



CITY OF  
**ESTHERVILLE**

**SAFETY POLICY  
&  
RULES**

Revised November 2022

## **GENERAL**

It is the policy of the City of Estherville to have all work performed safely and to develop and encourage safety consciousness in employees in activities both on and off the job. To accomplish this, the city will establish and enforce a city safety program and rules.

In recognition of its responsibility for the prevention of accidents, the city undertakes to:

1. Assign each person employed by the city to work that is within his or her capabilities.
2. Provide standardized methods and tools for doing work operations in a safe manner.
3. Hold safety classes.
4. Provide First Aid supplies and give First Aid training as required and needed.
5. Investigate accidents on the job.
6. Furnish accident prevention literature and posters.
7. Evaluate work habits to see that the proper safety measures are taken.
8. Provide immediate professional care when an accident happens in the course of duty and which results in physical injury.

## **TRAINING REQUIREMENTS**

Safety and First Aid training will be provided through the Iowa Safety Education Program (ISEP) and conducted during normal working hours.

Training should develop the ability of an individual to foresee circumstances and to act accordingly. This makes accidents avoidable. Nearly every activity has accident possibilities. Supervisors who observe employees can call attention to the hazards introduced by poor work habits.

First Aid Training: All city field employees will be offered first aid training.

Job Knowledge and Job Safety: Job knowledge and job safety will be the responsibility of every supervisor and employee. The employee shall be responsible for knowing safe job procedures and safe operating procedures for all machines and tools used on the job.

All new employees should have adequate training before being assigned to work on a job.

No City employee should operate any type of power-activated stud (or masonry fastening) driver until properly trained.

All City employees required to use heavy equipment (example: dump trucks, snow plows, graders, end loaders and associated hydraulic equipment) should be thoroughly trained in the use of this equipment.

## **REPORTING ACCIDENTS**

The reporting of all accidents whether personal, vehicle or otherwise shall be made to the departmental supervisor and then to the Code Enforcement Officer.

Job Injuries: Injury report shall be made by calling the Company Nurse Injury Hotline at 1-888-770-0928. This must be done within 24 hours of an injury. The Code Enforcement Officer shall report all disabling injuries to the City Administrator immediately.

All Fatalities are to be reported immediately to the City Administrator.

When Job Injuries Require Medical Attention the department supervisor or employee acting on their behalf should accompany the injured employee to see the physician.

All motor vehicle accidents involving a city owned, rented, or leased vehicle or equipment must be reported on an Accident Report Form in the Code Enforcement Officer's Office, immediately or not later than 24 hours after occurrence. All motor vehicle accidents must be IMMEDIATELY reported to the supervisor of the department for which he works. If possible, pictures should be taken of the accident scene (for major accidents).

## **INVESTIGATION OF ACCIDENTS**

The Police Department shall investigate all vehicle accidents.

Regardless of its classification, every accident shall be investigated for the purpose of:

1. Collecting and identifying all pertinent facts.
2. Preventing similar accidents.
3. Improving operations.
4. Reducing costs of operations and economic losses caused by accidents.

Copies of the investigative report should be delivered to the Code Enforcement Officer's Office not later than a day or two following the accident.

Appointment of Investigating Committee: An investigating committee may be appointed by the Code Enforcement Officer to assist the supervisors in investigating each disabling injury case.

The investigating committee shall be composed of the Safety Director and Code Enforcement Officer.

If a committee investigation is not made, the supervisor to whom the employee reports shall make the investigation that is considered advisable under the circumstances.

## **SAFETY ALLIANCE**

The City of Estherville is a member of the Iowa Safety Education Program. Safety classes are scheduled on a yearly basis by IAMU. The City Council approved the appointment of Greg Van Langen as the city's NAASA delegate, and Brad Friesner as the alternate.

The delegate shall attend scheduling sessions and other meetings as scheduled by the ISEP board.

## **SAFETY TRAINING ATTENDANCE**

Each Department Supervisor shall be responsible for insuring that employees attend the safety classes appropriate for their job duties. Frequency of required training is determined by OSHA. Employees must attend classes to satisfy these training requirements.

## **CODE ENFORCEMENT OFFICER**

### **(Regarding Safety)**

Function: To oversee the safety program and policy.

Duties:

1. Discuss city work rules relating to safety with department heads.
2. File safety inspection reports.
3. Accompany federal, state, and insurance representatives and keep records relating to such inspection.
4. Investigate accidents.
5. File necessary accident reports.
6. Report and make recommendations to the city administrator and ISEP delegate.

## **SEATBELT / RESTRAINT POLICY**

### **Purpose**

This policy was created to protect the safety of our employees while operating official vehicles, equipment, personal and rental cars on official business.

Copies of this policy and procedures will be accessible to employees at City Hall.

