



# **TOWN OF WESTWOOD**

## **EMPLOYEE SAFETY MANUAL**

*2008*

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## **GENERAL POLICY STATEMENT**

It is the policy of the Town of Westwood to work toward providing safe and healthful working conditions, and to follow operating practices that may safeguard all employees and result in safe working conditions and efficient operations.

Safety is both a preventive and corrective function, and it applies to all hourly and salaried employees of the Town of Westwood.

The purpose of this safety manual is to establish areas of responsibility for enforcing the work practices outlined herein, including the availability and use of personal protective equipment (safety clothing and equipment).

This safety manual is to be considered in addition to departmental safety procedures and orders of the Police and Fire Departments, and Article 17 of the Town Bylaws, Hazardous Materials.

The safety procedures described herein apply to all Municipal and School employees.

## **PROCEDURES**

All employees who are furnished safety equipment and/or clothing by the Town will be required to wear such safety equipment at all times while doing the work for which the equipment is furnished.

Safety gloves, aprons, hard hats, goggles, face shields, vests, ear protection, protective clothing, etc., provided by the Town are designed for the

protection of all employees and must be used. There will be no exceptions.

Safety equipment furnished by the Town and damaged or worn out in use will be replaced, provided the worn out or damaged equipment is turned in when new equipment is issued, and also provided there is no evidence of abuse.

All fires must be reported to the Fire Department immediately, regardless of the size of the fire.

## **DUTIES AND RESPONSIBILITIES**

### **DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS**

The Department Head is the designee within a department responsible for the safety program in his/her department. It is the Department Head's responsibility to:

- Report all accidents and forward appropriate documentation to the Insurance Liaison (*Human Resources Director* for personal on-the-job injury; *Town Accountant* for property damage) for reporting purposes, regardless of the extent of injury or property damage.
- Investigate all accidents to determine the application of appropriate action, including having the employee seek medical attention from the designated Town physician, if appropriate.

- Evaluate accident and injury reports and review with the Safety Committee all accident records, if requested.
- Implement safety training programs and workshops for both supervisory and non-supervisory personnel, in conjunction with the Safety Committee.
- Coordinate and direct all safety efforts in his/her department.
- Be firm in the enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well. This will help to insure impartial, positive enforcement.
- Inform the Insurance Liaison (*Town Accountant*) of any additions or deletions in the Town's fleet schedule and statement of values schedule to ensure the list remains current.

#### **DUTIES AND RESPONSIBILITIES OF MUNICIPAL SAFETY COMMITTEE**

##### ***The basic functions of this Committee are:***

- To discuss current safety policies and make recommendations for improvements where needed.
- To implement safety education and practices designed to reduce accidents.

- To create and maintain an active interest in safety.
- To review accident reports and follow up the investigation with appropriate corrective actions.
- To review inspection checklists and forward findings to Department Heads.
- To periodically update and distribute the Town's policy regarding the reporting of motor vehicle accidents.

#### **DUTIES AND RESPONSIBILITIES OF DEPARTMENT SUPERVISOR**

Each Supervisor has the responsibility for maintaining safe and healthful working conditions within his/her jurisdiction, whether it be in the field, in the shop, or in the office. Personnel problems and hazards vary from department to department, and it is expected that all Supervisors will work to control injuries.

##### ***Each Supervisor and Foreman shall:***

- Assume full responsibility for safe and healthful working areas for his/her employees while they are under his/her jurisdiction.
- Insure that all management policies herein are fully implemented for maximum efficiency of each job.
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee failure to use safety

clothing or equipment, employee job knowledge or attitudes that adversely affect Town loss control efforts.

- Be firm in the enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well. This will help to insure impartial, positive enforcement.
- Insure that each employee is fully trained for the job he/she is assigned to do and insure that he/she is familiar with published division work rules and certifies in writing that he/she understands compliance as being mandatory.
- Assure the need, availability, and utilization of appropriate protective clothing and equipment to employees who perform hazardous operations.
- Act upon safety suggestions, continuously demonstrate concern over entire safety program, and set a good example by working safely himself/herself.
- Observe working conditions and field practices to prevent development of possible safety hazards.
- Investigate thoroughly the causes of all accidents and close calls (near accidents), and take appropriate corrective actions.
- Promptly report all accidents to the Town's Workers' Compensation Administrator,



regardless of the extent of injury or property damage; and, if warranted, strongly recommend that the employee see the Town's designated physician immediately.

- Report all fires to the Fire Department immediately, regardless of the size of the fire.
- Promptly notify the Fire Department and the Department Head in the event of spillage/loss of hazardous materials.

