LOSS CONTROL MANUAL

Revised 2022
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## LOSS CONTROL MANUAL

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Chapter 1

POLICY STATEMENT

Avoiding accidents and injuries to City employees is a primary focus for the entire organization. Accidents on the job can cause distress and financial loss to City employees and their families. The Loss Control Manual and Safety Regulations provides key information and guidelines to keep employees safe and ensure losses are kept at an absolute minimum.

The City consistently strives and focuses to provide the safest possible working conditions for its employees. To accomplish safe working conditions employees must be properly supervised, provided with safety equipment, and given adequate job training. It is important that each employee understands and follows safe practices and obey safety rules.

Safety is the responsibility of the entire organization. Department Directors and supervisors are expected to always follow and support the Safety Program. As leaders in our organization, management and supervisory personnel are responsible for providing a safe working environment. Attentively focusing on accident prevention not only keeps our employees safe it also enhances our production.

__________________________
José Madrigal, City Manager
Chapter 2

ACCOUNTABILITY

A. DEPARTMENT DIRECTOR’S RESPONSIBILITIES

All Department Directors are charged with the responsibility of providing the type of work environments, work procedures, and services to the public, that will promote to the greatest extent possible, the safety of City employees and the general public. They shall initiate, and actively support a departmental safety program that will integrate safety engineering principles and accident prevention techniques in all work programs and services to the public. Responsibilities of directors include, but are not limited to the following:

1. Actively support the City Safety and Loss Control Program.
2. Help to develop practical safety rules and regulations pertinent to the activities conducted by their departments.
3. Help to establish, maintain and document a systematic safety inspection process, as required by CIRSA loss control standards.
4. Provide for adequate job training and safety instruction to all employees. Require each subordinate supervisor to provide an explanation of any loss or liability incurred by a departmental employee.
5. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the general public.
6. Impose appropriate disciplinary action when warranted.
7. Help to maintain an effective driving training program for employees.
8. Assist the Risk Manager in arranging and scheduling appropriate training courses for supervisors and other departmental employees and ensuring availability when scheduled.
9. Coordinate compliance with safety and fire codes.
10. Budget for, purchase, and replenish safety equipment as required.
11. Develop and maintain an emergency planning and disaster management plan.

B. SUPERVISOR’S RESPONSIBILITIES

The full potential of effective accident prevention can only be realized when supervisors actively support all phases of the safety program. Their close contact with the work environment and employees performing the work, make them the best qualified to translate safety principles into accident prevention on the job. They must constantly promote observation of safety procedures and use of appropriate protective equipment. They must enforce the safety procedures and rules that apply to the work they supervise. Responsibilities of supervisors include, but are not limited to the following:

1. Become familiar with and actively enforce all safety procedures applicable to the work they supervise. Take corrective action when they observe or are made aware of a safety violation or unsafe condition.
2. Provide adequate basic job training and safety instruction, on a weekly basis, to all employees under their supervision.
3. Provide driver training on a regular and ongoing basis to all drivers, to include required attendance at driving training on a periodic basis.

4. Be fully accountable for any loss or liability caused by departmental employees under their supervision.

5. Maintain and document special driving training classes to be conducted for those departmental employees who operate heavy equipment, emergency response vehicles, and other specialized mobile equipment.

6. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions or procedures that could adversely affect employees or the general public.

7. Instruct all employees on the need for and use of protective equipment for specific hazardous jobs.

8. Continually observe and evaluate work procedures in order to detect and correct unsafe conditions or practices that could adversely affect employees or the general public.

9. Promptly report all accidents to the Risk Manager for investigation. In the absence of the Risk Manager, complete required reports on all accidents, injuries or incidents within stated time constraints, and perform your own accident investigation on all accidents.

10. Determine when job conditions warrant the use of personal protective equipment and ensure that said safety protective equipment for each job is available, used, and maintained properly.

11. Participate in training courses designed to increase the supervisors’ professional knowledge of safety supervision principles and techniques.

12. Obtain and maintain high standards in housekeeping and personal and environmental cleanliness in work areas.

13. Be receptive to and encourage employees to report unsafe practices or conditions. Employees should be encouraged to submit practical suggestions for correction of these practices or conditions.

14. Conduct or arrange safety orientations for new employees to include, but not be limited to the following:
   a. safe use of equipment
   b. personal protective equipment requirements
   c. departmental safety policies and procedures
   d. for CDL drivers, arrange an orientation with the Risk Manager.

15. Know what their unit responsibilities are in the event of an emergency.

16. Train their employees in proper emergency response, specifically, in proper emergency reporting and building evacuation procedures as warranted.

C. EMPLOYEES’ RESPONSIBILITIES

All City employees are required to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. Responsibilities of employees include, but are not limited to the following:
1. Promptly report to their supervisor all accidents and injuries to themselves or other employees occurring within the course of their employment.

2. Cooperate with and assist in accident investigations in order to identify correctable causes and to prevent recurrences.

3. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.

4. Become familiar with and observe approved safe work procedures during the course of their work activities.

5. Actively support safety; participate in promotional and educational safety measures utilized by City departmental safety programs.

6. Follow established procedures for reporting emergencies and evacuating the building.

7. Keep work areas clean and orderly at all times.

8. Avoid horseplay and avoid distracting others.

9. Obey all safety rules and follow work instructions.

10. Wear required protective equipment when working in hazardous areas.

11. Wear seat belts when operating any City vehicle or equipment.

D. RISK MANAGER’S RESPONSIBILITIES

It is the responsibility of the Risk Manager to facilitate the City’s Safety and Loss Control Program for City employees as developed and approved by the City Manager. The Risk Manager shall:

1. Administer the Safety Program as approved by the City Manager.

2. Develop within City personnel, a strong safety attitude.

3. If requested, help the supervisor investigate accidents involving City property or employees that require an accident report.

4. Consult directly with all employees and management personnel on safety matters; provide necessary guidance to assure effective administration.

5. Make follow-up investigations, as required, to ensure that unsafe practices or conditions identified by the Safety Committee or Department Directors have been properly corrected.

6. Annually evaluate compliance with the program within departments based upon inspections of facilities for hazardous practices or conditions.

7. Attend CIRSA safety committee meetings when offered.

8. Maintain records of accident injury experience and related costs and report that information to the Safety Committee and Department Directors.

10. Inform employees, supervisors, Department Directors, and the City Manager about the status of safety matters affecting them and the City.

11. Assist supervisors in conducting safety training for all employees.

12. Coordinate appropriate safety engineering considerations in design specifications for new equipment and facilities with the appropriate Department Directors and City Purchasing Agent.
Chapter 3

ACCIDENT REPORTING

A. Accident reports shall be filled out:

1. For every vehicle accident, regardless of the amount of property damage.
2. For every personal injury accident, vehicle or non-vehicle. If minor injuries are sustained and the employee feels doctor or hospital treatment is not required, a first aid report must be substituted.
3. For every property damage accident resulting in damage to property owned by the City or by any other individual or organization.

B. Failure to report an accident, making false statements or not completing the accident report is a most serious breach of City policy and severe disciplinary action may be taken.

C. An accident involving any type of overhead wire, underground wire or underground pipe, must be reported immediately to your supervisor and the appropriate utility by location, type, and extent of damage.

D. The reporting procedure for a VEHICULAR ACCIDENT is:

Employee

a. If life-threatening bodily injury is involved, call 9-1-1 immediately.

b. Call the Police Department at 970-385-2900, if within the City limits, or the State Patrol at 970-249-4392, if outside the City limits, immediately. A verbal request for report shall be made of the responding police officer, regardless of dollar value of damage. Do not move the vehicle until told to do so by the investigating police officer (unless the vehicle is causing a serious traffic hazard). Place warning triangles as needed for safety.

c. Notify your supervisor immediately. If your supervisor is not available, call the next in line within your department/division, or the Risk Manager.

d. Complete and submit the accident report form within eight (8) working hours of the accident. Use the accident report packet provided in each vehicle.

e. Admit no liability regarding the accident, however, do provide full information to the investigating officer.

