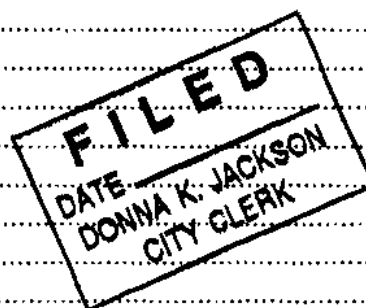


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DATE 1/27/02
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SAFETY PROGRAM
JONESBORO, ARKANSAS

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CITY OF JONESBORO

SAFETY AND HEALTH MISSION STATEMENT

The safety, health and overall well-being of The City of Jonesboro employees is of primary importance to the City.

It is the City's belief that every accident is preventable and management is accountable for accident prevention.

The City of Jonesboro will provide ongoing training with sufficient resources to assure all employees can perform their job in a safe and healthy manner which conforms to City policies, work practices and procedures.

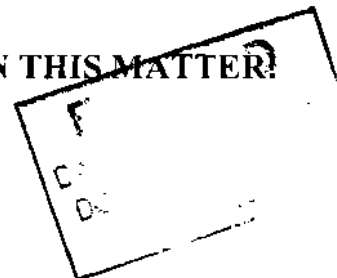
The City believes every employees desires a safe and healthy work environment. To accomplish this, all employees must accept the responsibility to perform their job safely, protecting themselves, other employees, company property and the environment. Failure to perform all jobs safely will result in unsatisfactory job performance. Appropriate disciplinary action will be taken when safety rules and procedures are violated.

The City of Jonesboro will not knowingly permit unsafe conditions to exist. Our employees must ensure equipment can be operated in a safe manner, must identify and eliminate potential hazards, and must comply with applicable safety and health laws and regulations.

The City of Jonesboro believes its employees are its most valuable resource and is committed to do all that is reasonable to provide them with a safe and healthy work environment.

Every employee is expected to participate in the safety process which will be driven by an atmosphere of teamwork.

WE URGENTLY NEED YOUR COOPERATION IN THIS MATTER!



CITY OF JONESBORO

MODIFIED DUTY PROGRAM

The City of Jonesboro embraces a timely return to work program as essential to effective workers' compensation management and provides a **Modified Duty Program** to facilitate the injured employee's continued stay in the work place to reduce lost time and lost wages.

Modified duty is a temporary, meaningful, productive work assignment with the goal of returning the injured employee to their original job. An injured employee's modified duty will be specific to the limitations and restrictions established by the treating physician. Every effort will be made to keep the injured individual in their home department. If there is nothing in the injured employee's department they may be sent to a department which has a modified duty job available within the restrictions the physician has identified.

Should an employee decline to work modified duty and opt to take a leave of absence, rather than work the available modified job, there will be no workers compensation disability payments made to the employee. The employee would first use any available sick days, then vacation days and then any unused days of family medical leave (unpaid leave).

CITY OF JONESBORO

SAFETY & HEALTH MANUAL

The safety program contained herein has been prepared to assist employees in the safe and efficient performance of their duties. Maintaining a safe place to work is of utmost importance to the City of Jonesboro. We firmly believe that strict adherence to the procedures of this safety program will hold work-related accidents/injuries to a minimum.

It is the duty of all employees to plan and carry out their job assignments in the safest manner possible. The practice of effective accident prevention is mandatory and a responsibility to be shared by each and every employee.

The City's Safety Program will go beyond this text. Employees will be required to attend training addressing issues relating to their personal safety as well as the safety of co-workers and citizens. These courses will focus on job-related injury and prevention.

SAFETY AND HAZARD COMMITTEES

The Human Resources Director is the primary person responsible for ensuring the City's Safety Committees meet on a regular basis, understand their responsibilities, and properly assume the responsibilities set forth herein related to enforcing the City's Safety Program.

There shall be a Central Safety Committee composed of the Chair persons of the Safety and Health Committees as follows:

1. Management Committee
2. Analysis Committee
3. Program and Record Keeping Committee
4. Safety and Health Education and Training Committee
5. Audit/Inspection Committee
6. Accident Investigation Committee

7. Review and Revision Committee

The Central Safety Committee members shall nominate the Chairman of the Committee. The Chairman shall designate a Recording Secretary.

The Committee will conduct regularly scheduled monthly meetings at the call of the Chairman and meetings may be postponed or rescheduled only upon good cause.

The Committee's basic functions are to create and maintain an active interest in safety and to reduce accidents. They will discuss the current safety problems and seek solutions or ways of prevention. All of these activities will be supervised and monitored by the Human Resources Director.

The Committee shall:

1. Promote activities and provide a positive program to maintain employee interest in safety.
2. Recommend, coordinate and/or plan safety programs to increase the awareness of safety issues among employees at all levels.
3. Regularly review audits and inspections done by the Audit/Inspection Committee.
4. Monitor and recommend safety training programs for employees.
5. Monitor record keeping of accidents, injuries and illnesses resulting from on-the-job situations.
6. Coordinate and host bi-annual compliance visit by the Arkansas Municipal League Loss Prevention Specialist.
7. Review and revise the City's Health and Safety Program based on the recommendation of the Review and Revision Committee. This review will be during the first month of the calendar year and the seventh month of the calendar year. The review will determine if all areas of exposure are appropriately addressed in the Program. Any new hazards identified during the review will be included in the Program, and training will be implemented as needed. The reviews will be documented showing date of review and any areas of exposure identified. The Human Resource Department will maintain documentation.

The duties of the seven committees which compose the Health and Safety Program are as follows:

1. Management Committee - The Management Committee shall be responsible for the written Safety Policy Statement, the assignment of health and safety responsibilities and authority and will be composed of the Mayor Hubert Brodell, Director of Public Safety (Floyd Johnson) and the Human Resource Director (Suzanne Hackney).

2. Analysis Committee - The Analysis Committee shall be responsible for identification of health and safety hazards in the workplace and aid Department Managers in reducing/eliminating these hazards. The Analysis Committee will review injuries, illnesses, and accident investigation records to identify trends. These reviews will take place in the first week of each month so that accidents which occurred the previous month will be reviewed in a timely manner. Corrective actions will be determined based on the recommendations of the Accident Investigation Committee, the Audit and Inspection Committee and the Safety and Health Education and Training Committee. The records to be reviewed and recommendations of the Committees will be maintained in the Human Resource Department.

Chairmen - Jason Wilkie and Rusty Grigsby

Committee Members - Teddy Hooten, Larry Jackson, JoAnn Braden

3. Safety Program Record Keeping Committee - The Record Keeping Committee shall be responsible for devising a program to collect and record accurate information concerning types of accidents, frequency of accidents, days of modified duty, lost time days, cost and any other information which would aid the City in its efforts to analyze and reduce accidents.

The Human Resources Department is responsible for maintaining all documentation of training, accident reports, logs, hazard reports, accident investigation records, safety meeting records, incident reports and any other documentation incidental to the implementation of this Program.

Blank forms and reports concerning all safety-related training and documentation will be available in the Human Resources Department.

- Injury Records: An injury log is maintained in the Human Resources Department and will be recorded on an OSHA 200 Log, or equivalent, within 24 hours of being reported.

Inspection records are maintained by the Human Resources Department. Although the City is not required by law to retain this information, it is in the best interests of the City to have such information available to managers and employees. Best efforts to maintain accurate information will, therefore, be made by the Human Resources Department to track this information. Injury records will be kept for a period of five (5) calendar years.

Chairman - Suzanne Hackney

Committee Members - Marc Miles, Larry Flowers, Kathy Keeton

4. Safety and Health Education and Training Committee - The Safety and Health Education Training Committee shall be responsible for developing training programs which will ensure that City employees are properly trained in all areas of safety relating to their job.

Employees will attend safety meetings/training coordinated by the Human Resources Department. The following training will be provided to employees exposed to certain conditions in their workplace prior to being allowed to work:

- Hazcom and MSDS (for employees exposed to hazardous chemicals)
- Housekeeping
- First Aid
- Back Safety
- Grounds Keeping Safety (where applicable)
- Heat Stress
- Personal Protective Equipment
- General Safety Rules
- Blood born Pathogens
- Safe Driving Practices
- Lockout / Tagout
- Communicable Diseases

Specialized training such as backhoe, grader, bush hog, lockout/tagout will be provided prior to an employee performing those tasks which are related.

All required training will be per Arkansas Department of Labor guidelines. Refresher training on these topics will be provided annually or as needed and meetings and training will be documented

and records maintained by the Human Resources Department for any period prescribed by law or directive. Documentation will include date(s) of training, identity of trainer, topics covered, and an attendance roster with employee signatures. The Human Resources Department will also enter this information into each employee's training record.

Supervisors are responsible for ensuring that specialized training (such as forklifts and HAZCOM) is provided and documented before employees are required to perform tasks that could potentially expose them to health and safety concerns.

New employee orientation will include all of the above-mentioned topics. New employees will receive HAZCOM training before being allowed to work with potentially hazardous chemicals and will be provided with a copy of the Hazard Communication Program in place for their respective department. Refer to the Hazard Communication Program for additional details concerning HAZCOM and MSDS.

Chairman - Butch Herring and Royce Leonard

Committee Members - Captain Aaron Keller, Pat Vanderbilt, Suzanne Hackney

5. Audit and Inspection Committee - This committee shall be responsible for identifying unsafe conditions or practices before an accident or incident occurs. This committee shall conduct a quarterly inspection of each Department, along with the Department Manager, to determine if unsafe conditions or practices are present.

Following the inspection, the committee shall analyze any problems found and recommend solutions to remedy the unsafe situation or practice. The Chairman of the Audit and Inspection Committee shall have the authority, with the Mayor's approval, to initiate corrective actions based on the committee's findings and recommendations.

All investigation findings and recommendations for correction are to be documented and a copy should be sent to the Human Resource Department to be placed in the Health and Safety Program files.

Chairman - Gene Barnett and Joann Braden

Committee Members - Myra Storey, Joe Coker, Larry Johnson

6. Accident Investigation Committee - This committee is charged with determining the root cause of accidents/incidents and making suggestions for corrective actions.

An accident may be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Accidents usually arise from a combination of unsafe acts and unsafe conditions. The purpose of the accident investigation is to determine what basic condition(s) or act(s) caused the accident so corrective measures can be taken to prevent reoccurrence. Accidents should be investigated as soon as possible and at least within the first 24 hours. The sooner information is gathered, the more accurate the investigation's findings.

Chairman - Bob Andrews and Claude Martin

Committee Members - Captain Kelly Baggett, James Bowman, Steve Kent

Accident Investigation Procedures

A. Investigations are required on all accidents, including "near misses" not producing injuries. "Near misses" will be documented on an accident report and forwarded to the Department Head and Human Resources Director for review. "Near Misses are reviewed to determine if a recurring hazard exists; therefore, they must be thoroughly investigated and reported. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc.

B. As soon as the status of the employee has been checked and any emergency attention required is administered, the Department Head or Supervisor is to notify the Human Resource Director of the accident. All accidents should be investigated by the Department's Accident Investigation Team as soon as possible. Accident reports will be forwarded to the Human Resources Director and the Accident Investigation Committee for review.

C. If at all possible the scene of the accident should remain untouched until the accident has been investigated. Cleaning up the accident scene may result in destroying evidence that may be helpful in determining the cause of the accident.

At a minimum, the following guidelines must be followed when investigating an accident:

Physical causes that may have contributed to the accident are to be reviewed: i.e., poor housekeeping conditions, wearing of improper apparel, defective equipment, unsafe working area, lack of proper safety apparel, etc.

Personal causes that may have contributed to the accident are to be reviewed, i.e., unsafe action by the injured employee, unsafe action by someone else that contributed to the accident, violation of rules or instructions, etc.

A determination is to be made as to WHY an unsafe condition existed or WHY an employee engaged in an unsafe act. (Was it because of a disability, or did the employee misunderstand the instructions given? Was it because they had not received sufficient instructions and lacked experience, or did he have the wrong attitude and consider the instructions unimportant?)

D. The steps for a thorough and effective investigation include:

- Interview of employee(s) involved, if possible, to evaluate the situation and potential liability.
- Ask any employees involved with the accident to provide a step-by-step sequence of events concerning the accident.
- Locate, interview and obtain statements from any witnesses.
- Gather facts about the investigation (Who, What, When, Where, Why).
- Evaluate any evidence found at the scene and reconstruct events.
- Take pictures or draw diagrams of the accident scene. Do not rely on memory.
- Do not disturb the accident scene until you are satisfied with the investigation.
- Before leaving the scene, warn, protect and/or repair any exposure areas to prevent another accident from occurring.
- Re-interview involved employee(s) or witnesses if necessary.
- Prepare a written, detailed report within 24 hours.

E. Once the investigation is complete it must be provided to the Accident Investigation Committee for analysis and the Human Resource Director.

F. Written accident investigation reports will be kept filed in the Human Resource Department where they will be available for review upon request. The accident investigation process will be documented and retained by the Human Resources Department for a period set forth by law or directive.

7. Review and Revision Committee - This committee shall be responsible for the bi-annual review of the City's Safety Program to determine if all areas of exposure are being properly addressed.

- Reviews will be held at the beginning of the first and seventh months of the year.
- Training will be implemented for any new hazards identified during the review.
- Each review will be documented and this documentation will be kept by the Human Resource Department.

Chairman - Floyd Johnson

Committee Members - Mayor Hubert Brodell, Bob Andrews, Jason Wilkie, Suzanne Hackney, Gene Barnett, Claude Martin, Butch Herring, Royce Leonard, Rusty Grigsby

DISCIPLINARY ACTION

For employees who violate safety rules, the City of Jonesboro will enforce the following disciplinary system. This system will apply to all employees with the exception of Firefighters.

