



City of Barre
Safety policy
9/19/2017

1. MANAGERS MESSAGE

We are only truly content in our lives and successful in our work when we are safe, healthy and well. The Safety and Wellness Handbook was developed by our co-workers with the intent of helping each of us achieve these most important of outcomes. The Handbook describes the City's wellness and safety programs and services. It outlines our responsibilities as employees/volunteers and Department Heads. It empowers us to speak up when we see safe and unsafe acts, tells how to get help in the event of an emergency, and explains how to report an injury and it encourages us to acknowledge and support those who make exceptional commitments to safety and wellness within the City. The Handbook is an excellent resource; become familiar with it, use it. If you see ways that it can be improved, please pass your suggestions along to any member of the City's Safety and Wellness Committee.

Municipal work presents risks, obvious and not-so-obvious, to all who work for the City. The first step in managing risk is to recognize it. City of Barre safety program teaches how to recognize, critically analyze, and then mitigate or avoid unacceptable risks.

Nicolas Storrellicastro
City Manager

2. CITY OF BARRE SAFETY VISION/POLICY

Because we care about each other, we will accept nothing less than zero occupational injuries and illnesses. Although we recognize that the accomplishment of the City's mission involves inherent risk, we can and will minimize those risks through communication, training, and equipment.

Safety is a condition of employment here; we are each responsible for our own safety and the safety of our co-workers. Critical safety deficiencies will be addressed promptly. Because we recognize that employee involvement, commitment, and ownership are keys to the success of the City safety program, we will facilitate and provide for that involvement both at work and at home.

3. CITY OF BARRE SAFETY SYSTEM

City of Barre Safety System empowers employees to be assertive about their safety and the safety of their team, and encourages them to participate in the decision making and risk management process. As a component of the City of Barre Safety System, a goal of City of Barre Safety System is to assist the City workforce in achieving a higher level of professional excellence by creating and fostering a culture of safety that seeks out and values input from employees who are the best equipped to make risk management decisions within the

organization. The City is committed to assisting and encouraging its employees, both permanent and seasonal, in fully integrating the principles of Operational Leadership for mitigating risk in their workplaces.

4. SAFETY ADMINISTRATION

a. CITY OF BARRE SAFETY COMMITTEE MISSION STATEMENT:

The City of Barre Safety Committee will work to improve the health and safety of employees within the City. Their work will be planned and performed with the support of management and all City employees. We recognize the valuable role that employees can play in our safety program and want to actively engage their participation. Furthermore, the management team commits to implement those safety committee recommendations that are both economically feasible and will truly have a positive impact on reducing injury frequency and severity.

b. MEMBERSHIP:

The City’s Safety Committee comprises representatives from each of the following divisions:

DEPARTMENT	MEMBER NAME	ALTERNATE	DATE APPOINTED
Administration	Cheryl Metevier		
Fire	Holden Poirier	Kirk Strassberger	
Police	Jonathan Houle	Paula Russell	
Buildings and Community Services	Michael Murphy		
Public Works	Jaime Herring		
Public Works	Zeb Lane		
Management			
Management			
Management			
Safety Officer	Rikk Taft		

Representatives

The Barre City Safety & Wellness Committee will have 9 voting representatives. 6 of the representatives will represent employees and 3 will represent management. Employee representatives can volunteer, or their peers can elect them. Management representatives will be selected by management.

Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

Chair and vice-chair

The Barre City Safety & Wellness Committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

Terms of service

Chair and vice-chair each will serve a one-year term.

Duties of the chair

- Schedule regular committee meetings.
- Develop written agendas for conducting meeting.
- Conduct the committee meeting.
- Approve committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the vice-chair

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

Election of chair and vice-chair

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents. The City will provide training through its instructor lead workshops and online courses.

Meetings

Monthly schedule. The Barre City Safety & Wellness Committee will meet the **1st Wednesday** of each month, except when the committee conducts quarterly workplace safety inspections.

Attendance and alternates. Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections on a rotational schedule and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a

meeting on behalf of a regular representative will be a voting representative for that meeting.

Agenda. The agenda will prescribe the order in which the Barre City Safety & Wellness Committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

Minutes. Minutes will be recorded at each committee meeting and distributed to all safety committee members for posting in designated facilities.

