

SECTION 7

SAFETY AND COMPLIANCE TRAINING

A. Safety Training Guidelines

No one should assume a newly hired, newly assigned, or reassigned employee knows all the required safe job procedures. **They must be trained.**

1. Define the employee's job and find out what they already know about it.
2. Get the employee interested in learning the safety aspects of their job.
3. Supervisors will insure all employees are competently trained and capable of carrying out assigned tasks in a safe manner.
4. Training on job competency, safety, inspection procedures, the correct use of personal protective equipment, and hazardous chemicals handling will be conducted prior to an employee starting operations.
5. Employee will remain under supervision until they have demonstrated competency.
6. All employee training shall be documented and filed. All training documentation is subject to review by Risk Management and regulatory agencies.

B. Job Safety Training

Training for maintenance employees should be a continuing program. Proper instruction instills employee confidence in their capabilities. Providing the employee with a copy of the work rules after initial and subsequent training affords already reference for review when needed.

Every employee must consider the maintenance of a safe working environment and safe working practices as an essential, vital, and primary part of their responsibilities. The line supervisor has the most immediate and influential control over an employee's behavior. By their actions and supervision of subordinates, supervisor must demonstrate **“safety”**.

It is essential for all supervisors to set a proper example by complying with all accepted safety practices that apply to assigned tasks.

The effectiveness of employee injury and illness prevention depends upon the involvement of the first line supervisor.

All employees shall be provided safety training in the areas of:

C. Safety Indoctrination

All new or reassigned employees should receive safety hazard recognition and hazard elimination training.

D. Defensive Driver Training

1. All employees authorized to operate a vehicle on city business may be required to attend the Risk Management Division Defensive Driver Training Program.
2. All employees will attend once every 3 years. Employees who have had an accident or have had two or more moving violations within the past year will be required to attend once a year.

E. Proper Lifting Techniques

1. Bend the knees while lifting and keep the load close to the body. Recent research has determined that while it is important to keep the back straight, it is imperative to keep the load as close to your body as possible.
2. Maintain a straight back. Maintaining a straight back helps to keep the muscles and organs in correct alignment for the lift. It's important to note that keeping the back straight does not necessarily mean that the back should be held in the vertical position, it means that the spine should not be arched as you lift.
3. Place the feet apart, with one alongside the load and one behind it. It has been found that better balance means that more strength can be used for the lift, and there is less chance for injury.
4. Tuck our chin. Tucking the chin in as you begin your lift helps you keep your spine straight and firm.
5. Use your palms. Grasp the load with the whole hand, placing one palm at a bottom corner close to the body and the other on the diagonally opposite top corner away from the body. Instead of relying solely on the strength of the fingers, this method uses the natural strength of the whole hand to grasp and control the load during your lift.

6. Center the weight of your body over your feet. This improves your overall balance and enables you to impart more of your leg strength during your lift.

7. **Anticipate problems.**
 - Is the area clear of obstructions?
 - Is the floor clean, dry and non-slip?
 - Is the load free to move and not stuck?
 - Is it a weight that is comfortable to handle alone or should help be sought?
 - Are lifting aids available?
 - Does the load have proper handles to grasp or can they be provided?
 - Are protective gloves or shoes indicated?
 - Is the area for setting down loads clear?

8. **All employees who are required to lift frequently will be assigned a back support belt. This belt must be worn and used properly while performing lifting task.**