Supervisor

a. Notify the police immediately, if the employee has not already done so.

b. Notify the Risk Manager immediately if any vehicle involved in the accident is immobilized or the City employee receives a citation for the accident. He will respond to the accident scene and assist in conducting an independent investigation of the accident. If the Risk Manager or his designee is not available, the employee’s supervisor shall conduct an independent investigation of the accident.

c. Review the employee’s accident report form. Complete the employee’s portion of the form if they are unable to do so.

d. Forward the completed accident report form to the Department Director immediately. If they are out of the office for more than a day, leave a copy of the accident report with
them and forward the original to the Risk Manager.

e. Maintain the accident report packets in each vehicle under your control.

Department Director

a. Act as backup for the supervisor if they cannot be reached.

b. Review the accident report form and keep a copy on file in the department. Sign and date all reports.

c. Send the report to the Risk Manager (by the next working day), as required for Workers’ Compensation.

E. The reporting procedure for a PERSONAL INJURY OR PROPERTY DAMAGE accident is:

Employee

a. If life-threatening bodily injury is involved, call 9-1-1 immediately. If the employee needs medical attention that is non-emergency, the employee should be transported to one of the City's designated medical providers.

b. Notify your supervisor immediately. If your supervisor is not available, call the next in line within your department/division, or the Risk Manager.

c. Complete the accident report form or first aid report within eight (8) working hours of the accident. The First Aid Report is not to be used for large muscle sprains (such as backs) or for skeletal problems.

Supervisor

a. If an employee-involved accident could result in hospitalization of the employee, notify the Risk Manager immediately. He will respond to the accident scene. Assist in conducting an independent investigation of the accident. If the Risk Manager or his designee is not available, the employee’s supervisor shall conduct an independent investigation of the accident.

b. Review the employee’s accident report form. Complete the employee’s portion of the form if they are unable to do so. Make sure it is filled out completely, including a diagram of the accident in all vehicle accidents.

c. Forward the completed accident report form to the Department Director immediately.

d. If, in the employee’s opinion the injury is minor, use the first aid report and forward copies immediately as indicated on the form.

Department Director

a. Act as backup for the supervisor if they cannot be reached.

b. Review the accident report form and keep a copy on file in the department.

c. Send the report to the Risk Manager (by the next working day), as required for Workers’ Compensation.
A  Increasing employee safety awareness through safety training has been shown to be an effective means of reducing accidents. A well planned training program will not only educate employees, but will also help foster attitudes that compliment the benefits of training. An effective safety training program will include the following elements:

- Job Safety Orientation
- Supervisor Training
- Training Required by CIRSA or law
- General Safety
- Specialized Training
- Employee Safety Motivation (safety meetings, contests/awards, recognition)

The immediate job of preventing accidents and controlling work hazards falls upon the supervisor, not because it has been arbitrarily assigned to them, but because safety and operational controls are closely associated with supervisory functions. To accomplish this, supervisory personnel shall be responsible for job safety orientation, training required by CIRSA or law, general safety and specialized training on a bi-weekly basis. The Risk Manager will communicate the general CIRSA training requirements to the supervisors who will help implement the training. The supervisors will implement all specialized safety training to their own departments as applicable.

The Risk Manager shall be responsible for general CIRSA safety training for both employees and supervisors.

The amount of safety training an employee receives will be commensurate with the exposure the employee has on their job.

B. Safety Committee Representatives’ Responsibilities

Safety Committee membership shall be comprised of one representative from each department and major division. Representatives shall be chosen by the supervisor in conjunction with the Risk Manager.

The Committee shall consist of one member from the following departments and divisions:

1. Police Department
2. Airport
3. Public Works, Street Division
4. Public Works, Sanitation/Recycling Division
5. Finance, Warehouse/Fleet
6. Utilities, Wastewater Division
7. Utilities, Water Division
8. Utilities, Collections and Distributions
9. Recreation
10. Parks
11. Transit
12. Communications
13. Library
14. Parking
15. Planning/Community Development
16. City Hall/Carnegie
17. Safety/Risk
Responsibilities of Safety Committee representatives include, but are not limited to the following:

1. Participate in bi-monthly Safety Committee meetings.
2. Assist the Risk Manager in developing a strong safety attitude within City personnel. This can be accomplished with weekly 5 minute tailgate talks and by other means.
3. Develop and conduct in-service safety awareness programs in conjunction with the Risk Manager.
4. Assist the Risk Manager in safety training for their own departments with videos and by other means.
5. Conduct inspections of City facilities and operations and report hazardous practices or conditions to the supervisor and Risk Manager.
6. Participate in subcommittees as required.

Safety Committee representatives must attend Safety Committee meetings. These meetings are mandatory. Unexcused absences will be reported to the employee’s Department Director.
Chapter 5

ACCIDENT REVIEW COMMITTEE

The primary responsibility of the Accident Review Committee is to review all City accident reports to determine if the employee involved is responsible, or non-responsible, recommend corrective action and assign the degree of contributory factors of the employee.

The Accident Review Committee is a management tool to advance the accident prevention program. The Committee will produce decisions essential in sustaining a high standard of safe driving performance and general safety.

The committee shall be composed of persons filling the following positions:

- Police Department – Administrative Sergeant
- Utilities – Water, Wastewater, or C and D Manager or Crew Leader
- Streets – Crew Leader
- Facilities/Fleet-Supervisor
- Parks & Recreation – Crew Leader
- Transit Department – Transit Manager
- The Assistant to the City Manager or appointee
- The Risk Manager will be the chairperson.

Accident Review Committee members will be appointed by Department Directors in conjunction with the Risk Manager. The committee shall review all vehicle accidents and non-vehicular accidents that result in injury to an employee severe enough to cause absence from work or require medical treatment other than on-the-job first aid. They shall also review any accident resulting in damage to City property or damage to a citizen’s property by a City employee.

The Committee shall meet on the fourth Monday of each month.

Accident Review Committee Procedure

The following guidelines will be adhered to:

1. The name of the employee involved in the accident will not be revealed to Committee members.
2. The employee involved will not be called before the Committee to discuss the accident. The accident report will represent the employee.

The facts of each accident presented to members of the Committee will come from the following sources:

1. Employee’s report of the accident.
2. Police investigation reports.
3. Supervisor’s Investigation.
4. Facts based on an investigation by City representatives or the Risk Manager.
5. Statements of witnesses.
6. Diagrams, photographs, and any other available evidence.

The Discussion

The City's standard for accident prevention is high, but it is important that this standard be reasonable. Attainment of the standard will involve an effective safety training program, initiated and maintained by Department supervisors and the City's Risk Manager. The program will reflect a coordination of effort to determine reasonable objectives in the realm of accident prevention.
A few of the specific principles of accident prevention that must be understood are as follows:

1) All accidents can be prevented.
2) Prevention of accidents is everyone’s responsibility.
3) It is possible to safeguard and eliminate operating hazards.
4) Employees must understand that it is to their advantage, as well as the City’s, to work safely and that they are expected to cooperate to this end.
5) Active and responsible supervision is the vital factor in carrying out a successful accident prevention program.

The questions before the Committee are:

1) “Could the employee have prevented this accident or injury?”
2) “What corrective action should be taken?”
3) “What accident factors and point assessment shall be assigned to the accident?”

In making the decision of who is “responsible” for an accident, the Committee will use the following as a guide:

Any accident involving a City of Durango employee which results from the failure to use good judgement, failure to obey safety rules, his or her misconduct, failure to use any available safety device, or from any other cause which indicates that the employee failed to exercise every reasonable precaution to prevent the accident, will be considered a responsible accident. A percentage of accidents involve circumstances where outside factors, such as environment, other employees, or actions beyond the control of the employee contribute to the cause of an accident. The Accident Review Committee shall take into consideration these factors when making their ruling.

Once an employee accident has been determined to be “responsible” or “non-responsible”, the Committee must determine what corrective action should be taken. Corrective action is non-punitive in nature and is intended to correct poor safety practices, lack of knowledge, lack of training, or repair of defects to facilities, vehicles or equipment. Corrective action shall be determined on a case-by-case basis and recommended with due regard to the nature of the accident.

The Committee will also take into consideration any corrective action suggested by the supervisor.

The final step of the Committee will be to determine the degree of contributory factors and disciplinary action to assign to the accident. Disciplinary action is designed to discipline an individual for negligence in observing accepted safety standards, including but not limited to misconduct, violation of a safety regulation and/or policy, failure to use known and available safety devices which results in an accident or injury. As a guide, the Accident Review Committee shall use the following accident factors and point assessments.
Accident Factors and Point Assessment

The following accident factors and point assessments will be used to determine the severity of each responsible incident. The accident review shall determine the point assessment for each accident.