The committee will submit a copy of the minutes to the City Manager, Assistant City Manager and Safety Officer. The City Safety Officer will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

Voting quorum. Seven voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

- c. **SAFETY COMMITTEE ORGANIZATION:** The City Safety Committee consists of delegates from each department and major program to provide balanced representation. The Committee Chairperson and Vice-chairperson are elected by a vote of all members. The Chairperson serves in the position for one year, and the Vice-chair automatically assumes the Chair position the next year. With each changeover, a new Vice-chair is elected and uses his/her first year to prepare to take over as Chair. Meetings usually occur on the second Thursday of each month.

d. **SAFETY COMMITTEE ROLE AND FUNCTION STATEMENT:**

Through an annual Safety Work Plan, the Safety Committee:

- 1) Identifies and undertakes initiatives to further employee safety and wellness
- 2) Promotes safe work habits and work areas
- 3) Serves as a conduit between employees and managers for safety issues
- 4) Recommends corrective actions to employees, Department Heads, and managers
- 5) Conducts or facilitates safety training
- 6) Designs and conducts annual safety surveys for all facilities
- 7) Regularly communicates accomplishments to manager

- 8) Seeks continual improvement in administration and implementation of the safety program

e. **DEPARTMENT HEAD'S SAFETY RESPONSIBILITIES:** The Department Head is directly responsible for employee work practices, and:

- 1) Serves as the safety contact for his/her operation.
- 2) Coordinates the development of occupational safety and health procedures that relate to activities within the scope of the Department Head's control.
- 3) Implements and enforces occupational safety and health standards within the Department Head's scope of authority to prevent injuries and property losses, and to reduce exposure to legal liability. This will include providing to their employees necessary training, ensuring proper PPE is provided and used, guidelines and SOPs, corrective actions as necessary, and reporting of injuries, accidents, and hazards as soon as possible to the appropriate parties.
- 4) Inspects facilities under his/her control to ensure compliance with all applicable standards.
- 5) Trains every employee, volunteer, and all persons doing work for the City within the Department Head's scope of responsibility, so they are qualified to perform their work safely and effectively, and know the OSHA standards that apply to their assigned activities.
- 6) Conducts safety orientation for all new staff members within his/her operation, and conducts yearly refresher safety training for permanent, term, seasonal employees and volunteers within his/her operation. The safety orientation will be completed before members are released to the field.
- 7) Integrates occupational safety and health into all activities and functions within the Department Head's scope of control and responsibility.
- 8) Observes and evaluates work performances to ensure that safe work procedures are practiced.
- 9) Identifies job-related hazards and ensures that Job Hazard Analyses are prepared to mitigate the risks.
- 10) Eliminates or mitigates potential causes of accidents, injuries, and illnesses, with the goal of full compliance with all applicable standards.
- 11) Establishes a working culture that encourages employees to recognize and discuss unsafe behavior of co-workers, and to practice safe work procedures, even when working alone.
- 12) Personally investigates to discover all causes of employee accidents.
- 13) Identifies and implements corrective actions to prevent recurrences.
- 14) Sends accident information directly to the City Safety Officer.
- 15) Promotes physical fitness and wellness among subordinates.
- 16) Utilizes a system of accountability that includes rewards and consequences for safe or unsafe work practices.
- 17) Completes the Safety Orientation Checklist with each employee; points out locations of fire extinguishers and first aid kits; and identifies the nearest fire alarm meeting place and the most direct lahar escape route.

f. Employee Safety Responsibilities:

- 1) Safety is a condition of employment; employees will be responsible for their safety and those of their peer(s).
- 2) Report all unsafe actions, near misses, and/or injuries to your Department Head(s).
- 3) Stop any unsafe work once an issues arises dealing with employee or public safety.
- 4) Utilize JHA's when introducing new or hazardous work activities.
- 5) Attend training as provided

g. City of Barre Facilities/ Work Locations

- 1) Auditorium
- 2) Alumni Hall
- 3) BOR
- 4) Public Safety Building (Police/Fire)
- 5) Waste Water Treatment Plant
Control Vaults
- 6) Water Treatment
Control Vaults
- 7) DPW Garage Burnham St
- 8) Water Department Garage Burnham St
- 9) Sewer Department Garage Burnham St.
- 10) Pool Facilities
- 11) City Hall

For more information contact your departments Safety Committee representative, the City Safety Officer, or the Safety Committee Chairperson. Additional safety information and resources, including the Safety Committee meeting minutes, are available on the Safety and Wellness page on the Website.