### **Leadership and Accountability**

Department Supervisors will be responsible for enforcing and annually evaluating the seatbelt/restraint policy of their department.

Employees are accountable for following the policy and ensuring that other occupants of the vehicles or equipment they operate abide by the policy.

## **Policy**

It is the policy of City of Estherville that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seatbelts and shoulder restraints.

Employees operating on and off-road equipment with a Rollover Protective Structure (ROPS) shall use seatbelts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps and bumpers. This also applies to trailers, ATV dump boxes and lift buckets.

Failure to comply with these rules is a violation of City of Estherville safety policies, which is cause for disciplinary action.

Employees should refer questions or comments about this policy to the Code Enforcement Officer.

## **Employee Information and Training**

All employees will be trained on the policy. Training will be documented, and the records stored at City Hall.

## **MANAGEMENT RESPONSIBILITIES**

In order to comply with safety requirements on the job and the Occupational Safety and Health Act of 1970, management personnel must fulfill the following responsibilities:

1. Become knowledgeable of city practices and applicable Occupational Safety and Health Standards established by the Secretary of Labor (OSHA).
2. Provide a safe and healthful place of employment, as free from hazards of injury, serious physical harm or death as possible.
  - a) Provide and maintain safe plant, safe buildings and working quarters, safe tools, equipment and materials.
  - b) Set up and enforce safety rules and working practices necessary to reduce the probability of accidents and comply with the law.
  - c) Instruct employees on safety rules and work practices to be followed on their job.
3. To train employees to accept the responsibilities for their personal safety and to comply with both city and OSHA requirements as a condition of employment.

If no further action is taken by the supervisor than to repeatedly remind an employee of a safety rule violation, he has failed, not only in enforcing safety rules, but has contributed to the employee's disregard for safety.

To comply with all City of Estherville and OSHA requirements concerning records and reports in connection with injuries and accidents. Report all on-the-job injuries and accidents to the code enforcement officer and administrative supervisor. Failure of supervisors to see their employees comply with the requirements of the city's safety policy and rules can result in serious charges against the city and subjects the supervisor to possible disciplinary action.

4. Make copies of all safety rules and regulations available to the employees.

## **NON-MANAGEMENT RESPONSIBILITIES**

In order to comply with the safety requirements of the job, non-management employees must accept the following responsibilities:

1. Learn and obey the safety rules and follow the working practices presented by the city and the law to reduce the probability of accidents.
2. Report every on-the-job injury or accident to their supervisor without delay, furnishing complete and accurate information concerning all the circumstances.
3. Report without delay to their supervisor any hazardous or unsafe condition or equipment which they cannot correct, which may result in an injury to themselves or others.
4. Take part in safety training sessions.
5. Each employee has an obligation to follow the city's safety policy and good safety practice.

If the employee, for any reason, disregards safety rules with which he should be familiar, it will indicate that he has not accepted his personal responsibility for safety, and the city cannot tolerate it.

If an accident were to result from the violation of a known safety rule, no excuse for violating that rule will be acceptable. The suffering of those affected will not be lessened by excuses, such as being in a hurry. It doesn't require an accident to make this point. There is no acceptable excuse for failing to follow a known safety rule.

Employees violating the city's safety policy and rules will be subject to possible disciplinary action.

## **SAFETY RULES**

Field employees shall mean all employees of the City of Estherville except the following:

Police Department personnel, City Hall clerical or office personnel, Library personnel, Recreation & Swimming Pool personnel

### **(Park maintenance personnel are considered field employees)**

All field employees shall acquire and wear OSHA approved safety glasses and steel-toed or ANSI approved footwear while working for the city. It will be the employee's responsibility to keep their safety glasses and footwear in good repair and replace them as necessary.

Seat Belt Use: Seat belt use is required when operating or riding in any city vehicle or equipment unless provided for in Section 321.445 2(b) of the Code of Iowa. This includes the use of a personal vehicle when performing city business.

Eye Protection: Safety glasses and/or goggles shall be worn by employees whenever involved in work that creates the conditions for possible eye injury. Welding masks shall be worn whenever the employee is engaged in welding and cutting torch operations or similar work.

Hard Hats: Hard hats and liners will be furnished by the city and shall be part of each field employee's minimum required list of safety equipment (along with safety glasses and footwear). Field employees shall wear hard hats whenever they are in areas where danger of being struck by objects exists. Field employees shall wear a hard hat inside buildings whenever involved in work where they may be struck by flying or falling objects.

Trench Shoring: All trenches more than five (5) feet deep shall be shored or banks laid to a stable slope to prevent cave-ins.

Safety Vests: All field employees engaged in work on or adjacent to any roadway shall wear approved safety vests furnished by the city.

Ear Protection: Ear protection shall be worn whenever there is excessive noise at the work site.

Chemical Handling: Whenever corrosive or toxic chemicals are used, protective apparel shall be worn.