#### **DUTIES AND RESPONSIBILITIES OF EMPLOYEES**

- Observe and adhere to established health and safety rules, operating procedures, and safe work practices in the performance of his/her work.
- Use personal protective equipment when directed to do so by a Supervisor or Foreman, or when conditions dictate.
- Identify and report to appropriate management any unsafe areas, conditions, or other safety problems.
- Be continually aware of the need for safety.
- Report all accidents promptly to the Supervisor or Foreman, no matter how slight; assist in completion of written report; and, if necessary, consult the Town's designated physician immediately.

## GENERAL SAFETY RULES

It is not possible to prescribe detailed standards of application for all situations that may arise. Therefore, minimum standards are presented for the most common situations with the understanding that additional protection must be provided where special complexities and hazards prevail. Although each situation must be dealt with individually, conformity with the provisions established is required. The following general rules apply to all departments:

- **Employees** are not permitted to ride in the back of open vehicles under any circumstances.
- **Horseplay**, fighting, pranks, wrestling, etc., is prohibited.
- **Smoking** is prohibited in all Town buildings and around any flammable material, including pumping station wet wells and other areas where explosive gases may be present.
- **All fires** must be reported to the Fire Department immediately, regardless of the size of the fire.
- **Heavy objects**, tools, or materials should not be lifted alone. Use proper devices or request help. Lift properly and use any equipment provided.
- **Asbestos pipe** will not be cut. Cutting asbestos pipes by any means is prohibited.
- **Work areas** will be kept clean and orderly for maximum safety.

- **Intoxication**, reporting for work or trying to work under the influence of alcohol or drugs (other than prescribed medication), or the consumption or possession of alcohol or drugs (other than prescribed medication) during work hours is prohibited and may lead to termination.
- **Commercial driver's license (CDL) drivers** will abide by the U.S. Department of Transportation drug and alcohol regulations.

## **PREVENTION OF WORKPLACE VIOLENCE**

Employees are directed to review the Workplace Violence Prevention Policy (WVPP) for further details on the policy, definitions and exemptions.

The Town of Westwood will not tolerate behavior, whether direct or through the use of Town facilities, property or resources, that involves the following:

- Engaging in any form of workplace violence as defined in the WVPP;
- Unlawfully using, possessing or threatening to use a weapon while engaged in the performance of an employee's work activity, or those events that have a causal connection to the workplace;
- Possession of a weapon, which is prohibited unless granted permission or exemption under the "Authorized Exceptions to Policy" section of the WVPP;

- Interfering with an individual's legal rights of movement or freedom of expression;
- Disrupting the workplace or the Town's ability to provide service to the public; or
- Misusing authority vested to any elected or appointed official or employee of the Town of Westwood in such a way that it violates this policy.

## **SAFETY EQUIPMENT AND CLOTHING**

- **Seat belts** will be worn when operating or riding in town vehicles.
- **Safety shoes** or a good work boot will be worn at all times where required.
- **Safety glasses** or full face shields will be worn when using grinders, torches, pipe cutters, cleaning tools, jackhammers, stump chippers or any tool or device which may produce chips or flying particles. Safety glasses will be equipped with shields.
- **Hearing protection** will be worn in designated areas or around loud equipment. Hearing protection will be worn when operating excessively noisy equipment or when in the vicinity of excessively noisy equipment, such as wood chippers, chain saws, leaf blowers, etc. If you must raise your voice to be heard, hearing protection should be worn.
- **Safety helmets** will be worn in all trenches over four feet or where work is being performed

overhead. If there is a possibility of a head injury, wear a hard hat.

- **Work gloves** will be used as required.

### **REPETITIVE STRESS INJURY**

The repetitive nature of the work done at computers, coupled with the fact that it is frequently done for hours at a time, puts stress on muscles, tendons and nerves. The result is repetitive stress injury (RSI), also known as CSD, or cumulative stress disorder.

#### *Behavior modifications which can aid in avoiding RSI:*

- Take a short break from typing at least once an hour. Stretch, shake out your arms, get up and move around, if possible.
- Focus on something in the distance to relax your eyes.
- Vary your tasks. Alternate straight typing with editing, or proofreading, or whatever tasks are appropriate for your situation.
- Use wrist pads for your keyboard and mouse, but don't let your wrists rest on them when you are working; they are there for support when you take a break.
- Avoid having your wrists bent while you are working. They should be relaxed and straight, and level with your forearms.
- Don't try one-handed multi-key combinations.

- Create a macro or a batch file for sets of keystrokes which you find you use over and over again.
- Don't jam down on the mouse buttons or pound on the keyboard. Use gentle pressure to avoid stressing your hands and fingers unnecessarily.

