINT LOG**

If you receive a citizen safety complaint, please use the "Work Order Electronic System" to record the complaint and to record the resolution of the situation as well.

## **CHAIN HOISTS:**

- Know the load limit of the hoist and do not overload.
- Inspect the hoist often looking for twisting, fraying, kinks in the cable (cable hoist), stretched, cracked or bent links (chain hoist). If found, repair immediately.
- Inspect lift hook daily, make sure the hook has a safety latch that works properly, and is not bent, spread, or shows any signs of cracking.

## **COLD EXPOSURE 8150**

We work at 8150 feet. Prepare ahead and dress for severe weather.

## **CHAIN SAW**

Only authorized Employee's shall operate a chain saw. Employees shall first read, and complete the Job Safety Analysis (JSA) which is available from the HR/Safety Risk Department.

**Chain Saw Required PPE:** Approved hardhat, Eye protection, Hearing protection (85 dB and above), Appropriate gloves (cut-resistant gloves for chain filing), Long-sleeved shirt, Chain saw chaps (minimum of 2 inches boot overlap), Heavy-duty, cut-resistant or leather, waterproof or water-repellent, 8-inch-high laced boots with nonskid soles (hard toes are optional).

### **Chain Saw Safety Practices:**

- No felling at night.

- Carry so the bar (teeth) point downhill and away from the body, cover the bar if carrying on your shoulder, prevent injury from cutters, dogs, and muffle.
- Shut down the saw when carrying farther than three feet, and when slippery surfaces or brush create additional hazards.
- Activate the chain brake for shorter distances.
- Do not carry saws or fuel (including empty fuel containers) in the passenger compartment.

### **Chain Saw Situational Awareness Analyze the Cutting Area by Considering:**

- Location of people, structures, power lines, ground trip hazards or other obstacles
- Roads and travel in the cutting area
- Topography and steep ground
- Nearby hazards such as trees, low-hanging and dead limbs, rocks and brush
- Primary and secondary escape routes, safety zones, and alternates
- Wind direction and velocity such as steady versus gusting and/or changing directions
- Tree species, both live and dead
- Diameter and height of trees
- Soundness of tree (split, lightning struck, broken-off top, rot, deterioration or physical damage to the root system, trunk, stem, limbs or bark)
- Lean direction
- Limb distribution
- Widow makers
- Spiked top
- Burning Top
- Moisture (rain, snow or ice)

## **CHIPPER SHREDDER**

Only authorized Employee's shall operate this piece of equipment. Employee shall first read, and complete the Job Safety Analysis (JSA) written for the Chipper Shredder available from the HR/Safety Risk Department.

## **CHEMICAL SPILLS**

When a chemical spill occurs, all people should be cleared from the area until a trained person can assess the potential for damage or exposure. These trained people must be known by all staff. If the trained person determines that the spilled material is too hazardous or of too large a volume, emergency response personnel should be contacted by calling 9-1-1.

## **COMPUTER MONITORS**

When work is conducted at a computer, the top of the display screen should be at or just slightly below eye level. This allows the eyes to view the screen at a comfortable level without having to tilt the head or move the back muscles. Control glare at the source whenever possible, place the monitor so that they are parallel to direct sources of light such as windows and overhead lights, and use window treatments if necessary. When glare sources cannot be removed, seek appropriate screen treatments such as glare filters. Keep the screen clean.

## **COMPUTER CHAIRS**

The chair is usually the most important piece of furniture that affects user comfort in the office. The chair should be adjusted for comfort, making sure the back is supported and that the seat pan is at a height so that the thighs are horizontal and feet are flat on the floor. An ergonomically sound chair requires four degrees of freedom - seat pan tilt, backrest angle, seat height, and backrest height. Operators can then vary the chair adjustments according to the task. In general, chairs with the most easily adjustable dimensions permit the most flexibility to support people's preferred sitting postures. Armrests on chairs are recommended for most office work except where they interfere with the task. Resting arms on armrests is a very effective way to reduce arm discomforts. Armrests should be sufficiently short and low to allow workers to get close enough to their work surfaces, especially for tasks that require fixed-arm postures above the work surface.

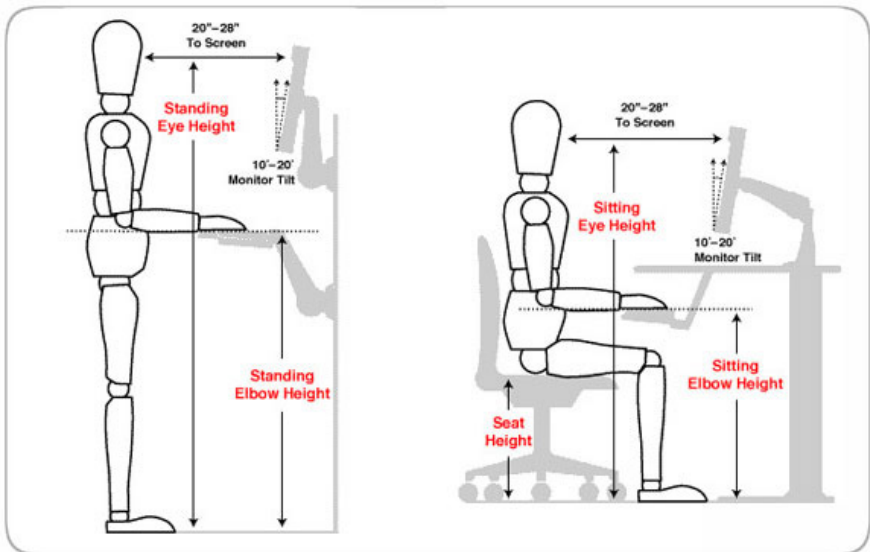
## **COMPUTER WORK STATIONS**

Complaints concerning musculoskeletal problems are frequently heard from computer operators. Most common are complaints relating to the neck, shoulders, and back. Others concern the arms and hands and occasionally the legs.

Certain common characteristics of monitors have been identified and associated with increased risk of musculoskeletal problems. These include:

- Design of the workstation.
- Nature of the task.
- Repetitiveness of the job.
- Degree of postural constraint.
- Work pace.
- Work/rest schedules.
- Personal attributes of individual workers.

The key to comfort is in maintaining the body in a relaxed, natural position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in line with the body and slightly forward.



## COMPUTER WORKING HEIGHT

The work surface height should fit the task. The principle is to place the surface height where the work may be performed in such a manner as to keep arms low and close to the body in relation to the task. If the working height is too high, the shoulders or the upper arms have to be lifted to compensate which may lead to painful symptoms and cramps at the level of the neck and shoulders. If, on the other hand, the working height is too low, the back must be excessively bowed which may cause backache. Generally, work should be done at about elbow height, whether sitting or standing. Adjustable work stations should be provided so that individuals may change the stations to meet their needs. A computer monitor workstation without an adjustable keyboard height and without an adjustable height and distance of the screen is not suitable for continuous work.

## COMPUTER WORK/REST SCHEDULES

One solution for stress and fatigue is to design the computer operator's work so that tasks requiring concentrated work at the terminal are alternated with non-computer based tasks throughout the workday. Also, a short break (5-10 minutes) should be taken at least once each hour when involved in continuous work at the computer.

## COMPUTER – OTHER SOLUTIONS

Additional measures that will aid in reducing discomfort while working with a monitor include:

- Change position, stand up or stretch whenever you start to feel tired.
- Use a soft touch on the keyboard and keep your shoulders, hands, and fingers relaxed.
- Use a document holder, positioned at about the same plane and distance as the display

screen.

- Rest your eyes by occasionally looking off into the distance.

## COMPRESSED AIR FOR CLEANING

The use of compressed air is common in municipal shops and operations. Although it may seem like a fairly safe activity, there are a number of serious hazards associated with its use. For instance, a blast of air at 40 pounds per square inch (psi) can rupture an ear drum or even cause a brain hemorrhage. As little as 12 psi can pop an eyeball from its' socket. Eye injuries from flying particles are also common. Air blown into open wounds can create air bubbles that enter the bloodstream and can cause fatal injuries. Reduce pressure to less than 30 psi, install a chip guard on the end of the air nozzle, and wear eye protection and other suitable PPE for the task. Do not use compressed air to clean dust off your clothing. Air can be injected into the skin and cause serious injury. Manually brush off any dust, dirt, or particles from clothing. Horseplay is strictly prohibited. Never point an air hose at another person or any part of your body.

## CONFINED SPACE ENTRY

Can be physically entered, has limited entry and exit and is not designed for continuous employee occupancy. **A permit is necessary for confined space entry – please contact your Supervisor.** Examples of Confined Spaces in Town of Vail operations include (but are not limited to):

- Manholes
- Sewers
- Underground piping
- Utility vaults
- Tanks (above and below ground)

Public Works has a list of all the confined spaces within the Town. **Confined space entry is prohibited unless you have received specific confined space training and have all required equipment for the entry application.**

## CONFINED SPACE - HAZARDS

Confined spaces can contain many types of hazards, including:

- Dangerous Atmospheres (oxygen deficiency, flammable/combustible gases, toxic vapors or fumes, corrosive atmospheres, explosive dusts)
- Mechanical
- Electrical

- Hazardous energy (e.g., pneumatic, hydraulic, pressurized lines)
- Sloping floors, converging walls.
- Other safety or health hazards (i.e. slippery floors.)

## **DEPARTMENT SAFETY REPRESENTATIVE (DSR)**

All Departments within the TOV have a DSR. Typically the DSR is also a Safety Committee Member. Please identify who this person is for your Department and use their knowledge to help in questions with unsafe conditions or any safety issue that comes to mind.

## **DISTRACTED DRIVING - (See Electronic Devices)**

**Driving requires your full attention.** Need to call or text? Do it before getting behind the wheel. It is against Colorado State Law to text and drive. Let your voice messaging take the call. Return calls when stopped at a safe location. Need to change the radio channel, read a map? Stop the vehicle first before performing these tasks. Again, **driving requires your full attention.**

## **DEFENSIVE DRIVING**

One of the key components to defensive driving is maintaining a safe following distance from the vehicle in front of you. Use the “three second” rule to maintain a safe following distance. When the vehicle in front of you passes a fixed object, your vehicle should not reach this fixed object before you get to the count of three. Under certain conditions the three-second rule needs to be increased, i.e. poor visibility, slick roads, heavy vehicle or pedestrian traffic, night driving or following motorcycles or oversized vehicles. SCAN YOUR MIRRORS every three to five seconds to alert you of tailgaters and passing vehicles. If in doubt, reduce your speed.

## **DRUGS (see Prohibited Substances)**

## **EDGER/LINE TRIMMER - BEFORE USING**

- Carefully survey the working area. Have children, pets, and bystanders move a safe distance away. Remove sticks, stones, bottles, and other debris that could be thrown by the machine.
- Wear proper personal protection: safety goggles or eye shield, ear protection, long pants, ANSI safety rated footwear, and gloves.
- Check the condition of the edger. Make repairs, replace necessary parts, and tighten loose



bolts before using.

- Fill the engine with fuel out of doors. Never fuel when the engine is running or has not had a few minutes to cool down.
- If using an electrically-operated unit, be certain that it is properly grounded or is double-insulated.

