



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, DECEMBER 05, 2016- 7:00PM
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; Melvin Baker; George Holt; David Eady; Mike Ready; Jim Windham.

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Dave Harvey, Chief; Stacey Mullen, Deputy City Clerk; Jody Reid, Utility Superintendent; Hoyt Oliver, Kendra Mayfield, Cheryl Ready, Mary Carter.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:

A motion was made by Ready, seconded by Davis to accept the Agenda for December 05, 2016. The motion was approved 7/0. Attachment A

Mayor Roseberry announced Daniel Parsons as the Honorary Councilmember for December and presented him with a proclamation as appreciation for his participation. Attachment B

A motion was made by Windham, seconded by Ready to approve the minutes of the Regular Meeting for November 7, 2016. The motion was approved 7/0. Attachment C

A motion was made by Baker, seconded by Eady to approve the minutes of the Work Session for November 21, 2016. The motion was approved 7/0. Attachment D

A motion was made by Eady, seconded by Baker to accept the minutes of the Planning Commission for September 13, 2016. The motion was approved 7/0. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

There were no recommendations from the Planning Commission.

CITIZENS COMMENTS/CONCERNS

There were no comments from citizens.

MAYOR'S REPORT

Mayor Roseberry presented an update on the upcoming SPLOST referendum. The 2011 SPLOST was for \$57,600,000. Oxford's share of the base amount was \$1,233,050. Oxford's share of any overage was 3.02% for the total overage. The County is now estimating an overage of \$6,000,000. If that is correct, Oxford will receive an additional \$181,000 for transportation projects.

The Newton County Mayors met with Newton County on several occasions regarding the proposed 2017 SPLOST. The County Board of Commissioners has authorized a SPLOST in the amount of \$64,800,000 to be voted on by the citizens in March 2017. Division of the SPLOST base proceeds will be 78% to the County and 22% to the cities. Any overage will be split 75% to the County and 25% to the cities. Oxford will receive \$1,500,965 of the base amount. Oxford will receive 3.02% of any overage. Overage funds can be used for any of the projects listed in Oxford's base amount request.

Last Friday, the Mayors met in Oxford and after completing the final work on the SPLOST 2017, agreed that the City of Covington will monitor County disbursements of LOST and SPLOST funds to the cities. Covington's Finance Department will compare State reports with those provided by the County and each city will receive copies of those reports. Attachment F

SIGNS FOR THE CIVIL WAR HERITAGE TRAIL

A decision was made regarding placement of the signage for the Georgia Civil War Heritage Trail. **A motion was made by Ready, seconded by Windham to approve the Georgia Civil War Heritage Trail signage to be placed at three locations: 1) the corner of Oxford Road and Hull Street; 2) the corner of West Soule Street and Wesley Street; and 3) at the historic marker across from the Old Church on Wesley Street; further that all signs to be placed on the L-shaped pole supplied by the City of Oxford and all the signs to be double-sided and of the small size. The motion was approved 6/1. All voted in favor, with Eady voting no.**

Safety Manual

City Manager Bob Schwartz presented an update on the safety manual. The safety manual has been revised to correct typos and change language as it relates to the use of golf carts for city employees. The safety manual is recommended, as well as required to qualify for annual awards by the city's Risk Management and Workers Comp Insurance, GIRMA.

A motion was made by Holt, seconded by Eady to adopt the safety manual. The motion was approved 7/0. Attachment G

Downtown Development Authority

Councilman Ready addressed Council regarding the resolution to direct the City Manager to work with members of ad hoc DDA (Downtown Development Authority) committee to prepare the activation resolution including both the specified area and the seven initial members.

A motion was made by Ready, seconded by Baker to adopt resolution to prepare a recommended activation Resolution for City Council. The motion was approved 6/1. All voted in favor, with Eady voting no. Attachment H

SPLOST 2017

Mayor Roseberry reviewed the terms of the intergovernmental agreement for the 2017 SPLOST.
A motion was made by Windham seconded by Ready to approve the Intergovernmental agreement between Newton County and the cities in Newton County. The motion was approved 7/0.

101 Longstreet Circle

City Manager Bob Schwartz reported to Council that he had received a request to purchase the property at 101 Longstreet Circle. This was to be discussed later in executive session.

Invoice Approval

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Nov)	1,325.14
MasterCard Services	Lunch-Honorary Councilmember/Calendars/GUFC Luncheon/Hotel Fees-GCCMA Conference, Mayors Summit/Miscellaneous Items	2,093.33
GMEBS Retirement	Employee Retirement Fund DB Plan (December)	6,527.91
Humana	Health Insurance (December)	7,004.70
Latham Home Sanitation Co. Inc.	Monthly curbside service for November	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for Oct	17,512.00
Sophicity	IT in a Box (December)	1,701.68
Southeastern Power Administration	SEPA energy cost (October)	3,261.79
Woco Pep Oil, Inc.	Fuel Charges	2,071.44
PURCHASES/CONTRACT LABOR		
McNair, McLemore, Middlebrooks	Pre-Audit assistance for October	5,775.20
David Strickland	Professional Services for October	1,823.02
Jordan Engineering	Asbury Park project mtg/Structural engineering for George St. pathway boardwalk & bridge design/Plat preparation/Sewer extension design & plans	7,575.00
Rae Products & Chemicals Corp	Preformed Thermoplastic-white roll 12" x 30'-90 MIL	1,603.18

A motion was made by Holt, seconded by Windham to approve payment of the invoices. The motion was approved 7/0.

A motion was made by Windham, seconded by Baker to go into executive session to discuss real estate matters at 7:27pm. The motion was approved 7/0.

December 5, 2016

City of Oxford/Regular Session

4

A motion was made by Windham, seconded by Ready to leave the executive session and return to regular session at 7:47pm. The motion was approved 7/0.

City Manager Bob Schwartz will place an advertisement in the local paper to accept bids for property at 101 Longstreet Circle. The ad will include that the city has reserved the right to not accept any or all bids.

There being no further business:

A motion was made by Windham, seconded by Holt to adjourn the meeting at 7:48pm. The motion was approved 7/0.

Respectfully submitted,

Stacey Mullen
Deputy City Clerk

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 5, 2016 – 7:00 P.M.
CITY HALL
A G E N D A**

RECEPTION FOR OXFORD COLLEGE TENNIS TEAM 6:30 PM

The Oxford College women's tennis team captured the NJCAA Division III national championship for the second year in a row and the third time since 2011. We will host a short reception for the team and coaches at 6:30 PM

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the December 5, 2016 Mayor and Council Regular Meeting
5. **Honorary Councilmember of the Month** – Councilmember Eady appointed Daniel Parson as the honorary councilmember of the month for December.
6. * Motion to approve the Minutes of the Regular Meeting of November 7, 2016.
7. * Motion to approve the Minutes of the Work Session November 21, 2016.
8. * Motion to accept the Minutes of the Planning Commission for September 13, 2016
9. Planning Commission Recommendations/Petitions
10. Citizen Concerns
11. Mayor's Report
12. **Signs for the Civil War Heritage Trail** – Steve Longcrier, executive director of the Georgia Civil War Heritage Trails presented several options at the work session. It is time to make a decision on this issue.
13. * **Safety Manual** – We have completed work on the attached city Safety Manual and recommend Council approval at the December 5th meeting. We have corrected some typos and made a few adjustments based on the discussion at the work session.
14. * **Downtown Development Authority** – We recommend the eventual activation of a Downtown Development Authority. We have attached a Resolution directing the city

manager to work with the ad hoc DDA committee to prepare the activation resolution including both the specified area and the seven initial members.

15. **SPLOST 2017** – We will discuss the Intergovernmental Agreement for the SPLOST 2017 Referendum.

16. **101 Longstreet Circle** – We have received a request to purchase the residential lot we own (after a donation from the bank) at 101 Longstreet Circle. We recommend Council authorize us to take bids to sell the property. We will discuss the possible value and price during the executive session.

17. Invoice Approval

18. Executive Session – Real Estate matters.

19. Adjourn

ANNOUNCEMENTS

1. **Annual Employee Meeting** – The venue is planned for Ashton Hills Golf Club in Covington, tentatively for December 13, 2016 @ 7:00.
2. **Drought** – Even though we had some rain last week, the EPD declared Level 2 drought response for Newton County is still in effect. Our reservoir is not nearly full enough.

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Nov)	1,325.14
MasterCard Services	Lunch-Honorary Councilmember/Calendars/GUFC Luncheon/Hotel Fees-GCCMA Conference; Mayors Summit/Miscellaneous Items	2,093.33
GMEBS Retirement	Employee Retirement Fund DB Plan (December)	6,527.91
Humana	Health Insurance (December)	7,004.70
Latham Home Sanitation Co. Inc.	Monthly curbside service for November	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for Oct	17,512.00
Sophicity	IT in a Box (December)	1,701.68
Southeastern Power Administration	SEPA energy cost (October)	3,261.79
Woco Pep Oil, Inc.	Fuel Charges	2,071.44
PURCHASES/CONTRACT LABOR		
McNair, McLemore, Middlebrooks	Pre-Audit assistance for October	5,775.20
David Strickland	Professional Services for October	1,823.02
Jordan Engineering	Asbury Park project mtg/Structural engineering for George St. pathway boardwalk & bridge design/Plat preparation/Sewer extension design & plans	7,575.00
Rae Products & Chemicals Corp	Preformed Thermoplastic-white roll 12" x 30'-90 MIL	1,603.18



PROCLAMATION

WHEREAS, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

WHEREAS, it is important to show the citizens of our City how our City operates and how City Council functions; and

WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

WHEREAS, Councilmember Eady has nominated Daniel Parson to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Daniel Parson as the Honorary Councilmember for the City of Oxford for the month of December.

SO PROCLAIMED, this 5th day of December, 2016.

MAYOR AND CITY COUNCIL OF OXFORD

BY:

Mayor

ATTEST:

City Clerk





**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
CALLED WORK SESSION AND REGULAR SESSION
MONDAY, NOVEMBER 7, 2016 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Jim Windham.

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Police Chief; Hoyt and LaTrelle Oliver, Juanita Carson, Kendra Mayfield, Peggy Madden, Judy Greer, Todd Cain, Students from Oxford College: Caleb Sowgry, Jacob Hicks, Althea Johnson, Gabriel Moran.

**Called Work Session
5:30 P.M.**

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.
City Manager Bob Schwartz introduced Monica Callahan, DDA Director and Planning Director from Madison.

Ms. Callahan gave a briefing on Downtown Development Authorities explaining the roles of a DDA in conjunction with City Officials and State Law. Callahan explained the roles of the DDA, the members, term limits, required reporting and ethic policies and gave examples of her current activities with the DDA for Madison. After a brief Q & A the meeting was adjourned at 6:55 P.M.

Regular Council Session

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:

A motion was made by Windham, seconded by Baker to accept the Agenda for the November 7, 2016. The motion was approved 7/0. Attachment A

Mayor Roseberry announced Aaron Robinson as the Honorary Councilmember for November and presented him with a proclamation as appreciation for his participation. Attachment B

A motion was made by Davis, seconded by Windham to approve the minutes of the October 3, 2016 Regular meeting. The motion was approved 7/0. Attachment C

A motion was made by Baker, seconded by Windham to approve the minutes of the October 17, 2016 Work Session. The motion was approved 7/0. Attachment D

A motion was made by Eady, seconded by Ready to accept the minutes of the September 13, 2016 Planning Commission. The motion was approved 7/0. Attachment E

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

None.

Mayor's Report

Mayor Roseberry reminded everyone of the Mayors Retreat on Friday, November 11th at 8:30 at The Center. 2017 SPLOST - Mayor Roseberry said the cities met with the County Board of Commissioners and presented their requests for the 2017 SPLOST. Roseberry said Oxford should receive approximately \$1 ½ million on base and ¼ on overage for a total of approximately \$1.8 million.

Annual Employee Meeting – City Clerk Lauran Willis said we need to confirm the date of December 13, 2016 for the annual Employee Meeting at Ashton Hills Golf Club on December 13, 2016 at 7:00 P.M. All Council was in favor of this date.

Councilmember Mike Ready announced that he, Cheryl Ready, and Bob Schwartz attended the Awards Ceremony as part of the Georgia Urban Forest Council 26th annual Conference. Oxford was presented with the 2016 Outstanding Community Grand Award. The award is a framed, limited edition print of a Georgia tree by artist Barry Nehr.

Intergovernmental Agreement

As we have for the last three years we have requested the County participate with our GDOT Local Maintenance and Improvement Grant (LMIG) towards repairing of George Street. The County will provide the labor and equipment with the city paying for the materials. We have attached the Intergovernmental Agreement prepared by Newton County. Attachment F

Motion was made by Windham, seconded by Eady. The motion was approved 7/0.

Random Drug Testing

As we discussed at the work session, we are recommending the attached Resolution to allow for random drug testing for city employees. Attachment G

Motion was made by Ready, seconded by Baker. The motion was approved 7/0.

Local Maintenance and Improvement Grant – FY2017

City Manager Bob Schwartz presented a resolution designating Green Street for the LMIG resurfacing work for FY2017. Attachment H

Motion was made by Eady, seconded by Ready. The motion was approved 7/0.

Civil War Heritage Trail Sign

Motion was made by Eady, seconded by Baker to table for further discussion. The motion was approved 7/0.

INVOICES OVER \$1,000.00

Invoice Approval

VENDOR	DESCRIPTION	AMOUNT
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Oct)	1,535.01
City of Covington	Quarterly Sewer Charges 6/30/2016 – 9/30/2016	11,550.00
GMEBS Retirement	Employee Retirement Fund DB Plan (October)	6,527.91
GMEBS Retirement	Employee Retirement Fund DB Plan (November)	6,527.91
Humana	Health Insurance (November)	7,702.02
Latham Home Sanitation Co. Inc.	Monthly curbside service for September	5,636.10
Latham Home Sanitation Co. Inc.	Monthly curbside service for October	5,636.10
Newton County BOC	Water Purchase Cornish Creek Water Fund for Sept	17,397.00
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 8/30/2016 – 9/29/2016	4,667.25
Newton County W&SA	Land application/Plant Operations & MAINT (Sewer) 9/19/2016 – 10/28/2016	5,770.83
Sophicity	IT in a Box (October)	1,701.68
Sophicity	IT in a Box (November)	1,701.68
Southeastern Power Administration	SEPA energy cost	3,466.39
Woco Pep Oil, Inc.	Fuel Charges	2,282.64
PURCHASES/CONTRACT LABOR		
Allan Vigil Ford	2016 Ford Interceptor Sedan Police FY2017 Budget	23,727.00
Anixter Inc.	1 – Saw Chain and 2 Hose Assembly's	1,221.00
Apollo Staffing	Temp Services 2 men (Week Ending 9/18/2016)	1,055.20
Apollo Staffing	Temp Services 2 men (Week Ending 9/25/2016)	1,055.20
Apollo Staffing	Temp Services 4 men (Week Ending 10/02/2016) 2 @ 8 hours and 2 @ 40 hours.	1,259.68
Apollo Staffing	Temp Services 3 men (Week Ending 10/09/2016)	1,553.62
Apollo Staffing	Temp Services 3 men (Week Ending 10/16/2016)	1,499.22
Cable East	Supplies & Materials for College Underground Project (Pipe/Conduit/Couplings etc.)	12,806.19
Foremost Promotions	Promotional items for Police Department	1,576.14
G & C Supply Co., Inc.	50 Green-Post/25 caps & 25 – 90 degree crosspieces	1,036.17
M. Qader A. Baig & Associates	Municipal Court Legal Services July – Sept 2016	1,200.00
McNair, McLemore, Middlebrooks	Preparation for Audit, recording financial transactions and bookkeeping for September	5,449.70
MEAG Power SCADA	ePRISM (Internet) annual renewal	1,440.00
NaturChem, Inc.	Brush Control Services, Asbury Park, 301 W. Soule, 808 Wesley, 303 Moore St. Kudzu, Ivy etc.	1,350.00
Otis Elevator Company	Annual Service 11/1/16 – 10/31/17	2,358.34
Progressive Business Systems	1 – Folder Inserter (FY2017 Budget)	3,795.00

RAE Products & Chemicals Corp.	25 rolls of Thermoplastic 12' x 30' – 90 MIL	3,921.25
David Strickland	Professional Services for September	1,436.02
APPROVED CONTRACTS		
ACE/Kimble Services	Install 95 12" wide 8' long thermoplastic stop bars.	7,600.00
Church Street Services	October Monthly billing for project update from UGA	1,603.80
Jordan Engineering	Sewer extension design/plans/route. Plat preparations, Set last r/w corners and report.	2,912.50
Scarborough Tree Service	Removal & Cleanup of 2 pines - West Clark Street	2,400.00

A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 7/0.