Deviation from these safety regulations will be considered as "misconduct". It is imperative that all employees and supervisors follow safety rules. If an employee's misconduct is deemed as being seriously negligent, the City of Jonesboro may bypass this disciplinary system, and suspend or terminate an employee immediately.

1st Offense: Employee Counseling (Documentation placed in file)

2nd Offense: Written Warning

3rd Offense: Suspension

4th Offense: Termination

GENERAL SAFETY RULES

All Municipal Employees shall:

1. Comply with all workplace safety rules and signs.
2. Follow all instructions. Do not take chances. If you don't know the rule or procedures, ask!
3. Correct or report all unsafe conditions immediately. Report dangerous or unsafe conditions that exist in the workplace as well as throughout the municipality. This would include defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.
4. Use the proper protective equipment and wear properly fitted clothes. Shirts should be buttoned and tucked in, especially around moving machinery.
5. Report all accidents and injuries **immediately** to your supervisor. This applies regardless of the severity of the accident/injury.
6. Use, adjust, and repair equipment only when authorized to do so. If not authorized, report hazards to your Supervisor immediately.
7. Use the right tool, correctly and safely, for the job.
8. Bend knees when lifting. **Get help for heavy loads.**
9. Do not indulge in horseplay.
10. Jumping off a moving vehicle will be avoided at all times.
11. Only properly trained and authorized personnel will operate municipal equipment.
12. All employees must use lap and shoulder safety belts, if provided, while operating or riding in municipal-owned vehicles.

13. All machinery and equipment will have appropriate safety guards installed in accordance with manufacturers' recommendations and good safety practices and will not be removed except for service.
14. All tools and equipment should be inspected before use. Defective items should be tagged and reported to supervisors and potential users.
15. All hazardous areas and/or equipment will be clearly marked with appropriate signs or tags.
16. All hazard warning tags and signs will be obeyed.
17. Protective equipment and/or clothing will be worn as required by rules specified for each department in this Health and Safety Plan. Employees who fail to use provided protective equipment will be subject to the appropriate disciplinary action.
18. All first aid and fire extinguishing equipment shall be immediately accessible for emergency use.
19. Wear approved eye safety devices at all times when working in the vicinity of eye hazards.
20. Use caution in areas where compressed air is used. Never point the nozzle at anyone and don't blow off your own clothes with the air.
21. Make sure the ventilation system is operating when working with potentially toxic material.
22. Insure that adequate lighting is available before beginning work.
23. Set up municipal work so that there is no hazard to the public.
24. Should an employee refuse to work citing safety reasons, the employee's Supervisor and Department Director along with the Central Safety Committee members shall evaluate the employee's safety concerns. If after the safety evaluation, the Department Director, Supervisor and Central Safety Committee determine that the tool and/or job site is a safe

working environment, then the employee shall return to work. Refusal to return to work by the employee after the evaluation may subject the employee to disciplinary action.

25. Drinking alcoholic beverages or the use of controlled or illegal drugs on the job or on municipal premises during working hours is prohibited. In addition, reporting to work under the influence of alcoholic beverages or controlled or illegal substances will not be tolerated.
26. Employees shall wear clothing suitable for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or harmful substances, sunburn, etc..

OFFICE SAFETY

One of the primary causes of accidents in an office environment is complacency; the attitude that accidents of any consequence do not happen in the office. Accidents in the office can be just as serious to the worker and costly to the municipality as those in the field.

The most common office injuries are falls and strains. Poor housekeeping, lifting of heavy loads, improperly arranged work stations, bumping or walking into objects such as opened drawers, desks, falling off tilted chairs, etc. are common causes of these injuries.

SAFETY PRECAUTIONS FOR OFFICE AREAS

1. Close one file drawer before opening another.
2. Pile narrow upon wide; pyramid your stacks.
3. Papers, books, files, etc. are not to be piled on top of cabinets or lockers.
4. Report chipped or uneven floor surfaces. Block the area from traffic if necessary.
5. Do not tilt your chair back, even if the back support has springs.
6. Clean spills promptly and thoroughly. If the substance that was spilled leaves a sticky residue, make arrangements to have the floor rinsed as soon as possible.
7. Keep sharp objects (files, letter openers, scissors) in a container with their points facing downward.
8. Observe no smoking areas.
9. When carrying objects, make sure you can see over the load.
10. A chair is not a step stool - do not use a chair for climbing.
11. Electrical and phone cords should be protected by furniture arrangements to prevent tripping hazards.

12. Differences in floor elevations in corridors, aisles, and other walkways should be clearly indicated. Proper railings should be provided.
13. Keep heavy files in the bottom drawers of file cabinets so that opening top drawers will not topple the cabinet.
14. Flammable liquids (copier fluids, photographic solutions, etc.) should be kept in flammable storage cabinets.
15. Use handrails when ascending and descending stairs.
16. Maintain hallways and corridors clear of obstructions.
17. Make sure that all fingers are on the handle of a paper cutter before pressing down on the blade. Keep the blade in a closed position when paper cutter is not in use.
18. Keep fingers away from ejecting slot when loading or testing stapling tools.
19. Do not leave open scissors lying on top of desk or in desk drawers. Always close scissors when your cutting needs have been completed.

OPERATION OF CITY VEHICLES

The operation of a City-owned vehicle is a privilege that should not be abused at anytime.

1. All drivers of vehicles must have a valid Arkansas driver's license and during performance of their job duties shall observe all Arkansas Department of Motor Vehicle laws and regulations.
2. All drivers must:
 - (1) Develop safe driving habits and attitudes.
 - (2) Maintain physical and mental alertness.
 - (3) Keep their vehicles in good working order. All vehicles should be routinely checked for the following:
 - a. Check all lights, including tail lights and turn signals.
 - b. Check the horn.
 - c. Check gas, oil, and water.
 - d. Check brakes
 - e. Check tires for inflation.
 - f. Clean the windshield, windows, and mirrors.
 - g. Replace windshield wipers that are worn.
 - h. Check condition of spare tire.
 - (4) Expect the unexpected.

VEHICLE OPERATION REGULATIONS

1. When an employee is backing up a vehicle and does not have a clear view of the entire rear area, he/she will be assisted by a ground guide. The ground guide is the second person in the vehicle. He/she will get out and guide the vehicle back using the appropriate hand signal and voice signal. If the driver is alone, he/she will get out of the vehicle and inspect the area behind, before backing up.
2. Riding on the sides, toolboxes, tailgates, or roof of any truck is prohibited. Further,

standing in the back of any truck is not permitted. Riders will sit down in the carrying area.

3. Riding on the running boards of trucks is prohibited.
4. Drivers will direct their full attention to driving.
5. During periods of limited visibility or any time windshield wipers are in use, the headlights will be turned on.
6. Trailers are to be fastened securely to hitches.
7. All items that might be transported either in a truck or trailer, which may move around during transport will be secured.
8. City vehicles are not to park in "**NO PARKING**" zones except in emergency situations or in required performance of official duties. While a vehicle is parked in a "**NO PARKING**" zone, emergency blinkers will be turned on.
9. City vehicles should not be left unattended with the ignition key left in the ignition.
10. When possible, vehicles will be locked when not occupied.

EQUIPMENT

1. Operators and passengers will wear their seat belts at all times.
2. Turn signals will be used by drivers at all times in ample time to warn oncoming or following vehicles of the intent to turn.
3. Drivers will insure that windows, headlights, taillights, and wipers are clean and operational at all times. The driver of the vehicle is responsible for seeing that all necessary conditions are met prior to operation of the vehicle.

4. Tailgates will be up and locked when vehicles are in motion. If a vehicle's function requires the tailgate to remain in the open position, a red flag will be attached to the outward corners of the gate. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will insure that the load is secure on the truck and that overhangs are properly marked according to state law.
5. All loads must be properly secured in the bed of the transport vehicle to prevent the load from shifting forward through the rear window.
6. Do not stow gear (hard hats, tools, etc.) on the rear deck of vehicles. These objects become deadly projectiles in a sudden stop situation.

SPECIAL EQUIPMENT

1. Those operating special equipment such as tractors, hi-lifts, graders, plows, cranes, or any unit which has special devices added for specific types of work, will receive instruction prior to use by a qualified driver. This training will include the following:
 - a. Explanation and demonstration of all control devices.
 - b. Explanation and demonstration of all safety equipment.
 - c. Maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
 - d. Demonstration of operation.
 - e. Instruction in driving to and from or on and off trailer, parking procedures, and method for securing.
2. Passengers will ride only in seats designed for passengers on special equipment; exceptions may be given to individuals who are participating in the training process.
3. Operators will always view the area around the vehicle and have a person guiding them when backing up a vehicle.
4. Construction-type equipment will travel at less than 20 MPH - without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles.
5. General safety requirements for all mowing operations include the following:
 - a. All operators will be familiar with the type of mower to which they are assigned.
 - b. All mowers will be equipped with suitable safeguards such as chain guards or shields, to protect the operator and passers-by.
 - c. Operators will use extreme caution when mowing rugged or uneven terrain and be especially alert to stones or other debris being thrown out from the mower. Ejectors

should be turned toward the side of work, not toward the street or sidewalk.

- d. All engines will be shut off while refueling.
- e. Unattended equipment must be shut off.
- f. Keep cutting path clear of all people and animals. Use special care on access roads, service areas and park areas. If necessary, stop work to courteously remove children and adults who are in close proximity to work area.
- g. Start mower on level ground. No one but the operator should be near the mower.
- h. Banks or slopes will be cut sideways, not up and down, to prevent the operator from sliding into the mower, or the mower from sliding into the operator.
- i. Before any work is attempted on the underside of the mower, the engine will be shut off, allowed to cool, and the spark plug disconnected. Turning the blade on a hot mower may cause the engine to "kick over".
- j. Mowers will not be operated on slopes steeper than 3 to 1 unless specifically designed for steep slope operation or mower is secured with a holding cable or similar device, to prevent sliding or rollover.

SAFETY EQUIPMENT

The Analysis Committee along with each Department Director will assess the work areas of their respective department to determine if hazards are present, or are likely to be present, which necessitate the use of **PPE** (Personal Protective Equipment). Consideration should be given to the basic hazard categories:

- (1) Impact
- (2) Penetration
- (3) Compression (roll over)
- (4) Chemical
- (5) Heat
- (6) Harmful dust
- (7) Light (optical) radiation

During the walk-through assessment the Analysis Committee and the Department Director should observe the following:

(1) Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects:

(2) Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.

(3) Types of chemical exposures;

(4) Sources of harmful dust;

(5) Sources of light radiation, i.e., welding, brazing, high intensity lights, etc.;

(6) Sources of falling objects or potential for dropping objects;

(7) Sources of sharp objects which might pierce the feet or cut the hands;

(8) Sources of rolling or pinching objects which could crush the feet;

(9) Layout of workplace and location of co-workers;

(10) Any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.

Following the walk-through the Analysis Team and the Department Director should organize the data information for use in assessment of hazards. The objective is to prepare an analysis which will enable the proper selection of protective equipment. Each of the basic hazards, identified above, should be reviewed and a determination made as to the type, level or risk, and seriousness of potential injury from each of the hazards from in the area. The possibility of exposure to several hazards simultaneously should be considered.

After completion of the procedures above the procedure for selection of protective equipment is:

(1) Become familiar with the potential hazards and the type of protective equipment that is available and what it can do;

(2) Compare the hazards associated with the work place;

(3) Select the protective equipment which ensures a level of protection greater than the minimum to protect the employee from the hazards;

(4) Fit the user with the protective device and give instructions on care and use of the PPE.

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably.

As workplace hazards change it is the responsibility of the Department Director to notify the Analysis Team so that the new equipment or process may be evaluated to ensure that the proper PPE is available and in use.

PPE TRAINING

The employer will provide training to each employee who is required by this section to use PPE.

Each employee will be trained to know at least the following:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly don, doff, adjust, and wear PPE
4. The limitations of the PPE
5. The proper care, maintenance, useful life and disposal of the PPE

Each affected employee will be required to demonstrate an understanding of the training specified above and the ability to use PPE properly before being allowed to perform work requiring the use of PPE. When the employer has reason to believe that any affected employee who has already been trained does not have an understanding and skill required the employer will retrain each such employee. Circumstances where retraining is required include, but are not limited to situations where:

1. Changes in the workplace render previous training obsolete
2. Changes in the type of PPE to be used render previous training obsolete
3. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the Employee has not retained the requisite understanding or skill.

The employer will verify that each affected employee has received and understood the required training through a written certificate that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certificate. (Employee Training on PPE Verification Form)

Each individual will be responsible for maintaining the safety equipment issued by the City. Each employee will sign for personal safety equipment. If an employee loses or damages the equipment issued to them (if damage is not due to age, and normal wear and tear), they will have to replace the equipment at their own expense.

It is the employee's responsibility to use the provided PPE. Failure to do so will subject the employee to disciplinary action. If an injury results from an employee who refuses to wear or negligently wears his/her safety equipment, the employee may be found liable for the injury and he/she may have to pay damages.

GROUNDS KEEPING SAFETY

POISON IVY, POISON OAK AND SUMAC

Every year a certain number of public employees come into contact with poison ivy, poison oak, or poison sumac. To help prevent the allergic or sensitive reactions to these plants, workers must be able to first identify them.

Poison ivy first appears in the spring as small red leaflets, which rapidly become bright green. Each leaf consists of three leaflets that are two to four inches long, irregular and notched along their margins. In early summer, small clusters of greenish-white flowers form where the leaf and stem join. Each flower develops into a white or cream-colored berry about the size of a raisin. The berries are especially helpful in identifying poison ivy during the winter.