## EDGER/LINE TRIMMER - OPERATING

- Position your body in a manner that allows you to see people approaching from multiple directions. Stop operating whip or edger while people pass.
- Be sure the blade is disengaged before attempting to start the engine. (see Figure 1)
- Hold the edger with both hands in a comfortable, well-balanced stance.
- Keep your hands and feet well clear of the cutter blade.
- **Watch the discharge direction carefully.** Direct it away from people, pets, children, windows, etc. Be alert for situations that could ricochet material.
- Disengage and stop the engine before adjusting or repairing. Unplug electric models.

## ELECTRONIC HAND HELD DEVICES (cell phone, iPad, CBs, 2-way radio, iPod, etc.)

Safe Driving should be your #1 priority. Distracted driving can have serious and sometimes fatal consequences. Employees should not be using hand-held devices while operating a vehicle or equipment. If employees need to use their electronic hand-held device, they should pull over safely off the road or another safe location.

## ELECTRONIC HAND HELD DEVICES – COMMERCIAL VEHICLES AND EQUIPMENT OPERATORS

Safe driving should be your #1 priority. Employees driving a CDL vehicle or other heavy equipment are PROHIBITED from using a hand held device while the vehicle is in motion. If use of a device is necessary, comply with the guidelines below:

- The vehicle should be stopped and in park or secured with hazard lights on if next to the road
- Use the device between loops/routes.
- Only in extremely urgent situations should a CDL driver make a call from the driver's seat.



## ELECTRICAL SAFETY

Electrical cords should be examined on a routine basis for fraying and exposed wiring.

Particular attention should be paid to connections behind furniture since files and bookcases may be pushed tightly against electric outlets, severely bending the cord at the plug. Electrical appliances must be designed and used in accordance with UL requirements.

## **ELECTRICAL CONDUCTORS - WORKING ON OR NEAR EXPOSED ELECTRICAL CONDUCTORS** (See also Lock Out/Tag Out)

All conductors and electrical equipment shall be de-energized and locked out prior to working on the equipment. It is never acceptable to work on energized circuits or equipment.

## **EXTENSION CORDS**

**Extension cords are for temporary use only and not to be used as a replacement for permanent wiring.**

- Extension cords shall be kept in good repair, free from defects in their insulation.
- They will not be kinked, knotted, abraded or cut.
- Extension cords shall be placed so they do not present a tripping or slipping hazard.
- Extension cords shall not be placed through doorways having doors that can be closed, and thereby damage the cord.
- All extension cords shall be of the grounding type (three conductors).

## **FALL PROTECTION** (See also Ladders)

Fall protection is the use of equipment to protect employees working from heights of four (4) feet or higher off the ground. Fall protection can include the use of one or more of the following: guardrails, nets, harnesses, lanyards, lifelines, anchoring systems and fall-arrest systems. Examples of job tasks by Town of Vail employees that may require fall protection include (but are not limited to) changing light bulbs, accessing storage areas, working on rooftops, working in a bucket truck or self-propelled telescopic boom, checking gauges, monitoring mechanical systems, remodeling, painting, repair to siding, eaves or windows.

Each employee on a walking or working surface with an unprotected side, edge, hole, or opening which is FOUR feet or more above a lower level shall be protected from falling by the use of an approved fall-protection system. Only employees who have been trained in the proper use of any kind of fall-protection system shall be allowed to work in a fall-protection situation using that approved system.

- Temporary stair railings and guardrails are required to protect workers from fall hazards

FOUR feet or greater unless other protection such as fall-arrest harnesses are used.

- A standard guardrail must be 42” high from floor to top of rail and its’ posts must not exceed 8’ centers.
- All guardrails must be capable of withstanding a 200 pound load in any direction. The minimum requirements for wooden rails are 2” x 4” stock for posts and top rail, with 1” x 6” mid-rails. The material should be selected to avoid defects and splinters. A 6” high toe board is required.
- The construction of stair railings should be similar to that of the guardrails mentioned above, except that the top surface of the railing should be a distance of 30” to 34” as measured from the top, forward edge to the trend (in line with the face of the riser below it) upward in a vertical line, to the top of the railing. Landings and platforms require standard guardrails.

## **FIRE EXTINGUISHERS AND MANUAL-PULL STATIONS**

- Know where the nearest fire extinguisher and manual-pull station is to you.
- Check the inspection tags often to see if the extinguisher is still fresh.
- Do not block the access to fire extinguishers or manual-pull stations.
- It is OK to activate a pull station. The alarm keeps people safe. Pull the alarm if you sense danger. Danger may be seeing smoke, smelling smoke, or fire is visible.

## **FIRE DRILLS**

- Develop and practice a safe evacuation plan from your work area twice per year.
- Learn the locations of Fire Extinguishers and Manual-Pull Stations nearest your work area.
- Learn two ways out of your building.
- Develop best-management practices for handling cash drawers and sensitive materials.
- Your plan should designate a meeting place readily identifiable and a safe distance from the building.
- If your work area is accessible to the public, make plans how to assist them in evacuating the area.

## **FIRE ALARMS**

- **Treat EVERY fire alarm as real.**
- Proceed calmly to the nearest exit.
- Assist the public by directing them to the nearest safe exit.
- Turn off lights and close door behind you.
- Only if safe to do so, secure cash drawers and sensitive materials. Do not risk securing

these items if not safe to do so.

- Once you have evacuated the building, meet your co-workers at the safe, pre-determined location. Remain at this location so you and your co-workers are accounted for.
- Do not return to the building until the problem has been solved and cleared by the fire department.

## **FLAGGER SAFETY**

- Flagger certification must be obtained prior to acting as a flagger for the Town of Vail.
- See the head of Streets and Roads for the next flagger certification class.

## **FLEET SHOP**

- Wear safety glasses when working in the shop area.
- Use a flexible exhaust hose to vent engine exhaust to the outside when the shop bay doors are closed.
- Remove dust and shavings from drum lathes with a dust pan and broom or vacuum cleaner on a daily or job by job basis. Do not use your bare hands.
- Dump gasoline and other liquid chemical waste into containers labeled “Flammable Waste” from containers labeled “Flammable”.
- Attach the pressure reducing nozzle that is labeled “Reduces Pressure to 30 psi” to the air hose when using compressed air to clean. Wear safety goggles when using compressed air to clean.
- When examining under the dash, use inspection mirrors. Do not twist your body or maintain an awkward posture when trying to look under the dash.
- Drape a shop rag over the radiator cap before venting or removing the cap from the radiator.

## **FORKLIFT SAFETY**

Only trained personnel are allowed to operate the Forklift - see you supervisor for training opportunities

## **FUMES**

If you ever smell suspicious or unusual fumes or noxious smells in your work area report it immediately to your supervisor or call the fire department. Remove yourself from the fumes until you receive the “all clear” to return to your work area.

## FUELING VEHICLES & EQUIPMENT

**ALWAYS** stay in attendance of the fuel nozzle when vehicles, trucks, or equipment are being refueled.

### FUELING - GUIDELINES FOR FUELING VEHICLES

- Turn off your engine. Disable or turn off any auxiliary sources of ignition such as a pilot light.
- Put your vehicle in park and/or set the emergency brake.
- Do not smoke, light matches or use lighters while refueling.
- Use only the refueling latch provided on the dispenser. Never jam the refueling latch on the nozzle with any object (i.e. gas cap, etc.)
- Never leave the nozzle unattended.
- Never use a cell phone or other personal electronic device while refueling (for example, laptops, PDAs and electronic games). These items should be left in your vehicle.
- For small fuel spills (trackable on shoes) sprinkle the “floor dri” product on the spill. The Floor Dri is located under the Gas Boy at the fuel island.

Static electricity-related incidents at the fuel island dispensers can be avoided. In the unlikely event a fire occurs when refueling, leave the nozzle in the fill pipe and back away from the vehicle. Notify Vail dispatch or call 911 immediately so that the Fire Department can be notified. Use the emergency shutdown switch to shut off the pump, the switch is located on the wall just to the northwest of the fuel island.

### FUELING - AVOID STATIC ELECTRICITY BUILDUP

- Upon exiting vehicle and before handling the nozzle or fuel door, always touch a metal part of the vehicle such as the door or hood.
- To avoid a build-up of static electricity, do not get back into your vehicle during refueling.
- If you cannot avoid getting back into the vehicle, upon exiting **always touch a metal part of the vehicle** away from the fill point before handling the nozzle.

### FUELING - PORTABLE CONTAINERS

- Use only an approved portable container (1 to 5 gallons, metal or UL approved plastic, colored red, with vapor-tight cap). The container must be in good condition with vapor-tight cap. Never store gasoline in glass or unapproved containers.
- When filling container, follow same rules as when fueling car: turn off engine; extinguish

smoking materials, leave electronic devices in the vehicle.

- Place portable fuel container on the ground during filling, and keep the metal nozzle spout in contact with the container to prevent build up and discharge of static electricity. Never fill a container in the bed of a pickup, in the back of a station wagon, or in the trunk of a car.
- Keep container five feet away from cars to prevent ignition of fumes by hot engines or mufflers. Ask others, to stand back during filling.
- Manually control the nozzle valve throughout the filling process. Fill a portable container slowly to decrease the chance of static electricity buildup and minimize spilling or splattering.
- Back off on the trigger to slow fuel flow as the container becomes full. Fill container **no more than 95 percent** full to allow for expansion. When filling is complete, tightly cap container. Wipe off any gasoline that spilled on the outside of the container. Ask the station attendant to properly dispose of the material used to wipe off the gasoline.

## FUELING - TRANSPORTING FUEL IN PORTABLE CONTAINERS

- Make sure the cap is on tightly before you put the container in your vehicle. Spills pose a fire hazard and gasoline odors are hard to remove from carpeting.
- Put container in trunk of car or in bed of pickup. Do not put container in the passenger area of your vehicle.
- Restrain the container so it cannot tip over or slide around while you are driving.
- Never leave a vehicle with a portable gasoline container in direct sunlight.

## FUELING - STORING FUEL

- Store a fuel container in a well-ventilated place. Do not store fuel in an office or the living area of a house.
- Store containers away from ignition sources (gas pilot lights or flames, electric motors, stoves and heaters, for example) and from combustibles (i.e., paper, rags and cardboard).

## FUELING - FROM A PORTABLE CONTAINER

- Transfer fuel in an area with good ventilation to reduce hazard of fire and exposure to vapors.
- Ensure that there are no sources of ignition (gas pilot lights or flames, electric motors, stoves, heaters) within 50 feet.
- Before refueling, turn off the engine or appliance. Allow hot surfaces to cool enough so they cannot ignite gasoline vapor.
- Avoid getting gasoline on your skin or clothes. Use a funnel to avoid spills. Do not breathe gasoline vapors.

## **GAS - SEE FUELING**

## **HAZARD COMMUNICATION**

Hazard Communication is the means by which the TOV informs its employees of chemical hazards. HazComm, as it is commonly called, requires employers to: provide and make available Safety Data Sheets (SDS) for each chemical used, label all containers of chemicals with a Chemical Hazard Label, train employees, inform contractors of chemical hazards, and keep a complete inventory of all chemicals used. (All employees have the right to know what hazards are associated with the chemicals they are handling).

## **HAZARD - QUESTIONS**

If you have a question about how to use a chemical, where to find information for a chemical, or how to read a SDS or a Chemical Hazard Label, ASK YOUR SUPERVISOR, your Department Safety Representative or a Fire personnel for assistance. There is no such thing as a dumb question, especially when it comes to your safety.

## **HAZARD REPORTING**

Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.