There being no further business:

A motion was made by Windham, seconded by Ready to adjourn the meeting at 7:35 PM. The motion was approved 7/0.

Respectfully submitted,

Lauran S. Willis, CMC/FOA
City Clerk



OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
Work SESSION
MONDAY, NOVEMBER 21, 2016 – 6:00 P.M.
CITY HALL

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Mike Ready; Jim Windham.

OTHERS PRESENT: Bob Schwartz, City Manager; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt and LaTrelle Oliver, Jeff Wearing, Kendra Mayfield, Cheryl Ready, Judy Greer, Peggy Madden, Steve Longcrier, Daniel Parson, Anderson Wright, Robert Jordan.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor.

Agenda – Attachment A

Honorary Councilmember

Mayor Roseberry announced Daniel Parson, Oxford College organic farm, as the Honorary Councilmember for December appointed by Councilmember David Eady.

Mayor's Announcements

Mayor Roseberry made the following announcements:

- *The December 5th meeting will convene at 6:30 with a reception for the Oxford College women's tennis team.
- *Roseberry said he recently met with the new Board of Commission Chairman, Marcelo Banes.
- *Roseberry said he attended a meeting last week where State Revenue Commissioner, Lynn Riley spoke. Riley said revenues are coming in good, we have set a new record in June. Riley said the reserve funds are up to two billion dollars. The state of Georgia has a AAA bond rating and is a preferred place to do business.
- *Roseberry announced that the Chamber of Commerce will sponsor a breakfast at The Center on November 30, 2016 at 8:00 AM. The breakfast is for the legislators to meet with the public prior to taking office in January. To attend you must contact the Chamber to reserve a space.

MEAG Mayors Summit

Mayor Roseberry reported on the annual Mayors Summit held by the Municipal Electric Authority of Georgia. Roseberry said there were thirty-five mayors in attendance all of who shared concern that we are not selling enough electricity. Electric sales are down. Several cities who subscribed to Plant Vogel units 3 and 4 will begin paying interest in 2019 and 2020 on their debt. While Oxford opted out of this program we will still continue to pay other debt obligations to MEAG. Our original contract will expire in 2026.

SPLOST 2017

Mayor Roseberry reported on the discussions with the county and the cities in preparation for the SPLOST 2017 vote. Roseberry said the agreement as it stands is the cities will receive 22% of the base amount and 25% of any overage. Oxford stands to receive \$1.5 million on the base amount and approximately 10% of the city's share of the overage. SPLOST will be on the March 2017 Ballot.

Signs for the Civil War Heritage Trail

Steve Longcrier, Founder and Executive Director of the Georgia Civil War Heritage Trails presented discussion and documents with proposed sign locations on the City of Oxford rights-of-way. This item will be on the December agenda for a vote. Attachment B

East Clark Street Development

Robert Jordan, city engineer, presented a layout of the plans and cost figures for the development of East Clark Street. This item will be place on the December agenda for a vote. Attachment C

Safety Manual

City Clerk Lauran Willis, presented discussion regarding the adoption of a Loss Control/Safety Policy Statement and Safety Manual for the city and asked council to consider adoption of this plan. We will have a resolution on the December agenda for a vote. Attachment D

Streets Resurfacing and Repair

City Manager Bob Schwartz presented a list of the ten streets in town in the most need of resurfacing along with a list of seven streets which need deep patching. We will prepare cost estimates for Council to review the top one or two for work with capital project funding in the spring. Councilmember Eady requested a list to include prior projects depicting the condition, when it was done and the cost for all streets. Attachment E

Downtown Development Authority

City Manager Bob Schwartz reminded everyone of the November Council meeting where we heard from Monica Callahan, DDA director for Madison. Schwartz said the question now is whether we should go forward with the formation of a Downtown Development Authority or not. Eady said we need a Monica. Holt said we need to decide at some point what do we really want to do and when we want to do it. Eady shared his concern in choosing seven people to serve. Jeff Wearing said he feels we have someone who is capable of heading a DDA naming the Planning Commission Chairman Johnathan Eady. Ready said we would be shorting ourselves by not moving forward. Hoyt Oliver said it would be wise to include the Planning Commission and their ideas.

6153 Emory Street

City Manager Bob Schwartz said we have received two bids to remove the house at 6153 Emory Street. The low bid is \$21,950. We will need to request a demolition permit from the City of Covington. Council has not decided whether to demolish this building or not. Eady asked what it would take to bring it up to code. Windham said he has seen the structure and feels it would not be worth the cost. Utility Superintendent Jody Reid said he and Scottie Croy have inspected the structure and determined it is not sound. This item will be placed on the December agenda to decide if we want to go forward with the demolition. Attachment F

Cemetery Records

City Clerk Lauran Willis presented discussion regarding implementation of the new software for the cemetery records project which was approved in the FY2017 budget. Willis requested Council consider approving a part-time or temporary worker to assist with the keying and scanning of the records into the new software database. This request will be brought to Council at a later date after the software has been installed.

Projects Status and Engineer's Progress Report

City Manager postponed this item for later date. Schwartz said he has been approached by a citizen who is interested in purchasing the city owned property at 100 Longstreet Circle. This item will be on the December agenda. Attachment G

Other Announcements

City Manager Bob Schwartz announced the following:

City Hall will be closed November 24 and 25 for the Thanksgiving holiday.

City Hall will be closed December 23 and 26 for the Christmas holidays.

Our annual employee meeting will be Tuesday, December 13th at 7:00.

The State Environmental Protection Division has declared a Level 2 Drought Response for Newton County effective November 17, 2016. There will notices mailed with this month's bills. Attachment H

Executive Session

Mayor Roseberry postponed the executive session for a later date.

There being no further business the meeting was adjourned at 7:40 PM.

Respectfully submitted;

Lauran S. Willis, CMC/FOA
City Clerk

OXFORD PLANNING COMMISSION

Minutes – September 13, 2016

MEMBERS: Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Vivian Harris, and Ron Manson. Penny England was out of town and Shawn Gaither was absent.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Valerie and Larry Daniel, Jeremy and Felida Baker, and Kendra Mayfield from Oxford College.

OPENING: Mr. Eady called the meeting to order and welcomed the guests.

LARRY DANIEL AND VALERIE DANIEL AMENDMENT TO SITE PLAN – Larry Daniel, 590 West Richardson Street requested approval for a minor amendment to the site plan that was approved at the June Planning Commission meeting. Mr. Daniel explained his request to the Planning Commission. He is trying to square up the house with the center of the lot.

Upon motion of Mr. Wearing seconded by Mr. Manson, the request was approved. The vote was 4-0.

JEREMY AND FELIDA BAKER DEVELOPMENT APPLICATION – Jeremy and Felida Baker requested approval for a new home at 127 Oxford North Road. Mr. Eady noted that the house proposed met the minimum size requirement of 2,000 ft.² and was less than the maximum height permitted. Since we had not had a new home in some time, Mr. Eady reminded the Planning Commission of its responsibilities with regard to §40 – 814 of the zoning ordinance.

Upon motion of Mr. Manson, seconded by Mr. Wearing the request was approved. The vote was 4-0.

OXFORD COLLEGE – DEMOLITION PERMIT – 805 WHATCOAT STREET – Oxford College requested approval for a permit to demolish the house at 805 Whatcoat Street. After some discussion about the development plan and the septic tank,

Upon motion of Mr. Wearing, seconded by Mr. Manson the request was approved. The vote was 3-0 with Mr. Eady abstaining.

OXFORD COLLEGE – 415 DOWMAN – Oxford College requested a permit to locate offices for five staff positions at this location temporarily from January, 2017 until January, 2018. It is zoned R-20. After some discussion, the Planning Commission members felt that this could not be approved by the Planning Commission or even granted a variance by City Council based on the current zoning.

Upon motion of Mr. Manson, seconded by Mr. Wearing this request was rejected as it is not permitted within the zoning ordinance. Office use is not permitted within the R-20 zone. The vote was 3-0 with Mr. Eady abstaining.

OXFORD COLLEGE – PIERCE HALL RENOVATION – This was a preliminary discussion to determine what the Planning Commission needs in order to review the renovation of Pierce Hall. After some discussion Mr. Eady noted that the Planning Commission would need more information and the plans when the development permit application was submitted.

OXFORD COLLEGE – FUTURE DEVELOPMENT PLAN – Kendra Mayfield presented an initial outline of this planning process. {A copy is attached to these minutes.} The Planning Commission asked that this be placed on the agenda for the next meeting for discussion among Planning Commission members.

APPROVAL OF MINUTES: The Planning Commission members discussed that it was only necessary to include the motions that were approved in the minutes and not necessarily all of the discussion. Several changes were made to the minutes for the August 9th meeting. Upon motion of Mr. Wearing, seconded by Mr. Manson, the minutes for the meeting of August 9, 2016 were approved as modified. The vote was 4-0.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:35 PM.

Submitted by:

Bob Schwartz, zoning administrator

CITY COUNCIL MEETING DECEMBER 5, 2016

MAYOR'S NOTES

1. SPLOST 2011

The 2011 SPLOST was for \$57,600,00.00. Oxford's share of the base amount was \$1,233,050.00. And Oxford's share of any overage is 3.02% for the total overage. The County is now estimating an overage of \$6,000,000.00. If that is correct, Oxford will receive an additional \$181,000.00 for transportation projects.

2. SPLOST 2017

The Newton County Mayors have met with Newton County on several occasions regarding the proposed 2017 SPLOST.

The County Board of Commissioners has authorized a SPLOST in the amount of 64,800,00 to be voted on by the citizens in March 2017.

Division of the SPLOST base proceeds will be 78% to the County and 22% to the cities. Any overage will be split 75% to the County and 25% to the cities.

Oxford will receive \$1,500,965.00 of the base amount. And Oxford will receive 3.02% of any overage. Overage funds can be used for any of the projects listed in Oxford's base amount request.

3. MONITORING OF SPLOST REVENUES

Last Friday the Mayors met in Oxford and after completing the final work on the SPLOST 2017, agreed that the city of Covington will monitor County disbursements of LOST and SPLOST funds to the cities. Covington's Finance Department will compare State reports with those provided by the County and each city will receive copies of those reports.



CITY OF OXFORD

SAFETY MANUAL

Adopted December, 2016

CITY OF OXFORD

RESOLUTION

LOSS CONTROL / SAFETY POLICY STATEMENT

WHEREAS, it is the policy of the City of Oxford that every employee be entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation and;

WHEREAS, it is our belief that accidents which injure people, damage equipment or property, or destroy materials, cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

WHEREAS, The City of Oxford, through its supervisors and managers, will endeavor to maintain a safe and healthful work place. The City of Oxford will provide safe working equipment, necessary personal protection and, in the case of injury, the best first aid and medical services available.

WHEREAS, due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must "formalize" our safety program, utilizing written reports and records, to achieve the maximum use and effectiveness of loss control information.

WHEREAS, Safety and loss control is a tremendous responsibility and one that must be shared by all.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD, that the City of Oxford Safety Manual dated December, 2016 is hereby adopted and that the City Clerk is appointed as the Safety Risk Manager.

ADOPTED THIS 5th day of December, 2016.



BY:


Jerry D. Roseberry, Mayor


Lauran S. Willis, City Clerk

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CHAPTER 1

SUBJECT:

GENERAL

Policy

It shall be the policy of the City of Oxford to:

- Provide the highest degree of safety and health possible for employees and the general public.
- Preserve and protect City property and afford the same consideration towards the property of the general public.
- Hold department heads responsible for implementing all phases of the City's Loss Prevention Program.
- Identify hazardous working conditions and take prompt corrective action to eliminate such conditions (within budgetary limitations).
- Provide and maintain an ongoing safety training and education program so as to train and educate all City employees to the extent that they can perform their duties economically, efficiently, and safely.
- Comply with safety and health rules and regulations.
- Improve the communication system by scheduling and conducting regular safety meetings and appointing safety coordinators, and a safety committee.
- Establish and periodically review safety and health rules and regulations making changes when necessary.
- Conduct periodic and follow-up safety inspections of all work locations.
- Institute firm and equitable disciplinary measures for violation of prescribed safety and health rules and regulations and ensure the adherence of consistency of action.
- Implement an appropriate system of recognition for safe performance including a system of regular awards, if possible.
- Insure that all phases of the Loss Prevention Program function in the prescribed manner.

- Maintain the overall accident and injury rate at the lowest possible degree. Conduct an accident investigation to maintain the overall accident and injury rate at the lowest possible degree.

Definitions

Safety Committee: A committee composed of department heads and representatives from City departments. Their purpose will be to monitor the Loss Prevention efforts, and determining the best course of action to enhance the safety and loss prevention efforts of the City.

Safety Risk Manager: His/her responsibilities include decisions as to availability relative to accidents and decisions relative to all aspects of the Loss Control Program.

Department Head/Safety Officer: Responsibility to review all accidents with the respective employee to determine cause, solution and avoidability. Overall safety of the department and recommendations for changes to the Safety Committee. Implementation of the penalties and awards generated by the Safety Committee.

Safety Inspections: An in-depth investigation of a work area/location/operation to correct unsafe work conditions and to determine if safety and health rules and regulations are followed.

Personal Injuries: Injuries to a City employee arising out of and in the course of employment.

Vehicular Accidents: Accidents to any piece of motorized equipment owned and operated by the City.

Property Loss: An incident involving loss, loss of use, or damage to City property as a result of an accident, vandalism or theft.

Chargeable Accident: An accident judged to be “avoidable” by the Safety Committee.

“Avoidable” Accident or Injury: An accident or injury involving or sustained by a City employee arising out of conditions of his/her employment and determined to have been preventable by the employee.

“Unavoidable” Accident or Injury: An accident or injury involving or sustained by a City employee arising out of conditions of his/her employment and determined not to have been preventable by the employee.

Applicability

Any full-time, part-time, temporary, and/or seasonal employee of the City.

Responsibilities

The most effective accident prevention measures are those that have been formulated at each level of organization, thoroughly discussed and coordinated by all concerned, and unreservedly supported by top management. The organization of safety committees within City departments facilitates the maximum exchange of ideas between supervisory personnel and greatly enlightens the definition of policies and procedures governing accident prevention. Safety committees shall be a function of management at all levels.

Mayor and City Council: The Mayor, City Manager, and City Council will support the citywide safety and loss control program and support the City's Loss Prevention Program Policy.

Risk Manager: The City Clerk will serve as the Risk Manager and will support the City's Policy and keep the City Manager advised on the status of the Safety/Loss Prevention Program Policy. The Risk Manager serves as advisor to the Safety Committee.

Safety Committee: The Safety Committee shall be chaired by someone selected by the Committee, and it shall be composed of department heads and representatives from the various City departments. The following are basic functions of a Safety Committee:

- Holding monthly meetings to review losses experienced by departments and to evaluate the overall progress of the City's Safety/Loss Control Program.
- Discussing policies concerning safety and health which are not applicable at the department level recommending necessary policy changes to the City management.
- Recommending solutions to safety which is not solvable at the department level.
- Reviewing accidents for cause and availability, and reviewing department safety self-inspection reports.
- Recording and filing minutes of meetings held.