Degree of Contributory Factors – Point Scale 1 – 10

<table>
<thead>
<tr>
<th>Accident Factors Defined</th>
<th>Point Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Contributory Factors – lack of judgement on the part of the employee, resulting in injury/accident; no apparent safety violation</td>
<td>1</td>
</tr>
<tr>
<td>Moderate Contributory Factors – carelessness on the part of the employee which results in the injury/accident; evidence of safety rule violation present</td>
<td>3</td>
</tr>
<tr>
<td>Gross Contributory Factors – direct action on the part of the employee which results in injury/accident; evidence of safety rule violations present</td>
<td>6</td>
</tr>
<tr>
<td>Failure to report an accident</td>
<td>10</td>
</tr>
</tbody>
</table>

Recommended Disciplinary Action

When implementing the recommendations of the Accident Review Committee, the Department Director or Supervisor shall take into consideration the amount of exposure the employee’s position carries with it. Nothing in this chapter shall exclude the Department Director from exceeding the disciplinary recommendations of the Accident Review Committee.

The following recommended disciplinary actions shall be for points assessed in a 24-month period. The period starts from the date of the employee’s first responsible accident and runs for 24 months from that date.

<table>
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<tr>
<th>Points Assessed</th>
<th>Recommended Action</th>
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<tbody>
<tr>
<td>1 - 3</td>
<td>Documented verbal warning</td>
</tr>
<tr>
<td>4 - 5</td>
<td>Written warning</td>
</tr>
<tr>
<td>6 – 7</td>
<td>Suspension of 1 day</td>
</tr>
<tr>
<td>8 – 9</td>
<td>Suspension of 3 days</td>
</tr>
<tr>
<td>10 or more</td>
<td>Actions for dismissal</td>
</tr>
</tbody>
</table>

The Risk Manager shall maintain a record of the points assessed to each employee and will provide that information to the Department Director and Supervisor when the points administered memo is sent back to the department. The Department Director or Supervisor will take the disciplinary action.

Voting

When the members of the Committee are completely familiar with all the facts of the accident, they will indicate “responsible” or “non-responsible”, determine what corrective action is to be taken and assess the point value, and pass the information back to the chairperson.

The chairperson counts the ballots and casts a vote only in case of a tie. The question shall be decided by a simple majority.
Employee Notification

A copy of the written decision will be given to the employee, Supervisor, Department Director, and Human Resources.

The Supervisor will discuss the findings with the employee in a private meeting. This makes it possible to discuss corrective measures, to relate the incident to the employee’s entire safety record and indicate where the employee stands in the point assessments.

Copies will also be placed in the employee’s personnel file, the Risk Manager’s accident files and Departmental files.

Appeal Procedures

If the employee is not satisfied with the assessment of the Accident Review Committee as to responsible or non-responsible or to the points assigned, he or she may appeal the decision to the City Manager. The appeal must be filed within 10 working days from the date the employee receives the decision of the Accident Review Committee. In the appeal, the employee must state why he or she thinks the judgement should be different or the point value changed. All documentation, including the decision and reasons of the Accident Review Committee plus police accident reports and any other relevant material, must be presented to the City Manager as a package by the Risk Manager. A written decision will be returned to the employee. The decision of the City Manager will be final.

If the employee agrees with the decision of “responsible,” but is not satisfied with the degree of discipline imposed, he or she may protest the decision by the grievance procedure outlined in the Personnel Regulations.

Liability

If a City employee receives a vehicle allowance in lieu of a City-owned vehicle or an employee is being reimbursed for mileage driven in their personal car and an accident or injury occurs, any liability of the City will depend on whether the employee was acting within the course and scope of their employment.

If an employee is involved in an accident while using their personal vehicle, acting within the course and scope of their employment and their personal insurance company refuses coverage, the accident will be reviewed to determine if the City will provide re-imbursement.
Chapter 6

EMPLOYEE SAFETY

An important element of any loss control program is the fostering of safe working habits and safe working conditions for employees. This chapter presents a framework for encouraging employee safety on the job.

Safety Equipment

The City of Durango shall be responsible for providing or replacing all necessary safety equipment including, but not limited to hard hats, safety boots, gloves and safety vests. Refer to Part 2, Safety Regulations, for details.

Safety Regulations

The City of Durango has had the current employee safety regulations in effect since October 1, 2022. Those regulations are hereby incorporated by reference in this Safety and Loss Control Program and are included in this manual as Part 2.

The Risk Manager and others will review the Safety regulations as needed to insure that it is up to date and consistent with the objectives of the Loss Control Program. Any changes needed shall be presented to the City Manager for approval and subsequent distribution to all City employees.

Workers’ Compensation Record Keeping

The Risk Manager will keep records for all Workers’ Compensation injuries. Accident reports completed by the employee and first line supervisor shall be forwarded to the Risk Manager, where a Worker’s Compensation Insurance claim will be prepared and submitted to the Worker’s Compensation carrier.
Safety surveys will be conducted on a formal and regularly scheduled basis. The surveys will be made to assure that hazards are kept to a minimum and safe work practices are enforced. Example checklists are provided to assist in identifying hazards and unsafe work practices, as well as to identify possible fire, liability, and workplace hazards.
Responsibility: Safety Committee Representative  
Time Frame: Annually

INSPECTION REPORT

____________________________________/_______________________________________  
Name of Department Date of Report

___________________________________  
Address of Facility

ITEMS REQUIRING SPECIAL ATTENTION

Are heavy items stored on lower levels of shelves or cabinets? YES NO  
Are fire doors obstructed or blocked? YES NO  
Are ladders and climbing equipment safe and in good repair? YES NO  
Are guards provided and in place for all machines? YES NO  
Are fire extinguishers charged and ready in case of fire? YES NO  
Is first aid kit adequately stocked and ready in case of injury? YES NO  
Are all work and walk areas orderly and kept free of rubbish and debris? YES NO  
Are motors clean and adequately ventilated? YES NO  
Are all sidewalks and parking areas free of conditions which will cause slipping or falling? YES NO  
If sprinklered, are all control valves open and alarms working? YES NO

All hazards uncovered in this inspection are noted below and will be corrected promptly.

Signed by: ________________________________  
Title: ________________________________
<table>
<thead>
<tr>
<th></th>
<th>SAFETY CHECK LIST</th>
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<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>Is pavement in parking lots in good condition?</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>2.</td>
<td>Are wheel-stops intact?</td>
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<td></td>
<td>__________________________</td>
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<tr>
<td>3.</td>
<td>Is drainage adequate?</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>4.</td>
<td>Are there ice/snow areas?</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>5.</td>
<td>Are walkways and curbs in good condition?</td>
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<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>6.</td>
<td>Are all protective rails in place and secure?</td>
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<td>__________________________</td>
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<tr>
<td>7.</td>
<td>Is equipment stored securely?</td>
<td></td>
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<td>__________________________</td>
</tr>
<tr>
<td>8.</td>
<td>Are walkways and parking lots adequately lit?</td>
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<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>9.</td>
<td>Are walkways and drives free of ice and snow?</td>
<td></td>
<td></td>
<td>__________________________</td>
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<tr>
<td>10.</td>
<td>Are parking spaces readily identified?</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>11.</td>
<td>Does building appear to be structurally sound?</td>
<td></td>
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<td>__________________________</td>
</tr>
<tr>
<td>12.</td>
<td>Is all glass intact?</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>13.</td>
<td>Are fire hydrants and hose connections in good condition?</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>14.</td>
<td>Is electrical equipment in good condition? (Generator, transformer, panels, meter, etc.)</td>
<td></td>
<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>15.</td>
<td>Are all hoses put away when not in use? (Water, air, etc.)</td>
<td></td>
<td></td>
<td>__________________________</td>
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<td>16.</td>
<td>Is gas meter and piping in good condition?</td>
<td></td>
<td></td>
<td>__________________________</td>
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<tr>
<td>17.</td>
<td>Is exterior area free of loose material?</td>
<td></td>
<td></td>
<td>__________________________</td>
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<tr>
<td>18.</td>
<td>Are all walks free and clear of protruding limbs, etc.?</td>
<td></td>
<td></td>
<td>__________________________</td>
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<tr>
<td>19.</td>
<td>Are handicap ramps in place and safe?</td>
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<td></td>
<td>__________________________</td>
</tr>
<tr>
<td>INTERIOR</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Remarks</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>1. Are all exit doors unlocked and operational?</td>
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<tr>
<td>2. Are stairs safe and in good condition?</td>
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<tr>
<td>3. Are stairways free and clear of all storage including area below stairs?</td>
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<tr>
<td>4. Are hallways and corridors free of storage?</td>
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<tr>
<td>5. Are all employees familiar with the location and operation of all fire extinguishers?</td>
<td>___</td>
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<tr>
<td>6. Are doorways unobstructed?</td>
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<tr>
<td>7. Are fire extinguishers serviced properly and regularly?</td>
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<tr>
<td>8. Is Evacuation Plan posted?</td>
<td>___</td>
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<tr>
<td>9. Is all electrical appliance wiring safe? (Zip cords)</td>
<td>___</td>
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<tr>
<td>10. Are wet and slippery floors cordoned off?</td>
<td>___</td>
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<tr>
<td>11. Is emergency power supply and equipment checked regularly?</td>
<td>___</td>
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<tr>
<td>12. Are all lights operational?</td>
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<tr>
<td>13. Is all glass intact?</td>
<td>___</td>
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</tr>
<tr>
<td>14. Are all required protective railings in place in a safe manner?</td>
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<tr>
<td>15. Are all combustible materials handled and stored in a safe manner?</td>
<td>___</td>
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<td>____________________________</td>
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<tr>
<td>16. Are all pressure/temperature valves opened periodically?</td>
<td>___</td>
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<tr>
<td>17. Is the boiler room free of oily rags and other miscellaneous storage?</td>
<td>___</td>
<td>___</td>
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</tr>
<tr>
<td>18. Are all tools and equipment kept free and clear of all designated walkways?</td>
<td>___</td>
<td>___</td>
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<tr>
<td>19. Are dangerous fumes exhausted to outside air?</td>
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</tbody>
</table>
Chapter 8

