

**RESOLUTION NO. -22**

**A RESOLUTION  
ADOPTING THE 2022 SAFETY MANUAL AND APPENDICES  
FOR THE CITY OF GULF SHORES**

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WHEREAS, the purpose of this manual is to provide the City of Gulf Shores employees with a uniform set of safety guidelines derived from industry best practices to assist in the administration of our safety program and to aid in the performance of job duties in a safe and efficient manner; and

WHEREAS, it is intended to complement existing standard operating procedures, including the employee handbook, and to establish and clarify general procedure; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF SHORES, ALABAMA, WHILE IN REGULAR SESSION ON JUNE 13, 2022, as follows:

**Section 1.** That the 2022 City Safety Manual for the City of Gulf Shores including appendixes (attached) is hereby adopted by the Gulf Shores City Council in substantially the form presented to Council this date and shall read as follows:

**City of Gulf Shores  
Safety Manual**

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## Letter from the Mayor

Congratulations and welcome to the City of Gulf Shores. We are happy to have you as an employee and look forward to working together to make our city great.

Our city's safety manual is a representation of our values here at the city. It will assist us in accomplishing our goal of maintaining and preserving a safe and healthy working environment to all employees, as well as the citizens of Gulf Shores. The purpose of this manual is to provide the City of Gulf Shores employees with a uniform set of safety guidelines derived from industry best practices to assist in the administration of our safety program and to aid in the performance of job duties in a safe and efficient manner.

It is intended to complement existing standard operating procedures, including the employee handbook, and to establish and clarify general procedure. Although this manual provides the overall general guidelines for all City departments, it is the responsibility of each department and each employee to become familiar with and follow procedures of this manual and conduct all tasks in a safe manner.

The expectation is to have the full cooperation of all employees. The safety manual also outlines our safety program in which we will set specific safety goals and address any opportunities for improvement. A safety manual and safety program is only as good as its employees and leadership team. We will assign lead roles to designated employees, which is not specific to just managers. We will give safety efforts priority along with other city initiatives. Here at the City of Gulf Shores, we encourage the reporting of unsafe conditions or hazards, as well as full discussion between supervisors and employees that fosters open and honest communication. We want to have the opportunity to address any safety ideas that you may have as an individual.

Please feel free to stop by and let me know how we are doing and any ideas for improving our safety manual or safety program. Once again, welcome to the team and let me know if I can help you in any way.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Craft". The signature is written in a cursive, flowing style.

Robert Craft, Mayor

## **1)Scope**

All City of Gulf Shores employees are subject to the standards set forth in this manual. Executive leadership shall provide the necessary support to managers and supervisors responsible for implementation and enforcement. The City of Gulf Shores employees are expected to follow the guidelines set forth in this manual and complete their duties in a safe and efficient manner.

Failure to comply with any provisions of this plan and its procedures may result in disciplinary action.

## **2)Responsibilities**

### **Department Head**

- Responsible for the overall safety of their department and compliance with the safety manual and program
- Participates fully with the guidelines outlined in the safety manual and program
- Assists the management staff with carrying out the provisions outlined in the safety manual
- Ensures that any unsafe condition(s) will be investigated and if possible, appropriate solution(s) will be implemented
- Ensures their department actively participates in all safety related activities (safety committee meetings, inspections, audits, observations, etc.)
- Takes prompt corrective and/or disciplinary action for any employee who knowingly fails to report an accident and/or has disregard for any safety rules

### **Management/Supervisors**

- Provides instruction and guidance to employees in regards to the safety manual
- Provides their employees with the tools and/or equipment necessary to ensure all job duties can be completed in a safe and efficient manner
- Immediately reports accidents to the appropriate city personnel
- Ensures the injured employee obtains proper medical attention
- Completes accident investigation reports and submits them to the appropriate city personnel within the required timeline(s)
- Assists with carrying out the monthly training objective within their department
- Ensures that any unsafe condition(s) will be investigated and, if possible, appropriate solution(s) will be implemented
- Assists in communicating any safety measures
- Ensures employees actively participate in the safety program
- Serves as point of contact for their employees in regards to safety

## **Employee**

- Reports any unsafe condition(s) to their supervisor immediately
- Actively participates in the safety program
- Reports all on-the-job injurie(s) or illness(es) to their supervisor immediately
- Follows and abides by all safety guidelines as outlined in the safety manual
- Communicates with their supervisor and/or a member of the safety committee if they have an idea that may improve on-the-job safety
- Always wears appropriate personal protective equipment (PPE)
- Communicates openly and honestly with their supervisor and/or member(s) of the safety committee in regards to their duties

### **3)Accident Reporting**

All City employees are required to report all on-the-job accidents to their supervisor immediately. For all medical emergencies and/or life threatening situations, 911 should be called immediately. If the injury may be due to repetitive motion, or repetitive stress or strain, the employee should report the injury at the onset of any sign(s) or symptom(s), as soon as reasonably possible. Once reported, the supervisor will ensure that the employee obtains proper medical attention. An accident investigation report (*see Appendix A*) must be completed and submitted to the Human Resources Officer within twenty-four (24) hours of the illness/injury. Also, the Human Resources Officer should be contacted immediately via email or telephone call notifying them of the injury. This enables the City to complete the necessary reporting and/or claims procedures for worker's compensation insurance coverage. In addition, post-accident drug testing will also be conducted. If the employee is on-duty when the injury happens, the employee should complete the post-accident drug screening prior to the end of their working shift. If the employee is off-duty when symptom(s) occur, the employee will be tested at the beginning of their next shift. See Appendix A for the accident investigation report form and witness statement.