Department Head:

- Maintaining safe and healthful working conditions within their jurisdiction whether out in the field, in the shop, or in the office.
- Controlling injuries, accidents, liabilities, and waste of materials within their jurisdiction.
- Providing the leadership and positive direction essential in maintaining effective accident prevention by setting proper examples.
- Ensuring that safety and health rules and regulations are adhered to by all personnel under their direction, through regular surprise safety audits.

- Conducting new employee safety orientation to include newly reclassified employees prior to allowing employees to work.
- Supporting and participating in safety training relative to supporting the City's and Department's goals in loss prevention.
- Working with supervisors in developing, maintaining and updating work safety rules and regulations peculiar to their department.
- Ensuring that regular departmental safety meetings are held and attended by all levels of personnel under their direction to review departmental accidents and to discuss plans to bring about a more positive accident and injury prevention programs.
- Acting as chairperson of departmental safety committees or designating appointees to act in their behalf.
- Halting the operation or activity which is hazardous to employees or citizens when brought to the attention of the department head.
- Conducting departmental safety and health inspections.
- Attending Safety Committee meetings or appointing a designated department representative to attend.
- Promptly implementing the recommendations of the Safety Committee provided budgetary funds are available.
- Reviewing all accidents and injuries with the employee, determining cause, solution, and availability and reporting the results to the Safety Coordinator. This information will also be reported to the Safety Committee.

Supervisor:

- Assume responsibility for safe and healthful working areas for employees under their direction, through regular inspections and safety audits of personnel.
- Insure that all employees are fully trained to perform their assigned jobs. In the case of new employees, this may require demonstration, observation and practice.
- Have employees read all published safety rules and have them certify in writing that they understand compliance is necessary.
- Insure all safety policies are implemented for maximum efficiency of each job and the well-being of each employee.

- Take the initiative to recommend correction of deficiencies noted in facilities, work procedure, employee job knowledge and attitudes which adversely affect City safety and loss control efforts.
- Make one-on-one contacts with each employee to review safe practices, procedures and safety rules on a regular basis.
- Be firm and impartial in the enforcement of safety policies.
- Be accountable for losses, injuries and other work interruptions under their jurisdiction.
- Fully cooperate with the Safety Coordinator, Department Heads and other responsible supervisory personnel in discontinuing hazardous operations which pose an immediate danger to employees, city property and the general public until such time as the operation can be completed safely.

Employee:

- Follow written and oral safety rules and regulations in the course of their work to prevent injuries to themselves, to their fellow workers, to the general public, and to prevent damage to City and private property.
- Maintain an alert and businesslike attitude at all times.
- Report all accidents, regardless of how trivial, to the immediate supervisor as soon as the accident or injury occurs.
- Avoiding the engagement in any horseplay or practical jokes.
- Keeping work areas clean and orderly.
- Report all unsafe conditions immediately to the supervisor.
- Obey all safety rules and regulations. If any doubt exists about the safety of doing a job, the employee shall stop and get instructions or assistance from the supervisor before continuing work.
- Wear prescribed personal protective equipment.
- Operate only machinery or equipment which they are trained and authorized to operate.
- Use proper tools and equipment for the job to be performed.
- Learn to lift and handle materials properly.

- Be dressed safely and sensibly before starting to work.
- Take an active part in the safety program.
- Inform their supervisor when taking medication which may impair physical or mental alertness and affect their ability to perform the job safely.

CHAPTER 2**SUBJECT: ACCIDENT REPORTING PROCEDURES**

Policy

Timely reporting of any accident is mandatory. Ensuring full employee benefits and reasonable liability adjustments at the lowest cost to the City is totally dependent upon proper reporting.

Procedures for Reporting Personal Injuries

An **employee** having an on-the-job injury must:

- Report immediately to his/her supervisor.
- Report to the appropriate medical treatment facility (if necessary) and ensure that all follow-up medical treatments are kept.
- Complete report of personal injury form (for Worker's Compensation).

The **Supervisor** must:

- Seek medical attention, if needed, for the employee.
- Ensure that an injured employee reports immediately to the City Clerk's Office for the purpose of filing the employee's First Report of Injury Form. If the employee's injuries or the need for medical attention is such that the employee cannot report in person, the supervisor shall have the employee contact the City Clerk's Office as soon as he/she is able.
- Complete a Safety Committee Report and file with the City Clerk's Office within 48 hours.
- Investigate the circumstances, which caused the accident and recommend the appropriate corrective measures to eliminate the hazard and prevent future occurrences.

The **Department Head** will:

- Review all accident reports for accuracy and completion
- Ensure that the original copy of the accident report is delivered to the City Clerk's Office. This copy is to be reviewed by the Safety Committee.

The **Safety Committee** must:

- Review all accident reports at the monthly Safety Committee Meeting.

Procedures for Reporting Vehicular Accidents

The operator of any City vehicle involved in an accident or discovering damage to same, regardless of who is at fault or how trivial the damage might appear, must:

- Call the police immediately and request an investigation. If the accident occurs out of the City limits, the nearest law enforcement agency should be called for an investigation.
- Contact your supervisor so that they can have all the information for filling out the proper paperwork.
- Contact City Clerk's Office so that they can investigate. If any bodily injury occurs, a Worker's Comp form must be filled out.
- If it is alleged by another party that a City owned vehicle caused damage to his/her vehicle, the operator of the City vehicle must follow through with the procedures outlined in the first three paragraphs of this section regardless of whether or not any damage was caused.
- Damages caused by flying or falling debris such as rocks, asphalt, limbs, etc., regardless of how minor the damage might be, must be reported as outlined in the first three paragraphs of this section.
- In the case of an accident between two or more City owned vehicles, both operators must complete and submit an accident report as outlined in the first three paragraphs of this section.
- In cases involving damage to City vehicles that have no operators, and who are not assigned to any particular employee, the applicable Department Head is responsible for seeing that the police and the City Clerk's Office are notified for an investigation.

The **Department Head** shall:

- Review the accident with the employee determining cause, solution and avoidability.
- Have the accident report delivered to Safety/Risk. Accident reports that occur on weekends or holidays should be delivered to Safety/Risk at the beginning of the next work day.

The **Safety Committee** Shall:

Review all accident reports at the monthly Safety Meeting.

CHAPTER 3**SUBJECT: PROTECTIVE CLOTHING AND EQUIPMENT**

Policy

To require the use of personal protective clothing and safety equipment in those areas of operations where such clothing and equipment is necessary to protect the employees from recognized hazards.

All employees working in areas or operations where the following personal protective clothing and safety equipment is required shall wear said equipment as long as the hazard is present or may be present.

Work Clothing

Appropriate clothing is provided or required when working for the City. Said clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards.

Examples of Prohibited Attire

- Open shirts exposing employee to sunburn, poisonous plants, insects, and flying debris.
- Loose shirttails, sleeves that can get caught in moving machinery or power tools.
- Any dangling jewelry that could get caught in machinery or power tools.
- Cutting off pant legs to make shorts; wearing shorts which expose the employee to poisonous plants, insects and flying debris.
 - Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture and corrosive liquids.
 - Appropriate gloves will be provided and their use required when an employee is working in an area where he/she is exposed to injury to the hands or fingers from material, machinery, heat, chemicals, sharp objects, etc.
 - Shorts are permissible for safe condition areas only at the discretion of the immediate superintendent.

Protective Footwear

- Shoes such as sneakers, sandals, and canvas tops are not acceptable in the work environment and are prohibited.
- All field personnel must wear leather work shoes or boots with durable soles. This includes but is not limited to such operations as street and road repair, refuse control, field engineers, parks maintenance inspectors, maintenance personnel, etc.
- Each supervisor/crew chief shall be responsible to see that his/her employees are utilizing proper footwear.

Safety Vests

- All employees working on or near a roadway shall be provided with and must wear an orange safety vest with reflective stripes on the front and rear.
 - Additional equipment such as orange gloves, hardhat, caps, etc. will be worn if deemed appropriate.
 - The roadway is defined as the city right of way, the area between the curbs or where the curbs would be if said area does not have curbs.
- All employees working in any other area where it is determined necessary that they be clearly visible shall also be provided with an orange safety vest.
- Each foreman/supervisor shall be responsible for the distribution and proper usage of this equipment.
- Each employee provided with the above safety materials shall be responsible for their maintenance and proper use.
- If this equipment is lost or damaged through misuse or carelessness, the responsible employee may be charged for the replacement cost.

Head Protection

- All employees shall be provided with and required to wear an approved safety hat when exposed to an area or operation where such equipment is necessary to protect the employee from recognized hazards.
- All employees, upon being provided with head protection, shall be required to wear same when working in areas or operations where there is a possible danger of impact from falling or flying objects, striking fixed objects, or from electrical contact.
- Each supervisor/foreman shall be responsible for the distribution and proper usage of said equipment.
- Each employee that is provided with a safety hat or cap shall be responsible for its maintenance and proper use.
- Head protection must meet ANSI standards Z89.1 and Z89.2.
- The following type of activities necessitate the wearing of hard hats:
 - Employees assigned to operate heavy equipment.
 - All personnel engaged in tree trimming or cutting operations.
 - All personnel engaged in inspection or supervision of the above activities.
 - Permits and license personnel while conduction any inspections of construction sites or any other area which may subject an employee to head injuries.
 - Electrical personnel working on or near energized lines.
 - Employees working in trenches, ditches, pits, vaults or other such areas where objects may fall on the employee.
 - Supervisors may designate additional areas where hardhat usage is required.

Face and Eye Protection

- All employees shall be provided with and required to wear proper eye/face protection when exposed to an operation or area where such hazards normally exist.
- Each foreman/supervisor shall be responsible for the distribution and use of the proper eye/face protective devices by his/her employees.
- Employees provided with eye protection shall be responsible for its maintenance and proper use.
- If this equipment is damaged or lost through misuse or carelessness, the responsible employee may be charged with the replacement cost.
- Eye protectors that are worn by more than one employee must be maintained in a clear sanitary condition.
- All eye protection must meet the minimum specifications in accordance with the American National Standard for Occupational and Educational Eye and Face Protection Z87.1 – 1968, including any revisions to it.
- Some examples of when eye/face protection must be used:
 - Grinding, cutting, drilling with power tools.
 - Powered chippers and tree trimmers.
 - Sand blasting or air cleaning operations.
 - Cutting or breaking glass.
 - Tree trimming, brush chipping.
 - Chipping, breaking concrete, and chipping paint.
 - While using pneumatic tools or power actuated tools.
 - Using metal cutting lathes, shapers, drill press, power backsaws and other metal working tools.
 - During firearms training or practice.
 - When operating power lawn mowers, weed eaters, chain saws.
 - Full plastic face shields must be worn when handling acids, caustic and other harmful dusts, liquids, etc.
 - During operations when any type of waste, debris or other trash is being loaded onto City trucks.

CHAPTER 4**SUBJECT: POWER TOOLS**

Policy

Power tools substantially increase the number and types of hazards to an employee. Hazards range from electrical shock of a short circuit to being struck by chips, shavings, and other debris during operation. Therefore, all City employees shall follow the following safety procedures.

Electrical Equipment

- All electrical tools are to be grounded by connecting a three-wire cord with a polarized, three-prong plug, to a properly grounded three-hole receptacle if possible.
- Each electrical tool or machine must be visually inspected, each time it is used, for damage to cords and ground connections. The most common defects occur at the points where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion on the plug.
- When electrical equipment must be used in damp or wet locations, use low voltage equipment and always wear rubber boots and gloves.
- Never operate power tools without their appropriate guards intact.

Grinders

- Only those employees who are familiar with the mounting of grinding wheels are permitted to do so. A ring test on each grinding wheel should be completed prior to installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hole and tapping it lightly with a wooden object. A clear, metallic ring indicates an absence of cracks).
- Grinding wheels must fit easily onto the spindle. Too loose or too tight is dangerous.
- When the wheel is mounted, stand to one side (out of danger) while the wheel develops full operating speed for at least one minute.
- Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.
- Never store a grinding wheel on damp or cement surfaces or put oily rags on the wheel.
- Every grinding tool must be securely fastened to the shaft before commencing work.
- The work rest must be securely adjusted on all stationary grinders to approximately 1/8 inch of the wheel. Never attempt this adjustment while the machine is in motion.
- Avoid using the side of an emery wheel for grinding unless it is especially designed for side grinding. Side grindings weaken the ordinary wheel and may cause it to burst.
- Use the cutting surface of a grinding wheel uniformly, as a grooved wheel has been dangerously weakened.
- Grinder bearings must be kept properly oiled and adjusted. This will help to prevent hot bearings and spindles, which are sometimes responsible for melted bushings.

- Do not abuse the wheel by applying excess pressure.
- Be particularly careful when grinding narrow tools or other objects, as they are apt to catch between the rest and the tool.
- The operator shall wear protective goggles at all times while the machine is in use.

Compressed Air

- The use of compressed air for cleaning purposes is prohibited. Brushes should be used for cleaning machinery.
- Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air powered unit.
- Maintain your hold securely on any air-powered tool to prevent it from flying around and striking you.
- Be sure that the discharge end of air hoses are securely fastened prior to turning compressed air into the hose.
- Compressed air hoses shall not be used for cleaning clothes and should not be discharged in the direction of employees.
- There shall be no horseplay with compressed air hoses.
- Only OSHA approved air nozzles shall be used.

CHAPTER 5**SUBJECT: TREE TRIMMING, SMALL EQUIPMENT**

Tree Trimming

- No employee shall be assigned to work in a tree unless he/she has been trained as a climber and is:
 - Able to use a climbing rope and saddle.
 - Able to tie all necessary knots.
 - Able to use necessary hand tools.
- Before starting any tree operations, time shall be taken to check the trees in the surrounding area for any dangerous conditions.
- Except in cases of emergency, tree work should be avoided when trees are wet or during high winds or during extreme low temperatures.
- Only physically fit persons shall be allowed to climb.
- Tree trimmers are to ask for assistance only from employees on the crew, never from bystanders.
- The Supervisor is responsible for:
 - Instructions to his/her employees.
 - Enforcement of all safety rules.
 - Insure that suitable clothing and personal protective gear is worn.
- Ropes shall be used for raising and lowering tools.
- Ropes of suitable length should be used for lowering of limbs.
- Safety or climbing ropes are not to be used for lowering limbs.
- Ladders should not be used unless they can be set on a firm foundation.
- Ladders should be inspected frequently for damage.
- Climbers should always call a warning before lowering limbs.
- Never leave tools in trees during breaks, lunch hours, or overnight.
- Special precaution should be taken when working around live wires.
- All wires broken during tree work shall be reported to the proper utility company.
- Fallen wires shall be guarded until servicemen arrive.
- In case of contact with lived wires, do not touch the victim. He/she must be separated from the wire by use on nonconductive materials. Call an ambulance at once.

Chain Saw Operations

- Never walk with a chain saw running
- Always stand at the end of the saw when cutting, never at the side.
- Avoid using the tip of the saw for cutting.
- Never replace chain in guide rail groove while motor is running.
- Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance costs, and result in faster, safer and easier cutting.
- Hard hats and goggles are mandatory when using chain saws.

- Never refuel chain saws while they are running.

Lawn Mower Operations

- Power mowers should never be left unattended with motors running.
- Areas to be mowed must be inspected for foreign objects. Wires, stones, bottle caps, sticks, trash, debris and etc. should be removed before mowing.
- Bystanders should be warned by the operator of the danger of flying objects. Extreme caution must be taken when there are children in the immediate area.
- The operator must keep hands and feet away from the undercarriage of the mower.
- All mowers must be equipped with approved hand and feet guards when in use.
- Never refuel a power mower while it is running.
- During maintenance repairs, the spark plug wire must be disconnected from the spark plug.
- After mowing is completed:
 - Remove dirt, grass, etc. from the top of the mower.
 - Place the mower in a dry location under cover.

