



Risk Management

Plan and Procedures

Kannapolis Parks & Recreation Department Risk Management Operational Plan

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Chapter 1

Department Risk Management Information

MISSION STATEMENT

The mission of the Kannapolis Parks and Recreation Department is to provide positive experiences through a variety of quality activities, facilities and services for the community.

VISION STATEMENT

The Kannapolis Parks and Recreation Department will strive for excellence in providing quality and diverse recreation and leisure opportunities that will enhance the health and well-being of our changing community.

CORE VALUES

Integrity - We value the need to be honest, truthful, fair, and trustworthy.

Excellence - We value the need to exceed expectations in maintaining and preserving all of our parks and facilities to the highest quality standards of safety, function and appearance.

Professional Workforce- We value our quality workforce by fostering a positive environment through learning, growth, and development of dedicated, highly motivated, and competent staff.

Stewardship- We value efficient and effective management of our assets and stewardship of our parks and open space, to sustain them for future generations.

Health and Wellness- We value the need to provide recreational and educational opportunities that inherently improve health and well-being.

Inclusiveness- We value creating, enhancing, expanding and promoting equal opportunities for participation in and enjoyment of parks and recreation services for all individuals.

Collaboration- We value working in cooperation with all stakeholders including residents, area communities, public and private organizations, as well as interdepartmentally.

Department Risk Management Goals

1. The department's facility supervisors should conduct routine inspections on parks / facilities on a weekly basis to insure a safe environment.
2. Work in conjunction with the City of Kannapolis' Risk Management in the Human Resource Department to reduce risk and liability.
3. Incorporate and enforce policies and procedures for the routine inspection of parks / facilities.
4. Keep abreast of standard inspection procedures and policies relating to OSHA regulations.

Staff Responsibilities

1. Assist City Risk Manager and department management in the implementation of safety programs and the enforcement of safety policies.
2. Assist in the training of employees and volunteers to increase safety awareness, as the utmost of importance.
3. To make sure all employees adhere to the Personal Protection Equipment Policy.
4. Report any safety violations immediately for correction.
5. Attend scheduled meetings to discuss safety issues in the department, offers suggestions for improving problems, and carry out the solutions to the problems.
6. To keep updated records of inspections, abatements, or problems existing within a facility/entity under your jurisdiction.
7. All staff receive initial training on PPE use and as new tasks are assigned.
8. Staff is responsible for notifying their supervisor when PPE equipment is lost, damaged, or needs to be replaced.

Chapter 2

Departmental Safety Procedures for Employees

General Safety Rules for Employees

1. Maintain a safe and healthy working environment.
2. Attend monthly safety meetings.
3. Adhere to City safety standards.
4. Maintain safety status of equipment.
5. Assure necessary protection for all employees using equipment.
6. Conduct work in a safe manner and report any unsafe or hazardous conditions to a supervisor immediately.
7. Accident/incident reports should be sent to the Parks and Recreation Administrative Office within 12 hours of the accident.

Buildings and Offices

1. Post an 8 x 10 inch floor plan in each facility with an evacuation route.
2. Keep all escape routes clear at all times. OSHA requirement!
3. Fire extinguishers should be properly located within facilities, inspected monthly, and should include updated inspection tags.
4. Make sure all equipment is in proper working order before use.
5. Keep floors clean and dry. Maintenance should place warnings when hazardous.
6. Maintain an adequate number of trash receptacles dependent on expected trash volume.
7. Keep stairs well lighted, clear of materials, and clean. Provide adequate handrails.
8. Designate exit doors and signify with contrasting colored signage.
9. Last employee to leave at closing time is to make sure all doors and windows are locked and secure then set burglar alarms and exit the building (make sure door latches and is locked after exiting).

Educational Programs

1. All full-time employees are required to attend monthly training sessions.
2. Volunteers, part-time, and/or seasonal employees should be properly trained to a level of awareness to insure safety expectations.
3. All new employees should be versed as to city policies and safety expectations. Form should be signed and sent to Human Resources.
4. Periodically address safety issues / violations in staff meetings.
5. All safety training should be documented.