Protection of the Public: Necessary measures will be taken to protect the general public from any hazard or unsafe condition that may exist on city property or as a result of city operations.

FR Clothing: All employees working on or near exposed energized lines or parts where they may be exposed to electric arcs or flames shall wear clothing that complies with OSHA Standard 29 CFR Part 1910.269(1)(iii).

Job Briefings: Before each job a job briefing shall be held with the employee or group of employees assigned to perform the job that shall cover the hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment needed. (Added by Memo dated 1-19-2015)

Temporary Floor Openings: All temporary floor openings shall be constantly attended by someone unless appropriate railings are in place. Monitoring the temporary opening shall be the only responsibility of the attendee, while such temporary opening exists. (Added by Memo dated 1-19-2015)

Safety Programs: Employees shall comply with and attend safety training classes to remain up to date on all safety requirements contained in OSHA required programs that pertain to their position. These programs include but are not limited to: Lockout-Tagout, Respiratory Protection, Confined Space, Hazard Communication, Blood Borne Pathogens, Hearing Protection, Personal Protective Equipment, and Hot Work.

## **Specific Departmental Safety Rules**

Additional safety equipment or rules may be required in various departments due to their specific working conditions.

### **Electrical Distribution**

#### **General**

- A. All employees will be responsible to know, understand and adhere to rules governing safe work practices as related to the National Electrical Safety Code. All employees shall comply with the Occupational Safety and Health Act Rules, Standards and Regulations.
- B. A job briefing/tailgate meeting shall be performed and proper documentation done before any work begins.

#### **Personal Protective Equipment**

- A. All employees shall be equipped with the appropriate PPE necessary to safely perform their job.
- B. Approved head gear shall be worn by all employees in areas where falling objects, electrical contact, or other hazards may cause a head injury, and when required by City Policy.
- C. Employees working on or near exposed energized lines or parts and exposed to the possibility of electric arcs or flashes, shall wear clothing that complies with OSHA Standard 29 CFR Part 1910.269 (i) (iii) and follow City of Estherville Apparel Policy for Estherville Utility Workers.
- D. Rubber gloves shall be worn during the following conditions:
  - 1) Working on or within falling or reaching distances of conductors, electrical equipment or other parts and equipment which may become energized.
  - 2) During wet or stormy conditions when working on conductors and equipment that may be or may become energized.
  - 3) Performing tests on cables using approved testing devices.
  - 4) Operating manually controlled air-break switches.
  - 5) Pulling wire or handling conductive materials near circuits or apparatus that may be or may become energized.
  - 6) While setting or removing poles near conductors energized above 600 volts.
  - 7) Whenever opening any underground equipment which has been damaged or dislodged in any way from its normal position.
- E. Rubber sleeves shall be worn whenever working on energized overhead 3 Phase lines. Rubber sleeves should be worn whenever using protective cover-up materials on energized conductors or equipment.
- F. No work shall be performed on any energized 480V and above secondary voltage on 3ø pad mount transformers or equipment such as load centers, meter enclosures, or other 3ø secondary devices. Note: Obtaining voltage and phase rotation information or connecting power quality recording equipment does not constitute work, but rubber gloves and arc flash face shield must be worn when performing this work.
- G. The NESC Table 410.1 item (2) states "Industry testing on this equipment by two separate major utilities and a research institute has demonstrated that voltages 50V to 250V will not sustain arcs for more than 2 cycles thereby limiting exposure to less than 4 cal/cm<sup>2</sup>", rubber gloves should be worn at lower voltages especially when wet conditions prevail.
- H. Rubber glove protector shall never be worn alone as standard work gloves.

Working on Energized Conductor or Equipment Above 5000 V.

- A. Only qualified employees working under direct supervision may work on or near exposed energized lines or equipment.
- B. Whenever direct contact with energized lines or equipment is performed a minimum of 2 qualified employees shall be required.
  - 1) Prior to working on any energized conductor or within reaching or falling distance of any conductor energized over 60 volts, Apprentices must complete all of the following:
    - Work at least 6 months in the electric utility industry.
    - Complete Module A, Step 1 books, exams and skill evaluations.
    - Receive permission to begin Hot Secondary work from the Journeyworker, Supervisor.
  - 2) Prior to working on or around any conductor energized greater than 600 volts, Apprentices must complete all of the following:
    - Work at least 12 months in the electric utility industry.
    - Complete Module A, Steps 1 and 2 books, exams and skill evaluations.
    - Receive permission to begin Primary Hot work from the Journeyworker, Supervisor.
  - 3) Trained in CPR, pole top and bucket rescue will be considered qualified personnel.
- C. Whenever live line work is done on lines above 5000 V., one qualified employee shall be positioned on the ground at the immediate location at all times.
- D. When working on energized circuits or equipment above 5000 V the following conditions shall be met:
  - 1) Employees shall be isolated from all grounds and conductors by using approved insulation devices such as aerial baskets.
  - 2) Insulated cover-up shall be used as necessary and considered only as a partial protection against accidental contact.
  - 3) When installing protective cover-up, always protect the nearest and lowest conductors first protecting as they progress.
  - 4) The employees shall be familiar with and protect against the minimum clearances as set forth by NESC Table 441-1.
  - 5) When 2 or more employees are working on the same line section, they shall only work on or contact the same conductor at one time.
- E. When working on energized lines or apparatus, work should be done from below, if possible.
- F. Rubber blankets shall never be used on the ground.
- G. Rubber gloves and sleeves shall be put on before entering the work area.
- H. Rubber protective equipment should not be left in place on energized lines overnight or for more than one 8-hour period to avoid ozone damage.