CHAPTER 6**SUBJECT: DEFECTIVE TOOL TAG PROCEDURE**

Defective Tags

A defective tag is a temporary tag to be affixed to a piece of equipment that is found defective and/or otherwise unsafe. The purpose of these tags is to warn other employees of the dangers so that the equipment will not be used. There are two types of defective tags that can be used to mark equipment: DANGER and CAUTION.

Danger Tags

Danger tags indicate immediate and grave danger, a hazard capable of producing irreversible damage or injury and prohibitions against harmful activity. These tags will have the word "DANGER" in white with a red oval outlined in white on a black rectangular background in the upper panel, and a lower panel for additional sign wording or symbols in black or red on a white background.

Caution Tags

Caution tags are used to call attention to a potential danger or hazard, or a hazard capable of resulting in severe, but not irreversible injury or damage. In some instances, the hazards may be those associated with "DANGER" tags but are of significantly less magnitude. These signs shall have the word "CAUTION" in yellow on a black background in the upper panel, and a lower panel for additional sign wording in black on a yellow background.

Tagging

Authorized supervisors and/or members of the Safety Committee shall be authorized to tag defective equipment. The individual attaching the tag shall sign, date and define the defect on the tag.

Tagged equipment shall not be used.

Note: If such tags are not available, defective equipment may be marked or tagged by other effective or suitable means.

Repairs

After tagging the equipment, the maintenance department should be notified by supervisors or other authorized persons to correct the defective equipment. Only authorized employees should repair defective equipment. Before repairing, all repairmen must insure that all power sources have been deenergized and locked out if necessary. After repairs are completed, tags should be removed and both tag and equipment should be returned (or placed back in service) to the respective department.

CHAPTER 7

SUBJECT: HEAVY EQUIPMENT OPERATIONS

Standard Rules for all Heavy Equipment

- All operators should be trained and qualified by a supervisor before running any equipment. The operator's manual should be read and a field operations test given.
- Before starting equipment, insure that the immediate area is clear of all personnel. The few seconds it takes to walk around your machine could prevent an injury or death.
- If a "Do Not Operate" tag is on the steering wheel or starter switch of equipment, **DO NOT MOVE ANY CONTROLS** or **TRY TO START IT**; a mechanic may be working underneath the machine. Check with your supervisor.
- Know your job site/work area. Locate hazards and obstructions. Check the conditions of the soil or material being moved. Know where underground utilities are before work begins.
- Conduct a safety check of your machine before starting it up. Check water, oil, tires, undercarriage components, tracks, etc. Check for leaks or damaged hydraulic hoses. Safety checks should be documented daily.
- When mounting or dismounting machines, use all steps and grab rails. Never mount or dismount a moving machine. Do not jump off machines.
- Adjust mirrors and clean windows and headlights for the best visibility possible. Defrost all windows and mirrors on frosty or icy days.
- Fasten and properly adjust your seat belt before starting the engine of a wheeled vehicle. (Seat belts are required in all heavy equipment with a ROPS – Roll Over Protective Structure).
- Before moving the machine test all controls for proper functioning:
 - Service and parking brakes
 - Steering
 - Back-up alarm
 - Check gauges for proper readings
 - Control lever, decelerator, accelerator
 - Attachment controls
- If your machine malfunctions, shut it down immediately and inform your supervisor. Never operate an unsafe machine.
- Never leave your vehicle unattended while the engine is running.
- When parking, park on level ground, apply the parking break, lower all attachments to the ground and shut off the engine. If parking on a slope, do all of the above and chock the wheels. Also, on a slope, park at right angles to any slope.
- Never move a load over the heads of others or truck cabs.

- No riders allowed in equipment cabs. (Mechanics or supervisors may have to ride for brief periods to identify malfunctions in equipment. This is the only time two persons may ride in the cab).
- Operate equipment at a safe rate of speed. Know stopping distance at any given speed. Drive defensively.
- Shut off engines before refueling equipment. No smoking or open flames within 100 feet of fueling area.
- Safety glasses should be worn when operating open-cab equipment (cabs with no windshield or side glass).
- Pull cables should be of sufficient strength when used. All personnel/people should be more than 100 feet from pulling activities.
- Equipment should not be parked near the edge of steep banks or in low excavation areas, to prevent rollovers or flooding of equipment.
- Operator compartments should be kept free of trash, cans, bottles, etc. to prevent accidents. Also, excessive dirt, mud or ice should be removed immediately.
- Check overhead clearances, if necessary, request a signal person for guidance.
- Check the operator's manual for cold weather starting procedures.

Front End Loader Operations

- Never use a bucket or blade for a work platform or personnel carrier.
- Always look around before you back up, hook up, or swing an attachment. Be sure that everyone is in the clear.
- Never move loads over the heads of other persons.
- Never let anyone in or near the pivot area of an articulated machine.
- Do not operate front-end loaders in the vicinity of lightning storms. Part of the machine is grounded and can attract lightning. Stay clear of the machine until the storm passes.
- Carry bucket or blades low for maximum stability and visibility while traveling.
- Operate at a speed slow enough so that you have complete control of the machine at all times.
- Travel slowly over rough or slippery ground and on hillsides.
- Give the right-of-way to loaded machines on haul roads and in pit areas. Maintain a safe operating distance from other machines and vehicles. Pass cautiously when necessary.
- Never speed and never coast. Keep in gear at all times.
- Do not use the machine as a ram.
- When undercutting high banks or stockpiles, the whole mass can become unstable and cave in. It is suggested that additional personnel be in the area when dangerous or hazardous conditions exist.
- Avoid operating your machine too close to an overhang or to a deep ditch. Watch for trenches, cliffs, fallen rocks, and sliding of materials. Use caution when pushing over any tree, especially those with a dead top. Before felling trees, insure that the cab is properly equipped with guards.

- Check overhead clearances and be aware of all power lines or cables in the work area. Use a flagman if necessary for guidance.
- Avoid side slope travel whenever possible. Drive up and down the slope. The danger of tipping over is always present.
- Should the machine start slipping sideways on a grade (during freezing or rainy weather this danger is increased) turn it in the direction of the side slope.
- When loading on a grade, push or drift material downhill whenever possible, then gradually load the blade. A full blade is easier to control.
- Never transport a load with the bucket fully raised. When transporting, carry low and travel at proper speed. Handle only those loads that are properly arranged. Do not overload your bucket.
- Do not start, stop or turn quickly when transporting a load. Sudden moves will cause tipping of the machine.

Backhoe Operation

- Check the area for the location of underground cables, gas lines, water mains and sewer lines.
- Know the clearances and the work area. Check clearance of overhead power and telephone lines. Never approach overhead or underground wires with any part of the machine, unless proper safety precautions have been taken.
- Remove or secure any loose items such as tools, chains or lunch buckets in the operator's compartment. Loose items could jam a control or pose a trip hazard.
- Avoid crossing exposed railroad tracks, ditches, ridges or curbs if possible. If crossing cannot be avoided, reduce speed and cross at an angle.
- If operating a loader/backhoe combination, know the pinch points and rap points. If shields are not available for these points, awareness on your part can prevent accidents. Do not allow personnel in the pinch point and swing area.
- Always carry the bucket low for maximum visibility and stability. Be sure your vision is not obscured when traveling or working.
- Extreme caution is required when back filling as the weight of the fill material, plus the weight of the loader/backhoe could cause new construction to collapse.
- Never operate the loader/backhoe too close to an overhang or a deep ditch. The edges could collapse or a slide could occur causing severe or fatal injury and damage to an expensive piece of equipment.
- On loader/backhoe, lower stabilizer so that rear wheels are just off the ground and machine is level. Loader bucket should be lowered to the ground. Clear everyone from the swing area.
- Never under dig the backhoe stabilizers, a cave-in may be the result.
- Be sure the driver is out of the cab before loading a truck. Never swing over the truck cab.
- When operating the backhoe on a slope, swing to the uphill side if possible. If downhill dumping is necessary, swing only as far as required to dump the bucket. Use extreme caution.
- Always drop spoils a sufficient distance from the trench to prevent a cave-in.

- Before leaving the backhoe seat, be sure that the backhoe is locked in its transport position, or bucket is lowered to the ground.
- When trenching in sandy, muddy or unstable soil, use a platform under the rear wheels and stabilizers to lessen the possibility of a cave-in.
- When using the backhoe to lift and place objects, such as sewer pipe, do so over the back end of the unit – never to the side. Excessive weight to the side could tip the machine.
- Overloading is dangerous. Make certain that you are within the safe load and work radius limitations of your machine and are on solid, level ground before lifting any loads.
- When lifting, be sure that the load is properly balanced. If possible, use a tag line and move slowly so that the load does not sway or swing around. Never leave a load hanging. Place it down as soon as possible. If you must leave your machine, lower the load. Do not allow anyone to walk under a lifted load.
- Always use hand signals or turn signals when turning. Use extreme caution at intersections and obey all traffic regulations.
- When roading the loader/backhoe be sure the proper clearance flag, lights and warning signs, such as “Slow Moving Vehicle” are used. Follow state and local regulations.

CHAPTER 8

SUBJECT: **GENERAL OFFICE SAFETY RULES**

Policy

It shall be the policy of the City of Oxford to:

- Sit squarely on chairs.
- Only open one drawer at a time of a filing cabinet. Distribute weight evenly; do not overload top drawer.
- Keep aisles and hallways free of obstructions.
- Do not stack boxes on other items so high or in a manner in which would make them likely to tip over.
- Ensure that all drop cords, computer cables, phone cords, etc. that cross open stretches of floor are taped down or have guards over them so as to prevent trip hazards.
- Report all damaged floor mats, loose tiles and torn carpets to a supervisor for repair/replacement.
- Clean up all spills immediately.
- Pick up all dropped objects immediately.
- No horseplay (e.g. running, jumping, etc.) in the office at any time.
- Stack items on shelves, tables, cabinets, etc. neatly to prevent them from falling.
- Do not allow empty boxes or discarded items to clutter up or accumulate anywhere in the office area.
- Report all bare or frayed electrical wiring and receptacles without covers to a supervisor for repair.
- Do not overload electrical receptacles/circuits with too many items or drop cords.
- Report all damaged or non-working light fixtures to a supervisor for repair.
- Make sure that all coffee pots, electric heaters, etc. are turned off at the end of the day or when not in use.
- Use all office equipment, copiers, printers, paper shredders, etc. according to the manufacturer's suggested directions.
- Report all damaged office furniture to a supervisor for repairs.
- Do not use chairs, boxes, etc. as a ladder or step stool.
- Use ladders and step stools according the manufacturer's design and directions.
- Fire extinguishers will be in place and accessible to all employees.
- All employees shall be made aware of fire extinguisher locations and trained in their use. Fire extinguishers shall be serviced annually.

- All employees shall report any perceived safety hazard to a supervisor so that appropriate action can be taken to correct it.
- Work stations shall be ergonomically positioned at appropriate heights to help eliminate unnecessary neck, back and other extremity strains.
- Use properly adjusted chair height. Adjust back for comfort. Adjust tables for comfort.
- When lifting heavy equipment use back support and ask for assistance if needed. Always use proper lifting techniques.
- When tensing up, take a break, walk around and stretch.
- Do not leave file cabinet drawers open for someone to run into.

CHAPTER 9

SUBJECT: **CONFINED SPACE, HOT WORK**

Permit Required Confined Spaces**Policy:**

City of Oxford employees shall not enter permit-required confined spaces until the following have been completed:

1. Atmospheric testing
2. Confined spaces checklist
3. Confined spaces entry permit (only valid for a single 8 hour shift).

All confined spaces shall be treated as permit-required spaces until pre-entry procedures demonstrate otherwise.

Purpose

This policy is established in an effort to provide employees with the requirements for working safely in confined spaces.

Examples

Employees may encounter the following permit required confined spaces owned or operated by the City of Oxford: sewers, meter and valve pits, lift stations, underground storage tanks, above ground storage tanks, trash compactor hoppers, garbage trucks, paper or plastic balers, and any open top space more than four feet in depth such as pits, tubes, vaults, or vessels.

It should be noted, however, that such spaces are not limited to just those listed above.

Potential Hazards

Within the confined spaces owned or operated by the City of Oxford, employees could be exposed to the following:

1. Engulfment
2. Presence of toxic gases
3. Presence of explosive/flammable gases
4. Oxygen deficiency
5. Electrical shock hazard
6. Being crushed by mechanical operations

Entry Without Permit

1. Certification: confined spaces may be entered without the need for a written permit provided that:
 - a) The space is determined not to be a permit required space, or
 - b) The space can be maintained in a safe condition for entry by mechanical ventilation alone. (Historical evidence is required as proof that mechanical ventilation alone is sufficient to maintain the permit space for safe entry.)
 - c) All spaces shall be considered permit-required spaces until the pre-entry procedures demonstrate otherwise. Any person required or permitted to pre-

check or enter an enclosed/confined space shall have successfully completed, as a minimum, the training as required by the following sections of these procedures. A written copy of operating and rescue procedures shall be at the worksite for the duration of the job. The confined space pre-entry checklist must be completed by the Lead Worker before entry into a confined space. This list verifies completion of the items listed below. This checklist must be kept at the job site for the duration of the job. If circumstances dictate an interruption in the work, the permit space must be reevaluated and a new checklist must be completed.

2. Control of Hazards

- a) Pipes or lines that convey any substances into the confined space are to be disconnected, blinded or have the valve locked off to prevent such substances from entering into the confined space while work is in progress. With regards to sewers and storm drains, not all laterals require blocking. However, where experience or knowledge of industrial use indicates there is a reasonable potential for contamination of air or engulfment into the occupied sewer, then all affected laterals shall be blocked. If blocking or isolation requires entry into the space the provisions for entry into a permit-required space must be implemented.
- b) Electric circuits fixed to mechanical equipment or other electrical cables or apparatus that may cause injury if contacted by entrants must be de-energized and locked out prior to entry.
- c) Electrically or hydraulically operated mechanical equipment capable of crushing an entrant must be disconnected or disabled and locked out prior to entry.
- d) Electrical equipment and lighting are to be explosion proof when used in environments subject to explosive or flammable gases.
- e) Hot work permits will be required whenever cutting or welding is required within the confined space. Compressed gas cylinders and welding machines are not allowed in the confined space.
- f) A ladder will be utilized in confined space entries so as to assure safe entry and exit. An exception to this practice would be where steps are currently in place and the placement of a ladder in the opening/entrance or the confined space would make it impossible to gain entry.

3. Surveillance

The surrounding area shall be surveyed to avoid hazards such as drifting vapors from tanks, piping, sewers, exhaust fumes, or other recognizable hazards.

4. Testing

The atmosphere within the space will be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. Atmospheric testing shall include:

- a) Oxygen deficient/enrichment
- b) Explosive/flammable gases
- c) Toxic gases
- d) The following represent hazardous atmospheres:
 - 1) Oxygen levels below 19.5 percent

- 2) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL).
- 3) Airborne combustible dust at a concentration that meets or exceeds its LFL.
- 4) Carbon Monoxide levels 35 ppm or greater
- 5) Hydrogen Sulfide levels 10 ppm or greater
- e) Testing around manhole covers, lids, hatches, etc. shall be done prior to opening such objects so as to detect the presence of explosive/flammable gases.
- f) Testing the space to be entered shall be done at four-foot intervals and side-to-side so as to assess the atmospheric conditions of the space to be entered. If a sampling probe or hose is used, sufficient time should be allowed at each interval to assure that adequate testing occurs. Testing shall be done by the lead worker who has successfully completed Gas Detector Training for the instrument he/she will use.
- g) A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job. The supervisor will certify in writing, based upon the results of the pre-entry testing, that all hazards have been eliminated.