Facility Inspections (and terms of inspection)

1. Natural Gas Heating units (yearly)
2. Electric Heating units (yearly)
3. Fire alarms, fire extinguishers and smoke detectors (monthly)
4. Air filters on HVAC units (quarterly)
5. Emergency lights (weekly)
6. Door exit lights and signs (weekly)
7. Breaker boxes unobstructed (weekly)
8. Exterior lighting (weekly)
9. Storage accessibility

Inspections of Concession Areas

1. Have concessions inspected once per year by Health Department.
2. Ensure cleanliness of area, food containers.
3. Ensure proper refrigeration of perishable items.
4. Perform daily inspections to maintain quality operation.

Inspection of Splash Pad

1. Have splash pad inspected yearly (before opening for season) by Health Department.
2. Have staff conduct daily inspections checking valves, backwash filters, cleanliness, chemical balance, and other items deemed necessary by the Park Manager.
3. Conduct daily routine maintenance such as cleaning strainers, pump flow, and other items deemed necessary by the Park Manager.

Building Security

1. All buildings should have an opening and closing checklist of operations to ensure that buildings are secure. Last employee to leave at closing time is to make sure all doors and windows are locked and secure then set burglar alarms and exit the building.
2. Make sure exterior lighting is sufficient to deter intruders and vandals.
3. During operating hours, all restricted access doors should remain locked and should be entered by authorized personnel only.
4. If there is evidence of a forced entry situation, the police should be notified immediately and the integrity of the crime scene should be preserved.
5. Keys should only be distributed to authorized personnel. The Park Manager keeps a master list of keys and access regulations.
6. During occupancy, all doors marked as exits shall be unlocked without restrictive access.
7. If emergency assistance is needed and you cannot call the police but can call another employee use the code word ERIN. ERIN stands for **E**mergency **R**esponse **I**s **N**eeded.

Hazardous Materials / Communications

1. All dangerous materials must be identified by proper signage and labels in plain view for all people to read. The signage should be located on doors and outside of the building for Fire Department identification.
2. Post all information about hazardous materials along with the proper labeling of all containers in the Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) Book and keep this book at the point of centralization in all facilities.
3. Store hazardous chemicals away from casual traffic and out of the reach of children.
4. Do not store hazardous chemicals near open flames or electrical panels.

Footwear Policy

1. Sandals or other open-toe shoe styles are not permitted.
2. The Supervisor will determine the proper footwear required for the job tasks to be preformed.

Respiratory Protection

1. When spraying paint, using toxic liquids, handling toxic or caustic powdered chemicals or working in areas where there is an abnormal amount of dust, approved facemasks or respirators are available for employee's use and must be worn when doing this kind of work.
2. The Supervisor will provide adequate Respiratory Protection to all employees.
3. Employee must sign Respiratory Voluntary Use Agreement Form (page 30) and do a voluntary fit test.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator. [63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

Head Protection

1. All employees whose duties put them at risk of being hit by falling or flying objects shall wear head protection while performing such duties. Head protection must also be worn when using a pole driver.
2. The Supervisor will provide all employees with adequate head protection.
3. Check expiration dates on head protection to insure conformity.

Safety Vests

1. All employees when exposed to traffic are required to wear a bright contrasting colored safety vest.
2. The Supervisor will provide all employees with vests as needed.
3. Check expiration dates on reflective clothing to insure conformity.

Eye Protection

1. Protection for the eyes must be properly worn by Department employees to protect when performing tasks with physical or chemical hazards.
2. Employees will be supplied eye protection, which complies with applicable OSHA standards.
3. Some jobs require more protection than safety glasses. Examples of such tasks are operation of a grinder, welding and any chain saw work. These tasks require a full-face shield, which is also provided by the City.
4. The Supervisor will provide all employees with adequate eye protection.

Hearing Protection

1. Employees will be provided hearing protection in the form of earplugs or earmuffs or canal caps and receive training on how to properly use hearing protection.
2. Anytime employees are using or near motorized equipment, hearing protection is required.
3. The Supervisor will provide all employees with adequate hearing protection.
4. Affected employees will undergo audiometric testing annually to insure they are not experiencing a threshold change in hearing.

Fall Protection

1. Use of safety devices is required when the distance to the ground exceeds 4 feet.
2. A full body harness or safety belt with lanyard shall be worn and securely fixed to a stationary object when working in an elevated position including in the bucket truck.