LOSS CONTROL


This policy has been developed to assist the City of Durango in reducing risks associated with contracts between the City and private individuals or entities. By shifting risks to the contractor, they are transferred from the City and from its insurance carrier, the Colorado Intergovernmental Risk Sharing Agency (CIRSA). Because the premium paid annually by the City to CIRSA is based in part upon the City’s loss experience, effective and consistent use of an indemnification clause, an insurance clause, and an insurance certificate can help hold down the cost of the City’s liability coverage.

To provide that certain liabilities resulting from a contractor’s work will be assumed by the contractor, not the City, and to ensure payment of the costs of liability assumed by a contractor, all contracts for services between the City of Durango and a private individual or entity will include indemnification and insurance clauses. Examples of contracts include construction contracts, service and maintenance contracts, and professional or consultant contracts.

The language of the indemnification and insurance clauses can be modified to apply to permittees of City permits and to lessees of City leases.

The purpose of a certificate of insurance is to provide the City with documentation that the contractor has obtained a policy or policies of insurance to cover the liabilities assumed by the contractor in the indemnification clause. Proof of insurance from a contractor will name the City of Durango as an additional insured and will be provided by the contractor before the effective date of the contract.

Suggested types and amounts of insurance coverages are set out in the sample indemnification and insurance clauses which are attached. In applying these suggested clauses, the coverages should be reviewed and modified as appropriate. Factors to consider in determining types or amounts of coverages to require include the size, duration, cost, or nature of the project, service, or activity; whether the insurance procured by the contractors does or does not include defense costs within policy limits; the effect of higher limits on the cost of the contract to the City; and whether insurance should be required with minimum limits to protect the City’s potential liability under the Governmental Immunity Act, or whether insurance should be required with higher limits so that coverage will be available to cover losses for which the contractor will be responsible.

ALL OUTSIDE CONTRACTS MUST BE REVIEWED BY THE CITY ATTORNEY BEFORE THEY ARE EXECUTED. When incorporating language from the attached samples in a contract, contact the City Clerk or Purchasing if you need guidance. Upon execution of a contract, the original copy of the contract together with the required Certificate of Insurance will be transmitted to the City Clerk for permanent retention. The City Clerk will request annual Certificates of Insurance in accordance with the terms of the contract until the contract expiration date.

Sample Indemnification Clause

The Contractor agrees to indemnify and hold harmless the City of Durango, its elected and appointed officials, officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this contract, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of the Contractor, any subcontractor of the Contractor, or any officer, employee, representative, or agent of the Contractor, or which arise out of any worker’s compensation claim of any employee of the Contractor or of any employee of any subcontractor of the Contractor. The Contractor agrees to investigate, handle, respond to, and provide defense for and defend against, any such liability, claims, or demands at the sole expense of the Contractor. The Contractor also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.
Note: This Sample Indemnification Clause is used to provide indemnity from a Contractor to the City. The City cannot legally provide indemnification to a third party. Requests for that kind of indemnity from the City are very common and often appear in standard form contracts from third parties, but those provisions should always be deleted from any agreement.

Sample Insurance Clause

The following provides a guide to the typical minimum insurance requirements for purchasing contracts, leases of City owned property and other agreements where liability might arise from the actions of the other party to the contract. As stated above, certain situations, including the negotiation of sole source contracts or other similar agreements may warrant amended insurance provisions.

A. The Successful Contractor shall not commence work under this Agreement until it has obtained all insurance required by the contract documents and such insurance has been approved by the City. The Contractor shall not allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been obtained and approved. For the duration of this Agreement, the Contractor must maintain the insurance coverage required in this section.

B. The Successful Contractor shall procure and maintain, at its own cost, the following policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the contract documents by reason of its failure to procure or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

C. Successful Contractor shall procure and maintain, and shall cause each Subcontractor of the Contractor to procure and maintain (or shall insure the activity of Contractor’s Subcontractors in Contractor’s own policy with respect to), the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of the Work. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

D. Worker’s Compensation insurance to cover obligations imposed by the Workers’ Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers’ Liability insurance with minimum limits of Five Hundred Thousand Dollars ($500,000) each accident, Five Hundred Thousand Dollars ($500,000) disease – policy limit, and Five Hundred Thousand Dollars ($500,000) disease – each employee.

E. Comprehensive General Liability insurance with minimum single limits of One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest’s provision.

F. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) aggregate with respect to each of Contractor’s owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interest’s provision.

G. The policies required above, except for the Workers’ Compensation insurance and Employer’s Liability insurance, shall be endorsed to include the City, and its officers and employees, as additional insured. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers or its employees, shall be excess and not contributory insurance to that provided by
Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under each of the policies required above.

H. Certificates of insurance shall be completed by the Contractor’s insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and copies of such certificates shall be forwarded to the City prior to start of Work. Each certificate shall identify the Project and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the City. If the words “endeavor to” appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

I. Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by the Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the Owner.

Prior to start of work, Certificates of Insurance shall be furnished to the Grants/Contracts Division as evidence of the existence of such insurance. Certificates shall contain provision for a thirty (30) day prior written notice of cancellation or material change and directed to the Grants/Contracts Division, City of Durango 949 E. 2nd Avenue, Durango, CO 81301.

The parties hereto understand and agree that the City of Durango is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently $424,000 per person and $1,195,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the City of Durango, its officers, or its employees.

Providing Certificates of Insurance to Outside Agencies

On occasion, it is necessary for the City to provide proof of insurance to satisfy an outside agency or other party to a contract.

When proof of insurance is required, provide the name and address of the agency requesting the certificate of insurance to the Risk Manager at least ten working days in advance of the date needed. The certificate will be ordered and mailed directly to the agency by the Colorado Intergovernmental Risk Sharing Agency (CIRSA). A duplicate of the certificate will be provided to the Risk Manager to verify mailing to the agency.
A.  **FIRE/EXPLOSION EMERGENCIES**

1. **OBJECTIVE**

The objective of this procedure is to give all employees and/or facility occupants a safe way of dealing with a fire or explosion emergency.

2. **RESPONSIBILITIES**

   a. Facility Managers shall be responsible for posting, at all work locations, primary and secondary evacuation routes, along with assembly areas.

   b. Supervisors are responsible for training their employees in proper emergency response, specifically, in emergency reporting and building evacuation procedures.

   c. Supervisors are responsible for training employees on the evacuation plan for their specific location and for reviewing evacuation plans and emergency procedures with all new employees at the facility.

   d. Should an emergency such as a fire or explosion occur in a City facility, supervisors shall be responsible for evacuation of the building, following the guidelines set forth in the Evacuation Plan (Attachment A).

   e. Evacuation drills will be held as needed.