## **MATERIAL HANDLING SAFETY**

### **MANUAL LIFTING**

The first rule for any manual handling job is use your head. Before you lift, attempt to estimate the weight of the object. If you are not sure, squat down and try lifting a corner. If you do not feel comfortable about the lift or it feels too heavy, don't lift it! Find some help. Ask someone else to help you, or locate a hand truck or other lifting device to aid you. Once you have decided that you can lift the object, there are several basic steps that should be followed in making a proper lift:

1. Position your feet - preferably one along side of the object to be lifted and the other behind it. This will provide the balance necessary for a smooth lift.
2. Tighten your stomach muscles by pulling in your stomach and straighten your back to keep your spine, back muscles, and ligaments in correct alignment. This will evenly distribute the load over the entire spine. Remember, a straight back does not necessarily mean a vertical back. Your back can still be straight even if you are lifting at an angle.

3. Bend your hips and knees by using the sit-down position and draw the object in close to your body. Bending at your hips will aid in keeping your back straight, and bending your knees will allow you to lift with your legs.
4. Grasp the object by the opposite corners and position your body so its weight is centered over your feet. Tuck in your chin.
5. Start the lift with a thrust of the rear foot and remember that as you lift, use smooth movements and avoid jerking.
6. Once the load has been lifted, keep the load close to your body and turn the entire body as a whole unit, including the feet. Remember, don't twist!

#### **STOOPING**

1. Stand close to the object.
2. Place feet apart with one foot in front of the other so you have a firm footing for the task to be performed.
3. Bend your knees and hips, lower your body, keep your back straight and bring your hands down to the object.

#### **CARRYING**

1. Keep weight load close to the body and centered over your pelvis.
2. Keep your back as straight as possible.

3. Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
4. Put your load down by bending the hips and knees keeping your back straight and the load close to the body.
5. If the load is too heavy, get help.
6. When a load is carried by more than one person, allow one individual to be the leader so you have good timing and cooperation.

#### **PUSHING**

1. Stand close to the object being moved.
2. Crouch down with feet apart.
3. Bend your elbows and put your hands on the load at chest level.
4. Lean forward with chest or shoulder against the object. Do not push with arms or shoulders.
5. Keep your back straight. Crouch and push with your legs.

#### **REACHING**

1. Use a stepladder or platform (preferably with railings) whenever possible.
2. Stand close to the object. Keep center of gravity over the base of support.
3. When reaching from the ground, place your feet wide apart, one in front of the other, so you



have freedom of movement forward and backward as arms are raised and lowered.

4. Keep good body alignment. Move close to the object. Do not reach outward to the point of straining.
5. When reaching for an object which is above your head, grip it with your palms up and lower it slowly. Keep it close to your body on the way down.

#### **STANDING**

Standing for long periods with both feet flat on the floor can produce strain-inducing swayback. One foot should be placed on a low stool or other elevation to raise the foot off the floor. This relieves pressure on the lower back.

#### **SITTING**

When sitting, sit in chairs low enough to place both feet on the floor with knees higher than the hips. You may cross your legs or put your feet up on a stool. Sit firmly against the back of the chair.

#### **FALL PREVENTION**

Falls are one of the most common kinds of accidents. Preventing a fall and injury to yourself is your responsibility.

- When it is necessary to climb, use a ladder--**not** a chair, stool, desk or box.
- Wear sturdy shoes with non-slip soles that are in good condition.
- Use the handrail when going up or down stairs.

- Be especially careful if carrying an item while on the stairway.
- In winter, be on the alert for slippery outdoor sidewalks and steps.
- Help others. Report tripping hazards, loose handrails, steps in poor condition, slippery steps.

*Accidents are caused by unsafe acts and conditions.*

## **DEPARTMENT-SPECIFIC OPERATIONS/REGULATIONS**

### **CAFETERIA DIVISION-SCHOOLS AND COA**

- All traffic areas in the kitchen will be kept free of cooking utensils, boxes, packaged foodstuffs and furniture. All walkways will be kept dry and clean. Spilled foods will be cleaned up immediately.
- All cafeteria traffic areas used by students and staff will be kept dry and free of food particles. Any wet or recently mopped areas will be marked with a “Caution” sign.
- All cafeteria seating limits per order of the Fire Department must be followed.
- All kitchen employees will wear firm, closed-in shoes. Slacks are encouraged especially when operating pressure steamer.

- Mitts or pot holders are to be used at all times when handling hot containers; under no circumstances are aprons or other apparel to be used for this purpose.
- All articles or foodstuffs weighing more than forty (40) pounds shall be carried by two (2) employees.
- Dishwasher doors are not to be opened while machine is operating.
- Cooking and warming ovens must be allowed to cool before being cleaned.
- The electric slicing machine must be shut off when not in use, even if only for a few minutes. The machine must be unplugged for cleaning.
- The electric mixer must be shut off and completely stopped before food is removed or when a spatula is used to clean the bowl.
- The cook or operator of the pressure steamer must watch the pressure gauge carefully to avoid a “steam blow” because of excessive pressure.
- The steam table must be turned off and cooled before cleaning.
- Kitchen areas should be limited to authorized personnel during meal preparation.