Hand Protection

1. There are many tasks, which require the use of gloves. Protection from chemicals, sharp points or edges, hot surfaces, cutting or working with rough materials.
2. The Supervisor will provide each employee with adequate hand protection.
3. Hand protection is required when using a pole driver.

Confined Space Procedure

1. Before entering a confined area, loose fitting clothing should be removed and replaced with clothing that will not restrict movement.
2. The employee's supervisor should be notified of the location and nature of the work.
3. A hand-held 2-way radio (with an emergency button preferably) should be in the employee's immediate possession and designate a standby person to monitor the work and worker.
4. Occupants of the building or property should be notified prior to entering the confined space and a set time should be agreed upon for them to check on the employee.
5. All designated confined spaces will be properly labeled.

Many workplaces contain areas that are considered "confined spaces" because while they are not necessarily designed for people, they are large enough for workers to enter and perform certain jobs. A confined space also has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

Chain Saw Safety

1. Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
2. Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
3. Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
4. Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
5. Do not wear loose-fitting clothing.
6. Be careful that the trunk or tree limbs will not bind against the saw.
7. Watch for branches under tension, they may spring out when cut.
8. Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
9. Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place

Chapter 3

Emergency Procedures for Facilities

General Facility Emergency Guidelines

1. Stay calm.
2. In an emergency situation, use your best judgement of the situation. If a situation requires immediate assistance, dial 9-9-1-1(from Village Park landlines) and 9-1-1 from all other phones.
3. If the situation is minor in nature, notify a supervisor immediately.
4. First aid kits are required in every facility and should be located in a centralized area, inspected periodically and properly stocked for inventory.
5. Do not use anything other than water and sterile dressing on an open wound.
6. For any accident involving injury, an accident/incident report must be completed immediately and submitted to a supervisor and the City Risk Manager within 24 hours of the accident (12 hours to Parks and Recreation Administrative Office).
7. If the injury is to a staff member, please notify the City's Risk Manager within 24 hours.
8. If police assistance is needed at Village Park Main Concession Stand or Office area push the panic alarm located under the main concession counter and/or front desk - **ONLY PUSH IN AN EMERGENCY!!!**
9. If police assistance is needed and you cannot call the police but can call another employee use the code word ERIN. ERIN stands for **E**mergency **R**esponse **I**s **N**eeded.

Overcrowding

1. The Fire Marshall sets a maximum attendance figure for each room within a facility in accordance with the Building Code. The facility's supervisor shall enforce this maximum number.
2. This capacity shall be posted in every room.
3. The number of occupants shall not exceed the deemed capacity.

A. Occupancy Numbers

- **Village Park:**
 - Multipurpose Room 105 (Tables/Chairs) 205 (Chairs Only)
 - Splash Pad 200 (In Play Area)
- **Amtrak Train Station:**
 - Large Room 120 (Chairs Only)
 - Small Room 46 (Tables and Chairs)

Evacuation in Accordance to Disasters

1. When made aware of a disastrous situation, all employees must follow the correct safety protocol:
 - Tornado: Occupants will be directed to the lowest point within the facility if time does not permit evacuation. All power in the building shall be turned off if time permits.
 - Fire/Gas Leak: All occupants of the building must immediately leave the building or premises through the closest exit and shall report to the assigned pre-determined evacuation point (as determined by the City's Risk Manager). At this point, each employee must check in with his/her supervisor.
 - Earthquakes: Occupants will be directed to the lowest point within the facility if time does not permit evacuation. All power in the building shall be turned off if time permits.
 - Flooding: Occupants will be directed to the highest point within the facility if time does not permit evacuation. All power in the building shall be turned off if time permits.
2. Once a disaster has passed, employees need to evacuate the building through the nearest exit.
3. Do not re-enter a building until it has been cleared by public safety personnel.

Chapter 4

Park Safety and Equipment Inspections

Park/Playground Inspections

1. Parks / Playgrounds shall be inspected monthly and documented under the supervision of the Department's Safety Coordinator. More frequent inspections based on season and usage can take place by the order of the Safety Coordinator.
2. Parks / Playgrounds need to be inspected by staff before any programs occur. These inspections are more general in nature. Any hazards identified should be reported to the Safety Coordinator immediately.
3. Inspections shall include signage, trails, bridges, greenways, electrical sources, structures, lakes, open space, and trees.