3. **EMERGENCY CONTACTS**

   Whoever is first alerted to the emergency shall dial 911 and report the situation.

B.  **MEDICAL EMERGENCIES**

1. **OBJECTIVE**

The objective of this procedure is to get emergency medical help to the victim as quickly as possible.

2. **EMERGENCY CONTACTS**

   Whoever is first alerted to the emergency shall dial 911 and report the situation.

3. **RESPONSIBILITIES**

   It is the responsibility of all City of Durango employees to assist, to the best of their ability, in a medical emergency.

4. **EMERGENCY CARE**

   a. Protect the victim from further injury.

   b. Give any care or treatment up to qualifications; such as CPR or first aid.

   c. Give responding emergency personnel any information you have obtained about the status of the situation.
d. Keep bystanders away from the victim and away from emergency vehicle access routes.

C. BOMB THREATS

1. OBJECTIVE

The objective of this procedure is to provide direction for handling a bomb threat and actions to be taken by person responsible for the facility, and to assist in the response to the threat.

2. RESPONSIBILITIES

a. Person receiving bomb threat shall:

1. Obtain as much information as possible from the caller. Attempt to find out how many devices are involved and at what time the devices are set to explode.

2. Fill out a bomb threat checklist (Attachment B)

3. Notify the department director or person responsible for the facility and have them call 911.

3. RESPONSE

a. Evacuation or no evacuation:

1. Evacuation will be determined initially by the department director or the person responsible for the facility.

   Remember: All threats must be considered to be real.

2. If evacuation is deemed necessary, follow the evacuation plan (Attachment A).

b. Things to look for:

1. Unusual packages or objects.

2. Suspicious looking or “out of place” people.

3. Unknown people coming out of areas that are off-limits to the general public.

c. Actions and assistance:

1. Do not handle or move suspicious packages or objects; direct police personnel to them.

2. People who are familiar with the facility should assist search personnel if so advised.

3. Resume normal operations when area is found safe.
D. HAZARDOUS MATERIAL INCIDENTS

1. OBJECTIVE

The objective of this procedure is to allow for the least amount of exposure to facility personnel and harm to the environment by directing proper action to control or eliminate a hazardous materials incident as expeditiously as possible.

2. EMERGENCY CONTACTS

Whoever is first alerted to the emergency shall dial 911 and report the situation.

3. IDENTIFICATION

a. Without personal exposure of any kind, attempt to identify product by:
   1. color
   2. vapors
   3. odor
   4. container
b. Contact responsible people.
c. Any information gained should be passed on to Central Dispatch (385-2900).

4. HAZARD AREA

a. Evacuate area, uphill/upwind.
b. Do not allow anyone to enter the area.
c. Eliminate ignition sources, if possible.
d. Report any exposed persons to emergency response personnel.
e. Do not re-enter the area until it is deemed safe by emergency response personnel.

E. FLOODING PLAN

1. OBJECTIVE

The objective of this procedure is to establish effective actions to be taken for preservation of life, property, facilities, and valuable equipment and to identify proper actions to be taken to control a flooding situation from “before” throughout the “recovery” process.

2. EMERGENCY CONTACTS

Whoever is first alerted to the emergency shall dial 911 and report the situation.

3. PREPARATION
a. If flooding is a possibility, continual contact should be kept with the weather service.

b. Sand/sandbags should be in an “on-site” location and ready to go.

c. Plan for securing or evacuating computers or other crucial electronic equipment.

d. Move all emergency equipment to higher ground.

e. Establish a control center with the emergency coordinator.

4. ACTION AND EVACUATION

a. Evacuate those personnel who are not needed in flood preparation.

b. Evacuate all disabled personnel and the general public.

c. Any sign of immediate danger will require immediate evacuation of all personnel in the area to higher ground.

d. A shutdown of all utilities should be completed prior to full evacuation.

e. When evacuation is deemed necessary, follow the Evacuation Plan, Attachment A.

5. RECOVERY

a. Recovery should begin as quickly as danger has subsided.

b. Temporary repairs should be made to any openings in facilities.

c. Things to remember and watch for are:
   1. downed power lines
   2. natural gas leaks from broken lines
   3. flammable liquids floating on water surfaces
   4. broken glass and metal

d. Cleanup to resume normal operations should begin as soon as safe to do so.
Attachment A
EVACUATION PLAN

1. Whoever is first alerted to the emergency shall notify the on-site facility supervisor and call 911 and report the situation.

2. The supervisor shall:
   a. notify Department Director or supervisor in charge.
   b. conduct, or direct to be conducted, evacuation of employees and visitors indicating the pre-determined assembly area. (Disabled persons must be assisted throughout evacuation). Elevators, if present at facility, should NEVER be used during an evacuation.
   c. request that the person responsible for the cash drawer shall ensure that the drawer is closed and locked prior to evacuation.
   d. conduct, or direct to be conducted, a search of restrooms and storage areas.
   e. request that the last person out of each office should close that office door.
   f. at the assembly area, conduct, or direct to be conducted, a count of the personnel from the facility.
   g. insure building occupants are away from emergency vehicle access routes.
   h. meet emergency personnel in the assembly area, explain the situation, and report status of evacuation.
   i. ensure that NO ONE REENTERS THE FACILITY UNTIL CLEARED BY EMERGENCY PERSONNEL
Attachment B

BOMB THREAT FORM

Date & time call received _______________________________ Time completed ________________

Phone line/extension that call was received on ____________________________________________

Exact words of caller __________________________________________________________________
____________________________________________________________________________________

Questions to ask caller:

1. When is the bomb set to explode? ______________________________________________________
2. Where is the bomb? __________________________________________________________
3. What kind of bomb is it? ______________________________________________________
4. What does the bomb look like? _____________________________________________________
5. Why did you place the bomb? _____________________________________________________

Voice description:

[ ] Male    [ ] Female   [ ] Young   [ ] Mature   [ ] Old

Tone of voice ____________________  Accent __________________

Is the voice familiar?  [ ] No   [ ] Yes   If yes, who did it sound like? _________________

Background noise ________________________________________________________________

Other information _________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Person receiving/monitoring the call __________________________________________________
Office phone # _________________________________________________________________
Chapter 10
HAZARD COMMUNICATION PROGRAM

CONTENTS

1. PURPOSE:

2. SCOPE:

3. POLICY:

   3.9.1. Purpose of the Program
   3.9.2. Administrative Responsibilities
   3.9.3. Location of SDS “Right To Know” Books
   3.9.4. Availability of Hazard Information and Program
   3.9.5 Chemical Inventory
   3.9.6. Collection of Safety Data Sheets
   3.9.7. Hazardous Chemical Labeling
   3.9.8. Approval of Non-Routine Tasks
   3.9.9. Communication of Hazards with Contracted Employees
   3.9.10. Employee Training

4. DISTRIBUTION:

APPENDICES

   A. Required Information on Safety Data Sheets
   B. Chemical Inventory and Index of Safety Data Sheets
   C. Hazardous Chemical Labeling
   D. Work Area Audit Form
   E. Training Attendance Sheet
HAZARD COMMUNICATIONS PROGRAM

1. **Purpose:**

1.1. To establish a policy and procedures to communicate hazard information regarding chemicals and dusts in the workplace in order to ensure the safety and health of City of Durango employees.

1.2. To outline the procedures and requirements for the dissemination of hazard information through Safety Data Sheets (SDS), warning labels and other reference materials. Under the new Globally Harmonized System, these sheets will be called “Safety Data Sheets” or “SDS”. The program, called a Hazard Communication Program, has been created to promote the safe use and handling of chemicals or dusts that are hazardous to health, or those causing physical hazards such as fire and explosion.

2. **Scope:**

2.1. This Directive references the City’s Hazard Communication Program which is based on criteria developed by the Occupational Safety and Health Administration.


2.3. This Directive applies to any City employee performing operations or working in areas having hazardous chemicals or dust which may cause physical and/or health hazards.

3. **Policy**

3.1. Training of employees on the Hazard Communication Program shall be performed before initial assignment of an employee and before a change of assignment involving new hazards. Training will also be performed when a City employee is potentially exposed to a new hazard or class of chemical not previously in the work area. These chemical classes may include corrosives, oxidizers, flammables, compressed gases, toxins, carcinogens, reproductive toxins, explosives, or those presenting thermal hazards.