Poison ivy is a woody perennial that may grow as a low shrub or a tall climbing vine. It climbs by means of aerial roots, which become attached to such supports as posts, tree trunks and rock fences. Vines several years old are usually woody and one inch or more in diameter.

The toxic substance in poison ivy is oil that is present in the plant throughout the year. The oil from direct contact with the plant can poison you, or the oil may be carried on your own clothing, on the fur of pets, or in smoke from burning poison ivy. Dead poison ivy leaves and vines are still toxic; workers should use heavy gloves to collect the plants.

Poison sumac, unlike poison ivy, grows as a coarse woody shrub, never as a vine. It is found in swamps and other wet areas. There are many non-poisonous sumacs. They have red flowers and fruit normally in the top of the plant. Poison sumac has green flowers and loose clusters of white fruit. It has the same poison material as poison ivy and causes the same reaction in people.

Poison oak usually does not climb as a vine, but occurs as a low-growing shrub. Stems generally grow upright with slender branches that are covered with fine hairs, giving the plant a downy appearance. Leaflets occur in threes, as in poison ivy, but are lobed, resembling oak tree leaves.

If you come into contact with poison ivy, wash the contaminated area with a strong soap. If this is done quickly enough, you may remove the poisonous oil before it enters the pores of the skin. Wearing gloves, long sleeves and long pants when working in areas where poison ivy, oak, and sumac may be present will certainly reduce the chances of exposure.

SNAKE BITES

It is important for individuals who work in outdoor areas to know the procedures to follow in case of a snake bite. There are several venomous snake species; they include the pit viper (rattlesnake, cottonmouth, and copperhead), and coral snake. The coral snake is especially dangerous because it attacks the central nervous system. If bitten the individual should be transported to the nearest medical facility. Snake bites can be very serious. Therefore, it is essential that an individual should not use their own techniques. Individuals who apply their own treatment to the bite victim could be found liable if the victim experiences major complications.

BEES, WASPS AND ANT STINGS

If an individual is stung by any of the three insects mentioned above, certain safety precautions should be taken. Some individuals may experience an allergic reaction. Allergic reactions are not to be taken lightly. Extreme cases of allergic reaction could result in death.

It is important to follow the procedures listed:

1. Place an ice pack on the bitten area.
2. If available, use a sting capsule on the wound.
3. If no apparent shock or allergic reaction is present, continue to apply ice pack to reduce swelling.
4. If the individual experiences any type of allergic reaction or shock, he/she should be immediately transported to the nearest medical facility.

TICKS

There are many diseases you can get from ticks. The most common are Lyme Disease and Rocky Mountain Spotted Fever. Ticks that carry Lyme Disease have been found on deer, mice, black bears, opossums, raccoons, skunks, woodchucks, gray squirrels and red foxes. Training is provided so that you will be aware of the hazards involved with tick bites and precautions you should take should you experience a tick bite.

1. Check your body for ticks after working in wooded areas.

2. If you find a tick on your body, remove it with a pair of fine-tipped tweezers. Do not use your hands.
3. Do not twist the tick's body. Pull the tick straight out or the head can break off.
4. Do not use a lit match or hot pin to remove a tick. By breathing the smoke, you can absorb bacteria or viruses.
5. Clean the area immediately with soap and water or alcohol.
6. Know the symptoms of Lyme Disease
 - a. Red rash resembling a bull's eye
 - b. Unusual fatigue
 - c. Arthritis-type pain
7. Know the symptoms of Rocky Mountain Spotted Fever
 - a. Flu-like fever and chills
 - b. Severe headache
 - c. Aching muscles
 - d. Unproductive cough
 - e. Loss of appetite
 - f. Fatigue
 - g. Abdominal pain
 - h. Sensitivity to light
8. If you suspect a problem notify your Supervisor so that medical treatment may be arranged.

LADDERS AND SCAFFOLDING

1. The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall be immediately withdrawn from service. Inspection of metal ladders shall include checking for corrosion of interiors of open-ended hollow rungs.
2. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
3. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
4. Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.
5. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks, shall not be used to support scaffolds or planks.
6. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc. damaged or weakened from any cause, shall be immediately repaired or replaced.
7. Scaffold planks shall extend over their end supports not less than 6" nor more than 12".
8. The poles, legs, or uprights of scaffolds shall be plumb, and securely and rigidly braced to prevent swaying and displacement.
9. Slippery conditions on scaffolds shall be eliminated as soon as possible after they occur.

FIRE SAFETY

There are many causes and types of fires, and fires produce only bad results - injuries, loss of life, damage and loss of materials, property, and jobs. To prevent the possibility of fire the following procedures should be followed.

1. Clear access must be maintained to all fire extinguishers, fire alarm boxes, fire passageways, stair wells, hydrants, hoses, or any fire protection equipment.
2. Storage must be at least 6" from heaters and 18" below sprinkler heads.
3. Place all rags containing flammable fluids in a fireproof container. Oily waste and finishing cloths. Cloths must be disposed of in a safety can.
4. Make it a point to immediately become familiar with where fire extinguishers are located and learn all escape routes provided.
5. Flammable liquids shall not be stored directly in the path of or near a hot blower. The heat may cause excessive pressure in the containers.
6. Flammable liquids or materials should be stored in metal cabinets and each container should have its lid secured.
7. Follow all manufacturers' instructions carefully when using flammable materials.
8. Assure that all products containing flammable chemicals are properly labeled.
9. Clean up spilled flammable liquids immediately. Eliminate sources of ignition and dispose of cleanup waste or rags in a metal safety container.
10. Flammable liquids shall be stored in safety cans for shop and field operations.
11. When transferring flammable liquids from one container to another, the containers shall be bonded. One of the containers shall also be grounded to eliminate static electrical charges. proper HAZCOMM labeling procedures must be followed.

12. Observe "No Smoking" area restrictions.

RECYCLING OPERATIONS

1. At least one portable fire extinguisher shall be located outside of, but not more than 10' from, the door opening into any room used for storage of more than 60 gallons of flammable liquids.
2. At least one portable fire extinguisher shall be located not less than 25' from any flammable liquid storage area located outside.
3. Flammable liquids shall be kept in closed containers when not actually in use. Flammable liquids themselves do not burn or explode, but the vapors do, and being heavier than air, they flow along the floor or ground for quite a distance at times and may be ignited at some remote area and flash back to the dispensing area.
4. Employees should avoid spillage or overflow of liquids when filling tanks of vehicles, operating equipment, portable containers, etc. If spillage occurs, clean area immediately. Spread sand or some other absorbent material; shovel material into a proper container, and dispose of the material. The disposal should comply with State Environmental Regulations.

*****STOP MOTORS WHEN REFUELING*****

5. Always use flexible spouts on portable containers when used to fill gas tanks or other containers and keep spout in constant contact with the rim of the tank or container opening during dispensing operations.
6. Smoking and the use of open flame or other sources of ignition in the vicinity of a filling or dispensing Operation are **PROHIBITED**.
7. **NEVER USE GASOLINE FOR CLEANING PURPOSES**, This rule applies not only to your hands and clothing, but to equipment, parts, floors, paint brushes, etc. Many fires and explosions have occurred and many people have been badly burned or lost their lives as a result of cleaning with gasoline in the presence of open flame or other sources of ignition. A static spark can ignite vapors also.

FIREFIGHTING EQUIPMENT

1. An inspection of all fire extinguishers should be made at least once a month.
2. Tags on fire extinguishers should date back no more than 12 months.
3. Extinguishers should be mounted on brackets. They should not be placed on the floor.
4. Fire extinguishers must be clearly visible to all employees.
5. All employees will be taught how to use the different types of fire extinguishers. Instructions should also be placed on or near by all extinguishers.

HOUSEKEEPING AND MAINTENANCE

Good housekeeping means not only cleanliness and good maintenance, but also an orderly and efficient arrangement of materials, operations, tools, equipment, supplies, and storage facilities in general.

1. Keep yard areas free of unnecessary combustibles, dry grass, weeds, rubbish, trash, litter, etc.
2. Spillage of sand and gravel should be cleaned up immediately.
3. Clean up liquid spills promptly.
4. All stairways, platforms, and catwalks, as well as ramps and steps, must be kept free of unnecessary parts, tools, equipment, oil, gravel, etc.
5. Maintain all buildings in a neat and clean condition, with clear passageways to exits, fire extinguishers, switch gears, etc.
6. Maintain roadways and walkways free of obstructions and holes.
7. Keep work areas and passageways free of tripping hazards such as old scrap metal, oil spills and other miscellaneous gear.

MATERIALS HANDLING

1. Know the safe way to lift. Use caution when lifting or lowering materials.
2. Always ask for assistance in handling heavy loads or loads of bulky size or shape.
3. Keep hands away from pinch points; such as between walls and objects being handled, to prevent crushed fingers and hands.
4. Use the proper equipment for moving or lifting the load.
5. Remove exposed nails from all lumber, crates, etc., before handling.
6. When piling materials for storage, make sure the base is firm and level.
7. Stand clear of flying material when cutting metal, wire straps, or wood. Warn others of the danger.
8. Make sure the path through which you must move material is free of traffic, tripping hazards and other dangers.
9. Have someone guide you if you must walk backwards when carrying a load.
10. Use gloves when handling materials that have splinters, burrs, rough or sharp edges, and hot or slippery surfaces.
11. Special shapes, barrels, drums, etc., will require special lifting bars and/or a helper to handle safely. When rolling, push on sides with hands (do not use feet).
12. When using pry bars get a good bite, position hands so that if the bite slips hands or fingers will not be pinched.
13. In team carrying, have one person give signals, lift together, walk in step and carry long objects on the same shoulder.
14. Use hand trucks or other special equipment to handle compressed gas cylinders.

HEAT STRESS POLICY

The City of Jonesboro believes its employees are the cities most important asset and recognizes that safeguarding their health and safety cannot be overemphasized. In fulfilling our goal of providing a place of employment free from recognized hazards, with the safest of possible working conditions, the City of Jonesboro establishes this heat stress policy.

Heat stress is the term used to describe the burden which very hot weather places on the heart and blood vessels. Heat stress can cause heat edema, heat rash, cramps, heat exhaustion, heatstroke (sun stroke) heart failure and stroke.

Heat stress can occur if you are exposed to high temperatures for prolonged periods, particularly where there is little breeze and high humidity. A higher frequency of accidents can occur when working in a hot environment. Heat stress lowers the mental alertness and physical performance of an individual. Increased body temperature and physical discomfort can promote irritability, anger and other emotional states that can cause workers to overlook safety procedures or to divert attention from hazardous tasks. The average worker can become acclimated to heat in three to four days if he/she does one and three quarters hours work in a hot environment each day.

Your ability to sweat is your main protection against heat. Sunburn can reduce the body's ability to sweat.

Because evaporation of moisture from the skin is the foundation of the body's cooling system, large amounts of water are lost to sweat in hot weather. Most people do not drink enough liquids. Do not wait until you are thirsty. Drink water often, in reasonable amounts, and drink more water than needed to satisfy thirst. A person can lose two to three gallons of sweat per day. Water intake should be equal to fluids lost. A person should drink the equivalent of 5 to 7 ounces of fluid every fifteen minutes. Water is by far the best liquid you can drink. Sports drinks, fruit juices and iced tea are also good. Cola drinks in small quantities are effective because of their sodium content.

Heat stress causes physical and mental changes that signal the onset of more serious medical problems. You can avoid heat illness by paying attention to these changes. Most people feel hot and uncomfortable during hot weather, and may notice a lack of energy or loss of appetite. These are mild signs, and unless they get worse or last for many days, there is no need to be alarmed. Other signs are more serious such as dizziness, chest pain, rapid heart beat, great weakness, fatigue, nausea,

breathing problems, throbbing headache, mental changes, vomiting, diarrhea, cramps and dry skin (no sweating).

Gradual exposure to heat gives the body time to become accustomed to higher environmental temperatures. Heat disorders are more likely to occur among workers who have not been given time to adjust to working in the heat or among workers who have been away from hot environments and have gotten accustomed to lower temperatures. Loss of heat tolerance can occur over two to three days. This is important to remember if the temperature and humidity is cooler, the worker experiences cooler weekend activities or has time off from normal work activities then returns to the hot environmental conditions.

DESCRIPTIONS:

Heat Edema: Heat edema is a problem that unacclimated individuals may experience when they come into a hot environment. This occurs usually a day or two after entering a hot environment. One symptom is swelling of the ankles. Heat edema is not an illness, but the body's process to hold salt and water. It could indicate a person might develop more serious heat stress conditions and so should be monitored.

Heat Rash: (Prickly heat) Heat rash that occurs when sweat is held next to the skin for extended periods and cannot evaporate. The skin remains wet most of the time, the sweat ducts become plugged and a rash soon appears. The skin can become infected. To help prevent heat rash wear loose fitting clothing, rest in a cool place, and bathe and dry your skin.

Heat Cramps: Heat cramps are a little more dramatic. These can occur in individuals who are already acclimatized. Heat cramps consist of painful spasms of muscles, usually after vigorous exercise, and profuse sweating. They occur principally in the arms, legs and abdomen. They are most prevalent in the first few days of heat exposure. Once the person is acclimatized, less salt is released with sweat and cramps are less likely to occur. Treatment consists of stretching the muscles involved, resting in a cool location and replacing fluids and salt.