**TEACHERS & OFFICE STAFF -  
SCHOOLS/MUNICIPAL**

- Possession of or consumption of alcoholic beverages or narcotics is prohibited.
- No smoking is permitted anywhere.
- Horseplay and practical jokes are prohibited.
- Walk up and down stairs, one at a time, and always use caution. If a railing is available, use it!
- Be alert for tripping hazards.
- Do not move so fast that you cannot stop without causing an accident should someone unexpectedly step in front of you. Watch where you are going.
- Use a proper height ladder or stool, not a box, desk or chair, to reach high places and avoid, if possible, carrying material up or down ladders. Put light items on higher shelves.
- When using electrical equipment, make sure it is plugged into a grounded outlet.
- See that electrical cords are not in the way of your work and are in good repair.
- All electrical equipment must be grounded. Do not use any electrical equipment that is not grounded unless the item is of a double-insulated type.

- Do not attempt any electrical equipment repairs. Only qualified electricians shall work on electrical equipment or maintain energized lines.
- Report all unusual electrical conditions to your supervisor immediately; for example, blown fuses, sparking or smoking motors and worn extension cords.
- Do not leave any machine running when not in use.
- No tools or equipment are to be left lying on the floor in walk paths or exits.
- All tools are to be put back in their proper places, cleaned and in good working condition.
- Every accident or injury, no matter how slight, must be reported to the office immediately.
- Do not attempt to operate equipment you do not understand.
- Equipment doesn't cause accidents--it's the people who use it. Wear proper shoes with full protection of the heel and toes. Watch for worn heels, for they can result in some serious falls. We encourage slip-resistant soles.
- Make sure you know where fire extinguishers are in your area, and how to use them.
- Emergency exits must be kept clear at all times.

- Never place anything on or in front of fire extinguishers, electrical panels and/or fire doors.
- Never pour flammable liquids down drains or sewers.
- Dispose of all flammable waste rags in metal containers with lids provided for this purpose, or in an approved area.
- Change your clothing immediately should it become soaked with any flammable liquid.

### **HOUSEKEEPING IN THE LAB - SCHOOLS**

- Clean up and dispose of spilled chemicals promptly and properly.
- Store and label all chemicals according to recommended procedures.
- Keep all equipment used for handling or storing chemicals free of dust and chemical residues.
- Chemicals should be fully inventoried at least annually. Old and/or unused chemicals must be disposed of on a regular basis.

### **HOUSEKEEPING IN THE OFFICE - SCHOOLS/MUNICIPAL**

- Keep aisles clear. Keep walkways between desks and workspaces free of boxes, cords, plants, etc.
- Close drawers. Be sure to close the drawer of the desk or filing cabinet you're using after you

finish and before opening another one.

- Keep desk tops neat. Desk and table tops should be kept well organized when in use, and should be cleaned off at end of the work day.
- Store and stack safely. Never store objects, especially heavy ones, where they're hard to reach or liable to fall.
- Put away sharp objects. Safely store scissors, knives and letter openers as soon as you're finished with them.

### **HOUSEKEEPING IN THE WOOD SHOP-SCHOOLS**

- Saw dust should be removed and the area cleaned daily.
- All fires must be reported to the Fire Department immediately, regardless of the size of the fire.

### **TRAFFIC CONTROL**

- **SIGNS.** All signs must be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD). Damaged, defaced or muddy signs should be cleaned, repaired or replaced.
- **BARRICADES.** Discretion should be used when weighting temporary barricades with stones, chunks of concrete or other ballast material that may present a hazard when struck by moving vehicles. Barricades should be marked with reflectorized stripes.

- **CONES.** Cones are usually placed near moving traffic; therefore, they can't be made of rigid material that could endanger a worker or pedestrian when struck by a moving vehicle. Cones should be used together with other warning devices, such as signs and high level warning devices. Remember that a sufficient number of cones must be used so that a pathway is clearly defined for motorists approaching the work site.
- **POSITIONING OF CONES, ETC.** A good rule of thumb for traffic control in most traffic condition situations: For every one foot of lane blockage, the length in feet of the control devices is equal to the speed in miles per hour that traffic is moving. Therefore, if you plan to close 10 feet of lane and traffic is moving at 30 mph, multiply 10 (feet) times 30 mph to find that you must run the devices 300 feet along the roadway. If you wouldn't be blocking too many driveways or parking stalls, or if you wouldn't be going through an intersection, it's best to run the devices even longer.
- **FLASHERS.** Flashing lights are used as warning signals. Steady burning lights are used to delineate traffic lanes. Raised pavement markers and temporary tape are also used to delineate lanes.