3.2. Efforts will be made to find suitable, less toxic substitutes for chemicals and products that pose a significant physical or health hazard. If this cannot be done, reasonable engineering controls such as ventilation or isolation may be instituted to lessen exposures during chemical use. When these controls are not feasible or prudent, PPE shall be used to limit worker exposure. In short duration operations that are performed infrequently, and those operations which have been found to create high chemical or dust exposure, the appropriate personal Protective Equipment (PPE) shall be worn. Those operations requiring PPE will be determined by industrial hygiene sampling or industry-accepted practices.

3.3. Employees shall be trained in the safe use and care of PPE prior to wearing it in a hazardous work environment.

3.4. Operations involving a hazardous chemical or dust will not be performed if any employee involved in the operation is unaware of the hazards.

3.5. An employee who feels that their exposure to a chemical or dust is excessive and/or causing symptoms shall contact their supervisor.

3.6. The appropriate supervisor shall provide the necessary information on the chemicals used and seek to lessen exposure by employing the Safe Handling and Use Provisions in the Safety Data Sheet.

3.7. Hazard information shall be readily available to all applicable City employees.
3.8. Contractors, vendors and all other persons not employed by the City shall comply with OSHA regulations prior to performing any City of Durango operation where hazard communication is required.

3.9. The City’s Hazard Communication Program consists of the following components:

3.9.1. Purpose of the Program

The purpose of this program is to establish a Hazard Communication Program to educate workers and provide information to employees so they may protect themselves during the use, handling and storage of chemical products. Virtually all City of Durango employees are affected including office personnel, yet the likelihood of exposure is less for some employees than others. If there are chemical and/or physical hazards in a work area or operation, it must be communicated in accordance with the provisions set forth in this program.

There are five provisions of the Hazard Communication Standard:

A. Written program; covers administration of program
B. Chemical inventory; lists all chemicals used in work area
C. Safety Data Sheets (SDS); received from supplier
D. Proper labeling of chemical products
E. Employee training on how to protect themselves

3.9.2. Administrative Responsibilities

The Risk Manager is the Hazard Communication Program Administrator for the City of Durango. The Program Administrator is responsible to oversee and ensure the implementation of the provisions set forth in the program and to correct any deficiencies.

THE HAZARD COMMUNICATION PROGRAM ADMINISTRATOR will:

A. Ensure that the SDS is complete in accordance with the required items listed in Appendix A.
B. Ensure that hazard information is well organized, thorough, and current.
C. Perform a risk evaluation on the new chemical products.
D. Ensure that copies of SDS’s have been received by the appropriate supervisor(s) using the product.
E. Ensure that warehouse employees keep the master chemical inventory and master SDS book updated and complete.
F. Arrange for the appropriate training to be performed for new hazards, new employees, or existing employees whose chemical exposures have changed due to a change in assignment.
G. Ensure that deficiencies in labeling are corrected.
H. Coordinate the placement of unknown chemicals into secured storage away from heat, flames or sparks until they can be characterized and disposed of properly.

SUPERVISORS are responsible for:

A. Ensuring that the SDS Book and chemical inventory for their department are kept up to date.
B. Checking to see whether new City employees or employees new to operations involving new hazards are trained in the Hazard Communication Standard for their specific
operations. If a person under the supervisor’s charge has not received such training, the Program Administrator will be alerted.

C. Noting when a new hazard, (e.g., corrosives, flammables, carcinogens, oxidizers), is being used and ensuring that appropriate training is done on the new hazard.

D. Being familiar with the City of Durango’s Hazard Communication Program so they can answer questions of those in their charge and direct them to obtain needed information.

EMPLOYEES are responsible for:

A. Attending Hazard Communication training.
B. Reading container labels and following the precautions specified on the label.
C. Ensuring that transferred materials from a labeled container have the same chemical or product name as the original container.
D. Alerting the supervisor or the Hazard Communications Program Administrator of any deficiencies in SDS information, labeling, inventory, etc.
E. Cooperating with exposure monitoring if necessary.
F. Alerting supervisors regarding strange odors or symptoms related to chemical use, handling or storage.
G. Knowing where to go for hazard information (such as SDS) and retrieving it when necessary.
H. Reviewing SDS’s of newly introduced products/chemicals and receiving training if further understanding is needed prior to safe use.
I. Knowing when and how to use the appropriate PPE for protection.
J. Alerting supervisor of any accidents, accidental exposures, mishandling of hazardous products or misuse of personal protective equipment.

PURCHASING is responsible for:

A. Purchasing of chemical products.
B. Requesting and receiving an SDS with each new shipment of a chemical product.
C. Contacting the supplier if an SDS is not supplied or hazard information is inadequate.
D. Ensuring that the SDS is sent to the Hazard Communication Program Administrator.
E. Tracking the use of chemical products, and determining if multiple ordering of a product is occurring which may be coordinated better through Purchasing.

3.9.3. Location of SDS “Right to Know” Books

An SDS book specific to the chemicals and products used in the individual departments shall be kept in each Division Operations Office. The warehouse shall maintain a master SDS book with this program and complete chemical inventory. These books should be readily accessible to all employees.

3.9.4. Availability of Hazard Information and Program

This program and applicable SDS’s shall be made available to City employees and health professionals involved with treatment related to an exposure, upon request.

3.9.5. Chemical Inventory

The supervisor of each Division Operation shall complete an inventory of all chemicals used in their operations. The form found in appendix B shall be completed for this purpose. A cross reference will be developed between the product’s name and the chemical’s name when there may be confusion as to what chemical or product is being referred to. This inventory will be updated at least annually by the appropriate supervisor or whenever new chemicals are purchased or chemicals are no longer used. This inventory shall be placed at
the front of the SDS book and may be used as an index for related SDS’s. A copy shall be sent to the Hazard Communication Program Administrator.

3.9.6. Collection of Safety Data Sheets

SDS are required to accompany the initial shipment of each hazardous material that the City of Durango purchases. There are many pieces of information on an SDS to communicate the hazards related to a particular product including how to use it safely, and what to do in an emergency or first aid situation. Chemical hazard evaluations are performed by the product manufacturer and reported in their SDS. The required items will be included on a Safety Data Sheet (SDS).

3.9.7. Hazardous Chemical Labeling

After the initial shipment of a chemical, supervisors of each Division Operations Office shall ensure that adequate labels remain on original chemical product containers as well as any containers the product has been transferred to. It is essential that containers are labeled properly so that employees know what they are working with, its hazards, and proper product usage. The form found in Appendix C may be used to determine whether a chemical label is complete, and Appendix D for random work area audits. The original container labels shall include at a minimum:

A. The chemical or mixture’s trade name and common name (preferably both).
B. The name and address of the manufacturer.
C. A warning with regard to the potential health effect or hazard. Note – NFPA labels may be used for this in most cases.

Optional Label Information:

D. The Personal Protective Equipment (PPE) that is appropriate while using the product.
E. The bodily organ that is affected by exposure to the chemical or mixture. This is referred to as the target organ (e.g., liver, lungs, eyes, etc.)

When a chemical product is transferred from the original container to a new one, a label shall be placed on the new container if:

A. The product is used during more than one shift; or
B. The product is used by more than one person.

Containers that are used to store or handle transferred materials shall be labeled with the following information:

A. The chemical or product’s name it is most commonly referred as. The labels shall contain the name of the product used as listed on the SDS, or have a way to correlate the label name with that used on the SDS.
B. The significant hazards that use of the chemical poses. NFPA labels could be used for this. Also, if the only significant hazard present through its use is (for example flammability), the product could be labeled “Warning – Flammable”.

3.9.8. Approval of Non-Routine Tasks

Occasionally, operations are conducted that are outside the scope of typical daily operations at the City of Durango. This may include the periodic cleaning of tanks or the jetting out of sewers which contain hazardous materials. When hazardous chemicals or products are used in a non-routing operation, supervisors shall:
A. Ensure that employees have adequate training specific to the chemicals and products used, know what exposure may be created during the operation, and know how to minimize the potential for exposure.

B. Review applicable SDS’s with employee before starting the task.

3.9.9. Communication of Hazards with Contracted Employees

The use of outside contractors may potentially expose other workers to the chemical hazards present in City of Durango operations. Also, contracted employees may introduce unique hazards during the scope of their work. During these instances, the following shall be ensured:

A. The appropriate supervisor(s) with the City of Durango shall provide the contracted employees with the SDS for City-purchased materials that the contractor may be exposed to during their operations. This excludes materials that would only potentially be contacted in an emergency.

