

CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

RECEIVED
MAY 02 2005

CITY CLERK'S OFFICE
SPOKANE, WA

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4500]-[2005]-[03]
	LGL 2005-34
TITLE: EMPLOYEE SAFETY EFFECTIVE DATE: JULY 1992 REVISION DATE: MARCH 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish proper conduct procedures regarding safety issues.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the goal of the Solid Waste Management Department to provide a safe and healthy environment for its employees. Strict adherence to safety rules and regulations is essential to achieving that goal. This policy sets forth the rules and regulations governing proper equipment and employee conduct regarding safety issues.

6.0 PROCEDURE

- 6.1 Employees shall immediately report all vehicle accidents to their supervisor, using the radio to contact the office.
- 6.2 Employees shall immediately report all personal injury accidents to their supervisor immediately.
- 6.3 No horseplay shall be allowed.
- 6.4 Boots and gloves must be worn while working. Boots must cover ankle with good support. Tennis shoes, or other over-ankle shoes are not allowed.
- 6.5 The department uniform must be worn while on duty. This would include time an employee leaves the yard to when he/she returns at the end of the day, with lunch breaks being the only exception for being out of uniform.
- 6.6 At the start of the shift, drivers are responsible for their vehicle having a first aid kit, fire extinguisher, and stop signs.
- 6.7 Trucks must be operated in a safe manner and all traffic laws obeyed. All drivers must become CDL certified and carry a driver's license and DOT card while on duty. Seat belts and safety chains shall be fastened when in transit.
- 6.8 Do not get on or off a moving truck. Wait until the truck is stopped.
- 6.9 Always get help when handling a heavy refuse can.
- 6.10 Use proper lifting methods.
- 6.11 Stand clear while a container is being emptied.
- 6.12 Do not reach into the hopper while the packing cycle is in operation.

- 6.13 Use caution while dumping pressurized cans or fluorescent light bulbs. Stand to the side, not behind the truck, when packing.
- 6.14 Do not sit on the back of the truck when it is moving. Stand on the side where a platform is provided.
- 6.15 No vehicle is to back up without assistance of a camera or spotter.
- 6.16 Watch for traffic at all times and use your stop signs when operating in heavy traffic, or when weather dictates.
- 6.17 Be sure footing is secure when lifting, carrying, and dumping cans.
- 6.18 Hair that can get into eyes or otherwise obscure vision must be contained by a cap, sweatband, tying, or a combination of containing.
- 6.19 A safety beacon shall be operating whenever a truck is interfering with normal traffic flow, parking lots, school grounds, or other potentially dangerous areas.
- 6.20 Employees are expected to read the City of Spokane General Employee Safety Book and to refer to those rules whenever there is a safety matter involved.
- 6.21 The operator of a vehicle shall ensure that all new employees clearly understand how to operate assigned equipment before leaving the yard.

7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

8.0 APPENDICES

Not Applicable

APPROVED BY:

Donald Hein
Director

April 27 2005
Date

B. Burns
City Attorney (ASST)

4-29-05
Date