## **HAZARD – SAFETY DATA SHEET (SDS)**

A Safety Data Sheet is written information about the hazards of a chemical. **Every Town of Vail employee is responsible to learn about each and every chemical they will use for the task at hand prior to its use.** The Town of Vail subscribes to an SDS service which provides written information on any chemical used by the Town of Vail. Please use any Town of Vail computer, telephone or iPad with internet connection to access this information.

<https://msdsmanagement.msdonline.com/company/830FF880-7EAD-4DC8-AFA8-25C41D6FA333>

Look for a link on the Computer desk tops directing you to the Employee Web Page

Typical data generally included on a SDS is:

- Chemical Name and Manufacturer
- Active Ingredients
- Chemical Properties

- Health Hazards (i.e. Caution, Warning, Dangerous in order of toxicity)
- First Aid Measures (i.e. wipe off with a dry cloth, rinse with water for 20 minutes)
- Personal Protective Equipment and Exposure Control Measures
- Special Handling Precautions
- Firefighting and Spill Procedures
- Regulatory Information (i.e. disposal, transportation, reporting)

### First Aid and Emergencies:

Exposure to chemicals occurs through four routes of entry: inhalation, ingestion, absorption, or injection. If someone is ever exposed to a hazardous chemical or suffers an injury from contact with a chemical, the SDS can be used to reference First Aid measures. If someone is injured or becomes ill from the use of a chemical and must receive emergency care, the SDS should be made available to the hospital, doctor or the Emergency Medical Technician.

If you find any material and are unsure of what it is, DO NOT smell, touch, or taste the product. Contact your supervisor and the fire department. If you have any questions about SDS, please contact your Supervisor or Department Safety Rep. Also many of the manufacturers' web sites have SDS information on them.

### HAZARD - LABELING CONTAINERS

All containers must have a Chemical Hazard Label indicating the chemical name and hazards. The container must be labeled immediately as soon as the chemical is placed inside.

These rules apply to all containers:

1. All containers, including temporary containers, must be properly labeled with a Chemical Hazard label at all times.
2. Never reuse a chemical container without authorization from a Supervisor.
3. Replace labels when needed. Make sure the label is visible and legible.
4. Never empty the contents of a container into the drain, the environment, or a trash receptacle (including dumpsters).

Blank Chemical Hazard Labels are available in the Safety Risk or Fleet Departments. If you need large quantities of these labels, please order them to have on hand. Key features of the Safety Diamond are described below:

There are three colors used on the safety diamond: (1) red for flammability; (2) blue for health; (3) yellow for reactivity, and (4) white for special notice. The higher the number (0-4) in each of the colored spaces of the diamond, the greater the hazard. Words are also used to characterize the degree of hazard; **danger** suggests the highest degree of hazard, **warning** suggests a



moderate degree of hazard, and **caution** suggest the lowest degree of hazard. Chemical labels must remain readable and not defaced.

## **HAZARD - UNKNOWN CONTENTS**

If you find an unlabeled container and you do not know what it is, bring it to the attention of your Supervisor or Fire personnel immediately. If at all possible, the container should not be left unattended. Place a DO NOT USE label (contents unknown) or similar label, on the container only until the correct information is obtained and placed on the container, or immediately dispose of the unlabeled container in the proper manner. You may seek the advice of a Supervisor or Fire personnel to determine proper disposal procedures. Do not pour chemicals down drains.

## **HAZARD - WASTE DISPOSAL**

The Town of Vail may generate wastes that are considered hazardous or harmful to human health or the environment because they are flammable, corrosive, reactive, or toxic. Due to the harmful potential of hazardous materials, Town of Vail employees must remain aware of safety hazards and proper handling and disposal procedures in order to protect the environment, themselves, and comply with state and federal regulations.

### **Municipal Waste Requiring Special Handling:**

- **Paint:** Latex and oil paint are collected by a hazardous materials waste contractor or taken to the Eagle County Household Hazardous Waste (HHW) Facility. If empty, latex paint may be dried and solidified in an open paint can and disposed in a regular waste dumpster without the lid attached.

### **Universal Waste:**

- **Used Oil Disposal** – in a sealed container at the Public Works Shop
- **Florescent, metal halide, CFL, LED** - Disposed of through the Eagle County HHW Facility. If broken, all pieces should be put in a sealed container. Public Works has a florescent bulb crusher in the electrical shop.
- **Computer and Electronic Equipment** is collected and recycled through the TOV's IT department or at the annual E-Waste event.
- **Batteries (alkaline, Ni-Cad, Li, Lead Acid [wet/dry]).** Disposal at the Public Works or Eagle County HHW Facility.
- **Smoke Detectors.** If the smoke detector is an ionization unit or you do not know, it must be returned to the manufacture for safe disposal as there is radioactive material inside.

Regulated Waste:

**Do not put these materials in the trash or down the drain**

- Chemicals which are flammable, toxic, corrosive or reactive.
- Controlled substances and medications.
- Degreasers and cleaning products.
- Pesticides.
- Mercury-containing thermometers, switches, etc.
- e-Waste.

Proper disposal is accomplished by following the steps listed below:

1. Collect the material in an appropriate container that is one gallon or less in size or obtain authorization from your supervisor for alternate containers. Containers must be compatible with the type of material being collected and non-leaking with secure lids.
2. Attach a completed “Caution Hazardous” tag to each container. If you have questions or need tags, contact the Public Works Fleet Manager or your Supervisor.
3. Store the waste material in a controlled area and in secondary containment when possible. Make sure the containers are sealed, non-leaking and properly identified with the proper chemical tag.
4. Call the Eagle County HHW Facility at (970) 328-3463, if you have any questions.

## HEAT STRESS

- Drink plenty of water.
- Break in the shade.
- Wear sunscreen and brimmed hats.

## HEARING CONSERVATION

Hearing conservation is a program within the TOV Safety Program that monitors exposures to noise and protects TOV employees from potential hearing loss. The TOV occasionally monitors workers and work areas to determine noise levels. Workers should not be exposed to noise levels greater than 85 dB (decibels) over an eight-hour workday. Whenever levels are equal to or greater than 85 dB, hearing protection is mandatory.

A Certified Industrial Hygienist (CIH) or someone who has been trained in the use of a noise level meter does noise monitoring. If you think your work area or a certain work task may exceed 85 db, please see your Supervisor or your Department Safety Representative.

## **HOUSEKEEPING - GENERAL**

Good housekeeping is mandatory at the Town of Vail. Well organized worksites are generally a safer one. If you make a mess, clean it up.

## **HOUSEKEEPING - OFFICES**

Good housekeeping is an important element of incident prevention in offices.

- Passageways in offices should be free and clear of obstructions. Proper layout, spacing, and arrangement of equipment, furniture, and machinery are essential.
- All aisles within the office should be clearly defined and kept free of obstructions.
- Chairs, files, bookcases and desks must be replaced or repaired if they become damaged. Damaged chairs can be especially hazardous.
- Filing cabinet drawers should always be kept closed when not in use. Heavy files should be placed in the bottom file drawers.
- Materials stored within supply rooms must be neatly stacked and readily reached by adequate aisles. Care should be taken to stack materials so they will not topple over. Under no circumstances will materials be stacked within 18 inches of ceiling fire sprinkler heads.
- Materials shall not be stored so that they project into aisles or passageways in a manner that could cause persons to trip or could hinder emergency evacuation.

## **HOUSEKEEPING - PUBLIC WORKS**

- Do not place material such as boxes or trash in walkways and passageways.
- Sweep or vacuum shavings from around equipment such as drill presses, lathes or planers.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers, fire alarms or electrical panels.
- Return tools to their storage places after use.
- Keep walkways clean and picked up at all times.
- Keep aisles between storage shelves clean and picked up at all times.
- Do not accumulate excessive junk that should be sorted and tossed. Keep storage shelves and work benches neat and tidy.
- Do not store flammable or excessive materials under stairways.
- Do not use gasoline for cleaning purposes.

## HOT WORK

Hot Work is any spark producing operation such as welding, brazing, grinding, drilling, or cutting. Hot work can be hazardous when done in areas with wooden floors in or near areas that have hazardous atmospheres or areas where combustibles are stored (such as paper products or chemicals). Fire suppression must be readily available.

## INCIDENT

An incident is an unplanned event or mishap that results or could result in personal injury, property damage, and/or death. See “Near Miss”.

The Town of Vail uses an Incident Report / First Report of Injury form that **MUST** be filled out after ALL incidents (including a Near Miss). The Safety Committee will review each incident and determine what should be done to prevent future incidents.

## INCIDENTS – LIABILITY or FAULT

Town employees are not authorized to admit liability or fault for any incident or claim, and are not authorized to commit the Town to any payments or reimbursements of any nature in connection with incidents or claims.

## INCIDENT REPORT / FIRST REPORT OF INJURY FORM

An Incident Report/First Report of Injury form should be filled out anytime a Town of Vail employee is involved in:

- Employee Injury (Worker’s Compensation-injured in the course of their job for the Town of Vail)
- Property Damage
- Vehicle Damage
- Equipment Damage (mower, trailers, tools, etc.)
- Near Miss

The Incident Report/First Report of Injury form can be found in your Department, Human Resources Safety and Risk Dept., or from your Supervisor. **Complete ALL the items on the form.** Turn the form into your Supervisor immediately. Your Supervisor will complete the Supervisory section and turn the form into the Risk Manager (HR/Safety and Risk Dept) within 24 hours from the time of the incident.

## INCIDENT - DURING ACCIDENT ALERT (See Accident Alert)

### JOB SAFETY ANALYSIS (JSA)

A Job Safety Analysis (JSA) is one of the risk assessment tools used to identify and control workplace hazards. A JSA is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to perform the job. A JSA aims to prevent personal injury to a person, their colleagues, and any other person passing or working adjacent, above or below. The Town of Vail has four pieces of equipment which JSA's have been prepared:

- Bucket Truck.
- Chain Saw.
- Chipper.
- Self Propelled Telescopic Boom.

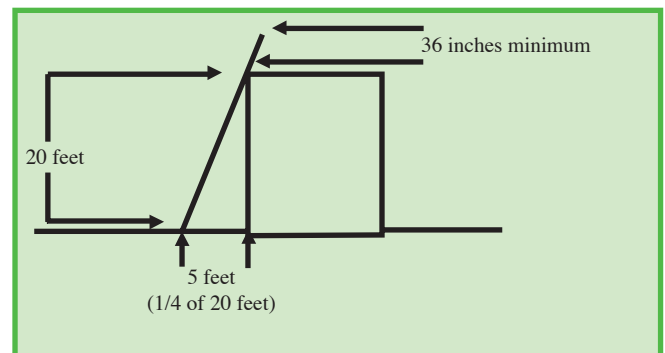
Any employee operating any of the above equipment must complete the appropriate JSA prior to using the equipment.

### LABELING SEE "HAZARD - LABELING CONTAINERS"

### LADDER - GENERAL (See Fall Protection Too)

Do not stand on chairs, desks, boxes or shelves to reach overhead. Always use an appropriate ladder.

- Electricians should always use non-electrical conducting ladders (wood or fiberglass) when working on anything electrical.
- Ladders should be stored and protected from weather.
- Ladders found to be defective should be destroyed. Those with weak, cracked or missing rungs or weak or cracked side rails should be destroyed.
- Ladders should not be painted except for company identification. This is to avoid covering any visual defects.
- If a ladder is placed over a doorway, the ladder should be roped off and warning signs



erected.