5. WELLNESS PROGRAM: The City of Barre Wellness Program takes a holistic approach to health and fitness. Employees are encouraged to engage in activities that promote positive physical and mental health. The Wellness and Safety Committee sponsors health screenings, flu shots, featured speakers, fitness challenges, and health magazines and newsletters. Key elements of the Wellness Program also include the following:

a. Fitness Centers:

b. Healthy Strides: City Manager has given permission for every employee to incorporate a 15-minute walk immediately before or after his or her lunch break each day. Although encouraged by management, this program is not mandatory, and employees and their Department Heads must ensure participation does not significantly impact City operations.

c. Stretching Program: A morning stretch session can be a great way to start the work day. Whether you work behind a desk or in the field, stretching can be beneficial to you. As you stretch large muscle groups, blood flow and flexibility increase and your body more easily adapts to the demands you place on it throughout the day. Employees are encouraged to participate in a 10-minute morning stretch session. For guidance, contact one of the Wellness Coordinators.

6. SAFETY AWARDS PROGRAM: The Safety Awards Program recognizes City employees for exemplary actions that result in ensuring the safety of City employees, cooperators, and the public. Its purpose is to provide a tiered award system that recognizes employees at the employee to employee, division, and City-wide levels. In addition, the Safety Awards Program can motivate employees, increase safety awareness, and encourage safe behavior and attitudes. (see Appendix A)

7. REPORTING SAFETY CONCERNS

a. Speak Up! Program

- i) You are empowered to and encouraged to speak up whenever you see a safe or unsafe action in the City.
- ii) Although you may feel uncomfortable speaking up when you witness a colleague engaged in an unsafe act, it is your responsibility to speak up to help prevent an accident from occurring and to ensure that your lack of action does not condone the unsafe act. You are NOT responsible for somebody else's reaction to your feedback. Giving feedback is about respect for yourself and others. Giving feedback can show your caring and concern for your colleagues.
- iii) The more we speak up, the more acceptable giving feedback will be. Take a chance for safety. **SPEAK UP!**
- iv) Follow the three easy steps of the Feedback Process:
 - 1) ASK**
 - a) Ask if you can share your concern with them
 - b) Identify what you saw
 - c) Be specific
 - d) Find out why they are doing it
 - 2) GET A COMMITMENT**
 - a) Work together to find a safer way
 - b) Ask them to make a commitment to work safely
 - 3) FOLLOW-UP**
 - a) Check back to make sure they are working safely
 - b) Ask the Safety Officer if you are unsure of the safety of the behavior
 - c) Don't give up on them if they are not working safely
 - d) Offer positive feedback if they are working safely
- v) If you are on the receiving end of feedback, allow your co-worker to share his/her concerns openly and honestly. Try to be accepting of his/her concern for your safety. Avoid anger or defensiveness.

- vi) Don't forget to SPEAK UP for safe behavior as well. Our recognition of safe versus unsafe behavior in the City should be 4:1 in favor of recognizing safe behavior. Make someone's day. Tell them they were safe today.
- vii) For more information, contact your Department's Safety Committee representative or the Safety Officer. Video and other training materials are available.

NEAR MISS INCENTIVE PROGRAM

- i) **WHAT IS A NEAR MISS?** A Near Miss, or "close call," is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Near miss reporting is a low-cost learning tool for safety that engages all employees in solving problems.
- ii) **WHY REPORT NEAR MISSES?** Reporting near misses...
 - 1) is a proactive method of improving safety, as opposed to reacting to situations where harm has already occurred.
 - 2) can reduce costs, damage to property, and injury to employees.
 - 3) exposes valuable information that may not otherwise be discussed.
- iii) **REPORT A NEAR MISS:**
 - 1) If you witness a near miss, fill out the form Appendix B below.
 - 2) Submit the form to your department's Safety Committee representative. You may also choose to submit it to your Department Head, but it is not necessary.
 - i) If you would like to submit it anonymously, print it out, and submit it to the safety Drop Box Located in each Facility. You do not need to identify yourself, or anyone else, in the reporting form.