#### **PLACEMENT OF WARNING DEVICES**

- On Town streets, permanently mounted warning signs must be at least seven feet above and four feet from the edge of the curb. On rural roads, warning signs should be at least one foot above



and six feet from the edge of the right side of the roadway.

- Where buildings, parked vehicles, hills or curves block the motorist's view of the work area, take care to give the motorist early warning. Early warning is also a good idea in congested areas where the work in progress is likely to back up traffic. If motorists get the message early enough, they may avoid sudden lane changes and panic stops.
- Cover warning signs until work begins and remove them from view when they are no longer needed.

## **ROAD MAINTENANCE OPERATIONS**

### **GENERAL CONDITIONS**

- Make adjustments in driving techniques to accommodate the changing handling characteristics of machines, such as, sewer cleaning trucks and street sweepers that substantially increase or decrease their loads and change their centers of gravity depending on the quantity of load.
- Use earplugs or earmuffs in environments that are noisy, such as, where jackhammers are in use, or where you must raise your voice to be heard.
- Wear the proper type of air mask or respirator in dusty environments.
- Wear the proper clothing for the job when using chemicals such as sewer grouting material, plant

sprays or insecticides. Some chemicals may require the use of respirators, rubber gloves and special clothing. Be sure to read the label on the container and follow the instructions on it.

- Operator should be aware of the dangers inherent in spraying any kind of material that vaporizes or is a fine dust. Explosions occur when ignition sources heat explosives. Confined spaces and still air are especially dangerous conditions where, in the absence of ventilation, explosive mixtures are found ready to ignite. Explosive materials include, but are not limited to, gasoline, heavy solvents and methane gas.

#### **PAINTING OPERATION**

- Always use a properly designed respirator to avoid breathing the paint and its solvents.
- Many paint pigments and solvents are classified as hazardous materials. Read the label and avoid contact with the material. Be observant of dust when sanding or grinding off lead-based paints.
- Do not heat paint inside an enclosed structure unless the ventilation meets the National Fire Protection Code.
- Keep out of the direct spray area when spraying paint. Paint being sprayed at only 30 PSI can imbed itself into the skin.
- Do not use high pressure air to blow dust from clothes. Air at 30 PSI can imbed dust and clothing into the skin.

- Never field-rig a high pressure hose coupling. Always use a factory-made and tested coupling.
- Do not use more pressure in the hose and coupling than that for which they are rated.
- Keep paint closed and in a ventilated area. When not in use, keep paint in a designated and approved paint storage cabinet.

#### **HYDRAULIC AND PNEUMATIC TOOLS**

- Wear hearing protection while operating tools or where you must raise your voice to be heard.
- Give frequent breaks to air hammer operators to reduce the cumulative effects of vibration and noise on the operator.
- Wear safety shoes while operating air hammers. Do not guide the air hammer tool with the feet to start a drill hole.
- Wear eye protection at all times to protect against flying chips.
- Be sure a deadman switch is standard equipment on all jackhammers.
- Where possible, employ wet drilling over dry drilling to reduce the amount of flying debris and dust.
- Vent the compressor air tank prior to removal of the hoses or disconnection of the hammer after completing an operation.

- Use retainer clips on the air hammer to prevent premature tool ejection.
- Do not allow the heads of cutting tools to mushroom, in order to prevent splinters from chipping off the tool when being struck.
- Check the bolts for adequate tightness and bushing for excessive wear before using any tool.
- Be mindful of where the chips are being thrown when cleaning pot holes with air pressure. They can travel up to 25 mph.

### **TRENCHING AND EXCAVATION**

- Trenching and excavation must be conducted in accordance with applicable state regulations. (CMR10.145 through CMR10.148)
- Asbestos pipe will not be cut. Cutting asbestos pipes by any means is prohibited.
- Keep all tools, material and spoil at least three feet from the edge of the trench.
- Do not drive equipment up to edge of the trench.
- Inspect the trench for any signs of failure after a rain and first thing in the morning.
- Do not jump across a trench; go around it.
- Locate emergency exits from the trench no more

than 25 feet apart. Ramps or ladders extending at least 3 feet past the top of the trench and tied securely are adequate.