Heat Exhaustion: Heat exhaustion is the most common of the heat-related injuries and is most likely to occur in heat waves. This condition also will occur in situations of heavy muscular work in warm to hot temperatures. In hot conditions, if a person takes inadequate fluids, excessive sweating depletes the salt stores of the body, which leads to exhaustion. Heat exhaustion can be thought of as a failure of your heart and vascular system to respond properly to high external

temperatures. Symptoms often begin suddenly. Warning signs are: approximately normal body temperature, excessive sweating, weakness, fatigue, nausea, headache, and possibly vomiting. The skin will be cool, clammy and moist. The complexion is pale or flushed. Body temperature is slightly elevated or normal. Pulse will be weak and rapid. Breathing can be shallow. For treatment get the person out of the sun and into a shady, cool or air conditioned location. Lay the person down and elevate his/her feet eight to twelve inches. Loosen the person's clothing. Give cold (not iced) water to drink. If the person vomits give more fluid.

Heat Stroke: Heat stroke is a medical emergency. The body thermo-regulator system fails, and sweating becomes inadequate. The symptoms are caused by high body temperature, salt loss, and dehydration. Contributing factors are: age, hypertension, diabetes, infection or fever, excessive weight, dehydration, alcohol consumption, heart disease, certain medications (motion sickness or depression), and vigorous exercise. Symptoms: The key indication of heat stroke is a fever of 103 to 105 degrees or higher with hot, red, dry skin. Also rapid heart beat, rapid and shallow breathing, and either elevated or lowered blood pressure. Often, the level of consciousness may be altered, resulting in confusion or delirium. For treatment get the person out of the sun and into a shady, cool or air conditioned location. Summon medical assistance immediately. Cool the person by spraying or splashing with water, covering with damp cloths or rubbing with ice. Fan the person and if they are conscious begin to give liquids.

PREVENTION

Recognize the symptoms. Know there are two heat sources: (1.) Body heat (Metabolic) generated by your own body and (2.) External heat, air temperature, air movement, humidity and radiant heat. Heat moves from hot to cold. If the surrounding area is cooler than your body, your body's heat will transfer to these surroundings. If the surrounding area is hotter than your body, your body will absorb the heat.

Drink plenty of fluids, 5 to 7 ounces every fifteen minutes.

Wear light weight, light colored, loose fitting, comfortable, cotton clothing. Light colors absorb less heat.

Do not take salt tablets. In most instances your diet will provide the amount of salt needed.

Take immediate action if symptoms occur.

CONTROL OF HAZARDOUS ENERGY PROCEDURE

(LOCKOUT/TAGOUT)

Lockout is the preferred method for the City of Jonesboro isolating machines or equipment from energy sources. To assist our employees in developing a procedure which will meet the requirements of the OSHA standard 1910.147 the following procedure is provided.

PURPOSE

To establish the minimum requirements for the control of all equipment energy sources (electrical, hydraulic and pneumatic) during the cleaning, servicing or maintenance of machines or equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees.

POLICY

The City of Jonesboro will take all reasonable measures to provide a safe workplace. All City of Jonesboro operations will be performed in a manner which will prevent any undesirable effects to City employees, assets, the local community and the environment. The provisions of this section and the applicable documents describe safe work practices which will enhance the safety of personnel performing service or maintenance activities to equipment.

The use of lockout or tagout procedures shall not be used over extended periods of time as substitutes for permanent safeguards, proper engineering, or proper safe work practices.

PRACTICE

This section applies to the control of energy during servicing and/or maintenance of machines and equipment. Servicing and/or maintenance which take place during normal operations is covered by this section only if:

1. An employee is required to remove or bypass a guard or other safety device, or
2. An employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of

operation) or where an associated danger zone exists during a machine operation cycle.
NOTE: Minor tool changes and adjustments, and other minor servicing activities which take place during normal operations, are not covered by this section if they are routine, repetitive and integral to the use of the equipment, provided that the work is performed using alternative measures which provide effective protection.

This section does not apply to the following:

1. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
2. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when they are performed on pressurized pipelines, provided that:
 - (a) Continuity of service is essential.
 - (b) Shutdown of system is impractical.
 - (c) Documented procedures are followed, and special equipment is used which will provide effective protection for employees.

DEFINITIONS

1. **AFFECTED EMPLOYEE** is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
2. **AUTHORIZED EMPLOYEE** is a person who locks out or tags out machines or equipment in order to perform the servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.
3. **"CAPABLE OF BEING LOCKED OUT"** An energy isolating device is capable of being

- locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.
4. **ENERGIZED** means connected to an energy source or containing residual or stored energy.
 5. **ENERGY ISOLATING DEVICE** means a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:
 - a. A manually operated electrical circuit breaker
 - b. A disconnect switch
 - c. A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently.
 - d. A line valve
 - e. A block
 - f. Any similar device used to block or isolate energy (push buttons, selector switch, and other control devices are not energy-isolating devices).
 6. **ENERGY SOURCE** means any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
 7. **HOT TAP** means a procedure used in repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.
 8. **LOCKOUT** means the placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
 9. **LOCKOUT DEVICE** means a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the

energizing of a machine or equipment.

10. **NORMAL PRODUCTION OPERATIONS** means the utilization of a machine or equipment to perform its intended production function.
11. **SERVICING and/or MAINTENANCE** means workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and the maintaining and/or servicing of machines or equipment. These activities include lubrication, cleaning or jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
12. **SETTING UP** means any work performed to prepare a machine or equipment to perform its normal production operations.
13. **TAGOUT** means the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
14. **TAGOUT DEVICE** means a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment controlled may not be operated until the tagout device is removed.

RESPONSIBILITIES

Department Directors and/or supervisors are responsible for:

1. Assuring that each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace and the methods and means necessary for energy isolation and control.
2. Assuring that each affected employee shall be instructed in the purpose and use of energy control procedures.
3. Assuring that all other employees whose work operations are or may be in an area where

energy control procedures may be utilized, shall be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

4. Making a survey to locate and identify all isolating devices to be certain which switches, valves or other energy isolating devices apply to the equipment located within their organization to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. This list will be maintained in the appropriate supervisors office. A copy of the list will be sent to the Human Resources Office.

HAZARDOUS ENERGY CONTROL PROCEDURE

1. Application of control.

A. The established procedure for the application of energy control (the lockout or tagout procedures) shall cover the following elements and shall be done in the following sequence.

- (1) Preparation for shut down. Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
- (2) Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazards to employees as a result of equipment stoppage.
- (3) Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source (s).
- (4) Lockout or tagout device application. Lockout or tagout devices shall be affixed

to each energy isolating device by an authorized employee. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "Safe or off position. Tagout devices, where used shall be affixed in a manner as will clearly indicate that the operation or movement of energy isolating devices from a "safe" or "off" position is prohibited. Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

- (5) Stored energy. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- (6) Verification of isolation. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.
- (7) Release from lockout or tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee (s) to ensure the following:
 - (a) The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine and equipment components are operationally intact.
 - (b) The work area shall be checked to ensure that all employees have been safely positioned or removed; before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices have been removed. After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device

has been removed.

- (c) Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.

2. Additional Requirements

- A. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:
 - 1. Clear the machine or equipment of tools and materials.
 - 2. Remove employees from the machine or equipment area.
 - 3. Remove the lockout or tagout devices.
 - 4. Energize and proceed with testing or positioning.
 - 5. De-energize all systems and reapply energy control measures in accordance with procedures set forth in this section to continue the servicing and/or maintenance.
- B. Outside servicing personnel engaged in activities covered by the scope and application of this section shall be required to comply with all City lockout/tagout procedures.
- C. When servicing and/or maintenance is performed by a crew, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.
- D. When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the tagout program will provide a level of safety equivalent to that obtained by using a lockout program. Additional means to be considered as part of the demonstration of full employee protection shall include the

implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

E. Exception: Documented procedures for the control of potentially hazardous energy for a particular machine or equipment is not required when all of the following elements exist.

- (1) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shutdown which could endanger employees.
- (2) The machine or equipment has a single energy source which can be readily identified and isolated.
- (3) The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment.
- (4) The machine or equipment is isolated from the energy source and locked out during servicing or maintenance.
- (5) A single lockout device will achieve a locked out condition.
- (6) The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
- (7) The servicing or maintenance does not create hazards for other employees.
- (8) There have been no accidents involving the unexpected activation of reenergization of the machine or equipment during servicing or maintenance, utilizing this exception.

F. Locks, tags, chains, wedges, key blocks, adaptor pins, self-locking fasteners, or other hardware shall be provided for isolating, securing or blocking of machines or equipment from energy sources.

G. Lockout devices and tagout devices will be singularly identified; will be the only devices

used for controlling energy; will not be used for other purposes; and will meet the following requirements:

- (1) Be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- (2) Be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
- (3) Will not deteriorate when used in corrosive environments such as areas where acid or alkali chemicals are handled and stored.
- (4) Will be standardized within the City of Jonesboro in at least one of the following criteria: color, shape, size, and additionally, in the case of tagout devices, print and format will be standardized.
- (5) Will be substantial enough to prevent removal without the use of excessive force or or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.
- (6) Will be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means will be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than fifty pounds and having the general design and basic characteristics of being at least equivalent to a one piece, all-environment tolerant nylon cable tie.
- (7) Will indicate the identity of the employee applying the device.
- (8) Will warn against hazardous conditions if the machine or equipment is energized and will include a legend such as the following: DO NOT START, DO NOT OPEN, DO NOT ENERGIZE, DO NOT OPERATE.

3. Training and Communication Requirements

- A. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the

methods and means necessary for energy isolation and control.

- B. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- C. All other employees whose work operations are, or may be in an area where energy control procedures may be utilized, will be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- D. When tagout systems are used, employees will also be trained in the following limitations of tags.
 - (1) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
 - (2) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defected.
 - (3) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
 - (4) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
 - (5) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
 - (6) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- E. Employee Retraining
 - (1) Retraining will be provided for all authorized and affected employees on a yearly

basis unless there is a change in the employee's job assignment, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Should these changes occur, retraining will be done immediately.

- (2) Additional retraining will also be conducted whenever a periodic inspection reveals that there are deviations from energy control procedures.
- (3) The retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.
- (4) All training will be certified to include each employee's name, date of training and trainer.

CITY OF JONESBORO

HAZARD COMMUNICATION PROGRAM

PURPOSE

The purpose of this program is to establish uniform guidelines that will ensure the hazards of chemicals used within the City of Jonesboro are evaluated and that this hazard information is transmitted to all affected employees. This notice is to inform you that the City of Jonesboro is complying with the "Public Employees Chemical Right to Know Act" also known as "Arkansas Act 556 of 1991", referenced by Arkansas Department of Labor Safety Code No. 12, by ensuring that containers are labeled, and by providing all employees with training.

This program applies to all work operations of the City where employees may be exposed to hazardous substances under normal working conditions or during any foreseeable emergency situation.

The Central Safety Committee will review and update the program as necessary. Copies of the written program may be obtained from the Mayor's office at City Hall, located at 515 West Washington.

Under this program employees will be informed of the contents of the Arkansas Department of Labor Code 12 standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks. The Public Employees' Chemical Right to Know poster will be posted in all departments on the employee bulletin board. MSDS books will be kept on chemicals in each department with a master listing maintained in the Human Resources Office.

It is the responsibility of each department to train their employees on the Hazard Communication Program upon initial job assignment and on an annual basis thereafter. Should an employee's job responsibilities change and involve exposure to new (additional) chemicals they will be retrained prior to beginning the new assignment.

DEFINITIONS

1. Acute - Acute exposures and acute effects involve short-term concentrations and immediate results of some kind resulting in illness, irritation, or death. Acute exposures are usually related to an accident.
2. Chronic - Chronic illness is characterized by symptoms or disease of long duration or frequent recurrence that often develop slowly.
3. Container - Any bag, barrel, bottle, box, can canister, drum, reaction vessel, storage tank, or the like that contains a chemical. This excludes pipes and vehicle fuel lines.
4. Label - Any written, printed, or graphic material, displayed on or affixed to containers of hazardous chemicals.
5. Material Safety Data Sheets (MSDS) - Written or printed material concerning a hazardous chemical, which is prepared in accordance with the Federal Hazard Communication Standard.
6. UEL or UFL - Upper Explosive Limit or Upper Flammable Limit of a vapor or gas; the highest concentration that will produce a flash of fire when an ignition source is present. At higher concentrations, the mixture is too "rich" to burn.
7. LEL or LFL - Lower Explosive Limit, or Lower Flammable Limit, of a vapor or gas; the lowest concentration that will produce a flash of fire when an ignition source is present. At concentrations lower than the LEL, the mixture is too "lean" to burn.

NEW CHEMICALS

- A. All new chemicals will have a copy of its MSDS forwarded to the Human Resource Office for addition to the city wide chemical inventory.
- B. No hazardous chemical will be received by the City of Jonesboro that is not properly labeled with the following information.
 1. Identity of hazardous chemicals or materials contained therein.
 2. Hazard warnings appropriate for employee protection.

3. Labels must be legible and prominently displayed.
- C. Check to verify that an updated MSDS is on hand and that a copy has been forwarded to the Human Resources Office for review and processing.

MATERIAL SAFETY DATA SHEETS (MSDS)

- A. Each MSDS must be in English and include information regarding the specific chemical identity of the hazardous chemicals involved.
- B. The common name of the material or chemical.
- C. The physical and chemical characteristics of the material.
- D. The known acute and chronic health effects and other related health information.
- E. Exposure limits.
- F. Emergency and First Aid procedures.
- G. Name of company or organization responsible for preparing the sheet.

A COPY OF THE MSDS FOR HAZARDOUS SUBSTANCES MUST BE READILY ACCESSIBLE TO EMPLOYEES IN THE WORK AREA. AS A SOURCE OF DETAILED INFORMATION ON HAZARDS, THE MSDS MUST BE LOCATED CLOSE TO WORKERS, AND READILY AVAILABLE TO THEM.