Switching

- A. When switching energized lines and equipment only qualified employees shall engage in the operation of switch gear or the removal and reinstallation of elbows, fuse doors or other apparatus.
- B. All employees shall be aware of all steps involved in each switching procedure.
- C. When possible a written procedure for multiple-step procedures shall be available.
- D. All switched circuits shall be considered energized until they have been check and grounded.

### Grounding

- A. All lines, cable and equipment shall be considered energized until tested and grounded.
- B. De-energized primary circuits and equipment shall have a visible opening, be tested for voltage and ground with approved grounding cables before work is to be done on them.
- C. De-energized cables shall be grounded at a point as close to work area as possible.
- D. All conductors of a circuit shall be grounded when work is to be done on any of them.
- E. Approved grounding cables shall be a minimum of #2 AWG.
- F. When attaching grounds, the ground end shall be attached first. The other end shall be attached and removed by means of an insulating tool.
- G. Equal potential grounding should be used whenever possible. When not possible, bracket grounding is acceptable.
- H. When using bracket grounding, grounds shall be installed as close as practical to the work location.

### Aerial Devices

- A. Only authorized persons who are properly trained and qualified may use or operate aerial devices.
- B. Load limits of the boom and basket shall not be exceeded.
- C. Malfunctions or unsafe conditions shall be reported. Equipment not in proper operational condition shall not be used.
- D. Employees shall not belt to an adjacent pole or structure and climb out of lift.
- E. Fall protection shall be worn at all times when aerial devices are in use.
- F. Employees shall not stand or sit on the edge of the basket and shall have their feet on the floor of the basket at all times.
- G. When operating a 2-man device, one employee should maneuver the controls to position the second man in the work area.
- H. In no case shall more than one energized conductor be worked on at one time out of the same bucket.
- I. Operators shall maintain proper clearances at all times.
- J. Aerial devices working adjacent to energized lines and equipment shall be treated as energized.
- K. Outriggers shall be used according to the manufacturer's recommendations.
- L. Employees shall not ride in any aerial device while the vehicle is being moved.

### Derricks and Lifting Devices

- A. Only authorized persons who are properly trained and qualified may use or operate any derrick or lifting device.
- B. No person shall ride the hook, sling or load lifting device.
- C. Load limits as specified by the manufacture shall not be exceeded.
- D. Before lift attempt is made the lifting device shall be leveled and outriggers deployed as per manufacturer's recommendations.
- E. No load shall be lifted until its weight has been determined.
- F. A signal person who has been trained and qualified must be present when operator's visual of the load is obstructed.
- G. No employee shall be under a suspended load or inside the angle of the winch line.
- H. Winch lines, slings and lifting attachments shall be inspected for damage before use.
- I. Operators shall not leave their control position while loads are suspended.

### Trenchers and Backhoes

- A. Only authorized persons who are trained and qualified may use or operate any trencher, plow or backhoe.
- B. Before any excavation is begun, the area shall be marked and called in for locates of all underground facilities.
- C. When trenching no one shall be permitted to step near or over the rotating digging chain.
- D. Operators shall be aware of and warn any other employees of the possibility of materials being thrown rearward of the turning digging chain.
- E. When operating any boring equipment, the operator shall watch for excessive pressure on boring pipe which may become bound up in bore hole.
- F. No employee shall ever step across a spinning boring pipe.
- G. When operating a trencher or plow device on uneven ground, the operator shall be aware of the possibility of a rollover.
- H. When operating a back hoe, the operator shall be aware of the location of any employees in the swing or dig area.
- I. No employee shall approach an operator from the swing area while the backhoe is in use.

### Tree Trimming and Chain Saws

- A. Employees engaged in tree trimming and removal shall be trained in chainsaw safety.
- B. Employees will wear head, eye and ear protection, and approved leg chaps when trimming or felling trees.
- C. When trimming near energized equipment, care shall be taken to avoid dropping debris across live lines or equipment.
- D. Tree trimming and felling shall not be done during electrical storms, high winds or weather conditions dangerous to employees.
- E. Employees shall be aware of all public property and persons on the ground and protect them at all times.