- Take care when working adjacent to sidewalks, buildings, utility poles, trees or similar structures. In some cases, underpinning may be necessary if approved by proper authority.
- If using shoring, install shoring from the top down. Remove shoring from the bottom up. This will reduce the chances of ditch collapse during the installation/removal operation.
- If using jacks or bracing, install jacks or bracing perpendicular to the trench sides to prevent them from kicking out under pressure.
- A trench box will be used if shoring and bracing are not in place.
- Do not support construction equipment on the shoring unless it was specifically designed for that function.
- Back fill the trench immediately after trench box or shoring is removed. The trench has a greater possibility of cave-in due to the construction activity at that time.
- Keep workers out from under the excavating and back filling equipment.
- Use life lines in excavations over 15 feet deep due to the danger of asphyxiation or poisonous gases collecting in the trench bottom.

- Be attentive to your surroundings: *Don't dig your own grave!*

## **SNOW REMOVAL OPERATIONS**

- Pre-check assigned routes for these hazards:
  - Low hanging cables
  - Deep side ditches
  - Steep shoulders
  - Raised manholes
  - Offset curb and pavement joints
  - Railroad crossings
  - Yield and merge intersections
  - Blind and left-turn intersections
  - Mailboxes
  - Signposts
  - Fire hydrants
  - Guardrails
  - Fences
  - Special maneuvering areas, cul-de-sacs, steep grades, dead ends
  - Congested areas
  - Narrow roadways
- Avoid situations that require operating a vehicle in reverse. If it is necessary to do so, exercise extreme caution in such areas as cul-de-sacs, dead ends and steep hills.
- Keep the plow blades in good condition.
- Be cautious of frostbite, which can be contracted rapidly when work is performed outdoors. Severe pain followed by a feeling of warmth is an indication of frostbite. Don't be fooled by the apparent return of warmth. Return to the

shop and seek medical aid from a qualified individual.

- Watch for pedestrians when plowing. Do not exceed 10 mph. At speeds greater than this, a grown person could be knocked down by the force of the thrown snow.
- Check the cab of the truck for exhaust seepage. Carbon monoxide is colorless, odorless and tasteless. If the driver feels drowsy, check the cab.
- If truck is immobilized, stay with the vehicle until assistance arrives. It is easier to locate a truck than a body covered with snow.

### **VEHICLES/EQUIPMENT**

- No employee shall ride outside the passenger compartment of a vehicle. All individuals in town-owned vehicles must be seated inside, wearing seatbelts. There will be no exceptions to this policy.
- Circle check shall be completed before entering the vehicle, including air tank inspection on air brake equipment.
- Check behind and under the vehicle or machine before moving it.
- Only qualified and licensed operators shall operate equipment.
- Do not overload vehicles. Loose materials must

be covered.

- No persons will be permitted to ride on the back (cargo area) of dump trucks or pick-ups.
- When a driver is backing up a truck, passenger shall get out and assist driver.
- Wear seat belts at all times.
- All wheelchair passengers must be secured with special wheelchair hook-ups.
- Enter and exit machines and vehicles slowly and with caution.
- All vehicle accidents must be investigated by the police and reported to the supervisor, regardless of the extent of injury or property damage.

## **VEHICLE MAINTENANCE**

### **COUNCIL ON AGING**

- All vehicles equipped with wheelchair lifts must have the lift serviced annually and inspected periodically to insure proper operation.

### **SHOP WORK RULES**

- Bays are to be kept clean and free of parts, water, broken glass, etc.
- Gasoline absolutely must not be used for cleaning parts, hands or clothing.



- No smoking is permitted in Town buildings, in vehicle service areas, or around pumps or tanks.
- Charge batteries only in well-ventilated areas, making sure to open battery caps to release hydrogen gas buildup.
- Fire extinguishers must be kept charged and in good condition. They must be readily accessible at all times. Do not use them for hangers or shelves.
- Do not use air hoses to clean clothes, as the air will blow dirt particles into eyes and air pressure can be injurious.
- All electrical equipment, including plugs and cords, must be kept in good condition.
- Floors must be kept free of spilled oil, antifreeze, grease, water, etc. If spills cannot be cleaned up immediately, then they must be covered with an oil absorbent material, such as Speedy-Dry.
- The parking and service areas should be kept clean, and any holes or cracks reported and repaired.
- NEVER work under a lift that does not have the safety pin/leg in position. We realize that this sometimes causes an inconvenience; however, few people survive a vehicle dropped on them.
- Make sure that the vehicle is properly on the lift before raising it.

- Personal protective equipment (goggles, masks, etc.) must be worn where recommended.
- All flammables (paints, thinners, etc.) must be stored in the flammable liquid storage area when not in use.
- The door(s) to the flammable liquid storage room cabinet is to be kept closed at all times.
- Spray painting may be done in specified areas only.
- Any injury, no matter how slight, is to be reported to your supervisor.