- H. It is the responsibility of each Department Director to ensure that all MSDS books are maintained and current at all times for their department. The Central Safety Committee will periodically review the MSDS books of each department.
- I. The master list of all MSDS for all locations is kept in the Human Resource Office. **Any time a departmental MSDS book is updated or changed in any way, the Human Resources Office MUST be notified so the appropriate change be made to the Master MSDS Book.**

- J. If a department makes a chemical purchase it is the Department Director's responsibility to obtain an MSDS.
- K. All MSDS should be reviewed and updated every two (2) years. The Human Resource Manager and the Central Safety Committee shall be responsible for this task.

LABELING REQUIREMENTS

- A. Each Department Director will appoint one employee who shall have the responsibility of ensuring that **ALL** containers are properly labeled with the appropriate information. All City employees are responsible for recognizing and reporting any container that is not properly labeled with the correct information.
- B. **Original Containers:** (bag, barrel, box, can, canister, drum, reaction vessel, storage tank) or the like that contains a hazardous material or chemical **MUST** be labeled with the following information.
 - 1. Name of the material.
 - 2. Hazard warnings for employee protection.
 - 3. The name and address of the manufacturer, importer, or other responsible party.
 - 4. Labels must be legible and prominently displayed.

ABSOLUTELY NO MATERIAL SHOULD BE RECEIVED THAT IS NOT PROPERLY LABELED WITH THE ABOVE INFORMATION.

- C. **Temporary Container:** A container that a hazardous material is distributed into from the original container must be labeled with the following information:
 - 1. Name of the hazardous material.
 - 2. Hazard warnings for employee protection.
 - 3. Must be legible and prominently displayed.
- D. **Immediate Use Container:** A container that a hazardous material is distributed into from the original or temporary container is not required to be labeled. However if the person that is using the Immediate Use Container for any reason leaves the container unattended, the container is to be either disposed of or labeled with the following information.

1. Name of the hazardous material.
2. Hazard warnings for employee protection.
3. Must be legible and prominently displayed.

NOTE: Immediate use containers cannot be used by anyone else other than the person that distributed the hazardous material from the ORIGINAL or TEMPORARY container.

E. *Non-Hazardous Chemicals*: Containers that contain a material but is not hazardous must be labeled with the following information.

1. Name of the material
2. NON-HAZARDOUS MATERIAL should be placed (Written or Sticker) on the container.

TRAINING AND INFORMATION

A. The Human Resources Department and the employee's Department Director shall be responsible for Hazcom Training as a part of the initial employment orientation. The Safety and Health Education and Training Committee shall be responsible for an annual refresher. Both new employee training and refresher training should include the following:

1. The Right-To-Know regulation and its requirements.
2. The components of the Right-To-Know Program in the workplace.
3. Operations in the work areas where hazardous materials are present.
4. Where the City will keep the written Hazard Communications Program, lists of hazardous materials, and the MSDS's.
5. How the Hazard Communication Program is implemented in the workplace, how to read and interpret information on labels and the MSDS's, and how the employee can obtain and use the available hazard information.

6. The hazards of the chemicals in the work area.
 7. Measures the employees can take to protect themselves from the hazards.
 8. Specific procedures put into effect by the City to provide protection, such as engineering controls, work practices, and the use of personal protective equipment (PPE).
 9. Methods and observations, such as visual appearance or smell that employees can use to detect the presence of a hazardous chemical to which they may be exposed.
- B. Employees receiving the required training will sign a form attesting to receiving such training.
- C. When a new material is introduced, the Department Director is to immediately notify the Safety and Health Education and Training Committee, who are responsible for reviewing the hazards as well as first aid and emergency procedures with the employee prior to using.**
- D. *The format(s) that will be used in the above training may include:*
Lecture, slides, video, powerpoint, handouts, and evaluation.
- E. Records of training will be kept in the Human Resource Department.

ON-SITE CONTRACTORS AND VOLUNTEERS

- A. The Department Director will inform contractors and volunteers of the hazardous chemicals and materials they are subject to be exposed to prior to beginning their work or visiting activities. This information will be provided via lecture, video and handouts.
- B. The MSDS's associated with the hazards the contractor and/or volunteer will be exposed to will be copied and presented to the contractor or volunteer.
- C. The contractor or volunteer must sign a form and forward it to the Human Resource Department verifying their knowledge of the hazards that they could be exposed to and that the City has made every effort to make them aware of the hazards and proper protection needed for their employees safety and health.

CITY OF JONESBORO
CONFINED SPACES ENTRY

1. DEFINITION

A. Confined Space:

1. Has limited or restricted means of entry or exit.
2. Is large enough for a person to enter and perform assigned work.
3. Is not designed for continuous occupancy.

2. GENERAL REQUIREMENTS

A. Evaluate the workplace to determine if any spaces meet the requirements of a "Permit Required" Confined Space:

1. Contains or has the **potential** to contain a hazardous atmosphere.

Hazardous Atmosphere - an atmosphere that may expose an employee to the risk of death, incapacitation, impairment of ability to self rescue, injury or an acute illness from one or more of the following causes:

- A. Flammable Gas, Vapor or Mist in excess of 10% of its LFL.
- B. Combustible dust concentration that exceeds or meets its LFL.
- C. Oxygen below 19.5% or above 23.5%.
- D. Atmospheric concentration exceeds any substance for which a dose or Permissible Exposure Limit (PEL) has been established as a toxic and hazardous substance.
- E. Any other atmospheric condition that is immediately dangerous to life or health.

2. Contains a material that has the **potential** for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section.
4. Contains any other recognized serious safety or health hazard.

B. If the workplace requires a permit, the City shall inform exposed employees by posting "DANGER" signs of the existence and location and the danger posed by the permit spaces.

"DANGER - PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER"

C. If a decision is made **not to enter**, take effective measures to prevent City employees from entering the space.

D. If a decision is made to **enter**, a written permit space entry program will be implemented and made available to all employees.

E. Permit System

1. Permit Use:

- a. Before entry is authorized, the entry supervisor shall document the completion of measures required by completing a Short-term or Long-term Entry Permit.
- b. Before entry begins, the Entry Supervisor shall sign the Entry Permit to authorize entry.
- c. The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the space entrance.
- d. The duration of the permit may not exceed the time required to complete the assigned task or job, or five minutes for the short-term permit.
- e. Conditions that develop that are not covered in the permit will terminate the permit.

f. All cancelled Entry Permits should be kept for at least one year.

2. Duties of Authorized Entrants:

a. The City of Jonesboro should ensure that authorized entrants know the hazards they may find during entry, including signs, symptoms and consequences of the exposure.

See MSDS for Methane and Hydrogen Sulfide (H₂S)

b. Use equipment properly.

c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status.

d. Alert attendant whenever Entrant recognized any warning signs or symptoms of exposure.

e. Exit permit space immediately whenever an order to evacuate is given by attendant or entry supervisor.

3. Duties of Attendant:

a. Know the hazards that may be found during entry.

b. Be aware of possible behavioral effects of hazard exposure.

c. Maintain a continuous count of all entrants.

d. Remain outside the permit space during work activity.

e. Maintain communications with Authorized Entrant as necessary to monitor entrant's status.

f. Monitor activities inside and outside the space to determine if it is safe.

g. Summon rescue and other emergency services as soon as they determine entrants may

need assistance to escape.

- h. Take appropriate action with Non-authorized entrants.
- i. Perform non-entry rescues.
- j. Perform no other duties that might interfere with the primary duty to monitor and protect the authorized entrants.

4. Duties of the Entry-Supervisor:

- a. Know the hazards that may be found during entry.
- b. Verify by checking the Pre-Entry Checklist or that correct entries have been made on the permit.
- c. Terminate the entry and cancel the permit as required.
- d. Verify that rescue services are available and means for summoning them are operable.
- e. Remove unauthorized persons from permit space during work activity.
- f. Determine whenever a Permit Entry is transferable to Non-Permit Entries.

5. Duties of the Rescue and Emergency Services:

- a. To ensure that each member of the rescue team is provided with and is trained to use the Personal Protective Equipment (PPE) and rescue equipment necessary for making rescues from permit spaces.
- b. To receive training in Hazards and Permit Procedures.
- c. To practice making permit space rescues annually.
- d. To be trained in basic first-aid and Certified in CPR.

6. Retrieval Systems should meet the following guidelines:

- a. Authorized entrants should use a chest or full body harness with a retrieval line attached at the center of the entrants back near shoulder level.
- b. The other end of the retrieval line should be attached to a mechanical device or a fixed point outside the permit space in such a manner that rescue operations can begin as soon as the rescuer becomes aware that a rescue is necessary.
- c. A mechanical device should be available to retrieve personnel from vertical type permit spaces more than five (5) feet deep.

7. Contractors must be informed of the following for Confined Space Entry on City of Jonesboro Property:

- a. The workplace contains Permit Spaces.
- b. Why the space(s) is classified as a Permit Space.
- c. Precautions and procedures for Confined Space Entry.
- d. Entry operations will be coordinated between the contractor and the City.
- e. The contractor will be questioned at the end of any Entry Operations about the Permit Program.

CITY OF JONESBORO

COMMUNICABLE DISEASE POLICY

I. PURPOSE

To establish guidelines for the proper investigation of incidents that involve individuals who have, or are suspected of having a communicable disease; and to establish procedures for the proper handling and disposal of articles that may have been exposed to a communicable disease substance. This policy shall:

- A. Establish safety procedures to reduce the risk of a City employee contracting a communicable disease during the performance of his or her duties.
- B. Establish procedures to be followed when an employee has a line of duty expose to a communicable disease.
- C. Acknowledge the legal rights of victims of communicable diseases in regard to:
 1. Discrimination
 2. Confidentiality

II. POLICY

It is the responsibility of the City of Jonesboro to ensure that its employees are able to perform their duties in a safe and effective manner and to make certain that its employees provide every person the same quality of service, regardless of a person's state of health. The safe performance of daily operations has recently become threatened more than ever before by life endangering communicable diseases, the most notable being Human Immunodeficiency Syndrome (AIDS). Therefore, it shall be the policy of the City of Jonesboro to continuously provide employees with communicable disease information and up-to-date safety procedures which will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

It shall also be the policy of the City of Jonesboro to ensure every person, regardless of his or

her state of health, receives equal police and fire emergency services with the proper handling of, and disposal of possibly contaminated items.

III. DEFINITIONS

- A. Body Fluids: Liquid secretions including, but not limited to blood, semen and vaginal or other secretions that might contain these fluids, such as saliva, vomit, urine, sanitary napkins, or feces.
- B. Communicable Disease: Those infectious illnesses that are transmitted through direct or indirect (including airborne) contact with an infected individual, including but not limited to the body fluids of the infected individual.

IV. PROCEDURES

A. Communicable Disease Prevention

1. In order to minimize potential exposure to communicable diseases, employees must assume that all persons are potential carriers of a communicable disease.
2. Employees must cover all open cuts and abrasions with waterproof bandages prior to reporting for duty.
3. Disposable double latex gloves shall be worn when handling any person, clothing or equipment with body fluids on them, or when the employee anticipates becoming involved in assaultive behavior through which an officer or employee may potentially become exposed to blood or body fluids containing blood.
 - a. Gloves should not be reused, and a new pair should be put on before handling a different person or touching uncontaminated items.
 - b. When leather or cotton gloves are worn for crime scene work, or the pickup and removal of contaminated items, latex gloves can be worn underneath for added protection.
 - c. In appropriate circumstances, more than one pair of latex gloves shall be worn to

protect against exposure, where a single pair might be damaged and unable to provide adequate protection.

4. Masks, protective eye goggles and protective disposable coveralls shall be worn where body fluids may be splashed on the Officer, or employee where airborne contamination of a communicable disease is anticipated.

NOTE: To date, there have been no documented cases of transmission of Hepatitis B Virus (HBV) or HIV virus through airborne contamination.

5. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever a Police Officer, Firefighter, or any City employee performs CPR or mouth-to-mouth resuscitation.
6. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care and should be considered to be contaminated items.
 - a. Leather gloves shall be worn when searching for or handling sharp instruments.
 - b. Officers, Firefighters, or any City employee shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight and or portable metal mirror where necessary.
 - (1) When a Police Officer searches a suspect's pockets, Officers should exercise careful hand movements and should try to pull the pockets inside-out from the top edge of the pocket, instead of inserting a hand into the pocket.
 - (2) When circumstances allow, the suspect should empty his or her own pockets by pulling the pocket inside-out.
 - c. A Police Officer can accomplish the search of a purse by carefully dumping the contents onto a flat surface.
 - d. Needles shall not be recapped, bent, broken removed from a disposable syringe, or otherwise manipulated.

- e. Needles or similar sharp edged instruments shall be placed in a puncture-resistant non-porous container when being collected for evidence or disposal purposes. The container shall be marked accordingly to show contents.
7. Employees shall not smoke, eat, drink, or apply makeup around body fluid spills or when wearing protective gloves.
8. Any evidence contaminated with body fluids shall first be air dried, then double bagged in plastic bags and marked to identify suspected or known communicable disease contamination.
 - a. City issued sealable evidence bags shall be utilized. Stapling of evidence bags should be avoided.
 - b. Department issued prongs shall be utilized to assist in gathering contaminated evidence.

B. Transport and Custody - (Police Department Only)

1. Where appropriate protective equipment is available, no Officer shall refuse to interview, assist, arrest or otherwise physically handle any person who may have a communicable disease.

Should an Officer encounter a circumstance where appropriate equipment is not available, the Officer shall immediately contact his or her supervisor and request assistance.