NEAR MISS INCENTIVE PROGRAM: Each month, the Safety Committee will review the near miss reports that are submitted. The committee will randomly draw one report. If the reporting person is identified, that person will **receive a small incentive** for reporting the near miss. The person will not be publicly recognized. (see Appendix B)

8. VOSHA MANDATED PROGRAMS

It is the responsibility of Department Heads to advise their employees of known and potential hazards in the workplace. Any PPE needed for a job will be issued by Department Heads. Department Heads are required to conduct a Safety Orientation for all new employees. This can also be done during the orientation process. Employees share the responsibility for known and potential hazard identification by seeking information when there are questions or concerns relating to their health or safety at work.

Under the Occupational Safety and Health Act of 1970, the Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employers are complying with standards issued by OSHA for safe and healthful work environments. Under the act, every working person must be provided with a safe and healthful workplace. At the City of Barre, internal and external (OSHA) inspections are conducted. These may either be planned in advance or conducted without notification. It is therefore critical to be aware of what components may affect you or your work environment.

The following list of VOSHA programs contains some of the most generally applicable programs. If you have questions about any of these programs or their applicability to your job, contact your Department Head, the Safety Officer or a member of the Safety Committee.

- i) **HAZARD COMMUNICATION:** The City of Barre Hazard Communication Program is based on the simple concept that employees have both the need and the right to know the identities of any chemical hazards they are exposed to while at work. Employees also need to know what protective measures are available to prevent adverse exposure effects from occurring. As a result, the City will provide employees with training and information related to hazardous chemicals in the workplace. Employees will receive training at the time of their initial assignment and whenever a new physical or health hazard is introduced into their work environment. Written information about these hazards will be posted and updated regularly.
 - 1) For more information about this program please review the City of Barre Hazard Communication program.

- ii) **HEARING CONSERVATION:** Various positions and individuals are required to wear hearing protection in the course of their duties. Periodic audiograms are required for these positions. Whether or not an employee is included in the program, it may be prudent or required to wear hearing protection for certain tasks. As appropriate, hearing protection will be furnished by Department Heads.
 - 1) For more information about this program please review the City of Barre Hearing Conservation program.

- iii) **PERSONAL PROTECTIVE EQUIPMENT (PPE):** The City is dedicated to protecting employees from workplace hazards, unsafe work procedures, and hazardous substances that can cause injury. The preferred means to achieve this is through engineering or administrative controls and work practices, however when these controls are not possible or do not provide sufficient protection, employees must use personal protective equipment to minimize their potential for injury or accidents. Any necessary PPE (including protective gloves, glasses, hearing protection, chainsaw chaps, etc.) will be provided to employees by their Department Head. Some equipment, such as respirators, requires special authorization and specific training to use. As appropriate, employees will undergo any necessary training needed for PPE. Although Department Heads will have assessed workplace hazards to determine the need for PPE, you are encouraged to be vigilant for unidentified safety hazards that could be mitigated by the additional use of PPE. Look for the PPE section in the Field Safety Information later in this handbook.
 - 1) For more information about this program please review the City of Barre Personal Protective Equipment program.

- iv) **RESPIRATORY PROTECTION:**
 - 1) Respiratory protection may be necessary or prudent under various conditions. The City of Barre Respiratory Protection Program is applicable to specific tasks. Some uses require a respirator and others do not. Under the program, the use of ANY respirator or dust mask is prohibited unless you have received the proper training,

screening and clearances.