- Workers should always face the ladder when ascending or descending.
- Only one person should be on a ladder at one time.
- Ladders should not be used as scaffolding or any purpose other than which it is intended.
- The maximum allowable length of **portable ladders** are:  
(where applicable, PD/Fire SOP's supersede)
 

Stepladder	8 feet
Platform Stepladders	12 feet
Straight Ladders	20 feet
Extension Ladders	36 feet – minimum overlap of 3 feet
- Ladders must be tied off or utilize a spotter. All straight and extension ladders must be equipped with non-skid feet. A few ladders do not require a spotter. Verify with your Supervisor which ladders qualify.
- Old and unsafe ladders must be crushed or cut up and then thrown away.

## LADDER - STEPLADDERS

- Spreaders should always be fully engaged during use.
- Stepladders are not to be used as straight ladders (leaned against a wall for use).
- The platform and top rung of a stepladder are not to be used to stand on.

## LADDERS - STRAIGHT AND EXTENSION

- Extension ladders are not to be taken apart in order to use the two sections separately.
- Straight and extension ladders are to be placed at a 1:4 ratio so the base of the ladder is placed at a distance 1/4 that of the height being reached.
- If accessing an upper landing, the ladder must extend at least 36 inches past the landing surface.

## LAWN MOWER - BEFORE MOWING

- Be sure that all safety devices are in position and working - rear shield, grass chute deflector, and “dead man control.”
- Wear close-fitting clothes, sturdy non-slip shoes, eye protection, and hearing protection.
- Fill the fuel tank out of doors when engine is cold. Wipe up any spills.
- Do not smoke while fueling the engine.
- Pick up all debris in the lawn - anything the mower could pick up and throw.

- Be sure grass is dry before cutting to prevent the operator from slipping.
- Do not allow children or pets near the mowing area.

## **LAWN MOWER - USING**

- Start the mower outdoors near the area to be mowed.
- Do not push a running mower over gravel, stones or hard objects such as pipes, rocks or sidewalks.
- Push the mower forward - do not pull it.
- Scan ground and remove debris before mowing.
- Hand mow across the slope so, if you slip, you are less likely to get your feet in the blade. (Tractor mow up and down slopes, never across to avoid overturning).
- Keep hands and feet clear of the blade housing and the discharge chute.
- Point the discharge chute away from people, pets, buildings, windows, and glass doors.
- Disconnect the spark plug wire before working on the mower.

## **LIFTING**

- Stretch before a lifting activity.
- Bend at the knees and keep your back straight.
- Place your feet shoulder width apart.
- GET HELP if the load is too heavy.

## **LOADER/BACKHOE - BEFORE USING**

- Check the loader/backhoe for the presence of the following safety devices in good working order: rollover protective structure (ROPS), seat belt (if ROPS equipped), guards, shields, backup warning system, lights, and mirrors.
- Fill the fuel tank while engine is off and cool. Never fill inside a building. Do not smoke. Wipe up any spills immediately.
- Check the machine daily for broken, missing or damaged parts. Make the necessary repairs or replacements.
- Keep the machine clean - especially steps, handrails, pedals, grab irons, and floor of the cab. Slippery surfaces are very hazardous.
- Remove or secure loose items in the cab that could interfere with operating the controls.
- Check the work area for hidden holes, obstacles, drop-offs, etc. Clear children, pets, and bystanders from the area.
- Check overhead for utility lines, roofs, and other obstacles.
- Request underground service locations for cables, gas lines, water, and sewer lines before digging. You need to request this service in advance.

- Always use the handrails, ladders, and steps provided when mounting the machine; never grab controls or the steering wheel.
- The cab was designed for one person - allow no riders.

## LOADER/BACKHOE - OPERATING

- Start the engine and check all controls for proper function. Check horn and backup alarm. Do not use if anything is faulty.
- If the backhoe is still attached, be sure to use chains and locks to prevent it from swinging.
- Always carry the bucket low for good visibility and maximum stability.
- Use extreme caution when back filling to avoid collapsing the wall of the trench.
- When undercutting high banks or material piles, be alert for falling rocks and/or cave-ins.
- Keep the loader bucket on the ground.
- Level the machine for maximum stability.
- Operate the backhoe only from the seat.
- Never swing the bucket over a truck cab. Do not load the truck while the driver is still inside.
- Dump the bucket uphill if possible when operating on a slope. If you must dump downhill swing slowly to avoid tipping the machine.
- If using the backhoe as a hoist, do so with the weight over the back of the machine -- NEVER THE SIDE -- to avoid tipping. Be sure the load you are lifting is balanced, and move the boom slowly to avoid swaying the load.

## LOADER/BACKHOE - SAFE STOPPING PROCEDURE

- Park the machine on level ground, if possible, and set the parking brake. Place transmission in park if so equipped.
- Lower the loader and backhoe buckets to the ground.
- Stop the engine and remove the key.
- Work the hydraulic controls to relieve pressure.
- Wait until all motion has stopped and then dismount carefully using steps and safety holds. Do not jump from the machine.

## LOCKOUT/TAGOUT (LOTO)

Lockout/tagout is the isolation of hazardous energy sources from a workspace, piece of equipment, or work area. Lockout/tagout procedures must be used whenever you are servicing or performing maintenance on equipment where the potential exists for the unexpected energization or startup of the machine or if there can be a release of energy. **Remember, the person who puts the lock or tag on is the ONLY person to remove it.**





### **Examples:**

Fixing an office machine, such as a paper shredder, is one example of when lockout/tagout must be used. In this case, a simple plug lockout device could be used. A plug lockout device fits over a standard receptacle (call Fleet if you need one). Other situations where lockout/tagout should be used in TOV operations include fixing machines and working in areas into which water may flow from a pipe or pipeline.

### **Equipment:**

Lockout/tagout equipment includes the use of locks, tags, and various lockout devices such as plug lockouts and circuit-breaker lockouts. The lockout devices can be obtained from Fleet and must be labeled by employee name.

## **MACHINERY**

It is every employee's responsibility to be proficient before using any TOV machinery. Take personal responsibility to read the operating manual and/or get training from a knowledgeable co-worker or Supervisor. Report broken or malfunctioning equipment to your Supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and performing proper Lockout/Tagout procedures. Only machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your Supervisor for instruction.

## **NEAR MISS**

A Near Miss is an incident where no property damage or personal injury occurred, but the likelihood of occurrence existed. Note: First Aid Incidents are NOT considered a Near Miss. You should report a Near Miss on the Incident Report /First Report of Injury form and turn it into your Supervisor.

## **PANIC BUTTONS**

If your office is equipped with a panic button tied to the 9-1-1 dispatch center, it is prudent to test it periodically to assure it works.

- FIRST Call Dispatch at extension 2201.
- Identify yourself and your location.
- Ask if it is a good time to test the panic button.
- Push the button and hold for a couple of seconds.
- Stay on the phone line with dispatch to determine if the alarm is working.
- If not working, complete a work order with the Facilities Department.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is a means to protect the body from various hazards, including (but not limited to) physical, chemical, noise, radiation, biological, and thermal hazards. Examples of PPE include gloves, ear muffs or plugs, company approved footwear, hard hats, knee pads, respirators, face shields, splash suits, and safety glasses/goggles. Visitors and employees must be aware of the designated PPE areas within the Town of Vail. Visitors and employees within the Public Works shops must wear PPE at all times when exposure to flying particles or objects or chemical splash hazard is prevalent. PPE should be used in any work area or work situation that presents a hazard to the eyes, face, head, arms, legs, torso, feet, hearing, hands, lungs or any other part of the body. If you are unsure whether a situation requires the use of PPE, ask your Supervisor OR if in doubt, wear it. We only get one set of ears, eyes and limbs.

### PPE - Where Do I Get PPE?

The TOV provides PPE for protection against the different types of hazards. Please contact your Supervisor for necessary PPE to perform your job. If there is a specific item you require to perform a job, please ask your Supervisor.

### PPE - Caring for PPE

**We are all responsible for keeping PPE in good condition. Take care of your equipment so it lasts.** PPE should be stored in a clean, dry, dust-free area and out of direct sunlight and heat/cold. NOTE: If you find a PPE item that is damaged or in need of repair, tag it and immediately take it out of service, and bring it to the attention of your Supervisor or your Department Safety Representative (DSR).

### PPE - GENERAL

- Proper clothing and shoes must be worn and appropriate personal protective equipment must be used. The supervisor will inform employees of the specific personal safety equipment that must be used for the job.
- All safety equipment must be inspected for defects daily and before each use. If a defect is discovered, it must be reported to the supervisor immediately.
- All employees who work in or near the public right-of-way must wear Class III vests.

## **PPE - FOOT PROTECTION / STEEL TOE BOOTS**

- ANSI - Safety rated footwear is required for many jobs within the Town of Vail.
- Shoes and other foot protection must be appropriate for the type of job being performed. Safety shoes can prevent serious injury and lost time. Safety shoes should be kept in good repair for safety reasons as well as for comfort.

### **Sample**

- ANSI Footwear: streets, fleet, irrigation, mowers.
- Leather shoes/tennis shoes: flower crew, bus drivers
- Open-toed shoes (crocks, plastic garden clogs, sandals, flip-flops, etc.) are not allowed on most TOV jobs.
- Shoe Chains: The TOV realizes the value of wearing shoe chains to prevent Slip and Falls. If you have been provided with Chains please wear them. If you would like a pair, request it of your Supervisor.
- Consult with your supervisor for shoe requirements.

## **PPE - HAND PROTECTION**

- Hand protection is needed for some work, such as handling or working with sharp metal, rough edges, hot materials or chemicals. The type of glove will depend on the substance or material being handled. Verify proper hand protection with the Supervisor.
- If operating the Chipper/Shredder, use gloves with tight-fitting cuffs to prevent branches catching on open cuffs and pulling you into the machinery.

## **PPE - HEAD PROTECTION**

- Hard Hats must be worn where there is a potential danger of head injury from impact, electrical shocks and burns, and flying objects.
- Hard Hats must be worn when work is being done above you (i.e. employee working on a roof and you are working directly below).
- Ensure head protection is in good condition both on the inside as well as the outside. The outer shell must be free of cracks or other damage and the suspension inside must be free of defects. If head protection is damaged or uncomfortable, notify the supervisor.
- A good practice is to replace hard hats every four years.

## **PPE - HEARING PROTECTION**

Any work area where the noise level is greater than 85 dB (decibels), hearing protection must be worn. Because you cannot always measure the exact level, you should use the following field check to determine whether hearing protection is needed. Field Check: Hearing protection

should be worn whenever you must raise your voice higher than that of normal conversation level with another person who is three feet away. Noise induced hearing loss is permanent. As a barrier to sound, wear earplugs or earmuffs properly and consistently. **Cotton balls, hearing aids and music ear buds do not qualify as hearing protection.**

## **PPE - HAIR AND CLOTHING**

- Employees working around moving machinery must keep hair neatly trimmed or tucked under a properly fitting hat.
- Loose-fitting clothing and jewelry must not be worn around machinery or when working on structures. Wear tight-fitting gloves with cuffs.