Maintenance/Mowing Equipment

1. Mowing equipment should be operated in a safe manner and according to the manufacturer's specifications at all times.
2. Mowing of parks shall be completed during low use times and not in a way that would endanger any park user by the mowing apparatus itself or any object that may be thrown from the mowing apparatus.
3. In the case of mowing rights-of-way, proper warning signals such as cones, flashing lights, and/or a flagman need to be used.
4. The following items on the mower should be checked before each days use:
 - Engine oil and fuel
 - Mowing blades
 - Clean air filters
 - Coolant levels
 - Tires
 - Cooling fan or radiator screen
5. Equipment should be thoroughly cleaned after a day's usage.
6. Report any repairs needed to machinery to supervisor immediately and follow lockout / tag out procedures(see chapter 9 for procedures).
7. Proper personal protective equipment shall be worn when performing these tasks such as eye and ear protection.

Chapter 5

Motor Vehicle Operation and Accident Reporting

Motor Vehicle Operation

1. Only city employees possessing the proper licensing (regular NC state license or commercial license with proper endorsements) can operate City of Kannapolis vehicles. The Director of Parks & Recreation must approve any non-employee needing to drive a city vehicle.
2. Operators of vehicles will be responsible for obeying the motor vehicle laws of the state and all policies specified within the City of Kannapolis's driving code for city vehicles.
3. If you are driving an oversized City vehicle, it is required that you use a spotter when backing the vehicle if a spotter is available.

Vehicular Accident Policy

1. Get medical attention for all injured parties.
2. Notify a Supervisor, Police Department and the Risk Manager immediately.
3. Stay on the scene and do not move the vehicle until permitted to do so by a Police Officer or the Risk Manager.
4. When the on the scene investigation is over, take the vehicle to Fleet Management for proper inspections for necessary repairs.
5. See Risk Manager to fill out all the required forms and fill out accident/incident form regarding the incident.
6. In the event of an at fault vehicular accident, the employee is to report to the City's medical provider for a post-accident drug/alcohol test under the direction of their immediate supervisor.

Chapter 6

First Aid and Injury Procedures

Who Should Administer First Aid

1. The first employee on the scene of an emergency is the first link to help the injured party and is responsible for knowing the correct plan of action needed.
2. Do not attempt to give first aid to a victim if they do not wish it.
3. Do not attempt to issue first aid to a victim if you are not certified to do so.
4. If able, let the victims attend to their own first aid.
5. If an injury is questionable or borderline in your judgement, 911 should be called for professional assistance.
6. The Good Samaritan Law of North Carolina offers legal protection to rescuers acting in good faith and who are not guilty of gross negligence or willful misconduct.

Kits and Supplies

1. First aid kits and appropriate minor emergency supplies shall be kept on hand at every site and in each vehicle.
2. The site supervisor is responsible for checking the kit frequently to make sure it is properly supplied.
3. Under no circumstances should there be medication of any kind in the kit, just basic items such as protective gloves, band aids, gauze wraps, and tape.
4. AED devices are located at: Village Park main office
Bakers Creek main office
Safrit Park maintenance building

Injury Reports

1. An accident/incident report must be filled out (within 12 hours) for all injuries occurring under Kannapolis Parks & Recreation jurisdiction.
2. The report must be filed with your supervisor, the Parks & Recreation Department, and the City's Risk Manager.

Accident Investigation

1. Conduct accident investigations on all accidents as soon and as safely as possible.
2. You should be able to determine why/how the accident occurred, where they occurred, and be able to determine what precautions are necessary to avoid future accidents of a similar nature.
3. Photographs, sketches, and written statements are all helpful tools to accident investigations.

Employee Injury Reporting Process/ Workers Compensation

1. Report all on the job injuries to your Supervisor and Risk Manager within 24 hours.
2. If injury is an emergency call 911. If injury is not an emergency, but requires medical attention get an authorization for treatment from a supervisor or Human Resources and go to designated provider; **Carolinas HealthCare System Urgent Care – Cabarrus, 1090 NE Gateway Ct NE #202, Concord, NC 28025.**

Chapter 7

Visitor Safety

As a Parks & Recreation entity, it is our duty to provide areas, facilities, and programs which are adept to users, at the same time ensuring a safe environment. It is a given fact that when people play, the risk of injury increases and a lot of times is unavoidable. While all accidents and injuries cannot be prevented, Kannapolis Parks & Recreation Department can minimize accident potential through design, construction, maintenance, routine inspection, and overall awareness of its employees.