5. Entry Procedures

If there are no non-atmospheric hazards present and if the pre-entry tests show there are no dangerous air contamination and/or oxygen deficiency within the space and there is no reason to believe that any is likely to develop, entry into and work within the space may proceed. Continuous testing of the atmosphere in the immediate vicinity of the workers within the space shall be accomplished for as long as workers remain within the space. All work will stop and the confined space will be evacuated upon the activation of any gas detector alarm or upon any indication of ill effect such as dizziness, shortness of breath or difficulty breathing, irritation or excessive odors are noted. An attendant shall be stationed immediately outside the space opening. Voice communications shall be maintained unless hampered by noise or distance in which case continuous powered communication shall be employed.

6. Rescue

Fire rescue shall be notified of the employees' location and nature of work and be requested to be on standby at their departmental location should their services be required.

Entry Permit Required

1. Permits

- a) Confined space entry permit: All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise. Any person required or permitted to pre-check or enter a permit-required confined space shall have successfully completed as a minimum, the training as required by the following sections of these procedures. A written copy of operating and rescue procedures as required by these procedures shall be at the work site for the duration of the job.
- b) The confined space entry permit must be completed before approval can be given to enter a permit-required confined space. This permit verifies completion of the

items listed below. This permit shall be kept at the job site for the duration of the job. If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new permit must be completed.

2. Control of Hazards

Surveillance: The surrounding area shall be surveyed to avoid hazards such as drifting vapors from tanks, piping, sewers, exhaust fumes, or other recognizable hazards.

3. Testing

The atmosphere within the space will be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. Atmospheric testing shall include:

- a) Oxygen deficient/enrichment
- b) Explosive/flammable gases
- c) Toxic gases
- d) Testing around manhole covers, lids hatches, etc. shall be done prior to opening such objects so as to detect the presence of explosive/flammable gases.
- e) Testing the space to be entered shall be done at four-foot intervals and side-to-side so as to assess the atmospheric conditions of the space to be entered. If a sampling probe or hose used, sufficient time should be allowed at each interval to assure that adequate testing occurs. Testing shall be done by the supervisor who has successfully completed Gas Detector Training for the instrument he/she will use.
- f) See under Entry Without Permit for descriptions of hazardous atmospheres.
- g) A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job.

4. Space Ventilation

Mechanical ventilation systems, where applicable, shall be set at 100% outside air. Where possible, open additional manholes, hatches, etc. to increase air circulation. Use portable blowers to augment natural circulation if needed. If portable gas ventilators/blowers are used, all precautions should be taken to ensure that they do not contribute in making the atmosphere more hazardous by inducing carbon monoxide (exhaust fumes) into the space. After a suitable ventilation period always repeat the atmospheric testing. Ventilation must be continuous for the duration that workers are within the space. Entry may not begin until testing has demonstrated that the hazardous atmosphere has been eliminated.

5. Entry Procedures

The following procedures shall be observed under any of the following conditions:

- a) Testing demonstrates the existence of dangerous or deficient conditions and additional ventilation cannot reduce concentrations to safe levels.
- b) The atmosphere tests as safe, but unsafe conditions can reasonably be expected to develop.
- c) If it is not feasible to provide for ready exit from spaces equipped with automatic fire suppression systems and it is not practical or safe to deactivate such systems.

- d) An emergency exists and it is not feasible to wait for pre-entry procedures to take effect.

All personnel must be trained. A Supplied Air Breathing Apparatus (SABA), including Escape Bottle, or a Self-Contained Breathing Apparatus (SCBA) shall be worn by any person entering the space. All breathing apparatuses shall be positive pressure demand units (pp, pd). At least one worker shall stand by outside the space ready to give assistance in case of emergency. The standby worker shall have access to an SABA and escape bottle or SCBA available for immediate use. There shall be at least one additional worker within sight or call of the standby (attendant) worker. Communications between the attendant and entrants shall be by voice provided that continuous powered communications shall be used in the event that noise or distance hampers voice communications.

Note: Supplied Air Breathing Apparatus (SABA) are also commonly referred to as Supplied Air Respirators (SAR).

If at any time there is any questionable action or non-movement by workers inside, a verbal check will be made. If there is no response, the worker will be removed immediately. The standby worker shall attempt to remove a disabled worker via his lifeline prior to entry rescue being performed. Exception: If the worker is disabled due to a fall or impact he/she shall not be removed from the space unless there is immediate danger to his/her life. Fire Rescue personnel shall make the determination as to how and when the injured worker will be moved. In the event that Fire Rescue personnel are unavailable to standby at the job site, departmental employees may serve as onsite rescue provided that they are certified in CPR/First Aid and are trained in the use of permit required confined spaces rescue equipment and entry procedures. Being properly trained, the standby worker may enter the space in case of an emergency (wearing the SABA and escape bottle or SCBA) and only after being relieved by another worker. A full body harness with attached lifeline shall be used by all workers entering the space. The lifeline must be attached to a rescue retrieval device. In any situation where their use may endanger the worker, the use of a hoisting device or safety harness and attached lifeline may be discontinued.

6. Rescue

Whenever employees enter permit required confined spaces, Newton County Fire Rescue shall be summoned to standby at the job site. As stated in the preceding section, if for some reason Fire Rescue is unavailable to standby, other employees may serve as onsite rescue provided that they are properly trained in CPR/First Aid, the proper equipment and permit required confined space entry procedures. All employees trained and permitted to perform rescue service shall practice making permit space rescues at least once every 12 months.

7. Filing of Confined Space Entry Permits

Entry permits, upon completion of the job, shall be forwarded to the Safety/Risk Manager for filing.

8. Considerations

Should any conflict or confusion arise with regards to the application of this policy to any permit or non-permit confined space, refer to OSHA Permit-Required Confined Space Standard for clarification. In all such cases the OSHA Permit-Required Confined Space Standard shall supersede this policy.

9. Evaluation of Confined Spaces

Each Department Head will be responsible for evaluation his/her respective work place to determine if any spaces are permit-required confined spaces. Proper application/use of the attached flow chart would facilitate compliance with this requirement.

Hot Work

Policy

No work involving flame or spark producing operations (brazing, burning or grinding) shall be permitted without preparing a hot work permit and following the requirements of this policy.

Purpose: This policy establishes requirements for cutting or burning operations inside confined spaces.

Requirements

1. The job supervisor shall issue hot work permits for any cutting or burning/flame or spark producing operation to be conducted inside of confined spaces. This procedure is to be conducted on a job-to-job basis whenever such operations occur.
2. All employees performing hot work shall read and comply with this policy.
3. The following procedures will be completed by the job supervisor prior to beginning any hot work:
 - a) Perform a visual inspection of the area in which hot work will be conducted. If possible, all combustible material shall be removed. If it is impossible to remove all combustible materials, such material shall be covered or protected so as to prevent contact with sparks or hot material.
 - b) Hot work cannot begin until all areas within the confined space including lines, pipes, pumps, etc. have been opened and tested for the presence of explosive/flammable gases. No hot work will begin if the presence of any explosive/flammable gas or vapor is detected. (An exception to this rule may arise where natural gas system lines are involved and it is impossible to isolate these lines. In such cases, hot work will be performed under the direct supervision and guidance of the City of Covington Gas Department Head.)

- c) An additional person shall be designated to watch for fires. This person shall observe the welding, cutting, or burning operation and shall have immediate access to a fire extinguisher of sufficient size and capabilities to extinguish the combustible material in question.
- d) The designated person assigned to monitor the hot work operation as well as all employees involved in the operation shall be trained in the use of and the different types of fire extinguishers available to them.
- e) All personnel working in or in close proximity to the job site will be notified that hot work is taking place.
- f) A hot work permit will be completed and kept at the job site for the duration of the work being done.

Safety Rules

1. Wear adequate flame resistant and heat resistant apparel and appropriate eye protection.
2. Ensure that adequate barriers are in place to prevent unauthorized entry.
3. Ensure that protection is provided to personnel in or near the work area to guard against arc or sparks.
4. Connections on oxy-acetylene welding equipment should be free of oil, grease, or fitting compounds.
5. Keep the work area clean. Pick up and remove all discarded items. Keep all tools and work related items out of the way of walking traffic.
6. Do not interchange oxygen and acetylene hoses. Oxygen hoses are color-coded green and acetylene is coded red.
7. To ensure that the proper gas is being used, read the label prior to connecting cylinders.
8. Ensure that gas cylinders do not come in contact with electrical circuits or components including electrical grounds.
9. Open valves momentarily to remove dirt and dust. Always stand on one side of the valve and avoid contact of the gas with any combustible material.
10. Before the regulator is attached to the cylinder and the cylinder valve is opened, the pressure adjusting screws on the regulator will be fully released.
11. Use T wrenches on acetylene cylinders. Do not use an adjustable wrench.
12. On acetylene cylinders, never open cylinder valves more than one and a half turns.
13. Inspect all hoses for defects prior to use. Keep hoses clear of all equipment or hot material.
14. Do not store tools or other items or allow water to accumulate in the recessed top of an acetylene cylinder.
15. Never use oxygen for cleaning, pressurization, or ventilation.
16. Never relight flames on hot work when in an enclosed space. Use a friction lighter after allowing time for gases to escape.
17. Extremely light material may be hollow inside. Drill a hole in the material prior to heating. Electrical or other junction boxes at the end of conduit should be

- opened prior to heating or cutting the conduit. Valves on piping should be opened on both ends if possible.
18. Never lay work to be welded or heated on a concrete floor. Upon being heated the concrete may fragment or chip, causing injury.
 19. Do not cut material in a manner wherein it will fall injuring the employee or others in the area or cause damage to hoses, gas lines, or other equipment.
 20. In case of flashback, both gases should be shut off, oxygen first and acetylene second. Before relighting the torch, allow it to cool and inspect for damage. Also inspect the hoses and regulator for damage.
 21. If work must be left unattended, mark it as hot work so as to prevent others from making contact with hot surfaces.
 22. Closing the torch valve only, is permitted when short breaks (for a few minutes) are required. If the work must stop for longer periods or is left unattended, the following procedures shall be followed:
 - a) Oxygen and acetylene cylinder valves shall be closed.
 - b) Torch valves are to be opened to relieve pressure than closed again.
 - c) Release regulator pressure adjusting screws.
 - d) The cylinder valve will be closed and the gas released from the regulator before the regulator is removed from a cylinder.

Personal Protective Equipment

The following protective equipment will be used when performing hot work:

1. Appropriate eye and face protection with appropriate ANST darkened lenses.
2. Welding gloves made of leather or other flame or fire resistant material.
3. Apron or jacket made of leather or other flame or fire resistant material.
4. Leg chaps, if necessary
5. NOMEX IIIA or other such protective clothing, if necessary as protection against flash/fire.

Hot Work Permit

1. No City of Oxford employee is allowed to begin hot work unless a hot work permit has been obtained. The job supervisor shall request the Hot work Permit and it must be signed by the supervisor upon completion. The supervisor shall review and explain the Hot Work Permit with all concerned employees. The Hot Work Permit shall remain at the job site for the duration in which hot work will be conducted.
2. It is the job supervisor's responsibility to see that workers comply with all the safety procedures of the Hot Work Permit.
3. Hot Work Permits shall be valid for a single 8 hour work shift only. Should a job/project require more than 8 hours a new permit must be completed.
4. Upon completion, Hot Work Permits shall be forwarded to the Safety/Risk Manage for filing. Permits shall be maintained for one year.

CHAPTER 10

SUBJECT: **BLOOD BORNE PATHOGENS**

SECTION I: EXPOSURE DETERMINATION AND SCHEDULE OF IMPLEMENTATION

- A. **PURPOSE** – This policy is to prevent the spread of blood borne viruses passed through contact with human blood or any type of bodily fluids. All body fluids shall be considered potentially infectious materials and methods of personal protection shall be used automatically in such situations. The local government covered by this policy shall be referred to throughout as “the employer”.
- B. **EXPOSURE DETERMINATION** – The Personnel Director shall prepare a list of job classifications and positions in which employees have occupational exposure to blood borne pathogens through regular contact with bodily fluids. The initial determination of risk exposure shall be made by the Safety/Risk Manager. Jobs found to be at risk shall be classified as those involving frequent contact with blood and other bodily fluids in a frequent or regular basis with a high risk of exposure.
- C. **EXPOSURE CONTROL PLAN** – The exposure control plan shall contain at least the following elements: (1) exposure determination of employees as required by section I-B. (2) The schedule and implementation of compliance with (OSHA) Occupational Health and Safety Administration (1910.1030, p. 1-21). (3) The guidelines set by the Safety/Risk Manager, which shall be reviewed and updated, at least annually and whenever necessary to reflect new or revised changes. A copy of the exposure control plan shall be made available to the Assistant Secretary and Director of OSHA on request for examination and copying.
- D. **INFORMATION AND TRAINING PROGRAMS** – All employees with occupational exposure shall participate in a training program provided at no cost to them during regular working hours. Training shall be provided at the time of initial assignment to task with occupational exposure and shall be initially held on or before a yet to be determined date. Annual training for all employees shall be provided within one year of their previous training and additional training shall be provided when changes are made. The training program shall include the following elements: (1) An accessible copy of the exposure control plan of the insured; (2) A copy of OSHA Section 1910.1030; (3) An explanation shall be given of the modes of transmission of blood borne pathogens, how safety equipment can be used to help prevent transmission, methods that will prevent or reduce the exposure and transmission and the recognizing of tasks and other activities that may involve exposure to blood and other potentially infectious materials; (4) Information on the Hepatitis B Vaccine including its efficiency, safety, method of administration and benefits. The vaccination will be offered free of charge; (5) Information of the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials and follow-up after an exposure incident.
- E. **HEPATITIS B VACCINATION** – The employer shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure and post exposure evaluation and follow-up to all employees who have had an exposure incident.

The employer shall ensure that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series are made available at no cost to the employee at a reasonable time and place and performed with the supervision of a licensed physician or by another licensed US Public Health Service Official. The Hepatitis B vaccination shall be made available after the employee has received the training required in Section I-D and within 10 working days of initial assignment for all employees unless the employee has previously received the complete Hepatitis B vaccination series. All employees who accept or decline the Hepatitis B vaccine as recommended by the US Public Health Service at future date, booster dose(s) shall be made available.

- F. POST-EXPOSURE EVALUATION AND FOLLOW-UP – The employee shall complete and report to the Safety/Risk Manager immediately following exposure to blood borne pathogens, using the Infection Control Incident Report. Following an exposure the employer shall keep available the following: (1) A copy of the Infection Control Incident Report and a copy of all medical reports and information received after testing of the employee for infectious virus; (2) A copy of the duties that are related to the exposure incident and documentation of the route(s) of exposure circumstances under which the exposure occurred; (3) A copy of the evaluation made by the health care professional's written opinion within 15 days of the completion of the post-exposure evaluation and testing; (4) A complete name and social security number of the employee and dates of vaccination shall be maintained. The employer shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's expressed written consent to any person within or outside the workplace. All records shall not be destroyed.
- G. TRAINING RECORDS AND SESSIONS – Training records shall include the following: (1) The date of the training session; (2) Contents of the training session; (3) The names and qualifications of persons attending the training session. Records shall be maintained for 3 years from the date on which the training occurred.
- H. AVAILABILITY OF RECORDS – Employee medical records required by OSHA shall be provided on request for examination and copying to the subject employee, to anyone having the written consent of the subject employee and the Director and Assistant Secretary of the Occupational Safety and Health Administration of the US Department of Labor on request.

