

BURT TOWNSHIP SAFETY MANUAL

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PO Box 430, Grand Marais, Michigan 49839

Burt Township Safety Manual

This safety manual is intended to document Burt Township policies to ensure a safe work environment for our employees.

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Section #1 Safety Policy

Safety is the constant concern of the Township. Every precaution has been taken to provide a safe workplace. The Township Supervisor makes regular inspections and holds regular safety meetings. He or she also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. Burt Township is sincerely concerned for the health and well being of each member of the team.

The cooperation of every employee is necessary to make the Township facilities a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Accident reporting. Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

Specific safety rules and guidelines. To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job and other related Safety Policies.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do

not exceed a speed that is safe for existing conditions.

- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- HELP TO PREVENT ACCIDENTS.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

Safety checklist. It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly

- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Safety equipment. Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.

Safety shoes. The Township will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

Safety glasses and hearing protection. The wearing of safety glasses and hearing protection by all employees is mandatory. Safety Glasses and Hearing Protection are provided and must be worn while operating equipment or as instructed by your supervisor. Strict adherence to this policy can significantly reduce the risk of eye injuries and hearing loss.

Seat belts. All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on Township business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping. Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of walk-ways. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock shelves carefully so items will not fall over upon contact.

Section #2 Lock Out Policy

The Township recognizes the need to protect and ensure the safety of employees performing maintenance or repairs on equipment.

When performing maintenance or repairs on any rolling stock:

- 1) An additional employee must be present; and
- 2) Tires shall be blocked; and
- 3) Brakes shall be locked; and
- 4) All keys shall be in the possession of the employee performing the work; and
- 5) All Hydraulic components must be lowered and locked in position.
 - a. If hydraulic components must be left in their raised position, they shall be safely blocked or otherwise secured to avoid accidental lowering.

When performing maintenance or repairs on any electrical equipment:

- 1) An additional employee must be present; and
- 2) The unit shall be turned off; and
- 3) The unit shall be unplugged from the electrical source.
 - a. If the equipment cannot be unplugged;
 - i. The electrical breaker shall be turned off, and
 - ii. The breaker box shall be locked; and
 - iii. All keys shall be in the possession of the employee performing the work.

When performing maintenance or repairs on all small engines, care must be taken to ensure all switches are tuned off and chain brakes or other safety switches are applied.

Copies of this policy are posted in the Department of Public Works, Woodland Park Maintenance Garage, and the Fire and Ambulance Department Garage.

Section #3 Confined Area Policy

The Township of Burt, Alger County recognizes the need to protect and ensure the safety of employees working in confined areas. The Township further acknowledges that an assessment of facilities has been conducted to determine any “confined work areas” and found that the Water Department Storage Tank area is a confined work area and is therefore subject to this policy. The following policy has been incorporated into the Township of Burt, Alger County Policy Manual on August 5, 2008.

- 1) No employee shall enter the water tank confined area without the direct supervision of the Township Supervisor and/or Water Department Operator Manager.
- 2) Authorized entry during normal business hours (9:00 a.m. to 4:00 p.m.) shall be conducted in accordance with the following procedure:
 - a. The employee shall contact the Township Office at 906-494-2381 before entering the confined area.
 - b. The employee shall contact the Township Office at 906-494-2381 after leaving the confined area.
 - c. If the Township Office is not contacted within 1 hour after notification that an employee has entered the confined area, a Township Employee shall be sent to the location to evaluate the situation following the above procedure.
- 3) Authorized entry required outside of normal business hours (9:00 a.m. to 4:00 p.m.) shall be conducted in accordance with the following policy:
 - a. The employee shall contact the Alger County Sheriff Office, Non-emergency line at 906-387-4444 prior to entry of the confined area.
 - b. The Alger County Dispatcher shall then notify the Burt Township Fire Department that an employee has entered the confined area.
 - c. Upon exiting the confined area, the employee shall contact the Alger County Sheriff Office, Non-emergency line at 906-387-4444.
 - d. The Alger County Dispatcher shall then notify the Burt Township Fire Department that the employee has exited the confined area.
 - e. If the Alger County Dispatcher is not contacted within 1 hour after notification that an employee has entered the confined area, a member of the Burt Township Fire Department shall be dispatched to the location to evaluate the situation following the above procedure.

A copy of this policy is posted in the Township of Burt, Department of Public Works and Water Department buildings, and is on file with the Burt Township Fire Department and the Alger County Sheriff's office.

Section #4 Hazard Communication

General policy statement This is to inform you that Burt Township is complying with the OSHA Hazard Communication Standard, Title 20 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using Material Safety Data Sheets, by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations in Burt Township where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Township Supervisor is the program coordinator who will review and update the program as necessary. Copies of the written program may be obtained from Jack Hubbard, whose office is located at the Township Office, E21837 Grand Marais Avenue.

Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take for protection from these chemicals. You will also be informed of the hazards associated with nonroutine tasks you may be asked to perform.

List of hazardous chemicals The Township Supervisor will make a list of all hazardous chemicals and related work practices used in the facility and will update the list as necessary. Burt Township's list of chemicals identifies all of the chemicals used in its work process areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by and is available from the DPW Manager or the Township Supervisor.

Material Safety Data Sheets (MSDS) The MSDS provide you with specific information on the chemicals you use. The DPW Manager or the Township Supervisor will maintain a binder with an MSDS for every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 174 or its equivalent. The MSDS will be made available to you at your work station during your shift.

The Township Supervisor is responsible for acquiring and updating the MSDS. If additional research is necessary or if an MSDS has not been supplied with an initial shipment of a chemical, the Township Supervisor will contact the chemical manufacturer or vendor. All new procurements for Burt Township must be cleared by the Township Supervisor. A master list of the MSDS is available from the Township Supervisor.

Labels and other forms of warning The Township Supervisor will ensure that all hazardous chemicals are properly labeled and updated as necessary. Labels will list, at least, the chemical identity of the contents, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

The Township Supervisor will refer to the corresponding MSDS for each chemical to verify that the labeling is correct.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. On stationary process equipment, regular process sheets, batch tickets, blend tickets, and similar written materials may be substituted for container labels when they carry the same information as the labels. The written materials are available to you during work hours.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Pipes and piping systems are not labeled but their contents will be described in a training session.

Nonroutine tasks When you are required to perform hazardous nonroutine tasks, a special training session will be conducted to inform you about the hazardous chemicals to which you might be exposed while performing the nonroutine task and the proper precautions to take to reduce or avoid the risk of exposure.

Training Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Township Supervisor. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisory personnel will be extensively trained regarding hazards and appropriate protective measures so that they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training program will emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazardous materials (for example, flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
3. Physical hazards of chemicals (potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (personal protective equipment that is required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where MSDS are located, how to read and interpret the information on both labels and MSDS and how employees may obtain additional hazard information.

The Township Supervisor will review Burt Township's employee training program and give advice regarding training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be Burt Township policy to provide training regularly in safety meetings to ensure the effectiveness of its training program. As part of the assessment of the training program, the Township Supervisor will obtain input from you regarding training that you receive and suggestions for improving it.

Outside contractors Upon notification of their presence or potential presence in Burt Township's workplace, the Township Supervisor will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on Burt Township premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the Township Supervisor will notify these individuals of the location and availability of MSDS. Each contractor bringing chemicals on site must provide Burt Township with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Additional information All employees may obtain further information on Burt Township's written program, the hazard communication standard, applicable MSDS and chemical information lists from the Township Supervisor.

Recordkeeping Burt Township is required to keep records on every workplace injury and to record any time you are unable to perform your full duties because of a work-related injury or illness. Burt Township's Supervisor maintains these records. Any time you incur a workplace injury, an accident form must be sent to Township Supervisor, no matter how minor the injury is.

Similarly, you may not be excused from performing any of your regular work duties, unless you have first obtained a work restriction form. If you are unable to perform your regular work duties, you must obtain a work restriction form from your doctor.

If your work restriction form expires and you are still unable to perform your regular duties, you must return to your doctor for a new work restriction form.

You will see a listing of all occupational injuries and illnesses for the year posted Township Supervisor on April 1 of each year. Logs and summaries of occupational injuries and illness are kept by Burt Township for 5 years at the facility where the injury occurred or where the employee who took ill worked.

Posting A poster describing Burt Township's and your responsibilities and duties under OSHA is displayed at the Department of Public Works, Water Department and Woodland Park office, along with other work-related informational posters. If you have any questions about the information found on the poster or need assistance in understanding, reading, or having the poster translated, contact the Township Supervisor.



Acknowledgment

Employee Acceptance/Acknowledgment

I have read and agree to conform to the rules and regulations contained within the Burt Township Safety Policies. I recognize that failure to abide by the Safety Policies can result in serious injury or death.

I understand that Burt Township reserves the right to alter, amend, modify, change or terminate any of the policies described in the Safety Policies or elsewhere at any time it chooses with or without notice.

I hereby acknowledge that I have received a copy of the Burt Township Safety Policies and attended the Safety Training class(s) as follows:

Policy	Date	Signed by Safety Officer
Safety Policy		
Lock Out Policy		
Confined Area Policy		
Hazard Communication Policy		

Employee Signature

Date _____

Employee Printed Name