Kannapolis Parks & Recreation's plan that covers visitor safety follows the same guidelines as the one put in place to secure the safety of its employees. The main component to our visitor safety plan is a proactive maintenance plan, as opposed to reactive. Kannapolis Parks & Recreation's proven system of frequent inspections of all areas, facilities, and parks enables trained staff to identify and immediately correct problems while they are minor. If a major problem is found, a HAZARD ALERT is rendered and absolute immediate attention is given to securing the area, and correcting the problem.

Chapter 8

OSHA Ladder Requirements

1926.1053(a)

General. The following requirements apply to all ladders as indicated, including job-made ladders.

1926.1053(a)(1)

Ladders shall be capable of supporting the following loads without failure:

1926.1053(a)(1)(i)

Each self-supporting portable ladder: At least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load. The ability of a ladder to sustain the loads indicated in this paragraph shall be determined by applying or transmitting the requisite load to the ladder in a downward vertical direction. Ladders built and tested in conformance with the applicable provisions of appendix A of this subpart will be deemed to meet this requirement.

1926.1053(a)(1)(ii)

Each portable ladder that is not self-supporting: At least four times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladders shall sustain at least 3.3 times the maximum intended load. The ability of a ladder to sustain the loads indicated in this paragraph shall be determined by applying or transmitting the requisite load to the ladder in a downward vertical direction when the ladder is placed at an angle of 75 1/2 degrees from the horizontal. Ladders built and tested in conformance with the applicable provisions of appendix A will be deemed to meet this requirement.

1926.1053(a)(1)(iii)

Each Fixed ladder: At least two loads of 250 pounds (114 kg) each, concentrated between any two consecutive attachments (the number and position of additional concentrated loads of 250 pounds (114 kg) each, determined from anticipated usage of the ladder, shall also be included), plus anticipated loads caused by ice buildup, winds, rigging, and impact loads resulting from the use of ladder safety devices. Each step or rung shall be capable of supporting a single concentrated load of a least 250 pounds (114 kg) applied in the middle of the step or rung. Ladders built in conformance with the applicable provisions of appendix A will be deemed to meet this requirement.

1926.1053(a)(2)

Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use.

1926.1053(a)(3)(i)

Rungs, cleats, and steps of portable ladders (except as provided below) and fixed ladders (including individual-rung/step ladders) shall be spaced not less than 10 inches (25 cm) apart, nor more than 14 inches (36 cm) apart, as measured between center lines of the rungs, cleats and steps.

1926.1053(a)(3)(ii)

Rungs, cleats, and steps of step stools shall be not less than 8 inches (20 cm) apart, nor more than 12 inches (31 cm) apart, as measured between center lines of the rungs, cleats, and steps.

1926.1053(a)(3)(iii)

Rungs, cleats, and steps of the base section of extension trestle ladders shall be not less than 8 inches (20 cm) nor more than 18 inches (46 cm) apart, as measured between center lines of the rungs, cleats, and steps. The rung spacing on the extension section of the extension trestle ladder shall be not less than 6 inches (15 cm) nor more than 12 inches (31 cm), as measured between center lines of the rungs, cleats, and steps.

1926.1053(a)(4)(i)

The minimum clear distance between the sides of individual-rung/step ladders and the minimum clear distance between the side rails of other fixed ladders shall be 16 inches (41 cm).

1926.1053(a)(4)(ii)

The minimum clear distance between side rails for all portable ladders shall be 11 1/2 inches (29 cm).

1926.1053(a)(5)

The rungs of individual-rung/step ladders shall be shaped such that employees' feet cannot slide off the end of the rungs.

1926.1053(a)(6)(i)

The rungs and steps of fixed metal ladders manufactured after March 15, 1991, shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.

1926.1053(a)(6)(ii)

The rungs and steps of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.

1926.1053(a)(7)

Ladders shall not be tied or fastened together to provide longer sections unless they are specifically designed for such use.

1926.1053(a)(8)

A metal spreader or locking device shall be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.

1926.1053(a)(9)

When splicing is required to obtain a given length of side rail, the resulting side rail must be at least equivalent in strength to a one-piece side rail made of the same material.