### Work Zone Safety

- A. Work areas shall have adequate safeguarding or protection of pedestrians, motorists, and employees at all times.
- B. When working in traveled portions of roadways proper signage, barricades and flagmen shall be used.
- C. When working in any residential area, employees shall prevent any persons from entering the work zone.
- D. All employees shall receive training in traffic and work zone control as set forth by the Iowa D.O.T.
- E. Work Zones shall be set up according to the Traffic Control Handbook.

### Pole Climbing

- A. All poles and structures shall be inspected prior to climbing.
- B. No unsafe pole shall ever be climbed.
- C. No existing strain on a pole shall be changed while a climber is on the pole.
- D. Climbers should be put on and removed at the base of the pole prior to ascending and after descending.
- E. Only approved body belts and straps may be used.

- F. Employees shall not climb in rubber gloves unless they will be in the minimum approach distance of energized conductors, which the employee must wear the appropriate PPE.
- G. Employees shall wear long sleeve shirts, hard hats, and safety glasses while climbing or being the groundsman.

Cell Phones

- A. Personal cell phones shall not be used when engaged in work on energized equipment. Personal cell phones shall not be used during switching procedures or during outage situations, except for work communications.

### **Power Plant**

- A. In addition to the existing City of Estherville Safety Policy and Rules guidelines, the following site-specific policies and procedures shall apply to employees and visitors at the power plant.
- B. All employees and visitors shall be required to use the appropriate PPE (as required) to reduce the risk of injury while engaged in activities throughout the plant during maintenance and operations.
- C. Employees shall be trained to understand the various systems located in the plant, the interaction of those systems, and be trained in hazard recognition of those systems during maintenance and operating activities.
- D. Any abnormal conditions found in the plant shall be immediately reported to the supervisor and a course of corrective action shall be implemented.
- E. All areas of the plant shall be kept clean and organized. Garbage and rubbish shall not be allowed to accumulate in any area.
- F. During plant operations, hazardous areas shall be barricaded to prevent personnel entering those hazardous areas.
- G. During plant operations and maintenance activities, additional PPE shall be used as required, i.e., hearing protection, safety glasses, respiratory, etc.
- H. During operations and maintenance involving electrical equipment, guidelines regarding arc flash protection and safe work distances for employees shall be followed according to departmental standard operating procedures, arc flash studies, and NFPA 70 E guidelines.
- I. Employees shall be responsible for using the existing lockout/tagout procedure to block all forms of energy before work commences or repairs are made. Copies of the lockout/tagout procedure will be readily available for all employees.
- J. During plant operations when opening or closing distribution switches, clear and concise communications using established industry standards shall be implemented to reduce the risk of injury or equipment damage.
- K. Switching activities involving circuits exterior to the plant shall be documented with information regarding time, date, reason for the switching.
- L. Job briefings and risk assessments will be conducted before engaging in major maintenance repairs and before operations commence. If, during the work activity, the scope of work changes, additional job briefings and risk assessments will be conducted.
- M. Potential hazards in the work site area shall be identified before work commences and those hazards shall be eliminated or reduced to an acceptable level.
- N. Employees shall understand the operating principles of all tools and devices used during daily work and grounds keeping activities.
- O. Employees shall understand the hazards associated with various chemicals, cleaners, lubricants used during operating and maintenance activities. Safety Data sheets should be consulted for information regarding the correct PPE to use with the chemical and proper disposal of the chemical. Safety Data sheets will be readily available to all employees for review.
- P. Ladders, scaffolding, tools, cords, shall be inspected before each use. Items found in substandard condition shall be repaired or replaced.
- Q. When climbing up or down the engine platforms, the 3 points of contact rule will be used. Large or bulky items should not be taken up the ladders. These items can be raised and lowered using ropes or other suitable lifting devices.
- R. Plant vehicles shall be inspected before each use and any abnormalities shall be reported to the supervisor. Vehicles shall be kept in safe working order and clean.

- S. Monthly inspections shall be performed on emergency response equipment. The results of those inspections shall be documented.
- T. Annual maintenance of electrical equipment shall be conducted using manufacturers instruction manuals and NFPA 70 B guidelines (Recommended Practice for Electrical Equipment Maintenance).

Cell Phones

- B. Personal cell phones shall not be used when engaged in work on energized equipment.
- C. Personal cell phones shall not be used during switching procedures or during outage situations, except for work communications.

### **Vehicle Maintenance Garage**

1. Use exhaust system whenever vehicles are running and garage doors are closed.
2. Use air-cleaning filter when sweeping, welding or creating a dusty atmosphere.
3. Use safety glasses when grinding, cutting and drilling.
4. Use jack stands when a vehicle is jacked up.
5. Keep all safety shields in place.
6. Keep shop clean and organized.
7. Wear gloves when handling chemicals.
8. Use protective gear when welding or cutting.
9. Wear rubber gloves when handling waste oil.