B. If contractors bring materials on-site that could potentially expose City of Durango employees, the contractor shall supply SDS’s of these products to the appropriate supervisor(s).

C. All contracted employers who use hazardous chemicals shall provide written verification that their employees have been trained under the Hazard Communication Standard; 29 CFR 1910.1200 or 1926.59 for construction.

3.9.10. Employee Training

The Hazard Communication Program Administrator shall arrange or conduct appropriate Hazard Communication Training. This training shall be verified by completion of the roster found in Appendix E, or similar sign in sheet. The following points shall be covered in the training:

A. The provision of the City of Durango Hazard Communication Program;

B. The purpose of and employee rights under the “Right to Know” Standard;

C. Methods used to detect the presence or release of a hazardous chemical such as employee air monitoring, visual appearance or odor;

D. The concept of chemical warning properties such as odor threshold;

E. Acute versus chronic health effects;

F. The various hazard classifications for chemicals and severity ranking;

G. The physical and health hazards of the chemicals in their work area;

H. Protective measures such as PPE, ventilation, work practices, and emergency procedures instituted by the City of Durango;

I. Explanation of the labeling system, chemical inventory, and Safety Data Sheet (SDS) and how these are interrelated;

J. Any operations in their work area where hazardous chemicals are present; and

K. The location and availability of this Hazard Communication Program, the SDS, the chemical inventory and other information on workplace hazards.

The above training shall be conducted:

A. Upon initial assignment of an employee exposed to hazards;

B. Upon change of assignment involving new hazards; or

C. When a new classification of hazard is introduced to the work area. This only involves training on the new hazard present and how to use and handle the product safely.
4. **Distribution**

4.1. All employees.
APPENDIX A

Required Information on Safety Data Sheets

If the following items are not found on the SDS, a more complete SDS with the missing information should be requested from the supplier. The following list may serve as a checklist for individual SDS’s.

Covered?

1. Product of chemical identity used on the label affixed to the product.

2. Manufacturer’s name and address.

3. Chemical and common names of each hazardous ingredient.

4. Name, address, and phone number for hazard and emergency information.

5. Preparation or revision date of the SDS.

6. The hazardous chemical’s physical and chemical characteristics, such as vapor pressure and flashpoint.

7. Physical hazards, including the potential for fire, explosion, and reactivity.

8. Known health hazards (including signs and symptoms of exposure or any medical conditions aggravated with exposure).

9. OSHA Permissible Exposure Limit (PEL), ACGIH Threshold Limit Value (TLV), or other exposure limits.


11. Whether OSHA or IARC lists the ingredient as a carcinogen.

12. Precautions for safe handling and use.

13. Control measures such as engineering controls, work practices, hygienic practices or personal protective equipment required.

14. Primary routes of entry.

15. Procedures for spills, leaks, and clean-up.
APPENDIX B

Chemical Inventory and Index of SDS

<table>
<thead>
<tr>
<th>Hazardous Chemical/Product</th>
<th>Manufacturer’s Name</th>
<th>Area of Use</th>
<th>SDS on file/which Section?</th>
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Department/Division: ______________________________ Date: ___________________________

Completed by: __________________________________________

City of Durango
Loss Control Manual
### APPENDIX C

**Hazardous Chemical Labeling**

<table>
<thead>
<tr>
<th>Labels – General</th>
<th>Yes</th>
<th>No</th>
<th>Footnotes, etc.</th>
</tr>
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<tbody>
<tr>
<td>Label on every hazardous chemical container in work area?</td>
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<tr>
<td>Label readable (not obscured or too dirty to read)?</td>
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<tr>
<td>Are all required items filled in?</td>
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<tr>
<td>Is the information correct and up to date with SDS?</td>
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<td>Do workers know how to read labels, including where to go for additional information of the data sheets?</td>
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<tr>
<td>Are workers told to check labels before handling containers?</td>
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</tbody>
</table>

#### Labeling Information

- Is the chemical in the container identified? Either the chemical or common name (preferably both)
- Are health and safety hazards shown for the contents?
  - For example, whether it is Ignitable, Corrosive, Reactive, Toxic
  - Is the type of health hazard mentioned?
  - Eye damage, Skin Irritation, Risk of disease
- Is a particular disease mentioned? (Organ affected)
- In storing or handling the chemical, is it:
  - Liable to explode or ignite when handled?
  - Not to come near other chemicals?
- Do labels include proper method and amount of protection needed to handle or be around the chemical; e.g.,
  - The type and level of respiratory protection?
  - Personal protective equipment?
  - Special cautions on handling?
- Do labels contain name, address and phone number of manufacturer?
APPENDIX D

Work Area Audit Form

Work Area ______________________________________________ Date ________________

A number of products shall be selected at random to determine the effectiveness of the labeling program.

<table>
<thead>
<tr>
<th>Product Identity</th>
<th>Labeled Properly</th>
<th>SDS Available</th>
<th>Employees Trained/Other Information</th>
</tr>
</thead>
<tbody>
<tr>
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Audit conducted by: ____________________________ Deficiencies corrected; what date? __________

Actions to be taken: _____________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
APPENDIX E

Training Attendance Sheet

COURSE NAME __________________________________________________________

COURSE INSTRUCTOR ______________________________________________________

<table>
<thead>
<tr>
<th>NAME (please print)</th>
<th>DEPT.</th>
<th>DATE</th>
<th>SIGNATURE</th>
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Chapter 11

PREVENTION OF COMMUNICABLE AND INFECTIOUS DISEASES PROGRAM

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V. CIRCUMSTANCES UNDER WHICH EXPOSURE CAN OCCUR .....................................

VI. PROCEDURE .....................................................................................................................

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I. PURPOSE

The purpose of this administrative order is to provide City employees with guidelines for preventing the contraction of the AIDS virus, Hepatitis B virus, Tuberculosis, Meningitis, and any other bloodborne or airborne pathogens, as defined by the Ryan White comprehensive AIDS Resources Emergency (Care) Act.

II. POLICY

A. All City employees come in contact with many people and must be alert to the possibility that, during the course of their duties, they may be exposed to individuals with contagious diseases, including bloodborne pathogens such as HIV and Hepatitis B. It is the City of Durango’s policy to take all reasonable measures to allow its employees to perform their duties in a safe and effective manner. Therefore, it is the policy of this City to provide all City employees with necessary training, immunization of at-risk employees, personal protective equipment, and to institute post-exposure reporting, evaluation, and treatment to all City employees.

B. All contacts shall be regarded as potentially infectious. Universal precautions shall be observed involving all body fluids especially those with visible blood.

C. An individual’s infectious disease status is confidential; no employee’s health information will be released without the signed, written consent of the employee. Employees will be protected from discrimination with regard to health conditions including infection and/or seroconversion with HIV or HBV.

III. DEFINITIONS

A. Airborne Pathogens: Pathologic microorganism spread by droplets expelled into the air typically through a productive cough or sneeze.

B. Airborne Transmission: Person-to-person transmission of an infectious agent by an aerosol.

C. Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans.

D. Bloodborne Transmission: Person-to-person transmission of an infectious agent through contact with an infected person’s blood.

E. Body Fluids: Fluids that have been recognized by the CDC as directly linked to the transmission of HIV and/or HBV to which universal precautions apply.

F. Designated Officer: An individual designated by the City who will be notified by the medical facility in case of post exposure. For the purposes of this policy, the designated officer shall be the Risk Manager.

G. Occupational Exposure: A reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from performance of the employee’s duties.