1926.1053(a)(10)

Except when portable ladders are used to gain access to fixed ladders (such as those on utility towers, billboards, and other structures where the bottom of the fixed ladder is elevated to limit access), when two or more separate ladders are used to reach an elevated work area, the ladders shall be offset with a platform or landing between the ladders. (The requirements to have guardrail systems with toe boards for falling object and overhead protection on platforms and landings are set forth in subpart M of this part.)

1926.1053(a)(11)

Ladder components shall be surfaced so as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

1926.1053(a)(12)

Wood ladders shall not be coated with any opaque covering, except for identification or warning labels which may be placed on one face only of a side rail.

1926.1053(a)(13)

The minimum perpendicular clearance between fixed ladder rungs, cleats, and steps, and any obstruction behind the ladder shall be 7 inches (18 cm), except in the case of an elevator pit ladder for which a minimum perpendicular clearance of 4 1/2 inches (11 cm) is required.

1926.1053(a)(14)

The minimum perpendicular clearance between the center line of fixed ladder rungs, cleats, and steps, and any obstruction on the climbing side of the ladder shall be 30 inches (76 cm), except as provided in paragraph (a)(15) of this section.

1926.1053(a)(15)

When unavoidable obstructions are encountered, the minimum perpendicular clearance between the centerline of fixed ladder rungs, cleats, and steps, and the obstruction on the climbing side of the ladder may be reduced to 24 inches (61 cm), provided that a deflection device is installed to guide employees around the obstruction.

1926.1053(a)(16)

Through fixed ladders at their point of access/egress shall have a step-across distance of not less than 7 inches (18 cm) nor more than 12 inches (30 cm) as measured from the centerline of the steps or rungs to the nearest edge of the landing area. If the normal step-across distance exceeds 12 inches (30 cm), a landing platform shall be provided to reduce the distance to the specified limit.

1926.1053(a)(17)

Fixed ladders without cages or wells shall have a clear width to the nearest permanent object of at least 15 inches (30 cm) on each side of the centerline of the ladder.

1926.1053(a)(18)

Fixed ladders shall be provided with cages, wells, ladder safety devices, or self-retracting lifelines where the length of climb is less than 24 feet (7.3 m) but the top of the ladder is at a distance greater than 24 feet (7.3 m) above lower levels.

1926.1053(a)(19)

Where the total length of a climb equals or exceeds 24 feet (7.3 m), fixed ladders shall be equipped with one of the following:

1926.1053(a)(19)(i)

Ladder safety devices; or

1926.1053(a)(19)(ii)

Self-retracting lifelines, and rest platforms at intervals not to exceed 150 feet (45.7 m); or

1926.1053(a)(19)(iii)

A cage or well, and multiple ladder sections, each ladder section not to exceed 50 feet (15.2 m) in length. Ladder sections shall be offset from adjacent sections, and landing platforms shall be provided at maximum intervals of 50 feet (15.2 m).

1926.1053(a)(20)

Cages for fixed ladders shall conform to all of the following:

1926.1053(a)(20)(i)

Horizontal bands shall be fastened to the side rails of rail ladders, or directly to the structure, building, or equipment for individual-rung ladders;

1926.1053(a)(20)(ii)

Vertical bars shall be on the inside of the horizontal bands and shall be fastened to them;

1926.1053(a)(20)(iii)

Cages shall extend not less than 27 inches (66 cm), or more than 30 inches (76 cm) from the centerline of the step or rung (excluding the flare at the bottom of the cage), and shall not be less than 27 inches (68 cm) in width;

1926.1053(a)(20)(iv)

The inside of the cage shall be clear of projections;

1926.1053(a)(20)(v)

Horizontal bands shall be spaced not more than 4 feet (1.2 m) on center vertically;

1926.1053(a)(20)(vi)

Vertical bars shall be spaced at intervals not more than 9 1/2 inches (24 cm) on center horizontally;

1926.1053(a)(20)(vii)

the bottom of the cage shall be at a level not less than 7 feet (2.1 m) nor more than 8 feet (2.4 m) above the point of access to the bottom of the ladder. The bottom of the cage shall be flared not less than 4 inches (10 cm) all around within the distance between the bottom horizontal band and the next higher band;

1926.1053(a)(20)(viii)

The top of the cage shall be a minimum of 42 inches (1.1 m) above the top of the platform, or the point of access at the top of the ladder, with provision for access to the platform or other point of access.