**Solid Waste Collection Department**

1. Hands will be kept away from the hopper as long as it is in operation. Only until it stops should hands be used to clean it, etc.
2. Leather or rubber gloves should be worn whenever handling rubbish or containers holding refuse.
3. A spotter should always be watching when the packer driver backs up.
4. There should be no riding on the outside of a truck when it is in reverse and backing.
5. Generally hard hats and reflective vests should be worn. Also when stopped on the road or alley, the four way flashers must be on.
6. Windshields and mirrors will be kept clean at all times.

### **Wastewater Treatment Department**

1. When handling caustic chemicals, eyewash and shower shall be available.
2. When entering manholes, there shall be a three-man crew as a minimum. The person entering the manhole shall wear a safety harness with the other people on the ground above to assist if necessary. The person in the manhole shall have an oxygen detector with him while in the manhole.

### **Confined Space Entry Procedures**

At times confined space entries will be required while working at the wastewater plant or the collection system. Precautions must be taken to insure all work is done safely so no injuries occur to any employees.

The safety equipment available to all employees for entry work includes:

- Atmospheric monitoring equipment
- Tripod with body harness
- Forced air ventilation blower
- Hip boots, rain gear & hardhats
- UHF radios

Confined space entries will be done with a MINIMUM of 3 employees:

1. Entrant
2. Observer
3. Entry supervisor

A confined space entry permit will be filled out for all entries to insure the following items have been implemented:

- Barricades & signs are in place
- Hazardous energy has been locked out
- Emergency plan is in place ( radios & cell phones)
- Retrieval systems are in place
- Space has been properly ventilated
- Appropriate Personal Protective Equipment is used

All personnel must remain on site until the job is complete.

Atmospheric monitoring shall be done before an entry is made. Record the meter readings on the permit and continue to monitor will the entry work is in progress.

Always be cautious and aware of hazards associated with this kind of work environment.

At the completion of the job the permit should be signed and turned in to the Plant Superintendent.

In case of an emergency call 911 immediately.

# CONFINED SPACE ENTRY PERMIT

City of Estherville, Iowa

<b>Location:</b>					<b>Type of Space:</b>						
<b>Reason for Entry</b>											
<b>Atmospheric Hazards:</b> <input type="checkbox"/> Oxygen deficiency					<input type="checkbox"/> Combustible gas <input type="checkbox"/> Toxic contaminants						
<b>Physical Hazards:</b> <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Heat					<input type="checkbox"/> Chemical/Biological <input type="checkbox"/> Noise <input type="checkbox"/> Other						
<b>Hazard Controls:</b> <input type="checkbox"/> Ventilation <input type="checkbox"/> Lockout/Tagout					<input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Other						
<b>Beginning Date:</b>		<b>Beginning Time:</b>		<b>A.M. P.M.</b>		<b>Ending Date:</b>		<b>Ending Time:</b>		<b>A.M. P.M.</b>	
<b>Authorized Personnel</b>											
<b>Entrants' Names with Dept./Shop/ or Company</b>						<b>Attendants' Names with Dept./Shop/ or Company</b>					
<b>Required Equipment</b>											
<b>Communication Methods with Entrants:</b> <input type="checkbox"/> Voice <input type="checkbox"/> Radio <input type="checkbox"/> Phone <input type="checkbox"/> Visual <input type="checkbox"/> Rope signals <input type="checkbox"/> Other											
<b>Communication Methods to Contact Emergency Services:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Radio <input type="checkbox"/> Other											
<b>Personal Protective Equipment:</b> <input type="checkbox"/> Coveralls <input type="checkbox"/> Tyvek® suit <input type="checkbox"/> Leather gloves <input type="checkbox"/> Chemical Resistant gloves											
<input type="checkbox"/> Welding gloves <input type="checkbox"/> Welding hood <input type="checkbox"/> Eye protection <input type="checkbox"/> Hearing protection <input type="checkbox"/> Respiratory protection											
<input type="checkbox"/> Safety shoes/boots <input type="checkbox"/> Hard Hat <input type="checkbox"/> Harness/life line <input type="checkbox"/> Tripod/winch <input type="checkbox"/> Other											
<b>Traffic Control:</b> <input type="checkbox"/> Barricades <input type="checkbox"/> Vests <input type="checkbox"/> Flags <input type="checkbox"/> Signs						<b>Hot works:</b> <input type="checkbox"/> Yes (Hot Works Permit required) <input type="checkbox"/> No					
<b>Atmospheric Testing</b>											
<b>Type of Gas Monitor:</b> _____						<b>Date of Last Calibration:</b> _____					
<u>Tests</u>	<u>Acceptable Entry Conditions</u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>	<u>4<sup>th</sup></u>	<u>5<sup>th</sup></u>	<u>6<sup>th</sup></u>	<u>7<sup>th</sup></u>	<u>8<sup>th</sup></u>		
<u>Oxygen</u>	<u>19.5-23.5%</u>										
<u>Combustible Gas</u>	<u>Below 10% LEL</u>										
<u>Carbon Monoxide</u>	<u>0-25 ppm</u>										
<u>Initials of Tester</u>											
<b>Approvals</b>											
Entry Supervisor (Print) _____ (Sign) _____											
I assumed the responsibility of Entry Supervisor on (date) _____ at (time) _____											
Entry Supervisor (Print) _____ (Sign) _____ This											
Confined Space Entry Permit has been revoked because:											
Entry Supervisor (Print) _____ (Sign) _____											
Comments:											