SECTION II: PERSONAL PROTECTION AND WORK CONTROL PRACTICES

- A. GENERAL PRACTICES –All bodily fluids shall be considered potentially infectious materials. All work control practices shall be used to eliminate or minimize employee exposure. Work control practices shall be examined or maintained and replaced on a regular schedule to insure their effectiveness. All procedures involving blood or other infectious materials shall be performed in such a manner as to minimize the possibility of infection to an employee.
- B. PERSONAL PROTECTIVE EQUIPMENT – The employer shall provide at no cost to the employee appropriate personal protective equipment such as gloves, face masks, eye protection or face shields. The employer shall provide training the proper use and wearing of various pieces of protective equipment and clothing. Gloves shall be disposable and waterproof and the employees shall be provided any other safety

equipment necessary to protect the employee from blood borne pathogens. The employee shall use personal protective equipment in all situations involving contact with blood and other potentially infectious materials. If an employee declines the use of his protective equipment, it will be under his professional judgment and the employees shall be prepared to document and justify his actions. Hand washing shall be done after contact with bodily fluids whether or not gloves are worn.

- C. PROCEDURE FOLLOWING EMPLOYEE EXPOSURE – When blood exposure occurs, the employee should immediately wash off the blood with alcohol. In the event of an accidental needle stick, the employee should cleanse the wound with alcohol and should see a licensed physician or health care professional as soon as possible. The Exposure Control Incident Report should be filled out immediately after the incident is reported to the Safety/Risk Manager.
- D. DISPOSAL AND HANDLING OF SOILED AND CONTAMINATED ARTICLES – All non-disposable articles soiled with blood or bodily fluid shall be bagged and cleaned and rendered safe before they are put back into service. Bloody or soiled disposable articles shall be carefully tagged and discarded as is appropriate for bio hazardous waste and all blood spills should be cleaned as soon as possible with a solution of bleach diluted 1:10 with water and vehicles should be kept as clean as possible and mopped regularly with disinfecting solution.

SECTION III: DEFINITIONS OF CONTROL PLAN

BLOODBORNE PATHOGENS: Pathogenic microorganisms that are present in human blood and can cause disease in humans.

BODILY FLUIDS: Liquid secretions including but not limited to blood, saliva, vomit, urine or feces.

CONTAMINATED: The presence of the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.

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.

EXPOSURE INCIDENT: A specific eye, mouth, other mucous membrane, not-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. Exposure to any fluids that may be considered contaminated.

HEPATITIS B: A viral disease of the liver, transmitted through blood and blood products.

BLOODBORNE PATHOGENS POLICY

1. A required training program shall be conducted by the respective Department Head or his designated appointee for all employees who may be exposed to potentially infectious material.
2. All employees who may be exposed to potentially infectious materials will be offered to all newly hired employees after the required training and within 10 days of assignment to their respective positions.

3. Employees must sign a form of desire or declination stating their intentions to take or not take the vaccination series. A copy of the signed form shall be forwarded the Safety/Risk manager for filing.
4. The appropriate personal protective equipment such as latex gloves, masks, goggles, safety glasses or face shields shall be provided at no cost to all employees who are at risk of exposure to potentially infectious materials resulting from the performance of their duties.
5. Employees should observe basic hygiene practices such as hand washing and not eating, drinking or using tobacco products in places where exposure is likely to occur.
6. Decontamination of personal protective equipment shall be accomplished by washing in accordance with approved methods. (Newton County Health Department shall be contacted for the purpose of obtaining appropriate cleaning procedures.)
7. Disposable personal protective equipment such as latex glove, masks, etc. and protective equipment that cannot be decontaminated shall be placed in a red plastic be or other red plastic container and marked as infectious Bio-Hazard /Bio Medical Waste. Such infectious waste shall be transported to the Newton County landfill for disposal. Biomedical Waste shall be transported separately from all other solid waste.

Post Exposure Reporting

In the event that a City of Oxford employee should become exposed (have actual physical contact) with the blood of another person, the exposed employee shall report the date, time, and circumstances of the exposure to his/her immediate supervisor. All reports documenting actual exposure shall be forwarded to the Safety/Risk Manager.

Post Exposure Testing

Post exposure testing for employees coming in contact with the blood of another person will be provided by the Newton County Health Department. There is no charge for post exposure testing.

Post exposure testing is recommended but is not required of City employees.

The Newton County Health Department recommends that exposed persons be tested for Hepatitis B and HIV (AIDS) within 24 hours of the exposure. The Health Department will still test for these viruses after the first 24 hours upon the employee's request.

CITY OF OXFORD EMPLOYEES AT RISK OF EXPOSURE TO BLOODBORNE PATHOGENS

Police Department

All sworn personnel as they are subject to emergency response where exposure is likely.

Street Department

Those employees required to be on call for Public Works as they may be called upon to perform work on broken sewer lines, and those employees responsible for public parks and grounds.

Water & Sewer Construction

All employees as they regularly perform maintenance and repairs on sewer pipelines.

CHAPTER 11

SUBJECT: POLICY FOR WORKING WITH CHEMICALS

Chemical Face Shields – Shall be worn by employees when handling or mixing chemicals unless a full face respirator is called for or required.

Chemical Resistant Gloves – Employees handling or working with chemicals that are likely to be absorbed through the skin shall wear chemical resistant gloves.

Leak or Spill – In the event of a leak or spill of chemicals, the appropriate NIOSH/MSHA approved equipment (self-contained breathing apparatus, or respirator) shall be used. Air purifying respirators equipped with organic vapor cartridges and pesticide prefilters are considered adequate for use in cleanup situations involving Roundup herbicide and BP-100 pesticides occurring in out-of-doors environments.

Mosquito Truck – Operators of the mosquito sprayer truck shall at all times drive away from the mist being sprayed. Operators should drive down one way streets with the sprayer off, then turn the sprayer on and spray as they drive up the street to avoid driving through the mist. Operators shall keep an approved respirator in the cab of the truck with them should its use become necessary. If the sprayer truck is equipped with air conditioning, the truck should be operated with the air conditioning unit in the recirculating air position so as to prevent the spray mist from being drawn into the cab area.

Tobacco Products – When using any chemical products, employees should wash thoroughly before eating foods or using tobacco products.

MSDS – Employees should read the Material Safety Data Sheets (MSDS) and labels concerning all products prior to their use. Strict compliance with product instructions is demanded.

Suspect Hazardous Waste or Soil

Employees encountering suspected hazardous waste on job sites shall adhere to the following rules:

- All work shall cease until the identity of the substance can be made and its effects on workers assessed.
- Suspected contaminated waste or soil shall not be removed from any job site by City workers without proper state approval and permits.
- The Safety/Risk Manager shall be notified immediately of any suspected hazardous waste. In the event that the Safety/Risk Manager is unavailable, the Georgia Department of Natural Resources Hazardous Waste Compliance Unit shall be notified of the suspected hazardous waste and directions obtained from them as to the proper procedures to follow.
- If needed City employees under the direction of the Safety/Risk Manager or Department Head shall take the necessary precautions to protect the general public such as: covering the suspected waste, posting barricades with proper markings, and establish barriers to prevent run off if the contamination of ground water or other water supply is likely.

Placing of Chemical Liquid in Drums and the Storage and Disposal of All Drums

For the storage and disposal of all drums and when placing liquid chemicals into drums by City employees, the following practices shall be adhered to:

- Used chemicals should be placed in new unused drums or in clean used drums which have only previously contained the same type chemicals as those to be placed in them.
- Drums containing such used chemicals shall be immediately marked as to their contents, the date filled, and the name or initials of the person placing the chemical in the drums.
- Employees must obtain Supervisor approval prior to placing used chemicals into drums for storage.
- All drums owned or kept by the City of Oxford shall be inventoried by the respective departments to whom they belong on a monthly basis.
- All drums or containers should be closed to prevent accidental spillage.
- Drums should be tilted slightly to ensure that water is not allowed to stand on the top. Drums should also be turned so that the openings are not on the lower side of the tilted drum.
- The Supervisor or Department Head shall make the necessary arrangements for the disposal of stored drums and/or their contents in a timely manner so as to prevent the accumulation of such chemicals.

CHAPTER 12

SUBJECT: ENGINEERING CONTRACTOR

The Engineering Department shall adhere to the following:

1. Use van or truck with flashing yellow lights on road shoulder to warn oncoming traffic.
2. Use more than one person if working a front slope ditch of a heavily traveled roadway.
3. Utilize hard hats, traffic vests, traffic cones and road signs.
4. Keep vehicle and other equipment a minimum of 4 feet from the shoulder of the roadway.
5. Be aware of your surroundings; be patient, alert and speak loudly to the person whose back is toward the traffic. Do not stop traffic unless it is absolutely necessary, then use proper flagging procedures and signs.
6. Observe proper flagging procedures and signs when locating utilities within paving limits that requires the rerouting of traffic. Additional personnel should be utilized in this case.
7. In emergency situations such as gas leaks, water main breaks or electrical outages, reflective safety vests should be worn. Use flashers and yellow top light and police assistance if necessary.
8. Maintain a safe distance from physical hazards such as gas fumes or spraying water. Wear necessary personal protective equipment such as eye protection, self-contained breathing apparatus, etc.
9. When locating utilities in areas where there is potential danger from snakes and wild animals, use snake leggings and keep a snakebite kit in the truck. If a dog presents a potential hazard, notify the owner to restrain the animal if possible. Use the dog prod if necessary.
10. Use your best judgment regarding extreme temperatures. In cold weather, wear layered clothing, limit your exposure, and be aware of any signs of frostbite. In hot weather, limit exposure, drink fluids, and be aware of the signs of heat stroke.
11. When flagging and working high and low volumes of traffic, use proper flagging procedures, signs, trucks with flashers and a person to watch traffic if on a front slope of the roadway. Wear hard hats and traffic vests and utilize traffic cones as required under National Safety Council Flagging Procedures.
12. When striping at night, utilize a person to watch the vehicle when backing. If the area has insufficient lighting, auxiliary or emergency lighting will be implemented to sufficiently light the area to make employees more visible to the motoring public. Wear fluorescent orange traffic vests with reflective stripes on the front and rear when flagging or working at night.
13. When working with chemicals wear rubber gloves, goggles, face shields, etc. Keep water available if needed to wash hands or eyes. Employees should always wash hands after using any chemicals. If clothing becomes contaminated, change clothes and shower if necessary.
14. If the potential exists for a ditch cave-in, wear hard hats when entering a ditch or working around heavy equipment. Construction site safety requirements should be followed. Employees entering a ditch should be sure that banks are sloped or a ditch box is in place.

- Employees should never enter a ditch without someone present at the top of the bank. Have a ladder in the ditch and a backhoe available.
15. Be alert, familiar with soils, attentive to materials on the top of the bank to reduce the overhead hazard of sliding materials.
 16. Before entering a manhole, check the manhole with the gas monitor. Another employee should be located outside the hole in case of emergency. Confined space entry policies should be followed when entering a manhole.
 17. Do not lay construction materials or tools close to the edge of a ditch. Employees in the ditch should wear a hard hat.
 18. Employees should not stand on the bank of a ditch where a bucket is swinging into the ditch. Hard hats should be worn by employees when working near heavy equipment.
 19. Hard hats should be worn by employees when cutting limbs from a bucket or ladder. Employees should be posted on the ground and equipped with a hard hat during this operation.
 20. When using a ladder for pruning, be sure that the ladder is firmly placed on the ground and an employee stationed on the ground for safety.
 21. Employees operating a chain saw should observe the saw cutting safety procedures outlined in this manual.
 22. Secretarial and office staff will observe office safety rules outlined in general safety.

CHAPTER 13

SUBJECT: ELECTRIC

The City of Oxford Electric Department, as a member of the Electric Cities of Georgia, adopts by reference the American Public Power Association's Safety Manual.

Environmental Responsibility

The Electric Department Head shall be responsible for the appropriate handling, storage and disposal of PCB related equipment within his/her department. The Department Head shall also be responsible for the appropriate handling of a PCB related leak, spill, or release into the environment occurring within the electrical system jurisdiction. (This shall include notification of a Federal or State agency as required by law, filing required written reports, notifying the Safety/Risk Manager, and arranging for or assisting in arranging for required corrective actions).

CHAPTER 14

SUBJECT: POLICE DEPARTMENT

The Oxford Police Department adopts its Standard Operating Procedures Manual as its Safety Manual.

CHAPTER 15

SUBJECT: SANITATION DEPARTMENT

Policy

All Sanitation employees shall adhere to the following:

1. Ensure that a general maintenance check of vehicles is performed before proceeding on daily route. Check oil, transmission fluid, brake fluid, hydraulic lines, coolant, etc. Report all noticeable defects to supervisors.
2. Make sure that unattended vehicles have wheels chocked at all times.
3. Ensure that a spotter is utilized when maneuvering a vehicle in and out of congested areas. Never back a City vehicle larger than a passenger car or standard pick-up truck without a spotter when one is available.
4. Ensure that tarps are securely tied down when transporting trash debris to the landfill. (Note: Loose debris could blow into the path of oncoming traffic and possible cause major property damage or personal injury).
5. Orange fluorescent vests and works gloves shall be worn at all times when collecting refuse. (Note: The vests are worn to make the refuse collector more visible and gloves are worn to protect the hands from debris).
6. Keep cabs of all vehicles clear of debris. Loose objects in the cab can cause an accident.
7. The operator of a boom truck shall not remain the operator's seat while the vehicle is in motion. The operator and helper must constantly keep a check for low hanging power lines and water meters that may be covered by a pile of trash. The guide person or helper should maintain a safe distance from the boom during operation.
8. Report all accidents to a supervisor as soon as possible.
9. When operating the lawn mower, safety glasses, hard hats, dust masks and ear protection must be worn.
10. All large Sanitation Department vehicles shall be equipped with front and rear flashing strobe lights.
11. All Sanitation Department employees shall be instructed in proper lifting procedures.
12. Certain Sanitation Department vehicles shall be equipped with fluorescent traffic cones. These cones shall be used when the vehicle is going to be stopped in the roadway for an extended period of time.
13. Employees must wear safety glasses, orange traffic vests, dust masks and ear protection when using lawn mowers or weed eaters.
14. General office safety also applies to the Sanitation Department.

Animal Control

1. Newton County Animal Control shall be utilized for dealing with live animal problems.
2. City of Oxford personnel shall be utilized only to remove dead carcasses from City roadways.

CHAPTER 16

SUBJECT: BUILDING AND ZONING

Rules Pertaining to the Work Place

- Aisles, Halls or Corridors
 1. These areas shall be kept clean at all times from foreign matter.
 2. Check swinging doors, be sure doors open into office areas not into hallways,
 3. Be sure that no loose electrical cords or any type of cords are crossing or running parallel with hallways.
 4. Check light fixtures or hanging signs for required height clearance. (Min. 6'8").
 5. If hallways are carpeted, be sure that no loose seams or materials exist.
 6. Check hallway walls for extruding objects, such as pictures, plaques, etc.

- Storage Areas
 1. Maintain required aisle widths for safe passage.
 2. Be sure all cabinet doors are kept closed when not in use.
 3. Keep aisles clean at all times from foreign matter.
 4. Do not stack supplies higher than head height.
 5. Keep sufficient open area for personal safety.
 6. Keep a fire extinguisher in or near supply room at all times.

- Conference Room Areas
 1. Be sure aisle width is maintained for personal safety.
 2. Be sure public seating is spaced at correct spacing. (Min. 12" between front and back).
 3. Be sure to carry out maintenance on all seating equipment.

- Private Offices
 1. Keep passageways clear at all times from non-permanent objects.
 2. Maintain chairs and furniture for personal safety.
 3. Keep file and desk drawers closed when not in use.
 4. Be sure electrical extension cords and telephone cords are secured to floor if used within areas of travel. (If possible do not use extension cords).
 5. Do not store objects above head height if not secured.
 6. Keep all light and electrical fixtures in good order and secured from being a safety hazard.
 7. Be sure construction maps are kept in good order and secured from being a safety hazard.
 8. At closing time be sure all loose paper materials on desk tops are filed away for fire safety.
 9. Be sure all electrical equipment is turned off at the end of the day.