### **PARK AND TREE**

- Hard hats will be worn by park crews on any job where work is going on overhead.
- Equipment situated in rear of trucks must be secured.
- When mixing spray materials, the following items will be worn: respirators, rubber gloves and face masks. When mixing restricted materials, all three items will be worn. When mixing concentrate with water or oil, rubber gloves and masks will be worn.
- Ear protection will be used when the sound in the area is such that you must raise your voice to be heard.
- Protective apparel, including long pants and work shoes or boots, is to be worn. Sneakers

and shorts are prohibited.

- Rotary mower's safety devices will not be removed from mower. Employee will operate rotary mower so that discharge from mower will not be directed towards any person or vehicle. Employees getting off mowers to remove items from area to be mowed will face the machine at all times.

### **CEMETERY DIVISION**

- After graves are dug and before they are set up for service, they will be covered with plywood which shall be supported with planking.
- When setting up a grave, plywood, solid planking and headers shall be placed around opening and under lowering devices.
- All openings for markers will be covered until marker is set. Same applies to opening for cremations.
- To the extent possible, all extra deep openings will be done by machine. Employees should avoid entering the opening until grave box or vault is set.
- When placing grave markers, two men will be assigned to lift and place markers. No employee will remove grave stones or other material from cars or other vehicles delivering to the cemetery.

- Any employee working with, mixing, or applying insecticides, pesticides and herbicides shall be licensed. All safety requirements shall be followed. The cemetery will furnish protective clothing and equipment.
- Each employee will be properly licensed for each machine that he/she will use. The Town will furnish safety equipment, such as, hearing protection, safety lenses and face shields, hard hats, rain gear, etc.
- Rotary mower's safety devices will not be removed from mower. Employees will operate rotary mower so that discharge from mower will not be directed towards any person or vehicle. Employees getting off mowers to remove items from area to be mowed will face the machine at all times.
- Hearing protection will be used when the sound from the operating equipment is such that you must raise your voice to be heard.

#### **BACKHOE AND LOADER**

- Always get on and off machine slowly and with caution.
- Have machine at idle speed, or shut off machine when getting off. When getting up on backhoe seat have machine at idle speed, and be careful not to hit levers (with rain gear on you can get pant legs caught on levers and trip).
- Always park machine in lowest gear; lower all units when leaving machine. Remove the key.

- When employees are in front of loader bucket hooking up filling bucket, the machine should be in reverse or neutral.
- Lower front bucket at a slow, steady speed every time so the employees will become aware of any loss of control.
- Have foreman assign only employees who are needed around machine. They should be in view of the operator at all times.
- When traveling over the road, put flashers on and engage safety locks on backhoe unit. When turning, watch that you do not cut off cars with backhoe bucket.
- Always be in backhoe or loader seat with brake set before putting up stabilizers.
- Never carry a load with loader when bucket is more than two feet from ground.
- Walk up to an operator in front of him where he can see you. Never walk from behind or from the side.
- Only licensed operators will run equipment. No passengers will be carried under any circumstances.
- Never put your back to any machine that is running.

## **SEWAGE COLLECTION SYSTEM**

- Hard hats are to be worn on construction sites at all times and when there is overhead exposure.
- Safety vests shall be worn when working in streets.
- Gloves are to be worn when working on sharp edges or at the discretion of the foreman in charge.
- Department-issued safety equipment that is damaged or worn out will be replaced, provided the worn or damaged equipment is turned in when the new equipment is issued and provided there is no evidence of abuse. If the equipment shows evidence of abuse, the employee will be responsible for replacing the equipment.
- All employees who are furnished safety equipment and/or clothing will be required to wear such safety equipment at all times while doing the work for which the equipment is furnished. The safety gloves, hard-hats, goggles, face shields, dust masks, vests, ear protection, etc., provided are designed for the protection of all employees and must be used in designated areas.
- Safety drills on the operation of self-contained breathing equipment will be conducted for all personnel on a periodic basis, at least annually and for all new employees.
- Safety cones and barricades are to be used around work areas. “Men Working” signs or cones are to be set up in accordance with

## MUTCD.

- Good housekeeping and safe work habits will be in constant use. Good housekeeping means keeping your truck and job site neat, clean and organized. Safe work habits include keeping your tools and equipment clean, well maintained and properly stored when not in use.
- When working in wastewater, footwear must be cleaned off before entering any building.
- Unless required, all valves and handrails shall be kept free of grease.
- Housekeeping and safe work habits will be in constant use; all spills will be cleaned up immediately.
- All sewer chemicals, if any, shall be locked up. Distribution of such chemicals will be performed by authorized personnel only.
- When working on a pump or any other equipment, all switches will be tagged and power locked out. Tags and locks shall be removed only by the person who originally tagged them.
- Worn safety chains must be replaced at all walkways, tanks, etc.
- Equipment safety guards and covers must be kept in place.
- Unless otherwise required, electrical cabinet doors are to be kept closed.