## **PPE - SAFETY GLASSES / EYE / FACE PROTECTION**

- Suitable eye and face protection must be worn by all employees to offer protection from hazards encountered in cutting, chipping, grinding, boring, breaking, welding or similar work that subjects the eyes and face to flying fragments.
- Chemical eye goggles must be worn when there is a danger of injury to the eyes as a result of heat or chemical reactions or a splash hazard. This rule also applies to employees whose job assignments require them to work with pesticides.
- If eye protection gear is damaged or hinders vision, notify the Supervisor. The Supervisor will either arrange to have it adjusted or provide undamaged equipment
- The eye protection prescribed for a particular job must always be worn. Safety goggles can prevent injury to or loss of eyes. Additional protection, such as face shields, welding helmets, colored goggles, etc. may be required for certain occupations.
- Face shields may be required for certain tasks. They provide more ventilation than other types of eyewear. They are sometimes required with safety glasses or goggles for greater all-around protection.

**IT IS UP TO YOU TO KNOW THE LOCATION  
OF SAFETY EYEWASH FOUNTAINS IN YOUR WORK AREA**

## **PPE - WHEN SHOULD RESPIRATORY PROTECTION BE USED**

- **Dust Masks** – Should be worn any time dust is generated. Dust includes but is not limited to saw dust, grinding, sand blasting, welding, sweeping, spray painting and dirt.
- **Cartridge Respirators** – Medical approval is required in order to wear a respirator. Before being issued a respirator, employees must be fit tested, properly trained and receive a pulmonary function test (PFT) from a medical facility.

- **SCBA** (Self Contained Breathing Apparatus) – Only Fire personnel within the Town of Vail are authorized to wear this apparatus.

**DO NOT USE PPE THAT IS DAMAGED OR NEEDS REPAIR/REPLACEMENT.  
TAKE THE EQUIPMENT OUT OF SERVICE IMMEDIATELY**

## **POWER EQUIPMENT**

If your job requires you to use any piece of “Power Equipment” including chipper-shredder, lawn mower, table saw, skill saw, electric grinder, etc. you must first obtain training and certification (if applicable) on the piece of equipment prior to using it. See your immediate Supervisor or DSR for further help with training.

## **PROHIBITED SUBSTANCES (Drugs, Alcohol & Firearms)**

- Town of Vail will not tolerate the use of intoxicants and/or drugs and will not permit employees to work under the influence of intoxicants and/or drugs. If an employee is under a physician’s care and must take drugs that could impair their ability to conduct their job in a safe manner, you must notify your Supervisor immediately.
- Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. It is the policy of the Town of Vail that the use, sale, purchase, transfer, possession or presence in one’s system of any alcohol, illegal drug or other intoxicant by any employee while on Town premises, engaged in Town business, while operating equipment or while under the authority of the Town is strictly prohibited.
- Possession and/or distribution of firearms or other weapons are strictly prohibited at any Town of Vail location.

## **PROPANE TANKS**

Should never be stored in a building or vehicle. If stored on a balcony or deck the number of tanks should be kept to a minimum.

## **ROAD RAGE**

It is easy to avoid. DO NOT offend by cutting other drivers off, driving slowly in the left lane, tailgating or making gestures. DO give an angry driver plenty of room, avoid eye contact and get help if a motorist pursues you by calling 9-1-1 (if safe to do so), or driving to a safe location. DO adjust your attitude and give others the benefit of the doubt; DO NOT react to others’ mistakes. **Forget about winning; driving is not a contest.**

## ROTOTILLER - BEFORE USING

- Thoroughly read and understand the operator's guide provided by the manufacturer with particular attention to the safety procedures.
- Always inspect the rototiller for damage or disrepair. Make sure all belts are properly tightened and do not have excessive wear or damage. Report any broken or unsafe equipment to your Supervisor or Fleet Maintenance Department immediately.
- Do not operate equipment deemed unsafe.
- Check oil/fuel levels before operating.

## ROTOTILLER - OPERATING

- Wear safety glasses or goggles and ear plugs when operating rototiller.
- Wear sturdy shoes (no clogs or sandals) when using a rototiller.
- Prior to starting, inspect the area to be tilled for large rocks, foreign objects or anything that could damage the rototiller.
- Shift rototiller into neutral and disengage the clutch before starting.
- Do not make operating adjustments while machine is running.
- Always operate a rototiller in conditions of good visibility and adequate light.
- Do not operate equipment when there is a danger to bystanders.
- Keep hands and feet away from rotating equipment at all times.
- Never fuel the rototiller when the engine/muffler is hot. Use a rag to wipe up fuel spills.
- Always shut off the rototiller before leaving it unattended.
- Clean dirt, grass, roots, etc. from machine before garaging.

## SAFETY COMMITTEE

The Town of Vail has established a Safety Committee to evaluate and address safety concerns and issues. The Safety Committee is made up of **Department Safety Representative's (DSR's)**. DSR's are a cross section of staff and are selected on a regular basis. Contact your Supervisor for the name of the person in your department who is the current DSR. Monthly meetings are held with the time and location determined by the committee. Should a unique situation arise, the committee may meet as necessary.

### The Safety Committee duties are:

- Provides direction for the TOV Safety Program and develops action plans.
- Conducts regular incident reviews.
- Conducts safety audits and inspections.
- Acts as the safety examiner in the work place.

- Takes an active role in safety and sets a good example in the workplace.
- Is a liaison (contact person) for safety communications between departmental employees, the Safety Committee, and management.
- Coordinates department safety meetings.
- Encourages employees to talk about incidents, injuries, near misses, and any other safety issues or concerns.
- Attends TOV Safety Committee meetings.
- Administer the Safety Incentive and Bonus Card programs

**Note: The Safety Committee is NOT a disciplinary board.**

## SEAT BELTS

**WEAR YOUR SEAT BELTS AT ALL TIMES**

Failure to properly use your seat belt while driving a Town of Vail vehicle is not only illegal but needlessly puts the Town and you as the driver at risk for litigation. Failure to properly use your seat belt is considered gross negligence and a general disdain for safety policies set forth by the Federal, State and Town of Vail.

**0 ZERO COMPROMISE  
WEAR A SEAT BELT**

## SHOE CHAINS - SEE PPE - FOOT PROTECTION

## SLIPS & FALLS

Use entry mats and post wet floor signs. Wipe up spills immediately. Keep walkways and stairways clutter free. Use handrails. Keep areas well lit. Wear proper foot wear, especially in winter. Use clear walkways. Do not take shortcuts over snow banks or icy spots. Take small shuffle steps and avoid carrying large items when on ice or snow. Use your vehicle for support when entering/exiting.

- Falls can and do lead to serious injuries.
- Landscapers - know where your feet are. Don't get tangled in shrubs, step off curbs or lay rakes down to trip over.
- Parking - use your shoe chains. The decking of the parking structures are slippery in the winter. Spread cinders often.
- Don't only report slippery stairs and sidewalks, YOU take the initiative to spread the snow melt which is provided outside the doors to most of the Town's public buildings.
- Streets - use your vehicle for support when entering/exiting. Use the 3 points of contact

- Office Workers - if you see water on the linoleum, grab paper towels and wipe it up. If you see janitors washing a floor, avoid that floor until it is dry. Straighten a folded rug.
- Use the stair handrails
- Bus - Keep the bus stairs clean of snow and check them often.

## SMOKING

The Town of Vail vehicles, buildings and facilities are all non-smoking. The use of tobacco, electronic or battery smoking devices in any form is prohibited while on duty. Per Town Ordinance, no smoking is allowed within 15 feet of a main entrance of any public building. Tobacco and electronic smoking devices may be allowed on breaks and outside of vehicles, buildings, and facilities. The duration of breaks from work cannot be extended in order to use tobacco or smoking devices. Dispose of smoking materials in proper waste containers and do not litter.

## SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN (SPCC)

The Town of Vail adopted a Spill Prevention Control and Countermeasure Plan (SPCC) in October, 2005, and it is stored on the shared drive at the Town of Vail S:\Emergency Plans. In the event of a spill, the management and employees are committed to using all reasonable resources under their control to prevent offsite contamination of the waters of the State of Colorado. All manpower, equipment and materials and the necessary resources available at the site will be used to expeditiously control and remove harmful quantities of oil discharges as part of this plan.

If you experience a Fuel or Oil Spill please follow the following procedures for clean-up.

1. **If the spill is a fire hazard or risks health and safety or the environment through soil or water, call 911 immediately.**
2. Assess the situation – Identify the product spilled, volume of the spill, potential of a future spill, and assess what dangers exist, including the danger to the individual observing the spill and to other persons in the area.
3. If safe to do so, stop the product flow and eliminate fire risk. Act quickly to shut off source of spill (machinery, valves, pumps, etc). Extinguish any open flames, and remove all sources of ignition, including running vehicles, generators or cigarettes.
4. If safe to do so, contain the spill. Block drains, culverts and ditches. Surround the spill with absorbent booms, pads or create dams by piling up Floor Dry or soil around spilled product.
5. Any ponded product should immediately be removed by pumping into containers. Containers should be dropped off at the Public Works Fleet department for disposal.
6. When the situation allows, immediately notify the Spill Prevention Coordinator.



7. If a spill should reach soils, the impacted soils should be excavated as promptly as possible using hand tools and/or heavy equipment. Impacted soils should be placed on an impermeable membrane (plastic) or placed in a dump truck bed for disposal.
8. Submit Spill Notification Report to the Spill Prevention Coordinator. (See SPCC plan for notification form).
9. Fuel spills over 25 gallons from a stationary source (fuel island) are to be reported to the Colorado Division of Oils and Public Safety (DOPS).
10. For more detailed spill response and procedures, please reference the Spill Prevention Control and Countermeasure Plan (SPCC Plan).

## **STANDARD OPERATING PROCEDURES (SOP)**

Police and Fire utilize Standard Operating Procedures for most of their tasks. The Vail Safety Manual is a tool for Police and Fire to read and use, but if an SOP is written for a procedure, the SOP will be the prevailing document used by Police and Fire.

## **SUSPICIOUS BEHAVIOR (See Active Shooter)**

## **STREETS - EQUIPMENT**

Only trained and authorized employees are allowed to use the street department's equipment. Your supervisor will arrange for the training. Each employee shall read the operators manual carefully to learn the characteristics of the specific equipment. A few samples of this equipment are skid steer loader, snow plows, snow blowers, wheel loader, etc. Be aware, new equipment is always being purchased and you should become re-trained on any new pieces of equipment and read the accompanying operators manual to any new equipment.

## **STREETS - HAND SNOW SHOVELING**

Make sure you are in proper physical condition to perform the task. Take rest breaks during the job since it is physically demanding, and rehydrate often. Adjust the rate of shoveling depending on the weight of the snow. Bend your knees, lift with your legs & arms, and step in the direction you are throwing the snow Use an ergonomically-designed shovel to minimize back strain. Push as much snow as possible, and shovel in layers if the snow is deep. Dress warmly since the cold weather can pose a strain on blood circulation. Wear shoes or boots with slip resistant soles to prevent slips and falls. Avoid snow shoveling soon after eating. Do not smoke immediately before, during, or after shoveling. Stop shoveling at once if signs of physical stress occur, such as chest pain, weakness, or dizziness, and seek medical attention.

## **STREETS - SNOW REMOVAL OPERATIONS**

Employees performing snow removal operations for the Town of Vail will go thru extensive training. Employees must complete this training prior to any equipment being operated to remove snow.