### Work Zone Safety

The following policy is intended to better protect employees of the Wastewater Department while working on the roadway. This policy is written around the Temporary Traffic Control Handbook.

This policy works with 2 categories: **State Highways** (Highways 4 & 9 in Estherville, IA) and **Residential Streets**. Recommendations from this handbook should be considered when working on or near the road right-of-way.

### State Highways

Class II Reflective vests are required to be worn by any employee working on a roadway. For set up on State Highways look to the Temporary Traffic Control Handbook to find the example for your situation. Set up appropriate signage, traffic cones, warning devices & shadow vehicles to protect workers in the roadway. Flaggers may be necessary for some situations and local law enforcement can be used to direct traffic is available.

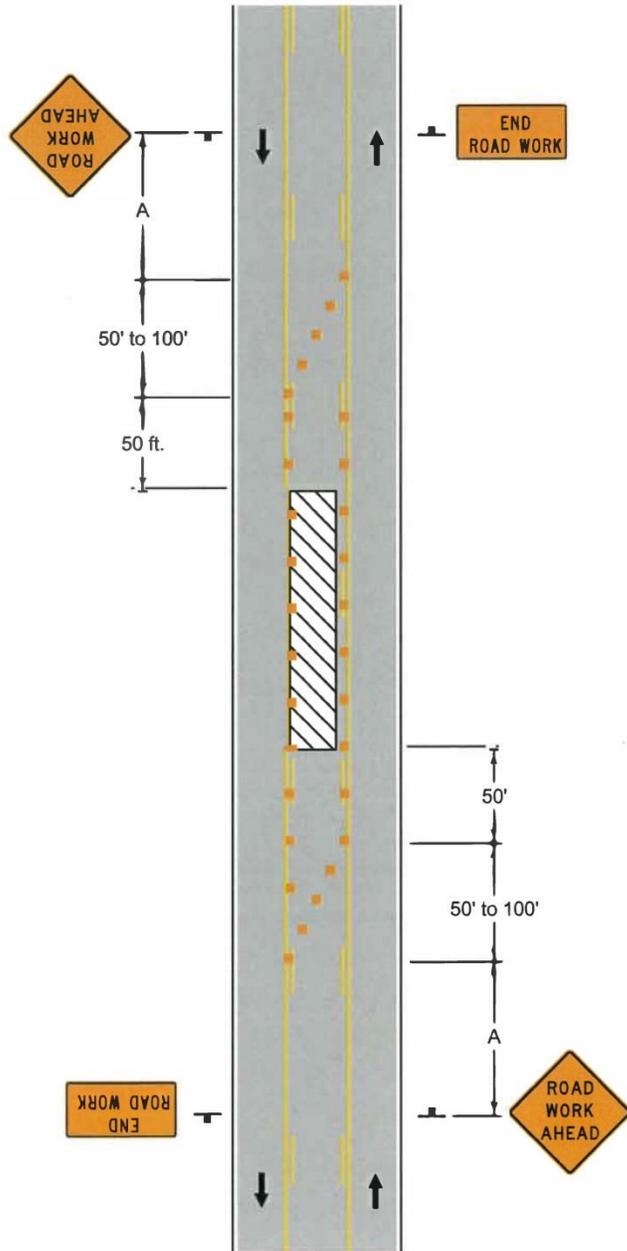
### Residential Streets

Class II Reflective vests are required to be worn by any employee working on a residential street. For set up on residential areas look to the Temporary Traffic Control Handbook to find the example for your situation. Set up appropriate signage, traffic cones, warning devices & shadow vehicles to protect workers in the street. Flaggers may be necessary for some situations and local law enforcement can be used to direct traffic is available. Streets can temporarily closed as needed.