2. Officers shall not put their fingers in or near the mouth of any conscious person.

Officers utilizing protective gloves can, if need be, insert their finger into the mouth of an unconscious person in an attempt to clear a blocked airway. This action should be performed in accordance with prescribed foreign body airway obstruction procedures.

3. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals.

4. During a transfer of custody, Officers have an obligation to notify, in a discrete manner, relevant support personnel that the suspect/victim has body fluids present on their person or has stated that he or she has a communicable disease. Reasonable care should be taken that the information is not transmitted to the general public or those who have no need for that information.
5. Suspects taken into custody with body fluids on their persons, and not in need of medical attention, shall be directly placed in the designated holding area for processing. The holding area shall be posted with an "Isolated Area - Do Not Enter" sign.
 - a. The Shift Commander shall be immediately advised of the suspect's status.
 - b. Officers shall document, in the remarks section of the "Prisoner Log", that a suspect taken into custody has body fluids on his or her person and has stated that he or she has a communicable disease.
 - c. All officers entering the "isolated area" shall be equipped with the protective gear that is dictated by the circumstances.
 - d. The suspect, his contaminated clothing, and the holding area shall be controlled and or disinfected in accordance with established Prisoner Detention Facility Guidelines.

C. Disinfection

1. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing and drying.
 - a. Alcohol or antiseptic towelettes may be used where soap and water are not available.
 - b. Disposable gloves should be removed inside out with the contaminated side not exposed. The hands and forearms should then be washed.
 - c. Hand lotion should be applied after disinfection to prevent chapping and to seal

cracks and cuts on the skin.

2. All City employees should remove clothing that has been contaminated with body fluids as soon as practical.
 - a. Employees should cleanse any contacted skin area in the prescribed fashion (showering if necessary) prior to putting on clean clothing.
 - b. Contaminated clothing should be handled carefully and machine laundered with detergent and hot water in the normal fashion.
3. Disinfection procedures shall be initiated whenever body fluids are spilled in or when an individual with body fluids on his or her person is transported in a municipal vehicle.
 - a. The Supervisor shall be notified and the vehicle shall be taken out of service.
 - b. A "Do Not Use - Possible Communicable Disease Contamination" sign shall be posted on the steering wheel of the vehicle.
 - c. The affected vehicle shall remain out of service until it has been disinfected by washing the contaminated areas with a commercial disinfectant approved by the municipal Health Officer.
4. Non-disposable items such as handcuffs, PR-24 Batons, Fire Equipment, etc., should be disinfected with either a bleach solution (2 parts bleach to 9 parts water), rubbing alcohol or commercial disinfectant. Contaminated shoes and boots, including soles, should also be disinfected with an approved disinfectant.
5. All disposable contaminated materials shall be placed in an approved biohazard disposable bags and disposed of in accordance with current, State approved, City Policy.

D. Supplies

1. Each Department Director is responsible for maintaining and storing in a convenient location an adequate amount of communicable disease control supplies for the

Department.

2. All Police Department and Emergency Service vehicles shall be continuously stocked with the following communicable disease control supplies:
 - a. Disposable coveralls, aprons and shoe covering in appropriate sizes.
 - b. Disposable latex gloves and leather gloves.
 - c. Puncture-resistant containers and sealable plastic bags.
 - d. Barrier resuscitation equipment, protective eye goggles, and surgical face masks.
 - e. Disposable towelettes (70 percent isopropyl alcohol).
 - f. Waterproof bandages.
 - g. Absorbant cleaning materials.
 - h. "Isolation Area - Do Not Enter" signs.
 - i. "Do Not Use - Possible Communicable Disease Contamination" signs.
 - j. Biohazard disposal bags.
 - k. Portable metal mirrors.
 - l. Non-porous tongs.

3. All other City vehicles shall be continuously stocked with the applicable communicable disease control supplies.

E. Line of Duty Exposures to Communicable Diseases.

1. Any City employee who has been bitten by a person, or who has had physical contact with body fluids of another person, while in the line of duty shall be initially considered

to have been exposed to a communicable disease.

Reports of direct air contact to communicable diseases shall be evaluated on the merits of the particular incident by the departmental health care officials.

2. The employee's immediate Supervisor shall be contacted and all appropriate injury forms shall be completed.
3. Immediately after exposure, the employee shall be transported to the appropriate health care facility for clinical and serological testing for evidence of infection. The health care officials shall evaluate the test results, along with the circumstances surrounding the incident, and make a final determination as to the extent, if any, of exposure to a communicable disease.
4. Any person responsible for potentially exposing a City employee to a communicable disease shall be encouraged to undergo testing to determine whether the person has a communicable disease.
5. Employees who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and/or health threat to themselves, the public or the City Department personnel.
 - a. The Department Director and the Mayor shall make all decisions concerning the employee's work status solely on the medical opinions and advice of appropriate health care officials.
 - b. The Department Director after consultation with the Mayor may require an employee to be examined by the City's health care officials to determine if he is able to perform his duties without hazard to himself or others.
6. All personnel shall treat employees who have contracted a communicable disease fairly, courteously, and with dignity.

V. LEGAL RIGHTS OF VICTIMS OF COMMUNICABLE DISEASES

Victims of communicable diseases have the legal right to expect, and municipal employees.

including Police and Emergency Service personnel, are duty bound to provide the same level of service and enforcement as any other individual would receive.

- A. Police Officers and Firefighters assume that a certain degree of risk exists in emergency services work and accept those risks with their individual appointments. This holds true with any potential risks of contacting a communicable disease as surely as it does with the risks of confronting an armed criminal.
- B. Any Emergency Services employee who refuses to take proper action in regard to a victim of a communicable disease, when appropriate protective equipment is available, shall be subject to disciplinary measures along with civil and, or, criminal prosecution.
- C. Whenever an Officer, or Firefighter mentions in a report, that an individual has or may have a communicable disease he shall write "**Contains Medical Information**" across the top margin of the first page of the report.
- D. The Officer's Supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initialed by the Supervisor.
- E. The Supervisor disseminating newspaper releases shall make certain the medical information is not given out to the news media. Under the Arkansas Freedom of Information Act (FOI) medical records are exempt from disclosure.
- F. All requests (including subpoenas) for copies of reports marked "Contains Medical Information" shall be referred to the Prosecutor when the incident involves an indictable or juvenile offense. All requests for similarly marked reports involving lesser adult offenses, and non-offenses, shall be referred to the City Attorney.
- G. Prior approval shall be obtained from the Prosecutor before advising a victim of a sexual assault that the suspect has, or is suspected of having, a communicable disease.
- H. All circumstances not covered in this Policy, that may arise concerning releasing confidential or medical information regarding a victim, or suspected victim, of a communicable disease shall be referred directly to the Chief of Police, Fire Chief, or Mayor.

- I. Any employee who disseminates confidential or medical information in regard to a victim, or suspected victim, of a communicable disease shall be subject to serious disciplinary action along with civil and, or, criminal prosecution.

CITY OF JONESBORO

EXPOSURE CONTROL PLAN

I. PURPOSE

The purpose of this exposure control plan is to provide employees with the City of Jonesboro a program designed to eliminate or minimize occupational exposure to blood or other potentially infectious materials.

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, non-intact skin, or parenteral contact (piercing mucous membranes or the skin barrier through events as needlesticks, human bites, cuts and abrasions) with blood and other potentially infectious materials that may result from the performance of an employee's duties.

Potential infectious materials include the following body fluids: blood, semen, vaginal secretions, cerebrospinal fluid (brain stem and spinal cord), synovial fluid (joints), pleural fluid (throat & lung), pericardial fluid (around the heart), peritoneal fluid (stomach and abdomen cavity), amniotic fluid (water around baby), saliva in dental procedures, and any body fluid visibly contaminated with blood and all body fluids where it is difficult to differentiate between body fluids. It also includes any unfixed tissue, organ, or body part.

II. EXPOSURE DETERMINATION

An exposure determination is required to identify job classifications in which all employees may be expected to incur occupational exposure to blood or other potentially infectious materials, regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). At this facility, the following job classifications are in this category:

Police Officers
Fire Fighters
Sanitation Personnel

A listing of job classifications in which some employees may have occupational exposure is also required. Not

all the employees in these classifications would be expected to incur exposure to blood or other potentially infectious materials, so the tasks or procedures that would cause these employees to have occupational exposure are also required to be listed. The job classifications and associated tasks for employees in this category are:

Job Classification

Task/Procedure

Codes Inspector

Inspects construction sites

III. METHODS OF COMPLIANCE

Universal precautions will be observed by all City employees to prevent contact with blood or other potentially infectious materials. All human blood or other potentially infectious material are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

A. Engineering and Work Practice Controls

The following engineering and work practice controls will be utilized to eliminate or minimize exposure to employees.

- **Employees shall use PPE provided as required for a particular job.**
- **All full time employees with exposure potential shall be offered free Hepatitis Vaccine.**
- **When an employee feels, or thinks he/she has been exposed to bloodborne pathogens, the employee shall immediately report this contact to his/her immediate supervisor.**
- **All employees shall be trained on Bloodborne Pathogens and the Exposure Control Plan on an annual basis.**
- **Department Directors will be responsible for examining and maintaining or replacing the engineering controls on a semi-annual basis to ensure their effectiveness.**

1. Hand Washing

Hand Washing facilities are readily accessible to employees who may incur exposure to blood or other potentially infectious materials.

- a. Employees are required to wash their hands with soap and water immediately or as soon as feasible after removal of gloves or other personal protective equipment.

- b. Employees are required to wash their hands or other skin or flush mucous membranes with water immediately or as soon as feasible following contact. An emergency eyewash station is located within each departmental facility for employee use.
- c. When hand washing facilities are not feasible, employees will be provided with either antiseptic cleanser with clean cloth or paper towels or antiseptic towelettes. If these alternatives are used, the hands are to be washed with soap and running water as soon as feasible.

Department Directors are responsible for ensuring that employees adhere to these work practices.

2. Needles

- a. Contaminated needles and other contaminated sharps (such as tweezers) shall not be bent, recapped, removed, sheared, or purposely broken.
- b. Immediately or as soon as possible after use, contaminated reusable needles or other contaminated sharps will be placed in appropriate containers until processed. Sharps containers must be puncture resistant, leakproof on the sides and bottom, and be labeled with a biohazard label or color-coded.

Disposable sharps containers are located at the City Shop, Fire Department, and the Police Department. Department Directors are responsible for disposing of containers at an approved medical facility on a timely basis.

3. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not allowed to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

4. Personal Protective Equipment

Department Directors are responsible for ensuring that the following provisions are met. All personal protective equipment used will be provided without cost to

employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the personal protective equipment will be used.

PPE Use

Department Directors will ensure that the employees use appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the employee's best judgement that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgement, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE Accessibility

Department Directors will ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued at no cost to the employee. Hypo-allergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves normally provided. PPE is available to employees at their work sites.

a. PPE Cleaning, Laundering and Disposal

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood will be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it must be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. All contaminated PPE will be placed in the appropriate receptacle located at each major work site.

- b. Gloves must be worn where it is reasonably anticipated the employee will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Employees shall wear latex gloves or gloves which are impervious to fluids or gloves which are puncture resistant as required by the situation at hand. The following is a list of the procedures where gloves will be required (the type of glove to be used is also listed).

<u>Glove Type</u>	<u>Tasks/Procedures</u>
Latex Gloves	Handling any person who is bleeding, sweating profusely, regurgitating, or exuding any type or amount of body fluids
Puncture Resistant	When handling sharps/instruments, (e.g., needles, razors, broken glass)

- c. Eye, Face and Body Protection

Masks in combination with eye protection devices, such as goggles or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose,

or mouth contamination can reasonably be anticipated.

- 4. Additional protective clothing (such as long sleeve impervious aprons, body suits, or similar outer garments) will be worn in instances when gross contamination can reasonably be anticipated.

The following list describes the personal protective equipment required for the specific tasks and procedures performed at this agency.

<u>PPE Required</u>	<u>Tasks/Procedures</u>
Latex gloves, goggles or face shield, mask, apron	Assisting persons who are bleeding, vomiting, or exuding other bodily fluids
Exam gloves, goggles, CPR Mask, apron	Assisting persons who are bleeding or requires CPR procedures
Puncture resistant gloves	Cleaning up broken glass, picking up needles, razor blades or any other sharp object

C. Housekeeping

All facilities within city government will be cleaned and decontaminated after any incident involving blood or other potentially infectious materials. All equipment and contaminated work surfaces will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials.

Soap, water and bleach will be used to clean and decontaminate surfaces and equipment. All bins, pails, cans, and similar receptacles in areas where first aid is given shall be inspected and decontaminated after each use.

The schedule for cleaning and decontamination is as follows:

<u>Area</u>	<u>Schedule</u>	<u>Cleaner</u>
Any City owned Property	Immediately after use	Water, soap, bleach

Any broken glassware which may be contaminated will not be picked up directly with the hands.

Reusable sharps that are contaminated must be stored and processed in a manner that does not require employees to reach by hand into the containers where the sharps have been placed.

1. Regulated Waste Disposal

Contaminated sharps will be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on the sides and bottom and labeled or color coded.

Containers for contaminated sharps will be located in the Police Department, Fire Department, and City Shop.

The containers will be replaced routinely and not allowed to overfill. Before moving or replacing containers of contaminated sharps, they must be closed to prevent spillage.

If there is a possibility that the primary container will leak, it must be placed within a second container which is closable and constructed to contain all contents and prevent leakage. The second container must have a biohazard label or be color-coded.

Reusable containers will not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous (through the skin) injury.

2. Other Regulated Waste

Other regulated waste (such as contaminated gauze, gloves, gaudages, bedding, etc.) will be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

Containers for other regulated waste will be located in the Police Department, Fire Department and City Shop.