## **STREETS - SHOP**

- Overhead doors – full open or full closed. No in between positions!
- Do not use air hoses to clean clothes, as the air may blow dirt particles into eyes and air pressure can be injurious
- Practice good housekeeping at all times
  - Keep exits clear, access to fire extinguishers clear, do not block stairs
  - Return tools and equipment to their proper storage places after use
  - Keep floors free of spilled oil, antifreeze, grease and water. Cover spills immediately with oil absorbent material.
- Store flammables in their flammable storage cabinets when not in use
- All propane is to be kept outside

## **TABLE SAW**

Only trained personnel are allowed to use this equipment. Maintain the rip fence parallel to the saw blade. Inspect saw blades for out of round, out of plane, improper hook or pitch of teeth, cracked blades, dull blades and gummed blades. Use proper blade i.e. crosscut blade for crosscutting and ripsaw for ripping. Install the blade guard. Keep hands out of the line of the cut when feeding the table saw. Never stop, until the whole board is well past the blade and use a push stick when the width of the rip is two to six inches. START button should be protected to eliminate accidental starts. Do not use stock that is twisted, warped or does not have a straight edge to guide along the rip fence. Ensure that housekeeping practices are adequate to reduce slippery floors and dust buildup.

## **THE TUNNEL - SEE “TOWN OF VAIL SHOP ENTRANCE” SAFETY TIPS**

## **TIRE SERVICE**

- Use the positive lock-down device to hold the wheel on the tire machine before you attempt to inflate the tire. If tire is mounted on a machine that does not have a positive lock-down device, perform inflation in a safety cage.
- Use an extension air hose with an air pressure gauge to check the tire pressure. Do not inflate beyond 40 pounds of air pressure when trying to seat the beads. If both beads are not completely seated when pressure reaches 40 pounds, completely deflate the assembly, reposition the tire and/or tube on the rim, re-lubricate and re-inflate.
- Inspect both sides of the tire to be sure that the beads are evenly seated.

- After the beads are fully seated, adjust the tire pressure to meet the operating pressure labeled on the tire sidewall.

## **TIRE - TUBELESS TIRES - Dismounting Procedures**

- Place the tire in a horizontal position on the changer with the narrow ledge of the wheel facing up. Remove valve core and allow the tire to completely deflate.
- Center the wheel and securely fasten it onto the changer with the hold-down cone.
- Loosen both tire beads from rim flanges. If the beads do not readily separate from the rim flange, do not force or hammer. Use the rubber tire lubricant labeled “Non-Petroleum Based Lubricant” to lubricate the tire, rotate tire to another position and try again. Never use anti-freeze, silicones or petroleum-based lubricants.
- After beads are loosened from rim flanges, lubricate the inside of the wheel and both bead areas of the tire.
- Use a tire iron to bring the bead of the tire onto the rotating finger of the tire changer. Hold the tire bead in the center wheel well during this operation. Do not use a pipe or a make-shift bar.
- Start the tire changer to remove the top bead from the wheel.
- Again, use the rubber tire lubricant labeled “Non-Petroleum Based Lubricant” to lubricate the tire beads and bead seat areas of the wheel, including the drop-center well of the wheel.
- Use a tire iron to raise the bottom bead and bring it over the rotating finger of the changer. Use your hip and hand to hold the side of the tire opposite the rotating finger down in the center well of the wheel.

## **TIRE - TUBELESS TIRES - Mounting Procedure**

- Do not mount a tire on a wheel rim that has molten metal scars or other signs that it has been repaired by welding or brazing.
- Remove any oxidized rubber, dried soap solution, rust or heavy paint from the rim flanges and bead ledges (especially hump and radius) using a wire brush. Replace valve stems that are cracked, split, cut or are otherwise visibly damaged.
- Place wheel on changer with narrow bead-ledge up. Center wheel and securely fasten it onto the changer with the hold-down mechanism.
- Use the rubber tire lubricant labeled “Non-Petroleum Based Lubricant” to lubricate sides and bases of tire beads, rim flanges and bead ledge areas. Do not use antifreeze, silicones or petroleum-based lubricants.
- Remove any tools, foreign objects or liquids that may be present inside the tire casing.
- In mounting the tire, push the bottom bead first in the well of the wheel.
- Push the top bead down into the center well of the wheel. Hold the tire in this position while

the rotating finger runs the bead onto the wheel. Center tire on rim.

- Install the valve core.
- Tighten the hold-down cone before inflating the tire. Use an extension air hose with gauge and clip-on chuck to permit operator to stand clear of the tire assembly. Slowly inflate the tire until the beads “pop” on the bead ledge of the wheel. Prior to inflating the tire, loosen the hold-down cone so that it and the tire assembly can be removed later. Inflate the tire to operating pressure labeled on the tire sidewall.

## **TIRE - TUBE TYPE TIRES - Dismounting Procedures**

- Remove all balance weights from the rim. Place tire in a horizontal position on changer with the narrow ledge of the wheel facing up. Remove valve core and completely deflate the tire.
- Center the wheel and securely fasten it onto the changer with the hold-down cone.
- Loosen both tire beads from rim flanges. If the beads do not readily separate from the rim flange, do not force or hammer. Lubricate only with rubber lubricant approved by the manufacturer and rotate tire to another position and try again. Never use antifreeze, silicones or petroleum-based lubricants.
- After beads are loosened from rim flanges, lubricate the inside of the wheel and both bead areas of the tire.
- Use a tire iron to bring the bead of the tire onto the rotating finger of the tire changer. Hold the tire bead in the center wheel well during this operation. Do not use a pipe or a make-shift bar.
- Start the tire changer to remove the top bead from the wheel.
- Starting at the valve area, remove the tube from the tire by hand.
- Again, lubricate the tire beads and bead seat areas of the wheel, including the drop-center well of the wheel.
- Use a tire iron to raise the bottom bead and bring it over the rotating finger of the changer. Use your hip and hand to hold the side of the tire opposite the rotating finger down in the center well of the wheel.

## **TIRE - TUBE TYPE TIRES - Mounting Procedures**

- Use a wire brush to remove any oxidized rubber, dried soap solution, rust or heavy paint from the wheel well, rim flanges and bead ledges (especially hump and radius) so that interior surfaces are smooth and clean. If wheel is spoked, visually inspect drop-center well rim strip for rips and cracks. If necessary to replace the strip, use one-inch wide plastic electrician’s tape.
- Place wheel with the narrow-bead ledge up on the changer. Center and securely fasten wheel to changer with changer hold-down cone.
- Insert the tube in the tire and partially inflate to round out tube. Use a brush or cloth to

apply a solution of natural vegetable oil soap or rubber lubricant to the tube base and the base of the top and bottom beads. Do not let lubricant run between the tire and tube. Do not use antifreeze, silicones or petroleum-based lubricants.

- Mount the bottom bead on the wheel, being careful not to pinch the tube against the rim.
- After aligning the tube valve with the valve stem hole in the rim, insert and center valve stem through stem hole in the rim.
- Mount top bead of the tire on the rim so that the bead in the valve area will be the last part of the bead to go over the rim flange. Be careful not to pinch or disturb the tube. Recenter the valve stem, if necessary, by rotating both tire and tube. Reinstall the valve core.
- Use an extension air hose with gauge and clip-on chuck to permit operator to stand clear of tire assembly. Inflate slowly to seat tire beads. Do not exceed 40 psi to seat beads.
- To prevent tube wrinkling or buckling, remove valve core to completely deflate the tube. Reinsert valve core and firmly seat it.

## **TOOL SAFETY**

It is each employee's responsibility to be proficient before using any TOV tools. Take personal responsibility to read the tool manual and/or get training from a knowledgeable co-worker or Supervisor. Report broken or malfunctioning equipment to your Supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and performing proper Lockout / Tagout procedures

## **TOOLS - ELECTRICAL POWERED**

- Always wear safety glasses with side shields complying with ANSI Z-87.1 standards when operating power tools.
- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint-spray booth.
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
- Do not operate a power hand tool or portable appliance if the ground pin from the three pronged power plug is missing or has been removed.

## TOOLS - HAND

- Keep the blades of all cutting tools sharp.
- Carry all sharp tools in sheaths or holsters.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- Do not perform “make-shift” repairs to tools.

## TOOLS - PNEUMATIC

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Attach the pressure reducing nozzle that is labeled “Reduces Pressure to 30 psi” to the air hose when using compressed air to clean. Wear safety goggles when using compressed air to clean.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Disconnect the tool from the airline before making any adjustments or repairs to the tool.
- Shut off pressure valve and disconnect airline when not in use.
- Tag damaged or defective pneumatic tools “Out of Service” to prevent usage of the tool by other employees.

## TOOLS - GRINDING WHEELS

- Never operate a wheel that is loose on its spindle, out of balance, nicked or cracked.
- Keep the tool rest within 1/8 of an inch of the wheel.
- The upper wheel guard must be adjusted prior to use.
- Wear safety glasses, goggles or a face shield on all grinding operations.
- Do not grind on the side of the wheel at any time. This can cause the wheel to explode.
- Only replace wheels with ones of the proper size and speed rating of the grinder.
- Secure to work bench or floor.
- Perform “ring test.” When tapped with a non-metallic object, the wheel will give a clear bell-like ring. A dull sound is a defective wheel - discard immediately (organic bonded wheels do not ring).

## TOOLS - TABLE SAWS

- Never free hand a cut. Use a miter gauge for cross cuts and a rip fence for ripping. Failure to do so causes crooked cuts and a potential for kickback.
- Adjust the blade to project only a minimum distance above the cut – 1/8” to 1/4” is plenty.

- When operating a table saw, use the upper-blade guard on all operations where the saw blade cuts through the thickness of the work piece.

## **TOOLS - RADIAL ARM SAWS**

- Ensure the blade cannot extend beyond the saw table during any cutting operation.
- Do not operate any radial arm saw without the appropriate guards, including a lower blade guard.

## **TOOLS - BAND SAWS**

- Do not use the saw with tools, debris or objects of any kind other than the work piece on the table.
- Check blade tension and blade guides regularly and carefully. This helps prevent blade breakage.
- Ensure all portions of the saw blade are enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and the table.
- Adjust the upper guide of the saw so it just clears your work piece.
- Use a holding device for small work pieces.

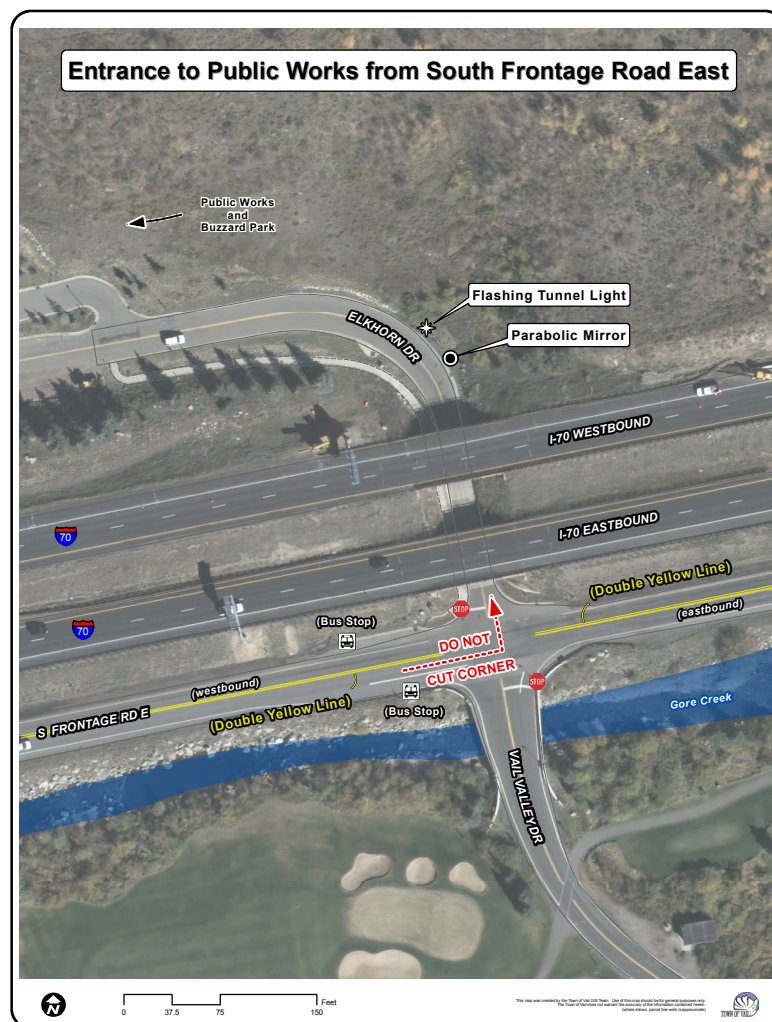
## **TOWN OF VAIL SHOP ENTRANCE SAFETY TIPS**

The shop entrance has been an area of concern for as long as we have driven through it. Here are a few pointers to make your trip through the tunnel safe.