1926.1053(a)(21)

Wells for fixed ladders shall conform to all of the following:

1926.1053(a)(21)(i)

They shall completely encircle the ladder;

1926.1053(a)(21)(ii)

They shall be free of projections;

1926.1053(a)(21)(iii)

Their inside face on the climbing side of the ladder shall extend not less than 27 inches (68 cm) nor more than 30 inches (76 cm) from the centerline of the step or rung;

1926.1053(a)(21)(iv)

The inside clear width shall be at least 30 inches (76 cm);

1926.1053(a)(21)(v)

The bottom of the wall on the access side shall start at a level not less than 7 feet (2.1 m) nor more than 8 feet (2.4 m) above the point of access to the bottom of the ladder.

1926.1053(a)(22)

Ladder safety devices, and related support systems, for fixed ladders shall conform to all of the following:

1926.1053(a)(22)(i)

They shall be capable of withstanding without failure a drop test consisting of an 18-inch (41 cm) drop of a 500-pound (226 kg) weight;

1926.1053(a)(22)(ii)

They shall permit the employee using the device to ascend or descend without continually having to hold, push, or pull any part of the device, leaving both hands free for climbing;

1926.1053(a)(22)(iii)

They shall be activated within 2 feet (.61 m) after a fall occurs, and limit the descending velocity of an employee to 7 feet/sec. (2.1 m/sec.) or less;

1926.1053(a)(22)(iv)

The connection between the carrier or lifeline and the point of attachment to the body belt or harness shall not exceed 9 inches (23 cm) in length.

1926.1053(a)(23)

The mounting of ladder safety devices for fixed ladders shall conform to the following:

1926.1053(a)(23)(i)

Mountings for rigid carriers shall be attached at each end of the carrier, with intermediate mountings, as necessary, spaced along the entire length of the carrier, to provide the strength necessary to stop employees' falls;

1926.1053(a)(23)(ii)

Mountings for flexible carriers shall be attached at each end of the carrier. When the system is exposed to wind, cable guides for flexible carriers shall be installed at a minimum spacing of 25 feet (7.6 m) and maximum spacing of 40 feet (12.2 m) along the entire length of the carrier, to prevent wind damage to the system.

1926.1053(a)(23)(iii)

The design and installation of mountings and cable guides shall not reduce the design strength of the ladder.

1926.1053(a)(24)

The side rails of through or side-step fixed ladders shall extend 42 inches (1.1 m) above the top of the access level or landing platform served by the ladder. For a parapet ladder, the access level shall be the roof if the parapet is cut to permit passage through the parapet; if the parapet is continuous, the access level shall be the top of the parapet.

1926.1053(a)(25)

For through-fixed-ladder extensions, the steps or rungs shall be omitted from the extension and the extension of the side rails shall be flared to provide not less than 24 inches (61 cm) nor more than 30 inches (76 cm) clearance between side rails. Where ladder safety devices are provided, the maximum clearance between side rails of the extensions shall not exceed 36 inches (91 cm).

1926.1053(a)(26)

For side-step fixed ladders, the side rails and the steps or rungs shall be continuous in the extension.

1926.1053(a)(27)

Individual-rung/step ladders, except those used where their access openings are covered with manhole covers or hatches, shall extend at least 42 inches (1.1 m) above an access level or landing platform either by the continuation of the rung spacing as horizontal grab bars or by providing vertical grab bars that shall have the same lateral spacing as the vertical legs of the rungs.

1926.1053(b)

Use. The following requirements apply to the use of all ladders, including job-made ladders, except as otherwise indicated:

1926.1053(b)(1)

When portable ladders are used for access to an upper landing surface, the ladder side rails shall extend at least 3 feet (.9 m) above the upper landing surface to which the ladder is used to gain access; or, when such an extension is not possible because of the ladder's length, then the ladder shall be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grab rail, shall be provided to assist employees in mounting and dismounting the ladder. In no case shall the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off its support.

1926.1053(b)(2)

Ladders shall be maintained free of oil, grease, and other slipping hazards.

1926.1053(b)(3)

Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.

1926.1053(b)(4)

Ladders shall be used only for the purpose for which they were designed.