- 2) The Respiratory Protection Program standard requires employers to establish and maintain a program to protect their respirator-wearing employees. The standard includes requirements for program administration; establishment of work site specific procedures; respirator selection; employee training; fit testing; medical evaluation; respirator use, cleaning, maintenance and repair and other provisions.
 - 3) For more information about this program please review the City of Barre Respiratory Protection program.
- v) **CONFINED SPACES:** Under certain conditions enclosed or confined work areas become classified as confined spaces due to their inherent or potential hazards. Confined spaces can be categorized generally as those that would restrict the natural movement of air and enclosed spaces with very limited openings for entry. The hazards encountered and associated with entering and working in confined spaces are capable of causing bodily injury, illness, and death to the worker. Accidents occur among workers because of failure to recognize that a confined space is a potential hazard. Some of these spaces require special permits to enter, even if entry is only for a few seconds. The City has determined the locations of confined spaces. For more information about this program please review the City of Barre Confined Space program.
- vi) **LOCK OUT/TAG OUT:**
- 1) The City Lock Out/Tag Out Program establishes procedures for affixing appropriate lock out or tag out devices when servicing and/or maintaining machines and equipment where the unexpected energizing or startup of the machines or equipment could release stored energy and injure employees. The key goal of Lock Out/Tag Out is to systematically shut down machinery and electrical equipment before maintenance, repair or cleaning. The Lock Out/Tag Out program also requires annual training of all affected employees, including those who implement lock out/tag out procedures and those who may come upon a lock out/tag out in process)
 - 2) This annual awareness training is provided to ensure employees are able to identify lock out/tag out devices and to ensure that they do not tamper with the affected machinery or equipment.
 - 3) For more information about this program please review the City of Barre Control of Hazardous Energy (LOTO) program.
- vii) **FIRST AID/CPR:** First aid and CPR courses are offered regularly throughout the year. Some positions are required to maintain certifications.
- viii) **BLOOD-BORNE PATHOGENS:** There are employees with an increased chance of contacting blood or other bodily fluids. Under all circumstances, when giving emergency care, as a prudent measure, you should avoid all contact with bodily fluids. In positions of such risk, Department Heads will ensure that training and vaccination, if necessary, minimizes risk.

- 1) For more information about this program please review the City of Barre Blood Borne Pathogen program.
- ix) **FALL PROTECTION:** Falls from high places frequently cause serious injury or death. Specific fall protection equipment can prevent these accidents. In the event of a duty that places you at risk from falling; your Department Head will provide training and the proper equipment needed to minimize the hazard.
- x) **EXCAVATION SAFETY:** Certain ground disturbing excavations, depending on depth and other factors, can create the potential for you to be trapped or covered with soil or debris. Employees exposed to these hazards will be trained and properly equipped to minimize potential exposure. (If you have a concern about trench excavation, contact the Safety Officer for more information.)
- xi) **ASSURED GROUNDING:** Ensures the proper usage of ground fault circuit interrupter (GFCI) devices with power cords and tools. The GFCI device will be issued and used for power cords and electrical tools at all work sites that are not protected by GFCI outlets.
- xii) **CHEMICAL HYGIENE:** This policy establishes the City of Barre Chemical Hygiene Program. The Chemical Hygiene Program is designed to reduce the possibility of injury or illness to employees who work with hazardous materials, by implementing specific procedures that will be followed when using hazardous chemicals in the laboratory.

9. FIELD SAFETY INFORMATION

a. GENERAL DRIVING SAFETY

- i) **SAFETY FIRST:**
 - 1) Seat belts on at ALL times
 - 2) Vehicles lights on at ALL times
 - 3) Obey the speed limit of 25 mph (unless otherwise posted)
 - 4) As a driver, you are the most important piece of safety equipment in your vehicle
 - 5) Drive defensively! Watch out for other drivers short cutting corners, speeding, losing control on a corner, tailgating, passing illegally, and sightseeing while driving. Clear all snow and ice from windshields and hoods before leaving the shop or duty station.
- ii) **PRE-INSPECTION:**
 - 1) Tires: Check for adequate tread. Are the tires wearing properly? Bulges? Inflation?
 - 2) Air Pressure: See your Owner's Manual or Vehicle Door for proper tire inflation pressure
 - 3) Lights: Do they need to be replaced?
 - 4) Turn Signals: Are they are working properly?