- Copier Room
 1. Be sure room has ample area for operating procedures

2. Be sure all paper is secured in proper location.
 3. Check for sharp objects protruding into the exit aisles.
 4. Keep fire extinguisher within reasonable distance of copier.
 5. Do not store materials on floor, put on shelves.
 6. Be sure copier is turned off at the end of the day.
- Restrooms
 1. Keep clean at all times to insure proper personal hygiene.
 2. Keep toilet supplies on hand at all times.
 3. Be sure ventilation is maintained.
 4. Keep all fixtures in good working condition at all times.
 - Fire Safety Requirements
 1. Be sure all fire extinguishers are checked at proper intervals.
 2. Maintain exit and emergency lighting at all times.
 3. Keep all exits clear.
 4. Be sure flammable materials are stored in correct locations.

Rules Pertaining to Transportation

- Checking vehicles before operating
 1. Check all lights.
 2. Check horn.
 3. Check all tires.
 4. Fasten seat belt before moving vehicle.
 5. Check all mirrors for proper alignment.
 6. Check brakes before operating vehicle.
 7. Keep vehicles clean. (Min. one time weekly).
 8. Keep all foreign objects off of floorboard.
 9. Be sure City Shop checks vehicles on a regular basis.
 10. Be sure to turn emergency flasher on when parked on public roadway or right-of-way.

Rules Pertaining to Job Site

- On commercial/industrial job sites, first check with field superintendent for safety rules for the site.
- Hard hats are required to be worn on all construction sites. (Residential, Commercial and Industrial).
- While inspectors are in the field, if hazards are found, they will be pointed out to the proper authority.
- Field inspectors should wear thick-soled shoes because of hazards such as nails.
- Safety first should be on the mind of inspectors at all times when making field inspections.

Safety Inspector Appointed

- There shall be an employee appointed to act as safety inspector who will serve for a term of four (4) months.

Regular Meetings

- Regular monthly meetings will be scheduled to discuss potential problems, environment, efficiency and other job related interests.

Building Official Responsible for Safety

- The City Clerk shall be responsible for making sure that safety rules are being enforced, and if neglected, counsel with the person(s) responsible and give warnings concerning the importance of safety.

CHAPTER 17

SUBJECT: BUILDING MAINTENANCE & YARD WORK

LOOPLINE, VALVE STATIONS AND DRAINAGE SYSTEM

1. Operation for Valve Stations
 - A. Hazards
 - When manually operating valves, there is a possibility of muscle strain. Get close to work and utilize appropriate body positioning.
 - Electrical shock from valve control boxes
 - B. Precautions
 - Correct positioning of body to provide leverage to open valves and minimize possible strains.
 - Be sure breakers are off, tagged and locked out when changing fuses in control box.
2. Operation of Blow-off Valves
 - A. Hazards
 - Muscle strain from using valve wrench
 - B. Precautions
 - Position body correctly to minimize possibility of strains and to provide proper leverage to open and close valves.
3. Operation of Air-relief Valves
 - A. Hazards
 - Climbing in and out of manholes
 - Lifting manhole cover
 - B. Precautions
 - Use a ladder if necessary and use all provided handholds and rungs.
 - Make sure footing is solid
 - Work in pairs.
 - Use the proper hook to lift the manhole cover.
 - C. Procedure
 - Follow confined space entry policy

SPRAYFIELD MAINTENANCE AND FORESTRY RELATED WORK

1. Lane maintenance
 - A. Brush cutting
 - B. Clearing fallen trees
 - C. Bush hogging
 - D. Reseeding grass
 - E. Erosion control
 - F. Herbicide application
 - G. Hazards
 - Using chain saws and brush axes
 - Hidden obstacles and flying debris when bush hogging or walking

- Lifting brush and fallen trees
 - Snakes, insects, poison oak and poison ivy
- H. Precautions
- Always use caution when using a chainsaw. Plan or think out what the results will be for every cut you make. The same can be said for using a bush axe. Always work in pairs when using chainsaws.
 - Use goggles or safety glasses and earplugs.
 - Use provided back support belt and proper lifting techniques to move large objects.
 - Operate tractors at a safe speed to minimize hidden dangers of potholes and rough terrain.
 - Use insect repellent for ticks and flies and always be on the lookout for snakes, spiders and stinging insects.
 - Have a snake bite kit accessible at all times.
 - Keep cell phones available while working in the woods.
2. Bush Hogging
- A. Hazards
- Putting tractor on incline or uneven terrain
- B. Precautions
- Inspect site on foot and determine exactly where to mow.
3. Controlled Burning
- A. Hazards
- Fire gets out of control
- B. Precautions
- Plan burn in advance
 - Obtain permit and notify Georgia Forestry Commission in advance.
 - Have adequate manpower and equipment to work the burn.

BUILDING MAINTENANCE AND YARD WORK

1. General Upkeep on Building and Yards
- A. Hazards
- Operating lawnmower and weed-eaters – flying debris
 - Operating various small power hand tools such as a hand drill
 - Using a ladder to gain access to roof for repairs and HVAC unit maintenance.
- B. Precautions
- Use safety goggles while using lawnmower and/or weed eater.
 - Make sure all others are well clear of lawnmower or weed eater while in use.
 - Make sure that power hand tools are in proper working order – no frayed cords, broken drill bits, etc.
2. Shop Use
- A. Hazards
- Rotating machinery – air compressor, bench grinder, pressure washer

- Using small hand tools – hammer, chisels, screwdrivers
- B. Precautions
- Keep hands clear of moving machinery, wear safety glasses when using grinder and use shields on grinder & pressure washer.
 - Make sure tools are in good usable condition – no mushroomed heads on hammers or chisels and no rounded blades on screwdrivers, etc.

VEHICLE OPERATION AND MAINTENANCE – LEAVING VEHICLE DURING METER READING

1. Operating Pickup Truck

A. Hazards

- Normal traffic encounters on public highways as well as City property.
- Smoking around gas pumps
- Unlocked vehicle

B. Precautions

- Know traffic laws and drive defensively.
- No smoking around flammable materials, especially gas pumps.
- Always use seat belts.
- Always make sure City vehicle is parked in a secure property and lock vehicle while not in use.

2. Operating Farm Tractors

A. Hazards

- Uneven terrain
- Hidden obstacles (fallen trees, rocks obscured by grass or undergrowth or low hanging limbs)
- Smoking around fuel storage tanks
- Flying debris from bush hogs

B. Precautions

- Use correct gear for in-woods use. Travel slow enough to enable quick decisions concerning the terrain and any obstacles that may be hidden.
- Make sure bystanders stay clear of bush hog while it is in operation. Tractor operators should wear eye and ear protection.
- Clear low hanging limbs to a safe height if possible.

3. Fuel Storage

A. Hazards

- Smoking around fuel tank
- Tractor running while fuel tank is filled

B. Precautions

- Do not smoke around fuel tank. Post no-smoking and flammable material signs.
- Always shut vehicles off when filling fuel tank.

CHAPTER 18**SUBJECT: STREET DEPARTMENT**

General

1. While working in the street or highway, employees shall be required to wear an orange safety vests. Fluorescent vests with reflectorized stripes shall be worn when working at night or during low light conditions.
2. Employees should use a back support when bending and lifting.
3. Employees shall be required to wear hard hats when working around backhoes, boom lifts, and all other equipment when construction materials are being lifted overhead. Employees shall be required to wear hard hats when working in any area where overhead work is being done.
4. While operating a tractor with mowing equipment, employees are required to wear hard hats and eye protection.
5. Employees are required to wear eye protection while operating concrete or pipe saws, power saws, drills, drill presses, grinders, and while driving nails with a hammer.
6. Employees are required to wear gloves while working tools or materials that could cause damage to the hands.
7. Employees are required to wear eye protection while using a hammer of any size to strike any object or material where any of the surface of the hammer or material could break off and cause damage to the eyes of the employee using the hammer or other employees in the area.
8. Employees are required to wear ear protection while running saws, hammers, or in any area where high noise levels are present.
9. Employees are required to follow the confined space entry procedure outlined in Chapter 10 of this manual.
10. Employees shall adhere to the trenching and excavation procedures outlined in this manual.
11. Employees are required to wear leg chaps when operating saws.

Traffic Cones

1. Traffic cones are used to guide and direct traffic around or through the work area during daylight hours.
2. Cones are well suited for short term or mobile jobs because they can be stacked and moved easily.
3. At least one advance warning sign must be used to explain the cones.
4. Flags inserted in the top of the cones increase their visibility.
5. If cones are used at night, they must be reflectorized or lighted.
6. Cones should be orange with white reflectorized bands.
7. Cones must be at least 28 inches high.
8. Taller cones are more visible and are better suited for high speed and urban roads.
9. Cones can be double-stacked in windy conditions.

10. If cones are removed at the end of each day and replaced in the same place the next day, employees should try spotting the location of every third cone with white paint to save time.

Stanchions and Barrier Tape

Stanchions are yellow pipes and bases to which barrier tape is attached. Together they create an effective outline for street work areas where barricades are unnecessary or impractical.

Flagging

1. Flagging should be done according to National Safety Council approved procedures.
2. All flaggers must be trained and certified in National Safety Council procedures. Flaggers must have a current flagger certification card in their possession while flagging.
3. Flagging is required where 2 lanes of traffic are required to share the same lane or where traffic must be stopped to allow workers or equipment to cross the road.
4. There should be a flagman for each direction of traffic affected. A single flagger is permitted under certain conditions as taught in the National Safety Council procedures.
5. Flaggers must be visible at all times to approaching traffic for enough distance to catch the motorist's attention and make them slow down and follow the signals.
6. Flaggers MUST wear a fluorescent orange vest. For night work the vest must have reflectorized stripes, front and back. A stop/slow paddle with a 6-7 foot staff is also required. A 24 x 24 inch red flag may be used for emergency flagging.
7. Flaggers should face traffic and make eye contact with motorists as they approach.
8. Flagger ahead signs shall be placed a minimum of 500 feet in advance of the worksite.
9. Flaggers must wear hard hats while flagging.

CHAPTER 19

SUBJECT: WATER AND SEWER CONSTRUCTION

GENERAL RULES

1. Hard hats shall be worn:
 - a. At all times when working in close proximity to heavy equipment.
 - b. Anytime there is a danger of any object falling or being dropped on the employee.
 - c. Whenever flagging procedures are performed.
2. Florescent orange vest:
 - a. Shall be worn by employees when working in or near any roadway.
 - b. Whenever flagging procedures are performed.
 - c. When working or flagging at night, vests shall have reflective stripes on the front and rear.
3. Protective eyewear
 - a. Safety glasses, goggles or face shields shall be worn when operating any sewer, cleaning or clearing equipment, jackhammer and when using sledge hammers or other hand tools for the purpose of striking another object. Protective eyewear shall also be worn when operating a backhoe due to flying sand, dirt and other debris.
4. Ear/Hearing Protection
 - a. Shall be worn when noise levels are high.
5. Work Gloves
 - a. Shall be worn at all times when engaged in repair, maintenance or construction operations.
6. Rubber Gloves
 - a. Along with latex rubber gloves shall be worn anytime contact with body fluids is possible.
7. Always wash thoroughly and change contaminated clothing after working in situations where contact with body fluids is mad.
8. Georgia DOT flagging procedures shall be used whenever blocking any portion of any roadway.
9. During nighttime operations, external/emergency lighting shall be used whenever safe and feasible to do so.
10. OSHA trenching and excavation procedures shall be followed whenever entry into such areas is required.
11. OSHA confined spaces entry procedures shall be followed whenever entry into such areas is required.
12. Open holes/excavations shall be marked appropriately so as to prevent employees or the general public from being injured by falls into such holes or excavations. I needed, an employee shall be posted at these sites if the hazard is such that it becomes necessary for the hole or excavation to remain open for extended periods of time.
13. Employees shall wear elastic back supports when handling heavy material and equipment or when shoveling or prying.
14. Employees shall use proper lifting techniques when lifting heavy objects.

15. Employees shall get assistance or use other available equipment such as hand trucks when necessary.
16. Emergency/external lighting shall be used whenever feasible during nighttime operations.

STANDARD OPERATING PROCEDURES

1. Personal Equipment
 - a. Hard hats, eye protection, ear plugs, leather gloves, rubber gloves, safety vest, rubber boots, back support belts.
2. Service Truck
 - a. Never have more than two passengers and a driver in vehicle.
 - b. Passengers and driver must wear seat belts.
 - c. Drivers are responsible for condition of vehicle and hand tools.
 - d. First aid kit must be kept stocked and fire extinguisher fully charged.
 - e. All personnel must know how to use these items.
3. Backhoe/Loader
 - a. Operators must read factory safety manual.
 - b. All operators must be trained before operating front-end loader and backhoe.
 - c. Operator is responsible for condition of equipment.
 - d. Operator must use lights and hand signals when driving on the road.
 - e. Stop and cool the engine before adding fuel. NO SMOKING.
 - f. Do not service loader without using a lift arm stop when lift arms are raised.
 - g. Do not modify equipment.
 - h. Know the capacity and operating characteristics of the machine.
 - i. Keep others away from your operation.
 - j. Whenever you leave the machine, lower the loader buckets to the ground.
 - k. Never jump on or off the machine.
 - l. Never attempt to mount or dismount a moving machine.
 - m. Do not use the steering wheel or any control lever as a handhold when you enter or leave the machine.
 - n. Seat belts must be worn.
 - o. No employee shall be in a ditch while backhoe operations are in progress.
4. Wacker Tamp Machine
 - a. Do not use equipment in application for which it is not intended.
 - b. Personnel must be trained before operating.
 - c. Wear protective clothing, hard hats, hearing protection, gloves, etc.
 - d. Do not smoke while operating or refueling.
 - e. Do not leave running machine unattended.
 - f. Be sure machine will not tip over, roll, slide or fall while unattended.
 - g. Do not operate in a ditch more than four feet deep without proper shoring.
5. Pipe Cut-Off Saw
 - a. Read operation manual.
 - b. Never operate the machine when fatigued.
 - c. Do not allow other persons to be near the saw when starting or cutting.
 - d. Keep all parts of your body away from the cutting disk when the saw is running.
 - e. Never operate without the disk guard.

- f. Don't cock, wedge or jam the disk in the cut.
 - g. Before starting the engine, make sure that the disk is not contacting anything.
 - h. Always carry the saw with the engine stopped and the muffler away from your body.
 - i. Always shut off the engine before setting the saw down.
 - j. Operate the saw only in well-ventilated areas.
 - k. Never cut material containing asbestos.
 - l. Use water to keep the dust down when cutting concrete, stone, etc.
 - m. Always wear a particle mask if area can't be wet down.
 - n. Always wear Personal Protective Equipment (PPE) – ear and eye protection, work gloves.
6. Road Cut Saw
- a. Read operation manual.
 - b. Never operate the machine when fatigued.
 - c. Do not allow other persons near the saw when starting or cutting.
 - d. Keep all parts of your body away from the cutting disk when the saw is running.
 - e. Never operate without the disk guard.
 - f. Don't cock, wedge or jam the disk in the cut.
 - g. Before starting the engine, make sure that the disk is not contacting anything.
 - h. Personnel must be trained before operating.
 - i. Operate the saw only in well-ventilated areas.
 - j. Never cut material containing asbestos.
 - k. Use water to keep the dust down when cutting concrete, stone, etc.
 - l. Always wear a particle mask if area can't be wet down.
 - m. Always wear PPE – ear and eye protection, work gloves.
7. Cement Mixer
- a. Read operating manual.
 - b. Do not refuel the mixer with the engine running or while hot.
 - c. Never operate this mixer in an explosive atmosphere, or in a poorly ventilated or enclosed area.
 - d. Never put hands, arms, or tools in mixer while it is running.
 - e. Never attempt to retrieve anything from the mixer while it is running.
 - f. Keep all guards in place.
 - g. Keep hands, clothing and jewelry away from all moving parts.
 - h. Keep engine guards closed during operation.
 - i. Wear hearing protection and work gloves.
8. Handling Heavy Materials
- a. Employees shall use appropriate lifting techniques.
 - b. Employees shall get assistance or use other available equipment such as trucks, when necessary.
 - c. Employees shall wear elastic back supports when handling heavy material/equipment, shoveling or prying.
9. Chainsaw
- a. Never operate chainsaw when fatigued.
 - b. Always shut saw off before setting the saw down.
 - c. Only operate saw in well-ventilated areas.