- Always use caution when in the tunnel. It is narrow with oversized heavy equipment and buses using it.
- The shop speed limit is 15 mph. Do not exceed the speed limit.
- When entering east bound from the Frontage Road, do not cut the corner.
- Do not enter the tunnel until you have looked to see if the area is clear of oversized vehicles. Wait for all large vehicles to clear the tunnel before you enter it.
- When entering east bound from the Frontage Road, do not try to beat the west bound vehicle traffic.
- On occasions, it is just too busy to enter the tunnel. It is okay to go past the tunnel or turn onto Vail Valley Drive, let things clear out, turn around and try again.
- Always use directional indicators (turn signals).
- Check your mirrors. It is common to be passed (illegally) on either side when slowing down to make the turn. This is a no passing zone.
- Leave plenty of space between you and the vehicle in front of you in the tunnel.
- When entering the tunnel from the shop side, use the parabolic mirror and the flashing

warning light, but do not completely trust them.

- If there is a problem with the mirror or warning light, let someone know at Public Works so it can be fixed.
- If possible, stay on your side of the road at all times when using the tunnel. West bound buses with turn signals on may not be turning into the tunnel, but going past it to the bus stop.
- When exiting the tunnel turning onto the west bound lane, look east AND west. There may be cars passing despite the “NO PASSING ZONE” signs and the double yellow lines.
- When two large vehicles meet in the tunnel and can not pass, it is safer for the vehicle leaving the shops to back up than it is to back up onto the Frontage Road.
- Caution! Icy conditions and pedestrians can be present in the tunnel.
- If you are operating heavy equipment, trucks or buses and have a TOV two-way radio, call yourself into the tunnel as an extra safety precaution.
- Many people use the tunnel and are not employees or familiar with the rules and the dangers. Please watch out for them.
- Height clearance of the tunnel is 13’ 6”





## UNSAFE CONDITION REPORT

An unsafe condition occurs when the potential of injury to a person or damage to property exists. Upon observing an unsafe condition, **Correct it or notify your supervisor immediately.** All unsafe conditions must be addressed at the time they are observed. Do not wait to report these conditions. It could be someone's life that you save or an injury you prevent through your observations and prompt actions. You can obtain an Unsafe Condition Report form from your Supervisor or Human Resources/Safety Risk Dept. This form can be used for life-threatening and non life-threatening conditions. Turn in your completed form to the Safety Manager in the Safety/Risk Department. (Note: If you give it to your immediate Supervisor, they are to pass it on to the Safety Manager immediately). The Safety Manager will then distribute the report to the pertinent people, i.e. Supervisor, Safety Committee, etc. The Unsafe Condition Report will be directly dealt with by the Safety Committee.

## VEHICLE - DRIVER RULES

- Regardless of any other considerations, do not take chances. Doing your work SAFELY is more important than doing your work fast.
- Report to work promptly to have adequate time to check the vehicle, leave on time and avoid unnecessary speed on the road.
- If you are suffering from fatigue or an illness do not attempt to drive. If you become fatigued or ill on the job, stop at a safe place and notify your Supervisor immediately.
- Drinking alcoholic beverages while on duty or within eight hours of starting work is prohibited.
- You must operate your vehicle according to the laws, ordinances and regulations of the town, county, and state. You must be aware of 1) Speed limits 2) Weight limitations 3) Bridge laws and clearances.
- Your speed shall never be faster than posted speed limits. During times of heavy traffic, snow, rain, fog, construction and other conditions of limited visibility, speed will be reduced accordingly.
- At all times while in a Town of Vail vehicle, seat belts must be worn by all occupants.
- Never use the size of your vehicle to assert your right of way.
- Approach intersections, driveways and the Public Works Tunnel with caution.
- Signal lane changes clearly.
- Change lanes for turns well in advance of intersections. Avoid swinging wide or short when turning.
- There is no smoking in any Town of Vail vehicle.
- Do not flash your bright lights at other drivers.

## VEHICLE - FOLLOWING DISTANCE

Use the “Three Second Rule” for determining following distance—allow a space cushion equivalent to the distance that it takes your vehicle to travel two seconds up to 40 mph and add one second for every 10 mph over 40. If you are driving a bus, allow at least 5 seconds at all times. Heavier vehicles, trucks and buses driving in bad weather require a minimum of a six second following distance. **DO NOT TAP YOUR BRAKES WHILE BEING TAILGATED.**

## VEHICLE - EMERGENCIES

Get completely off the traveled roadway for an emergency stop. Avoid curves, hills or obstructed view locations.

If your vehicle is stopped or unattended on the shoulder of the highway:

- Set the parking brake to prevent movement.
- Use four-way flashers, overhead flashers, and set up reflective triangles near the vehicle at about 100 feet away to warn approaching traffic.

## VEHICLE - INCIDENTS

If you are involved in an incident you should:

- Stop immediately.
- Remain calm.
- Take precautions to prevent further incidents (i.e. cone off area, move away from traffic, etc.).
- Notify local police to file a police report.
- State the facts only as you know them and make no comments on cause or fault.
- Exchange information.
- Notify your Supervisor.
- Fill out an Incident Report/First Report of Injury form and bring to Human Resources within 24 hours.

## VEHICLE - DRIVING QUALIFICATIONS

A poor driving record will result in suspension and/or revocation of TOV driving privileges and discipline up to and including termination. All incidents will be reviewed based on the facts and circumstances of each case. The Town of Vail requires that a Motor Vehicle Record (MVR)

check be performed on all drivers of municipal owned or leased vehicles once a year.

Following are some examples of driving violations:

- Leaving the scene of an incident.
- Reckless driving and driving too fast for conditions.
- Following too closely.
- Speeding.
- Driving under the influence of alcohol, drugs or prescription medication that impairs driving.
- Use of vehicle in drug trafficking, reckless homicide, unlawful use of weapons.
- Driving under suspension or revocation of license.
- Fleeing a police officer.
- Vehicle theft.
- Failure to cone off, wear a vest, and use lights/flashers when working in right of way.
- Stop sign and traffic signal offenses.
- Improper passing, improper lane, following too closely, improper turns, failure to signal, failure to yield and improper backing.
- Operating a defective vehicle.
- Failure to observe a funeral procession.
- Crossing a fire hose.
- Registration violation.
- Seat belt violation – **It's Colorado Law and a Policy of the Town of Vail that seat belts be worn by all occupants in a vehicle at all times.**
- Dangerous action or unsafe behavior (road rage).

## VEHICLE - SAFETY AND MAINTENANCE

Preventive maintenance of vehicles depends on scheduled shop visits, routine service according to manufacturer's recommendations and regular inspections of vehicle components. Shop visits can reduce vehicle defects, prevent incidents, save fuel and prevent breakdowns or downtime.

Before you take a vehicle out, you should complete an inspection of the vehicle. Look for any damage (examples are located in the box below). Make sure the vehicle is in good working order. In the event that you find damage, you should notify Fleet Maintenance and write a work requisition report.

Key areas to check should include:

<b>GENERAL CONDITIONS</b>	
- Body, doors, windows	- Headlights, tail lights
- Leaks	- Signal, brake lights
- Exhaust	- Tires, wheels, spare
- Suspension	- Emergency equipment
<b>ENGINE</b>	
- Fluid levels	- Battery
- Belts	
<b>BEHIND THE WHEEL</b>	
- Clutch	- Service brake
- Heater/defroster	- Parking, emergency brake
- Steering wheel	- Seat Belts
- Windshield wiper, washer fluid	- Gauges
- Horn	

Commercial vehicles require a proper CDL license. Pre-trip and post-trip inspection of the vehicle are mandatory. The post-trip inspection must be in writing and left in the vehicle. Post-trip inspection forms are available from your Supervisor. You should review the post-trip inspection form from the previous driver as part of your pre-trip inspection.

## VIOLENCE IN THE WORKPLACE

Town of Vail Policy #714 “Workplace Threats and Violence” should be reviewed by all employees. The Town of Vail’s goal is to maintain a work environment which is free from intimidation, harassment, threats and hostile or violent acts of any kind. The Town of Vail will not tolerate threatening, intimidating or hostile behavior, verbal or physical abuse, weapons possession or use while on duty or on Town property by any employee who is not a sworn police officer or otherwise authorized by the employee’s department head to possess such weapons; vandalism; arson; or any other act against person or property which management believes is inappropriate in the workplace. Managers and Supervisors have a responsibility to report any instance of inappropriate behavior as defined above, or concerns about specific employees, to the Threat and Violence Assessment Team (TVAT) for evaluation and actions to be taken. Employees have a responsibility to report immediately any intimidation, harassment, threats, and hostile or violent acts to their Supervisor, Human Resources representative or TVAT member as soon as possible. Employees are empowered to report threats to the Town of Vail Police Department or other applicable law enforcement agency if they believe a serious or imminent danger situation exists, or violation of law exists.

## WASTE DISPOSAL - SEE “HAZARD - WASTE DISPOSAL”

### WORKERS’ COMPENSATION - GENERAL

The Town of Vail provides a comprehensive Workers’ Compensation Insurance Program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment. Subject to the applicable legal requirements of the State of Colorado, workers’ compensation insurance provides benefits to cover medical expenses and lost wages.

### WORKERS’ COMPENSATION - CLAIMS

Employees are to follow the procedures shown below when injured on the job:

1. Notify his/her Supervisor immediately of the injury, and complete an Incident Report/First Report of Injury form.
2. Return the Incident Report/First Report of Injury form to Human Resources/Safety Risk Dept. within 24 hours. Injuries will be filed with our Workers’ Compensation Insurance carrier within 24 hours.
3. For any injury that requires medical attention, the **employee must go to the Town of Vail’s Workers’ Compensation designated doctors**. Failure to do so may result in denial of W/C benefit for medical treatment and the employee may be personally liable for medical costs incurred.
4. Once an employee has made his/her initial visit to one of our Workers’ Compensation doctors, he/she MUST continue with that doctor for the entire treatment. If the employee has a problem with the doctor, he/she should discuss the matter with the Human Resources Department. Only then can the designated doctor be changed to someone else. The designated doctor may refer employees to other doctors, but they will maintain status as “doctor of record” and oversee the claim. For any follow-up visits, the employee should go to the designated doctor. In all cases, the follow-up doctor will be the “doctor of record” and complete all follow-up work.
5. When possible, follow-up medical appointments are to be made before or after work hours.
6. If the employee is given any prescriptions, he/she should send the receipts to our Workers’ Compensation Insurance Carrier, who will reimburse the employee in full.