- 5) Wiper Blades: Are the wiper blades cracked or falling apart?
 - 6) Do the wiper blades need to be replaced? Is your windshield clean?
 - 7) Check Fluids: Check the oil level, power steering fluid level, brake fluid, coolant, and the window washing fluid level.
- iii) **FAMILIARIZE YOURSELF WITH YOUR VEHICLE:**
- a) Adjust seats & mirrors
 - b) Check vehicle for unwelcome passengers
- iv) **ROAD HAZARDS:** Obey the speed limit, obey traffic signs, use pullouts, and scan the road ahead for possible hazards.
- 1) Ice/Snow Conditions: Extreme caution must be used at all times in winter conditions since conditions can change rapidly. **SLOW DOWN!**
 - a) Tire Chains/Studded Tires- Test them and know how to use them.
 - b) Sunglasses- Wearing sunglasses reduces road glare and snow blindness.

b. JHA (Job Hazard Analysis) PREPARATION

Job Hazard Analysis is a procedure used to identify hazards in each step of a job or task and to develop measures to eliminate or control each identified hazard. Not all jobs are equally hazardous and not all steps of a hazardous job have the same dangers. To analyze each task or job, there are some basic steps to follow (for best results, use collective brainstorming with employees who are responsible for doing the job):

- 1) Break the job down into successive steps. Write them down.
- 2) Analyze each step to identify its potential hazards.
- 3) Determine how to guard against, or eliminate each potential hazard. Write it down.
- 4) Ensure your list is complete.
- 5) Develop safe procedures for each step.
- 6) Document the process.
- 7) Use the JHA each time you implement the job.
- 8) Make the JHA a working document. Don't check it off your list and put it on a shelf. Instead, review it, change it and use it each time.

For more information: A database of existing JHAs is available, check with the Safety Officer.

a. LIFTING

Observe the following established procedures and precautions when lifting, carrying, or otherwise handling heavy loads. Remember that the weight, shape, and size of object determine the limits of safe handling. Don't over exert. **GET HELP IF NEEDED!** Use appropriate or required personal protective equipment (PPE).

- i) **Lifting Heavy Loads:**
 - 1) Inspect ground or floor area immediately around object for obstacles or possible hazards
 - 2) Inspect route of travel for clearance and tripping hazards

- 3) Examine object to determine safest way to handle. Check for snags, burrs, splinters, greasy surfaces, etc.
 - 4) Wear protective gloves and safety shoes
- ii) Lifting in a Proper Manner:
- 1) Make trial lifts to be sure load can be handled safely
 - 2) Stand close to object, with feet solid and slightly apart
 - 3) Assume a crouching position close to load
 - 4) Bend legs at knee
 - 5) Keep back as straight as possible without arching. Leg and arm muscles should do the work
 - 6) Secure a firm grip on object. Lift by straightening legs
 - 7) To shift the load to shoulder height or higher, bend knees. Rest object on a bench or ledge
 - 8) Shift hands and boost
 - 9) Don't twist. Shift feet to turn body
 - 10) Make allowances for fatiguing effects of stairs and ramps
 - 11) Use precautions to avoid bruising or crushing hands and arms in narrow passageways
 - 12) Lower object in same manner in which it was raised, in reverse order. Take necessary precautions to keep fingers clear when placing object
- iii) When Two or More Persons Lift: (weight greater than 40lb.)
- 1) Select persons of similar size and strength
 - 2) Station one person at rear to give predetermined signals or orders
 - 3) Carry long objects such as ladders, pipes, and lumber on shoulders on same side. Walk in step
 - 4) Handle packaged articles in boxes by grasping them at opposite top and bottom corners
 - 5) Grasp sacked material by opposite corners
 - 6) Upending full drums is a two-person job
 - 7) When rolling a drum, push hands on center of the barrel
 - 8) Provide help for handling odd-shaped objects if combination of irregularities and weight makes them hazardous for one person

11. RECOMMENDED SAFETY TRAINING:

- a. Fire Extinguisher: Required for all new and seasonal employees.
- b. First Aid/CPR:
- c. Blood-borne Pathogens: Required for all new and seasonal employees.
- d. Defensive Driving:
- e. Winter Driving:
- f. Hazard Communications: Required for all new and seasonal employees. Also required when a new hazardous material is introduced to the workplace. Annual refresher should be conducted.
- g. Confined Space – Annual Awareness

- h. Control of Hazardous Energy (LOTO) Required for all new and seasonal employees. Also required when a new hazardous is introduced to the workplace. Annual refresher should be conducted.
- i. Traffic Control - Annual Awareness