**EXAMPLE  
HIGHWAY 9**

**11. TRAFFIC CONTROL FOR CLOSURE OF CONTINUOUS  
LEFT TURN LANE**

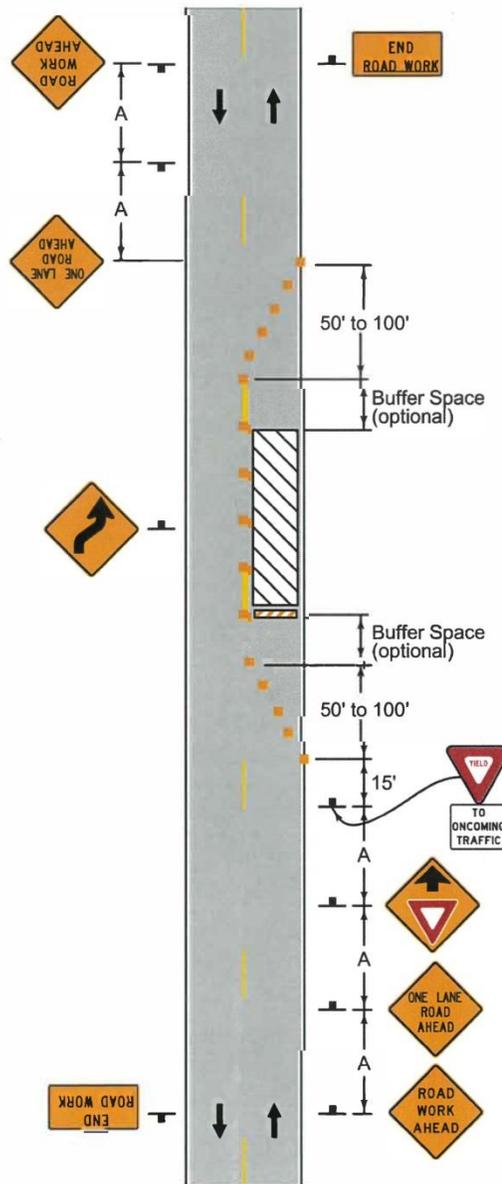
Intended for short-term applications in urban areas on 3-lane or 5-lane streets. Longer operations will require additional traffic control devices and retroreflective sheeting for use in non-daylight hours. Cones may be used as channelizing devices during daylight hours. Additional traffic control devices may be required for higher traffic volumes or commercial areas.



**EXAMPLE  
RESIDENTIAL**

**5. LANE CLOSURE FOR LOW-VOLUME STREET OR ROAD  
(SELF-REGULATING)**

Use where average daily traffic is fewer than 400 vehicles and good sight distance is available. A typical application is patching that requires overnight closures. A work site must be at least 2,500 feet from a similar work site. No open holes should be left during nonworking hours. Temporary filling may be necessary. Private vehicles and unattended equipment should not be parked on the roadway. Materials, equipment, or stockpiled waste should be removed during nonworking hours.



## Water Department

### Work Zone Safety

1. Work zones are for employees working in that site only.
2. When working in traveled portions of roadways proper signage, barricades, and flagmen will be used when needed.
3. Work zones shall be set up using the Traffic Control Handbook as a guide.

### Excavation

1. Iowa One Call shall be notified before any excavation, locates will be completed before excavation begins.
2. Only trained personnel will operate the backhoe.
3. Sloping or shoring will be used when necessary.

### Chemical Handling

1. Proper PPE will be worn when working with chemicals. Respirators, goggles, and gloves will be provided.

### Lock-out-tag out

1. Lock-out-tag out stations are located throughout the water treatment facility buildings with site specific instructions.
2. All people working on the equipment must have their own lock and will remain locked until all work is completed.

### Confined Space

1. No one may enter a confined space without an observer above ground.
2. Air monitoring equipment must be used before entry and remain on until work in the confined space is completed. Blowers and other equipment will be used as necessary.
3. Proper work zone safety required when necessary.

### Climbing

1. Safety climbing device shall be worn before climbing any tower.

**Parks and Recreation Department**

1. Eye protection must be worn when necessary (i.e.: spreading chemicals).
2. Gloves will be worn when necessary (i.e.: spreading chemicals).
3. Protective footwear such as steel-toe shoes are required.
4. Long pants must be worn when using weed eater, push mower. Chaps must be worn when using chain saw.
5. Long sleeve shirts and pants must be worn when applying herbicide.
6. Safety helmet must be worn when using chain saw overhead.
7. Hearing protection when operating any machine.
8. Seat belts will be worn on mowers on slopes over 8% and traveling on roadways. Roll bar on mowers.
9. No one will operate any machine for which they have not completed training.

Any interim administrative policies established after the effective date of this policy statement shall become as binding as if set out in writing above.

Effective upon adoption. Adopted this 2<sup>nd</sup> day of June, 1980.

Amended this 2<sup>nd</sup> day of February 2015.

Amended this 21<sup>st</sup> day of November, 2022

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Penny Clayton, City Administrator

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Kenny Billings, Mayor

ATTEST:

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Elizabeth Burton, City Clerk