## **WORKERS' COMPENSATION - DESIGNATED WORK COMP DOCTORS**

Town of Vail's Designated Workers' Compensation doctors are:

- Doctors on Call, 142 Beaver Creek Place, Avon, CO 81620 (970) 949-5434
- Avon Urgent Care, 230 Chapel Place, Avon, CO 81620 (970) 949-6100
- Occupational Health/Vail Valley Med Center, 230 Chapel Place, Avon, CO 81620 (970) 569-7715 ext. 1
- High Country Healthcare, 265 Tanglewood Lane, Suite E-1, Silverthorne, CO 80498 (970) 468-1003
- ER, VVMC/ER, 181 W. Meadow Drive, Vail, CO 81657 (970) 476-2451

## **WORKERS' COMPENSATION - RETURN TO WORK / MODIFIED DUTY**

The TOV has elected to adopt a return-to-work policy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job. Modified duty assignments are designed to be temporary and transitional in nature.

- Following a Workers Compensation (WC) doctor's appointment, the employee shall return all medical paperwork to Human Resources until released from care. Said medical paperwork provides recovery status and physical restrictions.
- If the doctor of record indicates that the injured employee can return to light duty work, and if the Town of Vail has work available (based on a list of modified duty tasks), the employee can accept the modified duty assignment or he/she may elect to remain off work without pay.
- The injured worker will be paid based on the value of the tasks performed, as determined by management. If the injured worker is being paid less than pre-injury wages during modified duty, the WC provider may pay Temporary Partial Disability (TPD) benefits. HR will provide records of wages to the WC provider.
- Modified duty will be allowed as long as it is realistic for the job to continue, until the injured worker receives a release to full duty or reaches Maximum Medical Improvement (MMI).
- The designated coordinator will monitor and document the injured worker's performance while on modified duty.
- As physical restrictions change, the modified duty will be reviewed and job tasks may change.

## **WORKERS' COMPENSATION - LIMITATIONS**

Under Colorado law, the Town of Vail's Workers' Compensation insurance carrier may reduce benefits if specific safety violation(s) have occurred.

If an employee does not follow the requirements of the TOV Workers Compensation Policy, the Town of Vail, and/or its Workers' Compensation Carrier, have the right to deny all bills incurred by the employee. Such bills will then be the full responsibility of the employee.

In the following circumstances, the compensation provided for a workers' compensation claim may be reduced by fifty percent (50%):

- The injury is caused by the willful failure of the employee to use safety devices provided by the employer.
- The injury results from the employee's willful failure to obey any reasonable rule adopted by the employer for the safety of the employee.
- Where injury results from the confirmed evidence of alcohol or substance abuse of the employee.

Neither the TOV nor the workers compensation insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the TOV.

No sick leave pay is available to employees absent from work due to a work-related incident.

## **WORKERS' COMPENSATION - OTHER**

Employees should inform Human Resources of any problems that occur. If you have any questions or need additional information, please call or stop by the Human Resources Office.

ACCIDENT ALERT .....	7	HAZARD REPORTING .....	24
ACTIVE SHOOTER.....	7	HAZARD - LABELING CONTAINERS.....	24
ALCOHOL .....	7	HAZARD - UNKNOWN CONTENTS.....	23
AUTOMOTIVE LIFTS .....	8	HAZARD - WASTE DISPOSAL .....	25
BACK SAFETY.....	9	HAZARD - SAFETY DATA SHEET (SDS).....	23
BACKING A VEHICLE.....	9	HEAT STRESS.....	26
BATTERY JUMP STARTING.....	9	HEARING CONSERVATION.....	26
BLOOD BOURN PATHOGENS.....	10	HOUSEKEEPING - GENERAL .....	27
BUCKET TRUCK / BOOM.....	11	HOUSEKEEPING - OFFICES.....	27
CARDINAL RULES OF SAFETY.....	5	HOUSEKEEPING - PUBLIC WORKS .....	27
CELL PHONES - SEE ELECTRONIC DEVICES.....	11	HOT WORK.....	28
CITIZEN SAFETY COMPLAINT LOG .....	11	INCIDENT.....	28
CHAIN HOISTS.....	11	INCIDENT REPORT/FIRST REPORT OF INJURY FORM.....	28
COLD EXPOSURE 8150.....	11	INCIDENT - DURING ACCIDENT ALERT.....	29
CHAIN SAW .....	11	LABELING -	
CHIPPER SHREDDER .....	12	SEE "HAZARD - LABELING CONTAINERS".....	24
CHEMICAL SPILLS.....	12	LADDER - GENERAL.....	29
COMMITMENT TO SAFETY.....	3	LADDER - STEPLADDERS .....	30
COMPUTER WORK STATIONS .....	13	LADDERS - STRAIGHT AND EXTENSION.....	30
COMPUTER MONITORS.....	13	LAWN MOWER - BEFORE MOWING .....	30
COMPUTER CHAIRS .....	13	LAWN MOWER - USING .....	31
COMPUTER WORKING HEIGHT.....	14	LIFTING.....	31
COMPUTER WORK/REST SCHEDULES .....	14	LOADER/BACKHOE - BEFORE USING.....	31
COMPUTER - OTHER SOLUTIONS .....	14	LOADER/BACKHOE - OPERATING.....	32
COMPRESSED AIR FOR CLEANING .....	15	LOADER/BACKHOE - SAFE STOPPING PROCEDURE.....	32
CONFINED SPACE ENTRY.....	15	LOCKOUT/TAGOUT (LOTO) .....	32
CONFINED SPACE - HAZARDS .....	15	MACHINERY .....	33
DEPARTMENT SAFETY REPRESENTATIVE (DSR).....	16	MARIJUANA (SEE DRUGS).....	37
DISTRACTED DRIVING.....	16	MSDS - SEE HAZARD - SDS .....	23
DEFENSIVE DRIVING.....	16	NEAR MISS.....	33
DRUGS.....	16	PANIC BUTTONS.....	33
EDGER - BEFORE USING .....	16	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	34
EDGER - OPERATING.....	17	PPE - WHERE DO I GET PPE?.....	34
ELECTRONIC HAND HELD DEVICES.....	17	PPE - CARING FOR PPE .....	34
ELECTRONIC HAND HELD DEVICES - CDL .....	17	PPE - GENERAL.....	34
ELECTRICAL SAFETY.....	17	PPE - FOOT PROTECTION / STEEL TOE BOOTS .....	35
ELECTRICAL CONDUCTORS - WORKING ON.....	18	PPE - HAND PROTECTION .....	35
EMERGENCY CONTACT NUMBERS .....	6	PPE - HEAD PROTECTION.....	35
ERGONOMICS (SEE COMPUTER WORKSTATION).....	13	PPE - HEARING PROTECTION .....	35
EXTENSION CORDS.....	18	PPE - HAIR AND CLOTHING.....	36
FALL PROTECTION.....	18	PPE - SAFETY GLASSES / EYE / FACE PROTECTION .....	36
FALL PROTECTION - GENERAL INDUSTRY .....	19	PPE - WHEN SHOULD RESPIRATORY	
FALL PROTECTION - CONSTRUCTION .....	19	PROTECTION BE USED .....	36
FIRE EXTINGUISHERS / PULL STATIONS.....	19	POWER EQUIPMENT.....	37
FIRE ALARMS.....	19	PROHIBITED SUBSTANCES	
FIRE DRILLS.....	19	(DRUGS, ALCOHOL & FIREARMS).....	37
FLAGGER SAFETY .....	20	PROPANE TANKS.....	37
FLEET SHOP .....	20	PUBLIC WORKS ENTRANCE -	
FORKLIFT SAFETY .....	20	SEE "TOV SHOP ENTRANCE".....	48
FUMES.....	20	ROAD RAGE.....	37
FUELING VEHICLES & EQUIPMENT .....	21	ROTOTILLER - BEFORE USING.....	38
FUELING - GUIDELINES.....	21	ROTOTILLER - OPERATING.....	38
FUELING - STATIC ELECTRICITY .....	21	SAFETY COMMITTEE .....	38
FUELING - PORTABLE CONTAINERS.....	21	SAFETY COMMITTEE - DUTIES.....	38
FUELING - TRANSPORTING .....	22	SAFETY VISION, MISSION, VALUES .....	4
FUELING - STORING FUEL .....	22	SEAT BELTS .....	39
FUELING - FROM A PORTABLE CONTAINER .....	22	SHOE CHAINS - SEE "PPE - FOOT PROTECTION".....	39
GAS - (SEE FUELING).....	23	SLIPS & FALLS .....	39
HAZARD COMMUNICATION (FORMERLY MSDS).....	23	SMOKING.....	40
HAZARD - QUESTIONS .....	23		



SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN (SPCC) .....	40
STREETS - EQUIPMENT .....	41
STREETS - HAND SNOW SHOVELING .....	41
STREETS - SNOW REMOVAL OPERATION .....	42
STREETS - SHOP .....	42
STANDARD OPERATING PROCEDURES (SOP) .....	41
SUSPICIOUS BEHAVIOR SEE “ACTIVE SHOOTER” .....	41
TABLE SAW .....	42
THE TUNNEL - SEE “TOV SHOP ENTRANCE” .....	42
TIRE SERVICE .....	42
TIRE - TUBELESS TIRES - Dismounting Procedures .....	43
TIRE - TUBELESS TIRES - Mounting Procedures .....	43
TIRE - TUBE TYPE TIRES - Dismounting Procedures .....	44
TIRE - TUBE TYPE TIRES - Mounting Procedures .....	44
TOOL SAFETY .....	45
TOOLS - ELECTRICAL POWERED .....	45
TOOLS - HAND .....	46
TOOLS - PNEUMATIC .....	46
TOOLS - GRINDING WHEELS .....	46
TOOLS - TABLE SAWS .....	46
TOOLS - RADIAL ARM SAWS .....	47
TOOLS - BAND SAWS .....	47
TOWN OF VAIL SHOP ENTRANCE SAFETY TIPS .....	47
UNSAFE CONDITION REPORT .....	49
VEHICLE - DRIVER RULES .....	49
VEHICLE - FOLLOWING DISTANCE .....	50
VEHICLE - EMERGENCIES .....	50
VEHICLE - INCIDENTS .....	50
VEHICLE - DRIVING QUALIFICATIONS .....	50
VEHICLE - SAFETY AND MAINTENANCE .....	51
VIOLENCE IN THE WORKPLACE .....	52
WASTE DISPOSAL - SEE “HAZARD WASTE DISPOSAL” .....	25
WORKERS’ COMPENSATION - GENERAL .....	53
WORKERS’ COMPENSATION - CLAIMS .....	53
WORKERS’ COMPENSATION - DESIGNATED WORK COMP DOCTORS .....	54
WORKERS’ COMPENSATION - RETURN TO WORK / MODIFIED DUTY .....	54
WORKERS’ COMPENSATION - LIMITATION .....	54
WORKERS COMPENSATION - OTHER .....	55



**THE**   
**SAFE WAY**  
 **IS THE**  
**RIGHT WAY**



**SO SAYETH THE SAFETY TEAM**



*The best safety device is a careful worker.  
Safety, it takes a second and lasts a lifetime.*



Photo Credit: Jack Affleck