- Proper procedure before entering any confined space should follow OSHA confined space entry requirements:
  - ☑ Test atmosphere with appropriate meter.
  - ☑ Use proper ventilation. Vent space as conditions dictate.
  - ☑ Safety harness and line is to be worn upon entering any confined space.
  - ☑ Never enter a confined space unless there is at least one other employee outside the confined space.
- Confined space regulations shall be used when entering a manhole.
- Proper barricades or cones must be used when manhole covers or grates are removed.
- Safety harnesses and safety lines must be used according to confined space regulations.
- Ladders shall be used when working in a manhole not equipped with manhole rungs, or when working below ground pumping station wet wells or in trenches. Ladders shall consist of twelve-inch runners and shall extend three feet above ground level.
- Confined space regulations should be followed when entering pumping stations.
- Excavations and trenching shall comply with the Massachusetts Department of Labor and Industry “Safety Bulletin #12”, section on sheathing and shoring. (CMR10.145 through CMR10.148)



- Rodding machines will not be used without the rod guard.
- Jet rodder hose guard will be used at all times, going in and coming out.
- When taking rodding machine out, safety chains must be in working order.
- When changing nozzle on jet rodder, the machine shall be shut off.
- All personnel working in the sewerage system shall be provided with tetanus toxoid, typhoid and hepatitis B vaccine inoculations. Required inoculations shall be kept current according to the most recent Department of Public Health requirements.
- When machine-cutting tile or cement pipe, a face mask shall be worn. Cutting asbestos pipe is not permitted under any circumstances.

## **ACCIDENT INVESTIGATION OF TOWN-OWNED VEHICLES**

### **MOTOR VEHICLE ACCIDENTS INVOLVING TOWN-OWNED VEHICLES**

It shall be the responsibility of the driver of a Town-owned vehicle involved in an accident to call the Police Department and request an investigation of the accident.

## **REPORTING OF MOTOR VEHICLE ACCIDENTS**

Any time an employee is involved in a motor vehicle accident which involves a Town-owned vehicle, or a vehicle for which he/she is receiving compensation to use (payment for mileage), that individual is required to immediately report the incident to his/her supervisor.

The Supervisor must report all accidents promptly to the Town's Insurance Liaison (Town Accountant) regardless of the extent of injury. The Insurance Liaison will then file a claim with the Town's insurance carrier and track the status accordingly.

## **ACCIDENTS OCCURRING WITHIN WESTWOOD**

All accidents involving Town-owned vehicles will be fully investigated and reported on a Massachusetts Police Report of Accident form. In addition, a supplementary report should be filed to include the following information:

- All circumstances surrounding the motor vehicle accident.
- Detailed description of the accident, to include the extent of personal injuries, extent of damage to vehicles involved and damage to other property.
- A full description of the circumstances leading to the accident, and the identification of all major contributing causes to the accident.

- A determination by the investigating officer indicating whether the operator's actions were the cause or contributed to the accident in any way.

#### **ACCIDENTS OCCURRING OUTSIDE OF WESTWOOD**

Any time an employee of Westwood is involved in a motor vehicle accident in any other jurisdiction, where the vehicle is either owned by the Town or the individual is being compensated for the use of a vehicle (payment of mileage), the individual is responsible for reporting the incident. The police agency in the town where the accident occurred must be notified. It shall be the responsibility of the employee to take the following action:

1. The matter should be investigated by the police agency having jurisdiction over the accident. The employee will be responsible for securing copies of all reports and related documentation to the accident.
2. If practical, the employee should ask the investigating officer to prepare a supplementary report which includes the following information:
  - All circumstances surrounding the motor vehicle accident.
  - Detailed description of the accident, to include the extent of personal injuries, extent of damage to vehicles involved and damage to other property.

- ☑ A full description of the circumstances leading to the accident, and the identification of all major contributing causes to the accident.
- ☑ The investigating officer will be responsible for indicating whether the operator's actions were the cause or contributed to the accident in any way.

**SUBMISSION OF REPORTS TO THE INSURANCE LIAISON (TOWN ACCOUNTANT)**

All motor vehicle accident report forms which involve Town-owned vehicles, or vehicles which an individual has applied and/or received compensation to use (payment or mileage) shall be forwarded immediately to the Insurance Liaison (Town Accountant). The Insurance Liaison is responsible for filing all claims with the Town's insurance carrier.

**SUBMISSION OF REPORTS TO THE SELECTMEN'S OFFICE**

After the review process, all motor vehicle accident report forms which involve Town-owned vehicles or vehicles which an individual has applied and/or received compensation to use (payment of mileage) shall be forwarded to the Selectmen's Office. Submission of these reports will be done without any unnecessary delay.

**NOTES**

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