10. Boring Machine

- a. Only trained personnel may operate.
- b. Never lift by yourself.
- c. Never operate by yourself.
- d. Don't operate until machine is in position.
- e. Keep hands away from bore head.
- f. Compressed air is a hazard; take caution, bleed air lines before disconnecting.
- g. Operate air compressor at a safe distance from bore pit.

11. Air Compressor

- a. Follow all safety rules for gasoline engines.
- b. Wear protective clothing and gear, ear and eye protection.

12. Compressed Air Hazards

- a. Shut engine down and bleed air lines before disconnecting air tools.
- b. Be sure of good air line connections and use safety-locking pins.
- c. Always wear protective clothing, hard hats, boots, gloves, earplugs, and eye protection.
- d. Never bore without visually locating other underground utilities.
- e. Always know your distance of boring, keeping track of the machine by marking the hose.

CHAPTER 20**SUBJECT: VEHICLE SAFETY**

General

To insure that all City employees are fully conscious of the facts that (1) vehicle accidents, whether they occur on City streets or highways or anywhere else during the course of City business or operations, profit no one and result in many undesirable consequences, including injuries to employees and others which cause unnecessary physical and emotional suffering, possible loss of income to employees, damage to vehicles and property, and delays in services to our community, (2) most accidents can be prevented, thus avoiding their many undesirable consequences, and (3) accident-free operations are not achieved by chance; they are the result of sound safety principles applied daily to the task at hand.

Policy

Through concern for the safety of City employees as they perform their jobs as well as the safety of the community we serve, the City of Oxford Vehicle Safety Program is designed to systemically reduce exposure to accidents, improve City operations, and minimize losses. This program will stress the importance of exercising sound, defensive driving skills behind the controls of all City vehicles.

No employee will be permitted to operate a City vehicle unless he or she possesses a proper, current and valid operator's license for the type of vehicle, and is authorized by the immediate supervisor and/or Department Head to operate the vehicle or equipment. In the case of specialized off-road equipment, the employee must have undergone proper training as verified by the immediate supervisor and/or Department Head before operating such equipment.

Inspection/Cleanliness

All City vehicles and equipment will be serviced and inspected in accordance with the respective manufacturer's guidelines (or more frequently, if necessary, based upon usage). If inspection guidelines are not readily available, it will be the responsibility of the Department Head to ensure that guidelines are drafted and approved for implementation.

City employees who have a vehicle assigned to them personally are ultimately responsible for ensuring that the vehicle is maintained in a safe, operable condition. For vehicles that have multiple operators, the immediate supervisor will share this responsibility with those employees who operate the vehicle(s). Deficiencies that affect the safe operation of any vehicle will be grounds for taking the vehicle out of operation until qualified repairs can be made.

All City vehicle operators will be required to complete a Daily Vehicle Inspection Sheet and Repair Request (see attached) inspection before use. The operator will be held responsible for damages and deficiencies occurring or observed after his or her operation of the vehicle unless he or she has properly documented the problem on the inspection sheet. Deficiencies noted

during the inspection that affect the safe operation of the vehicle will be grounds for restricting the vehicle's usage until qualified repairs can be made.

Because flying debris, or debris wedged in floor controls or under pedals can cause accidents, trash, cans, parts and/or loose items will not be permitted to accumulate in any vehicle or motorized equipment. The operator must, therefore, ensure that the inside of the vehicle is cleaned out before each shift begins.

Additionally, general cleanliness and appearance of City vehicles conveys pride and professionalism toward the City's employees. All vehicles and equipment should be cleaned a minimum of once weekly when in use (more often if conditions dictate). Vehicle cleanliness and appearance is the responsibility of the operator(s).

Seat Belts/Restraint Devices

Not only is it a proven fact the seat belts/restraint devices greatly reduce injuries and fatalities in collisions, it is a State of Georgia law that requires all vehicle occupants to wear restraint devices as provided by the manufacturer. ALL City employees who operate a City vehicle as well as passengers in such vehicles will be required to PROPERLY wear seat belts/restraints when the vehicle is operational.

Medication/Drugs/Incapacitation

City employees who are taking medication prescribed by a physician should determine from their doctor where it is safe or not to operate vehicles and equipment. Each employee is obligated to inform his or her immediate supervisor immediately of the use of any medications (either prescription or over-the-counter) that could cause drowsiness or other side effects that could impair the employee's ability to perform essential job function, such as operating a vehicle or equipment.

If at any time, a City employee feels that he or she is incapacitated due to illness, injury, fatigue, mental stress, vision problems, or any other cause, he or she is required to inform his or her immediate supervisor at once.

Smoking

The use of tobacco in any form is forbidden in City vehicles.

Vehicle Backing and Spotters

Because improper backing procedures are a major source of accidents and loss (including loss of use, damage to the vehicle, damage to other vehicles and property, and even injury and death to others), the following procedures will be strictly enforced and observed by all City employees:

- City vehicles will not be backed up without the driver first checking on all sides of the vehicle for clearances. The driver has the ultimate responsibility for the safe movement of the vehicle.
- City vehicles with blind exposures to the rear or with close clearances will not be backed up or driven forward without utilizing a second or third person as a spotter. The spotter should be positioned to the rear or front of the vehicle, depending on the movement of the vehicle, and in clear sight of the driver. The spotter will instruct the driver in maneuvering the vehicle safely. The spotter must be visible to the driver at all times while the vehicle is moving.
- Every reasonable effort (within legal limitations) will be made to park vehicles so that backing up will not be necessary.
- Drivers of City vehicles will make every reasonable effort to avoid placing vehicles in areas where visibility and clearances are limited.

Vehicle Movement-Driving/Roads

- Pre-trip your vehicle every morning before driving it by completing the Daily Vehicle Inspection Sheet and Repair Request. Report any needed repairs immediately. Do not drive an unsafe vehicle.
- When entering traffic from the shoulder of the road, another roadway or another location, always look well before entering traffic to make sure it is safe to do so.
- Always look behind you before and during backing. City policy requires that a spotter be used when available. If you are alone, get out and walk around your vehicle before backing.
- Obey all road signs.
- Obey the posted speed limit.
- Do not follow too closely. Use the 3 second rule (4 seconds for large vehicles). Make sure you have enough room to stop safely. Remember that weather or road conditions can affect normal stopping distances.
- Never pass on a yellow line.
- When you do pass, make sure that you have enough room to pass safely and don't cut anyone off.
- Always use turn signals and make sure that they are off after completing your turn. Never pull out in front of another vehicle just because it has its turn signal on. Wait until the vehicle turns or passes before pulling out.
- Be courteous to other drivers.
- Don't drink alcoholic beverages or use drugs when driving. In Georgia you can be charged with DUI-Alcohol at .08% for regular vehicles and .04% for commercial vehicles.
- When parking or leaving your vehicle unattended, always turn off the engine and remove the keys and use the parking brake.
- Always wear seat belts.
- Make sure that your vehicle has a first-aid kit.
- Always slow down when traffic is congested or during inclement weather.
- Use vehicle headlights during rain and low light conditions.

- Always yield the right-of-way to emergency vehicles (Police, Fire, and EMS).
- Come to complete stops at stop signs (no Hollywood stops).
- At red lights, don't pull out too quickly when the light turns green. Ensure that the intersection has cleared before going.
- Pedestrians have the right-of-way at all times.
- Watch out for the other driver. They may not be driving as safely as you are.

CHAPTER 21**SUBJECT: HAZARDOUS COMMUNICATIONS PROGRAM**

The City of Oxford, a municipality within the state of Georgia, intends to comply with the Hazardous Communications Standard set forth by the Occupational Safety and Health Administration (OSHA). Compliance shall be accomplished by compiling a hazardous chemical list, using Material Safety Data Sheets (MSDS's), ensuring that containers are labeled, and providing employee training.

This program applies to all City of Oxford employees who may be exposed to hazardous substances during the scope of their employment.

The Safety/Risk Manager shall have the overall responsibility for this program. Copies of this written program are available from the Safety/Risk Manager upon request. The Safety/Risk Manager shall review and update this program as needed.

This program is established to alert and educate employees about chemicals in the workplace by giving them greater access to information on the physical and health hazards of chemicals, safe handling and storage precautions and emergency first aid procedures.

List of Hazardous Chemicals

Each department head shall maintain a list of all hazardous chemicals used by their department. These lists shall be updated as changes occur. Each foreman or employee in charge shall have available to him/her a list of chemicals applicable to their area of employment. The Safety/Risk Manager shall maintain a master list of all the chemicals used by the City of Oxford (assembled from individual department lists).

Material Safety Data Sheets (MSDS's)

Material Safety Data Sheets provide specific information on chemicals used. Each department head shall maintain a binder in his/her office containing all MSDS's for every chemical substance used by employees in their department. A binder containing all MSDS's on every chemical substance purchased and used by the City of Oxford shall be kept in a conspicuous location within the stockroom, available to all employees. Aside from the MSDS binder located in the stockroom, department heads should make their MSDS binder available and accessible to their respective employees.

Each department head is responsible for acquiring and reviewing MSDS's pertinent to their individual departments. He/she shall contact the manufacturer or vendor in the event that MSDS's are not received, are incomplete, or appear to be inaccurate. The department head, in some instances, may have to contact the City Purchasing Agent for assistance in obtaining MSDS's.

Stockroom personnel are responsible for acquiring MSDS's on all chemical substances stored or kept in the stockroom.

Labels, Warnings, etc.

The first line supervisor or the employee in charge shall ensure that all hazardous chemicals at the job/work site are properly labeled and updated as necessary. Product labels should include the identity of the chemical, necessary hazard warnings and the name and address of the manufacturer or other responsible party.

Stockroom personnel are responsible for making sure that all chemical substances kept inside the stockroom are properly labeled.

If chemicals are transferred from their original/labeled container for immediate use on a job site, etc., the container being used should be a clean new container or one having been previously used with the chemical in question. Once a chemical has been placed into a new container, that container should be labeled or marked as containing the chemical being used. Marking containers as such will aid in preventing the mixing of potentially volatile chemical substances or their residues.

Drums or other large containers used to store chemicals shall be marked or labeled according to their contents. The container shall be dated and include the initials of the department head or supervisor authorizing the use of such containers.

Chemicals placed in drums, not to be used again, shall be disposed of in accordance with state and federal guidelines and in a timely manner. Each department head shall be responsible for arranging for proper disposal of these drums. In the event that a department head is uncertain as to proper disposal procedures, or which disposal company to contact, the Safety/Risk Manager should be contacted.

Training

All City of Oxford employees who work with or have the potential to be exposed to hazardous chemicals shall receive training on this program and the safe use of hazardous chemicals. Employees shall receive the prescribed training from the department head, his designated appointee, or the Safety/Risk Manager. It shall be the responsibility of the department head to acquire MSDS's on new chemicals and train employees in the chemical's use.

Training Shall Include:

1. Review of the written program.
2. Where MSDS binders are located.
3. How to read and interpret an MSDS.
4. Chemical and physical properties of hazardous materials.
5. Physical hazards of chemicals.
6. Health hazards.

- 7. Personal protective equipment (selection and use).
- 8. Procedures for cleanup and disposal.
- 9. Emergency response (who to call for professional assistance).

All training will be documented with a copy of the documentation forwarded to the Safety/Risk Manager.

Contractors

Contractors working with hazardous chemicals either owned by the City of Oxford or furnished by the City of Oxford to the contractor, shall be given a copy of this written program and any pertinent MSDS's for the chemicals in question.

Contractors shall sign a Hazardous Communication receipt, which shall be forwarded to the Safety/Risk Manager for filing.

In the event that City workers are also working on contractor sites, it shall be the responsibility of the City Supervisor or employee in charge to obtain a list of chemical substances used by the contractor on the worksite and any applicable MSDS's.

(Date)

City of Oxford
Hazardous Communication Receipt

_____ acknowledges receipt of the City of
(Name of company, contractor, etc.)

Oxford's Hazardous Communication Program and the Material Safety Data Sheets listed below.

The above listed company, through its authorized representative, is responsible for conveying this information to its employees.

Name and Title of Official

CHAPTER 22**SUBJECT: USE OF PEPPER SPRAY BY METER READERS**

Policy

It shall be the policy of the City of Oxford to insure that all meter readers are trained in the proper use and handling of O.C. Pepper Spray prior to it being issued to them.

Procedures

After proper training, City of Oxford Meter Readers shall be authorized to carry O.C. Pepper Spray for the exclusive use of protection against unprovoked animal attacks. The following conditions shall apply:

1. Only pepper spray issued by the City of Oxford will be used.
2. No employee shall be issued pepper spray until properly trained in its proper use and handling.
3. The canister of pepper spray may only be carried in the holster provided by the City of Oxford. The safety must be kept in the "SAFE" position.
4. Pepper spray shall be kept in the vehicle in a cool, dry and secure location when the employee is not on duty.
5. Pepper spray shall not be left on the dashboard of the vehicle or any other location in direct sunlight.
6. The discharge of pepper spray shall be directed at animals only.
7. The use of pepper spray shall be as a last resort, and is authorized for defense against animal attacks only. Under no circumstances shall pepper spray be used against humans.
8. In most cases, when the property owner is home, the use of pepper spray is not authorized. In the case when the property owner is home, the owner should be contacted and asked to secure the animal prior to approaching the animal. This does not mean that the employee cannot protect themselves from an unsuspected, unprovoked attack.
9. In the event an employee uses pepper spray against an animal, the employee shall immediately report to their supervisor and indicate the date, time, location and circumstances concerning the use of the spray. After notifying the supervisor, the Safety/Risk Office must be notified. The employee that used the spray will completely fill out a "USE OF SPRAY" form. The Safety/Risk Manger will keep this form on file.

CHAPTER 23

SUBJECT: GOLF CART SAFETY

Policy

It shall be the policy of the City of Oxford to insure that all Golf Cart operators are trained in the proper riding and handling of a Golf Cart.

Procedures

After proper training, City of Oxford employees shall be authorized to operate Golf Cart only in those job capacities that allow/require the operation of a Golf Cart. The following safety precautions and procedures shall be followed when operating a Golf Cart.

1. No employee shall be authorized to carry passengers on a Golf Cart.
2. No employee shall engage in “stunt” riding.
3. Long pants should be worn and a long sleeved shirt or jacket is recommended.
4. All listed clothing, eyewear and footwear will be worn at the Supervisor’s discretion and supervision based on the job being performed.
5. Extra caution should be taken while riding on difficult terrain.

CITY OF OXFORD

RESOLUTION

WHEREAS, City Council has determined that it would benefit the city to activate the Downtown Development Authority for the City of Oxford, and

WHEREAS, City Council has determined that there are several additional steps which need to be accomplished before such activation can occur;

NOW THEREFORE BE IT RESOLVED, that

1. The City Manager is hereby directed to work with the members of the *ad hoc* DDA committee to prepare a recommended activation Resolution for City Council.
2. That such Resolution shall include a designation of the downtown development area and a recommendation for the initial seven members to be appointed by City Council to the Oxford Downtown Development Authority.
3. That said activation Resolution is to be prepared in time to be reviewed in the January, 2017 City Council work session.

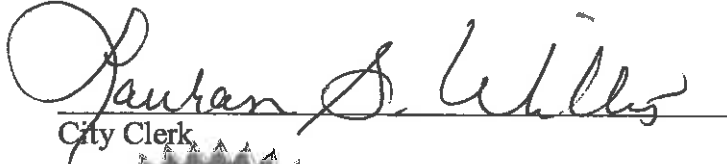
Adopted this fifth day of December, 2016.

BY:



Mayor

ATTEST:



City Clerk