1926.1053(b)(5)(i)

Non-self-supporting ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (the distance along the ladder between the foot and the top support).

1926.1053(b)(5)(ii)

Wood job-made ladders with spliced side rails shall be used at an angle such that the horizontal distance is one-eighth the working length of the ladder.

1926.1053(b)(5)(iii)

Fixed ladders shall be used at a pitch no greater than 90 degrees from the horizontal, as measured to the back side of the ladder.

1926.1053(b)(6)

Ladders shall be used only on stable and level surfaces unless secured to prevent accidental displacement.

1926.1053(b)(7)

Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement. Slip-resistant feet shall not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces including, but not limited to, flat metal or concrete surfaces that are constructed so they cannot be prevented from becoming slippery.

1926.1053(b)(8)

Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.

1926.1053(b)(9)

The area around the top and bottom of ladders shall be kept clear.

1926.1053(b)(10)

The top of a non-self-supporting ladder shall be placed with the two rails supported equally unless it is equipped with a single support attachment.

1926.1053(b)(11)

Ladders shall not be moved, shifted, or extended while occupied.

1926.1053(b)(12)

Ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized electrical equipment, except as provided in § 1926.955(b) and (c) of this part.

1926.1053(b)(13)

The top or top step of a stepladder shall not be used as a step.

1926.1053(b)(14)

Cross-bracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.

1926.1053(b)(15)

Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

1926.1053(b)(16)

Portable ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.

1926.1053(b)(17)

Fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, or corroded components, shall be withdrawn from service until repaired. The requirement to withdraw a defective ladder from service is satisfied if the ladder is either:

1926.1053(b)(17)(i)

Immediately tagged with "Do Not Use" or similar language;

1926.1053(b)(17)(ii)

Marked in a manner that readily identifies it as defective;

1926.1053(b)(17)(iii)

Or blocked (such as with a plywood attachment that spans several rungs).

1926.1053(b)(18)

Ladder repairs shall restore the ladder to a condition meeting its original design criteria, before the ladder is returned to use.

1926.1053(b)(19)

Single-rail ladders shall not be used.

1926.1053(b)(20)

When ascending or descending a ladder, the user shall face the ladder.

1926.1053(b)(21)

Each employee shall use at least one hand to grasp the ladder when progressing up and/or down the ladder.

1926.1053(b)(22)

An employee shall not carry any object or load that could cause the employee to lose balance and fall.

Chapter 9

Lock Out / Tag Out Procedures

General

The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tag out may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tag out is used and the energy isolating devices are lockable, the employer must provide full employee protection (see paragraph (c)(3)) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented, and utilized.

Lockout Procedure

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

(2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

(8) The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

(1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral.

(4) Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require re-energizing of the machine before safe removal.

(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Voluntary Respirator Use

Respirators are an effective method of protection against designated hazards when properly selected and worn but respirators are only effective against the specified hazards presented (i.e. organic vapor, particulate dust, acid gas, etc.). Respirators provide no assistance when used in conditions that are oxygen deficient or in conditions that are Immediately Dangerous to life and Health (IDLH). If a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Additionally the user understands that added burden is placed on the respiratory system due to the fact that the user is pulling the air through filter media which collects the contaminants of concern while purifying the air. Users with reduced or weakened respiratory capacity should seek medical approval prior to commencing respirator use.

Sometimes, workers seek a greater degree of protection than is required by the U.S. Occupational Safety and Health Administration (OSHA), in these cases respirator use is encouraged, even when exposures are below regulatory thresholds to provide an additional level of comfort and protection for workers.

While the employer does not discourage the Voluntary Use of respiratory protection, the employer does not supply such Personal Protective Equipment and assumes no liability related to its use or misuse. The employee needs to understand certain precautions need to be taken to ensure sure that the respirator itself does not present a hazard.

At a minimum the employee should do the following:

- Only wear approved respirators.
- Read all instructions provided by the manufacturer on use, maintenance, cleaning and care and warnings regarding the respirators limitations.
- Do not wear your respirator into areas containing contaminants for which your respirator is not designed to protect against For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Respiratory Voluntary Use Agreement Form

Employee Name: _____

Department: _____ Employee #: _____

I have read and understood the information provided above regarding voluntary respirator use.

Employee Signature: _____ Date: _____