The waste must be color-coded or have a biohazard label on it. Disposal of all regulated waste will be in accordance with U.S., state, and local laws. The City of Jonesboro will dispose of its contaminated waste at an approved medical facility.

3. Laundry - Not Applicable

IV. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

A. Hepatitis B vaccine and vaccination series are available to all full time employees who have occupational exposure. A post exposure evaluation and follow-up is available to employees who have had an exposure incident.

The Mayor will ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure followup, including prophylaxis are:

1. Made available at no cost to the employee
2. Made available to employees at a reasonable time and place
3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional
4. Provided according to the recommendations of the U.S. Public Health Service

All laboratory tests must be conducted by an accredited laboratory at no cost to the employee.

B. Hepatitis B Vaccination

Hepatitis B vaccination is made available to employees after they have received training in occupational exposure and within 10 working days of initial assignment (unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees can decline the Hepatitis B vaccination. If an employee initially declines the vaccination but at a later date, while still covered under the standard decides to accept the

vaccination , the vaccination will be made available at that time.

All employees who decline the Hepatitis B vaccination must sign the required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses will be made available.

1. Employees who administer first aid as a collateral duty to their routine work assignment, responding solely to injuries resulting from workplace incidents, are not required to be offered pre-exposure hepatitis B vaccinations.

NOTE: This exemption from pre-exposure hepatitis B vaccinations does not apply to personnel who provide first aid at a first aid station, clinic, or dispensary or to health care, emergency response or public safety personnel expected to render first aid in the course of their work.

The hepatitis B vaccination series must be offered when these first aid providers render assistance in any situation involving the presence of blood or other potentially infectious materials, regardless of whether or not a specific exposure incident occurs.

When this approach is used for first aid providers, the following conditions must be met:

- a. Reporting procedures must be in place under the exposure control plan to ensure that all first aid incidents involving exposure are reported to the employer before the end of the work shift during which the incident occurs.
- b. Reports of first aid incidents must include the names of all first aid providers and a description of the circumstances of the accident, including date and time as well as a determination of whether an exposure incident, as defined in the standard, has occurred.
- c. Exposure reports must be included on a list of first aid incidents that is readily available to employees and higher authorities on request.
- d. First aid providers must receive training under the bloodborne pathogens standard

that covers the specifics of the reporting process.

- e. All first aid providers who render assistance in any situation involving blood or other potentially infectious material, regardless of whether or not a specific exposure incident occurs, must be offered the full immunization series as soon as possible, but in no event later than 24 hours. If an exposure incident as defined in the standard has taken place, other post-exposure follow-up procedures must be initiated immediately.

C. Post Exposure Evaluation and Follow-up

All exposure incidents must be reported to the Department Director so that it can be investigated and documented.

Following a report of an exposure incident, the exposed employee will immediately receive a confidential medical evaluation and follow-up, including at least the following:

1. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless it can be established that that identification is not feasible.
3. The source individual's blood will be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Mayor will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available will be tested and the results documented.
4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

6. Collection and testing of blood for HBV and HIV serological status will comply with the following:
 - a. The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.
 - b. The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV seriological status.

The post-exposure evaluation and follow-up will be performed by the doctor and facility chosen by the City of Jonesboro.

D. Information Provided to the Healthcare Professional

The Human Resources Director will ensure that the healthcare professional responsible for the employee's post exposure evaluation is provided with the following:

1. A copy of 29 CFR 1910.1030 (The Bloodborne Pathogen Std.).
2. A written description of the exposed employee's duties as they relate to the exposure incident.
3. Written documentation of the route of exposure and circumstances under which the exposure occurred.
4. Results of the source individuals blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee including vaccination status.

E. Healthcare Professional's Written Opinion

The Human Resources Director will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion with 15 days of the completion of

the evaluation.

The healthcare professional's written opinion for the post exposure follow-up will be limited to the following information:

1. Whether or not hepatitis B vaccination is indicated for an employee, and if the employee has received the vaccination.
2. A statement that the employee has been informed of the results of the evaluation.
3. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All other findings or diagnosis are confidential and must not be included in the written paper.

V. Communication of Hazards to Employees

A. Labels and Signs

Department Directors are responsible for ensuring that biohazard labels are affixed to containers of contaminated sharps, regulated waste, contaminated laundry and other containers used to store, transport or ship blood or other potentially infectious materials.

The universal biohazard symbol must be used. The label must be orange or orange-red with lettering or symbols in a contrasting color.

Red bags or containers may be substituted for labels. (Training must be given to all employees who may come in contact with these containers.)

B. Information and Training

The Human Resources Director will ensure that training is provided at the time of initial hiring where occupational exposure may occur. Thereafter, upon assignment to new or different tasks where occupational exposure may occur, each Department

Director will ensure that training is provided and that it is repeated at least annually. Training must be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following information:

1. Access to a copy of the standard and an explanation of its contents.
2. A discussion of the epidemiology and symptoms of bloodborne diseases.
3. An explanation of the modes of transmission of bloodborne pathogens.
4. An explanation of this Exposure Control Plan and the method for obtaining a copy of it.
5. An explanation of the methods for recognizing tasks that may involve exposure.
6. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
7. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE.
8. An explanation of the basis for selection of PPE.
9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood and or other potentially infectious materials.
11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up that will be made available.
12. Information on the evaluation and follow-up required after an employee exposure incident.

13. An explanation of the signs, labels, and/or color coding systems used.
14. An opportunity for interactive questions and answers with the person conducting the training session. The person conducting the training must be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered at that time.

Additional training must be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

VI. Recordkeeping

A. Medical Records

The City Human Resources Director is responsible for maintaining medical records for each employee with occupational exposure. These records will be kept in the Human Resources Office in a locked filing cabinet.

The medical records will be kept confidential, and must be maintained for at least the duration of employment plus thirty (30) years. The records will include the following:

1. The name and social security number of the employee.
2. A copy of the employee's HBV vaccination status, including the dates of vaccination.
3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to any exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

B. Training Records

The City Human Resources Director is responsible for maintaining the following training records. These records will be kept in the Human Resources Office.

Training records must be maintained for three years from the date of training. The following information will be documented:

1. The dates of the training sessions.
2. An outline describing the material presented.
3. The names and qualifications of persons conducting the training.
4. The names and job titles of all persons attending the training session.

C. Availability

All employee records shall be made available to employees. Upon hiring and annually thereafter, employees must be informed of their right of access to any medical and exposure records concerning them. They must be informed of the existence, location and availability of any records.

All employee records must be made available to the appropriate authorities upon request.

D. Transfer of Records

If this facility is closed, the successor employer must be given the records. If there is no successor employer to receive and retain the records for the prescribed period, the appropriate authorities must be contacted.

VII. Evaluation and Review

This Exposure Control Plan will be reviewed and updated at least annually (and whenever necessary) to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The Central Safety Committee is responsible for annually reviewing and updating this program.

JONESBORO POLICE DEPARTMENT

BLOODBORNE PATHOGENS EXPOSURE PREVENTION BAG INVENTORY

DESCRIPTION	QUANTITY
Latex Gloves	1 Box
Pura-Masks (dust masks)	1 Box
Biohazardous Waste Bags	2 Bags
Safety Glasses	1 Pair
Disposable Coveralls	1 Pair
Disposable Footies	1 Pair
Antiseptic Hand Wipes	20 Packs
Anti-Bacterial Soap	1 Each
CPR Mask With One Way Valve (Adult & Child)	1 Each
Non-Porus Tongs	1 Pair
Large Sealable Plastic Bags	5 Bags
Leather Gloves	1 Pair
Equipment Bag	1 Each
SHARPS Container	1 Each

This inventory is to be maintained at all times. Notify the Department Director when supplies need to be replaced.

JONESBORO FIRE DEPARTMENT

BLOODBORNE PATHOGENS EXPOSURE PREVENTION BAG INVENTORY

<u>DESCRIPTION</u>	<u>QUANTITY</u>
Latex Gloves	1 Box
Pura-Masks (Dust Mask)	1 Box
Biohazardous Waste Bags	10 Bags
Safety Glasses	1 Pair
Disposable Coveralls	1 Pair
Disposable Footies	2 Pair
Antiseptic Hand Wipes	20 Packets
Anti Bacterial Soap	1 Each
CPR Mask With One Way Valve (Adult and Child)	1 Each
Non-Porus Tongs	1 Pair
Large Sealable Plastic Bags	10 Bags
Leather Gloves	1 Pair
Equipment Bag	1 Each
SHARPS Container	1 Each

This inventory is to be maintained at all times. Notify the Department Director when supplies need to be replaced.

**JONESBORO SANITATION DEPARTMENT
BLOODBORNE PATHOGENS EXPOSURE PREVENTION BAG INVENTORY**

DESCRIPTION	QUANTITY
Latex Gloves	10 Pair
Pura-Masks (Dust Mask)	3 Each
Biohazardous Waste Bags	10 Bags
Safety Glasses	1 Pair
Disposable Coveralls	1 Pair
Disposable Footies	2 Pair
Antiseptic Hand Wipes	10 Packs
Alcohol Hand Wipes	10 Packs
Anti-Bacterial Soap	1 Each
CPR Mask With One Way Valve (Adult and Child)	1 Each
Non-Porus Tongs	1 Pair
Large Sealable Plastic Bags	8 Bags
Leather Gloves	1 Pair
Equipment Bag	1 Each
SHARPS Container	1 Each

This inventory is to be maintained at all times. Notify the Department Director when supplies need to be replaced.

SAFETY PROGRAM

FORMS

ANNUAL REVIEW
HEALTH AND SAFETY PLAN

DATE OF REVIEW: _____

REVIEW PERIOD: FROM: _____ TO: _____

NEW EXPOSURES IDENTIFIED _____

ACTION TAKEN _____

REVIEWED BY:

SAFETY HAZARD REPORT

Name _____

Date _____ Day of Week _____

Time _____ Location _____

HAZARD DESCRIPTION:

RECOMMENDATION:

DATE CORRECTION MADE:

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT

Department: _____ **Date of Assessment:** _____

Location: _____ **Assessment Prepared By:** _____

Job Task: _____

Potential

Does the job present an occupational exposure to:

<u>Eye Hazards</u>	<u>Yes</u>	<u>No</u>	<u>Hazard Description</u>	<u>Recommended PPE</u>
Chemicals	___	___	_____	_____
Dust	___	___	_____	_____
Heat	___	___	_____	_____
Impact	___	___	_____	_____
Light/Radiation	___	___	_____	_____
<u>Head & Face Hazards</u>				
Burn	___	___	_____	_____
Chemical Splash	___	___	_____	_____
Electric Shock	___	___	_____	_____
Impact	___	___	_____	_____
<u>Hand Hazards</u>				
Burns/Cold	___	___	_____	_____
Cuts/Abrasions	___	___	_____	_____
Punctures	___	___	_____	_____
Chemicals	___	___	_____	_____
Repetitive Trauma	___	___	_____	_____
Electric Shock	___	___	_____	_____
Poison Ivy/Oak	___	___	_____	_____
Insect Bites	___	___	_____	_____

Potential

Does the job present an occupational exposure to:

Foot Hazards

Impact	___	___	_____	_____
Puncture	___	___	_____	_____
Chemicals	___	___	_____	_____
Electric Shock	___	___	_____	_____
Electro-static buildup	___	___	_____	_____
Compression	___	___	_____	_____

Respiratory Hazards

Fumes	___	___	_____	_____
Mists	___	___	_____	_____
Dusts	___	___	_____	_____
Vapors	___	___	_____	_____

Noise Hazards

Impact noise >140 decibels	___	___	_____	_____
Continuous noise >85 decibels	___	___	_____	_____

Other Exposures

_____	___	___	_____	_____
_____	___	___	_____	_____
_____	___	___	_____	_____
_____	___	___	_____	_____

PERSONAL PROTECTIVE EQUIPMENT

TRAINING VERIFICATION

I _____ have received training on the use
of the following Personal Protective Equipment.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employee Signature

Date

Witness

NEW EMPLOYEE ORIENTATION FORM

DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE SOCIAL SECURITY NUMBER: _____

DATE OF HIRE: _____

I, the undersigned, acknowledge that I have received employee orientation and training in the following:

	<u>Yes</u>	<u>No</u>
General Safety	___	___
Fire Extinguisher Locations	___	___
Hazard Communication (Chemical Safety)	___	___
Lockout/Tagout	___	___
Proper Lifting Techniques	___	___
Personal Protective Equipment	___	___
Reporting Injuries	___	___
Safe Driving Practices	___	___
Blood Born Pathogens	___	___
Heat Stress	___	___
Confined Spaces Entry	___	___

(Employee Signature)

(Date)

Trainer

(Date)

MSDS TRANSMITTAL SHEET

**ATTACH MSDS SHEET & FORWARD
TO HUMAN RESOURCES OFFICE**

Date: _____

Facility Location: _____

Product Name: _____

Common Name: _____

Name Filed Under: _____

Cross Reference: _____

Amount of Product Purchased: _____

Largest Quantity Stored At One Time: _____

Product Used For: _____

Product Stored At: _____

Department Using Product: _____

Information Forwarded By: _____

Date Entered in Master MSDS Listing: _____

Entered By: _____

CITY OF JONESBORO

RIGHT-TO-KNOW

CONTRACTOR/VISITOR INFORMATION

The City of Jonesboro has provided me the information and understanding of the following Right-To-Know program components:

Circle One

- | | | |
|--|-----|----|
| 1. The Right to Know regulation and it's requirements. | Yes | No |
| 2. Operations in the work area where hazardous materials are present | Yes | No |
| 3. The locations of Jonesboro's Right to Know Stations, and what information they will offer. | Yes | No |
| 4. The hazards of the chemicals in the work area described by Material Safety Data Sheets. | Yes | No |
| 5. Specific procedures put into effect by Jonesboro to provide protection, such as engineering controls, work practices, and the use of Personal Protective Equipment (PPE). | Yes | No |

I, _____ have received a copy of the following chemical/material MSDS's from
(Print Name)
the City of Jonesboro.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

I understand it is my responsibility to inform employees of _____
(Print Company Name)
or other visitors of the hazards they will or may be exposed to while performing work at:

Address: _____

Contractor/Visitor

Name: _____
(Print Full Name and address)

EMPLOYEE ACKNOWLEDGMENT

CITY OF JONESBORO COMMUNICABLE DISEASE POLICY

I hereby acknowledge that I have received a copy of the City of Jonesboro's Communicable Disease Policy. I am committed to provide every person the same quality of service, regardless of a person's state of health. I agree to use safety procedures to reduce the risk of contracting a communicable disease during the performance of my duties.