H. Personal Protective Equipment: Specialized clothing or equipment worn by employees for protection against the hazards of infection.
IV. LIST OF POTENTIALLY LIFE-THREATENING INFECTIOUS DISEASES

A. In developing the list of infectious diseases to which employees can be exposed, CDC used the following criteria:

1. The disease is potentially life threatening.
2. The disease can be transmitted from person to person.

B. List of infectious diseases to which employees can be exposed:

1. Airborne diseases
   a) Infectious pulmonary tuberculosis
   b) COVID 19

2. Bloodborne Diseases
   a) Hepatitis B
   b) AIDS

3. Uncommon or rare diseases
   a) Diphtheria
   b) Meningococcal disease
   c) Plague
   d) Hemorrhagic fevers
   e) Rabies

V. CIRCUMSTANCES UNDER WHICH EXPOSURE CAN OCCUR

A. At-Risk Employees

1. An at-risk employee, as used in this policy, includes any employee whose job might require providing first-response medical care in which there is a reasonable expectation of contact with blood or other potentially infectious materials.

   a) Rendering emergency medical care to injured or ill persons.
   b) Recovery and/or removal of bodies from any situation.
   c) Extrication of persons from vehicles, machinery, or collapsed excavations or structures.
   d) Rescue of persons from hostile environments including water contaminated atmospheres or oxygen deficient atmospheres.
   e) Any employee who has unprotected physical contact with blood or other body fluids of another person while on the job shall be considered to have been potentially exposed to HBV and/or HIV.
   f) Numerous tools and items of equipment, including vehicles, may be contaminated during use. These items will be cleaned, sanitized, and reused.

   (1) Work surfaces or vehicles that have contact with blood, body fluids, or airborne elements will be maintained in a clean and sanitized condition. Contaminated surfaces are to be cleaned immediately with a fungicide (for example, Lysol brand disinfectant) or a freshly prepared solution of one part common household bleach and ten parts water. Where deemed necessary the cleaning will be contracted out to professional cleaning companies.
(2) If an employee’s clothing becomes contaminated, he/she should, as soon as possible, remove the clothing and have it decontaminated.

VI. **PROCEDURE**

Treat all exposures with the utmost concern and follow-up accordingly. Always wear appropriate PPE.

VII. **POST-EXPOSURE PROTOCOLS**

A. Employees shall comply with the following post-exposure protocols whenever any employee is exposed to potentially infectious material.

B. Any employee exposed to potentially infectious material shall immediately wash the exposed area with soap and water. If the eyes are involved, saline solution should be used. Any employee having an occupational communicable disease exposure shall immediately report the exposure to his or her supervisor. The employee shall fill out an exposure report form before completion of shift for any of the following exposures:

- Needle stick injury
- Break in skin caused by potentially contaminated object
- Splash blood or other potentially infectious material into eyes, mucous membranes, or non-intact skin
- Mouth-to-mouth resuscitation without mask/one-way valve

The report shall include the task being performed, the means of transmission, the portal of entry and the type of personal protective equipment in use at the time.

C. The supervisor shall review the report and forward it to the Risk Manager.

D. The Risk Manager shall evaluate the exposure report for exposure hazards. If a possible exposure occurred, medical evaluation shall be arranged by the Risk Manager no later than 48 hours after exposure. The Risk Manager shall complete the exposure report form indicating disposition of medical management and file the report in a confidential medical file.

E. The Risk Manager shall arrange an appointment for treatment of employees with communicable disease exposure.

F. Under the Ryan White Act, medical treatment facilities shall be requested to provide notification of diagnosis of airborne or bloodborne exposure, if an employee provided care or transportation to a source person, and if disease transmission could have taken place.

G. The medical facility shall notify the Risk Manager, who in turn shall notify the employee and his/her department director. Upon notification, the Risk Manager shall arrange an appointment for treatment of employees with exposure.

H. Employees requiring exposure and post exposure medical diagnostic procedures shall have them done by the City’s designated medical provider. The employee shall receive a written opinion of the test and information on any conditions resulting from exposure that would require further evaluation or treatment.

I. Follow-up medical workups shall be performed at six (6) months and one (1) year after the initial exposure to determine if seroconversion has taken place, or as deemed necessary by the medical provider.

VIII. **RECORD KEEPING**
A. The Risk Manager shall maintain a record for each occupational exposure to communicable and/or infectious diseases confirmed by the City’s designated medical provider. This record shall be governed by the labor code of the State of Colorado for worker’s compensation.

B. Records of occupational exposure shall be maintained for a period of the employee’s employment plus thirty years or as otherwise required.
INFECTION COMMUNICABLE DISEASE EXPOSURE/POST EXPOSURE RECORD

Name of Employee _________________________________________________ Date _____/_____/_____

Type of Incident: [] Exposure   [] Post Exposure                Date of Incident _____/_____/_____

Reason for Exposure: ____________________________________________________________________
______________________________________________________________________________________

Body Part(s) of Employee Exposed: ________________________________

Body Fluid or Contaminant Exposed to: _____________________________________________________

Initial Action Taken: ___________________________________________________________________

Injury/Injuries to Employee: _____________________________________________________________
______________________________________________________________________________________

Was Medical Attention Required?  Yes _____  No _____  If Yes, Date Treated _____/_____/_____

Report Filed:    First Aid Report []    Employee Accident Report []

Treated By: _________________________________________________________________________

Task Being Performed: _________________________________________________________________
____________________________________________________________________________________

Personal Protective Equipment Used: _____________________________________________________
____________________________________________________________________________________

Employee’s Signature ____________________________________________   Date   _____/_____/_____

Supervisor’s Signature ____________________________________________   Date   _____/_____/_____

ROUTE COPY TO RISK MANAGER

TO BE COMPLETED BY RISK MANAGER

Date Notified: _____/_____/_____        Date Employee Contacted: _____/_____/_____

Medical Follow-Up Requested?  Yes _____  No _____  Date _____/_____/_____

Date Referred to City’s Designated Physician: _____/_____/_____  

Risk Manager Notified of Prognosis: _____/_____/_____  

Prognosis: ____________________________________________________________________________
______________________________________________________________________________________

Risk Manager’s Signature _______________________________   Date   _____/_____/_____

City of Durango
Loss Control Manual
Chapter 12

SAFETY SHOE/BOOT, PROTECTIVE FOOTWEAR & INSOLE REIMBURSEMENT/REPLACEMENT POLICY

PURPOSE:
To prevent foot injuries and reduce the chance of injury from contact with objects or other health hazards for regular full-time employees, these injuries would result in lost time to the employee and the City. Our City recognizes its obligation to provide the safest possible working conditions for its employees.

DEFINITIONS:
Safety Shoe/Boot – Footwear designed to protect against the danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee’s feet are exposed to electrical hazards. Shoe/boot must at least meet the ASTM F-2412-2005, "Standard Test Methods for Foot Protection," or ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear."

Protective Footwear – Footwear designed to withstand vigorous walking and to protect against the danger of slip and fall. The shoe must be specified as a walking or running shoe, or a hiking shoe/boot. The shoe must also be considered of good quality and durability.

APPLICATION:
All part-time and full-time employees who are required to wear safety shoes/boots or protective footwear will be responsible for procuring their own shoes by their first day of work. Only full-time employees are to receive reimbursement for the replacement of their shoes. When a part-time employee’s status changes to full-time he/she will be eligible for the full benefits of the safety shoe/boot or protective footwear reimbursement policy. The benefits will be effective from the date of the status change, not from the beginning date of the part-time employment.

Each department will keep its own record of the employee’s allowance and whether or not that employee is eligible for the replacement benefit according to the schedule the employee is on for reimbursement.

It will be the responsibility of the Department Director to budget for the cost of safety shoes/boots or protective footwear each year.

Any employee, full-time or temporary, who is working in an environment that requires the use of safety shoes, and who reports to work without safety shoes, shall not be allowed to work or receive wages until proper safety shoes are worn. It is the responsibility of the Supervisor and Department Director to enforce this policy. Failure by an employee to wear safety shoes if he is required to, can result in a 50% loss of workmen’s compensation benefits.

Building Maintenance Employees & Mechanics:
- Employees are eligible for reimbursement up to two hundred dollars ($200) every two years to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

Community Development Employees
- Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year or every two years based on job requirements, to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.
Street Division Employees:
- Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

Solid Waste/Recycling Division Employees:
- Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

Utilities Employees:
- Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

Parks & Cemetery Maintenance Employees:
- Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

Airport Maintenance & ARFF Employees:
- Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of safety shoes/boots for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

Transportation Services Employees:
- Employees are eligible for reimbursement up to one hundred dollars ($100) every six months to be used toward the purchase of protective footwear for general work duty.
- Employees are eligible for reimbursement up to twenty-five dollars ($25) every six months to be used toward the purchase of insoles for safety shoes/boots.

PROCEDURE:
- Complete reimbursement form, filling in all necessary items
- Employee signs form
- Supervisor signs form if applicable
- Director signs form
- Send completed form to the Finance Department, Accounts Payable