Signature

Date

EMPLOYEE ACKNOWLEDGMENT

CITY OF JONESBORO EXPOSURE CONTROL PLAN

I hereby acknowledge that I have received a copy of the City of Jonesboro's Exposure Control Plan. I agree to use personal protective equipment to eliminate or minimize occupational exposure to blood or other potentially infectious materials.

Signature

Date

CITY OF JONESBORO

Physicians Evaluation/Authorization

Employee Name _____ Social Security # _____

Job _____ Date of Injury _____

Describe in detail, the condition/injury to the affected area: (Diagnosis) _____

Please fill out completely and check all that apply:

1. Non work related injury/illness/condition _____
2. Work related injury/illness/condition _____
3. No objective findings to validate condition/injury _____
4. Other comments _____

If condition/injury is determined to be caused by work, please check all restrictions (if any) that apply

- | | <u>Can Do</u> |
|--|---------------|
| 1. Work on or with moving machinery | _____ |
| 2. Lift (0 to 5 lbs) Occasionally - Often - Repetitively | _____ |
| 3. Lift (0 to 10 lbs) Occasionally - Often - Repetitively | _____ |
| 4. Lift (0 to 20 lbs) Occasionally - Often - Repetitively | _____ |
| 5. Lift (0 to 35 lbs) Occasionally - Often - Repetitively | _____ |
| 6. Lift (0 to 50 lbs.) Occasionally - Often - Repetitively | _____ |
| 7. Lift > 50 lbs. Occasionally - Often - Repetitively | _____ |
| 8. Push - Up to 10 lbs Pressure _____ 25 lbs Pressure _____ 50 lbs Pressure _____ | _____ |
| 9. Pull - Up to 10 lbs. Pressure _____ 25 lbs Pressure _____ 50 lbs Pressure _____ | _____ |
| 10. Sit for long periods of time | _____ |
| 11. Stand for long periods of time | _____ |
| 12. Alternate sit/stand position | _____ |
| 13. Bend or stoop Occasionally - Often - Repetitively | _____ |
| 14. Reach above shoulder level Occasionally - Often - Repetitively | _____ |
| 15. Reach below shoulder level Occasionally - Often - Repetitively | _____ |
| 16. Use right hand/wrist | _____ |
| 17. Use left hand/wrist | _____ |
| 18. Repetitive motions with limited forces of gripping/grasping | _____ |
| 19. Climb stairs or ladders - Occasionally | _____ |
| 20. Continue present working activities at _____ rate % _____ | _____ |
| 21. Other _____ | _____ |

I have checked the demands that I know the patient can or cannot do based on my knowledge of the patient's medical history and the present physical examination findings. Due to the injury/condition of this patient at present:

_____ This patient is released to return to work within the above restrictions.

_____ This patient is released to perform their regular duties.

_____ Additional information on back.

These restrictions apply until _____

A follow-up visit is to be scheduled for _____

Treating Physician Signature _____ Date _____

Employee Signature _____ Date _____

Appointment time was _____ Arrival Time _____ Departure time _____

ACCIDENT INVESTIGATION FORM

Date of investigation _____ Time of investigation _____

Injured employee _____

Department _____ Job title _____

Where injury occurred _____

Nature of injury/property damage _____

Object or equipment that inflicted the injury, if applicable _____

Describe the accident _____

What were the contributing factors? _____

Witnesses _____

What action(s) are being taken and by whom, to prevent recurrence of this type of injury in the future? _____

Was the report to the Supervisor delayed? If yes why? _____

Were any City Safety Policies violated and if so explain _____

Was medical treatment required? _____

Who administered the medical treatment? _____

What is severity potential for lost time?

High/Major _____ Medium/Serious _____ Low/Minor _____

Probably recurrence rate?

Frequent _____ Occasional _____ Rare _____

Supervisor Signature _____ Date _____

Investigated by _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Reviewed by _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration



Form OSHA-300 (10-10-10) 1215-1076

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity, or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that prevent any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. You need to use two lines for a single case if you need to describe the injury and illness in the Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Employment year: _____
On _____ State _____

Identify the person

Describe the case

Classify the case

Using these four categories, check ONLY the most serious reason for each case!

Enter the number of days the injured or ill worker was:

Check the "injury" column or choose one type of illness:

(A) Case No.	(B) Employer's name	(C) Job title <i>(e.g., Helper)</i>	(D) Date of injury or onset of illness	(E) Where the event occurred <i>(e.g., Loading dock north side)</i>	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill <i>(e.g., Second degree burn on right forearm from warehouse burn)</i>	(G) Death	(H) Days away from work	(I) Job transfer or restriction	(J) Other recordable	(K) Days on job transfer or restriction	(L) Days away from work	(M) Injury	(N) Skin disorder	(O) Respiratory condition	(P) Poisoning	(Q) Other illness
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WORKERS COMPENSATION - FIRST REPORT OF INJURY OR ILLNESS

GENERAL	EMPLOYER (NAME & ADDRESS INCL ZIP)		CARRIER/ADMINISTRATOR CLAIM NUMBER		REPORT PURPOSE CODE				
			JURISDICTION	JURISDICTION CLAIM NUMBER					
			INSURED REPORT NUMBER						
	SIC CODE		EMPLOYER FBN		EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)	LOCATION #			
				PHONE #					
CLAIMS ADMINISTRATOR	CARRIER (NAME, ADDRESS & PHONE NO)		POLICY PERIOD		CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO)				
			TO						
			CHECK IF APPROPRIATE						
			<input type="checkbox"/> SELF INSURANCE						
CARRIER FBN		POLICY/SELF-INSURED NUMBER		ADMINISTRATOR FBN					
AGENT NAME & CODE NUMBER									
EMPLOYEE	NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH	SOCIAL SECURITY NUMBER	DATE HIRED	STATE OF HIRE			
	ADDRESS (INCL ZIP)		SEX	MARITAL STATUS		OCCUPATION/JOB TITLE			
			M MALE	U UNMARRIED SINGLE/DIVORCED					
			F FEMALE	M MARRIED	EMPLOYMENT STATUS				
	PHONE		U UNKNOWN	S SEPARATED					
		# OF DEPENDENTS	K UNKNOWN	NCCI CLASS CODE					
WAGE	RATE	PER:	DAY	MONTH	# DAYS WORKED/WEEK	FULL PAY FOR DAY OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
		WEEK	OTHER:			DID SALARY CONTINUE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
OCCURRENCE	TIME EMPLOYEE BEGAN WORK	AM	DATE OF INJURY/ILLNESS	TIME OF OCCURRENCE	AM	LAST WORK DATE	DATE EMPLOYER NOTIFIED	DATE DISABILITY BEGAN	
		PM			PM				
	CONTACT NAME/PHONE NUMBER			TYPE OF INJURY/ILLNESS		PART OF BODY AFFECTED			
	DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES?			TYPE OF INJURY/ILLNESS CODE		PART OF BODY AFFECTED CODE			
	<input type="checkbox"/> YES <input type="checkbox"/> NO								
	DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED				ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED				
	SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED				WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED				
	HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL							CAUSE OF INJURY CODE	
DATE RETURNED TO WORK		(IF FATAL, GIVE DATE OF DEATH)		WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
				WERE THEY USED?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
TREATMENT	PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)			HOSPITAL (NAME & ADDRESS)			INITIAL TREATMENT		
							D NO MEDICAL TREATMENT 1 MINOR: BY EMPLOYER 2 MINOR CLINIC/HOSP 3 EMERGENCY CARE 4 HOSPITALIZED > 24 HRS 5 FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED 6		
OTHER	WITNESSES (NAME & PHONE #)								
	DATE ADMINISTRATOR NOTIFIED	DATE PREPARED	PREPARER'S NAME & TITLE			PHONE NUMBER			

**ARKANSAS WORKERS' COMPENSATION COMMISSION
WCC FORM N**

**MUNICIPAL LEAGUE WORKERS' COMPENSATION TRUST
P. O. BOX 37
NORTH LITTLE ROCK, ARKANSAS 72115**

EMPLOYEE INFORMATION (Please Print in Ink)

Employee's Last Name	First Name	Middle Initial	Social Security Number	Home Phone No.
Street Address or P.O. Box		City		State Zip Code

EMPLOYER INFORMATION (Please Print)

Employer's Name	Supervisor's Name		
Employer's Street Address or P.O. Box	Employer's City	State	Zip Code

ACCIDENT INFORMATION (Please Print)

Place of Accident	Date of Accident	Time of Accident	Date /Time Employer Notified of Accident
What part of your body was injured?			
Briefly discuss the cause of injury			

WITNESS

Name and address of witness(es), if any:

I hereby authorize any hospital, physician, psychotherapist or practitioner of the healing arts to furnish the bearer any information, including but not limited to copies of medical records, concerning my past, present or future physical, mental or emotional condition. I hereby waive my physician and psychotherapist patient privilege. A photostatic copy of this authorization shall be as effective and valid as the original. My signature below also indicates that I have been provided with my rights regarding change of physician.

Date _____ Signature _____ (See additional information on reverse side of form).

Help with WCC Form N is available from the WCC Legal Advisor Division (1-800-622-4472). Information is supplied by the Support Services Division.

MUNICIPAL LEAGUE WORKERS' COMPENSATION TRUST
POST OFFICE BOX 38
NORTH LITTLE ROCK, AR 72115

EMPLOYEE'S REPORT OF ACCIDENT
MAIL TO

TO BE COMPLETED BY

EMPLOYEE

PERSONAL, Name _____ Year _____ Month _____ Tel. # _____ Birth Date _____
Address _____ Street _____ City _____ State _____ Zip _____ Marital Status _____ Sex _____
Dependents' Names and Ages _____

EDUCATION

Circle Highest Level Completed

Grade School 1 2 3 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4

Vo Tech _____ Other _____

EMPLOYMENT: Present Employer _____ Job Title _____ Wages Wk _____

Length of Employment _____ If less than 5 years with present employer, list employers of past 5 years _____

ACCIDENT Date of Accident _____ Time _____ Place _____

Describe fully how accident happened _____

Who did you report this accident to? _____ When? _____

Who witnessed the accident? _____

Who is your supervisor? _____

How could the accident have been prevented? _____

INJURY Nature and location of injury (describe part(s) of body) _____

Name and Address of Doctor(s) _____

Who selected your doctor? _____ Date of First Visit _____

1st day unable to work? _____ Are you still under doctor's treatment? _____

DISABILITY How long does your doctor anticipate you will be off? _____

Are your wages continuing? _____ If so, from what source? _____

Regular wages _____ Sick Leave _____ Vacation _____

Have you ever collected compensation for a prior injury? () yes () no

If yes, give details _____

Have you ever had any other condition or injury involving this part of your body prior to this injury? () yes () no

If yes, give details _____

Name and Address of Family Physician _____

REMARKS _____

Signature of Employee _____ Date _____

Use back for additional space.

CITY OF JONESBORO WORKPLACE HEALTH & SAFETY TRAINING

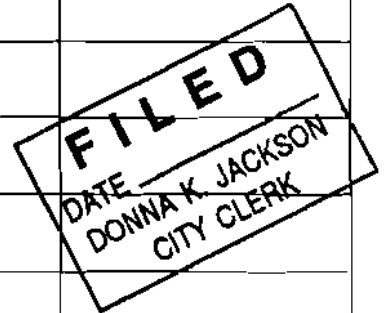
DEPARTMENT	PROGRAM	DATE OF TRAINING	NUMBER TRAINED
FINANCE			
PLANNING/INSPEC.			
HUMAN RESOURCES			
GRANTS			
MAYOR'S OFFICE			
INFO SERVICES			
POLICE			
FIRE			
911			
MATA/ENG.			
ANIMAL CONTROL			
BLDG. MAINT.			
STREETS			
SANITATION			

TOTAL TRAINED

SAFETY PERFORMANCE REPORT

Month _____

	This Month	Year to Date
Total Manhours		
Total Accidents w/Medical Treatment		
Total Cases w/Modified Duty		
Total Number Modified Duty Days		
Total Number Lost Time Accidents		
Total Lost Time Days		



ACCIDENTS BY DEPARTMENT YEAR TO DATE

	Accidents	Lost Time	Mod. Duty	Days Mod.	Days Lost
POLICE					
FIRE					
PLANNING/INSP.					
ANIMAL CONTROL					
INFO. SYSTEMS					
BUILDING MAINT.					
STREETS					
ENGINEERING					
SANITATION					
PARKS					
E-911					
MATA					
OTHER*					

*Mayor's Office, Human Resources, City Clerk's Office, City Attorney's Office, Work Release, Grant's Office, Outside Agencies.