### **4)Motor Vehicle Accident Reporting**

The reporting requirements for any vehicle or motorized equipment accident are the same as any on-the-job accident. The local police department should be called immediately, and the supervisor should be notified as quickly as possible. An accident investigation report must be completed by the employee's supervisor and submitted to the Human Resources Officer, City Clerk, and Purchasing Officer within twenty-four (24) hours. The City Clerk and Purchasing Officer should be contacted immediately (via email or telephone call) to notify them of the accident. Additionally, in the event of an employee injury, the Human Resources Officer should also be notified. Please see the driver safety policy for any additional information.

### **5)Accident Investigation**

All incidents shall be investigated regardless of severity. This includes any accident or near-misses. OSHA defines a near miss as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. When done correctly, an effective accident investigation uncovers the root cause of the incident or near miss that were the underlying factors.

The City of Gulf Shores utilizes an accident investigation report form (*Appendix A*). This form assists in guiding the supervisor in conducting an accident investigation. This form should be utilized for all accidents or near-misses. In addition to the accident report form, a witness/employee statement should be completed by the injured employee and/or citizen, and all witnesses that are involved. (See Appendix A for the accident investigation report form and witness statement.)

In order to complete a thorough investigation, the City recommends the following steps as a guide. Step 1: Preserve & document the scene. The scene should be left intact until information can be collected. For example, the scene can be blocked off by cones and/or warning tape. Step 2: Collect information. Information should be collected as soon as possible so that information is as accurate as possible. This includes witness statements, scene photographs, vehicle/equipment make and model, equipment manuals, etc. Step 3: Determine root cause, or the underlying reason(s) why the incident occurred. Ask “Why?” until it is determined there are no more contributing factors. Step 4: Report findings to a member of the safety committee so corrective action can be discussed and implemented.

### **6)Reporting Unsafe Conditions**

Timely detection and prompt correction of unsafe working conditions are key to any safety program. Employees are encouraged to report unsafe conditions to their supervisor as soon as possible. The supervisor will then contact a member of the safety committee. All unsafe conditions will be investigated, and any solution(s), suggestion(s), or safety recommendation(s) are encouraged and will be considered.

### **7)Safety Inspections**

The City of Gulf Shores believes it is imperative to conduct periodic inspections/audits of all departments, buildings, and city owned properties to ensure the safety of its employees, as well as the citizens and visitors of Gulf Shores. Periodic safety inspections may be conducted by a member of management, a safety committee member, and/or an outside representative authorized by the City. Safety inspections may be scheduled or unscheduled, although efforts will be made in advance to notify departments if necessary. Full cooperation and compliance of all departments is expected during a safety inspection.

### **8)Safety Committee**

The City of Gulf Shores has established and will maintain a safety committee comprised of members of each department. The duties of safety committee members may include:

- Attending regularly scheduled meetings
- Reviewing losses and/or loss trends
- Conducting safety inspections
- Conducting safety observations
- Assisting with development of new safety policies and/or procedures
- Acting as a liaison for safety within their department
- Coordinating safety trainings within their department

Joining the safety committee is voluntary. Once an employee is considered a safety committee member, every effort should be made to attend scheduled meetings and participate fully in the duties and goals of the safety committee. Every member of the safety committee is asked to serve a minimum term of at least twelve consecutive months. If a safety committee member misses more than two (2) meetings within a calendar year, the employee will no longer be a member of the safety committee and a replacement shall be found.

### **9)Safety Program**

The City of Gulf Shores has implemented a scoring-based safety program. All departments are required to participate and will be measured based on specific goals set for each department. These goals may be results-based or process-based. The safety program consists of the following: required monthly training objectives, monthly safety committee meetings, safety inspections, and safety observations. Each department's participation is mandatory, and scoring updates will be sent periodically.

### **Safety Topics**

#### **10)Aerial Lifts**

The City of Gulf Shores recommends that all employees observe the following safety tips.

- Only employees who are trained and authorized shall operate the lift.
- The supervisor must make sure that every equipment operator has documented training in which the operator reads and understands the equipment's safety and operating instructions, including all of the warning decals and labels mounted on the machine.
- Employees should always check for overhead obstructions before driving or elevating a platform.
- Employees should always check for any type of electrical obstructions.

- Employees shall refuel tanks only when the unit is turned off.
- If battery powered, the batteries shall be charged only in a well ventilated area, away from any open flame.
- Prior to each shift a safety inspection shall be completed by the operator; this includes both a visual inspection and a function test. If a problem is found, the equipment shall be placed out of service and the supervisor shall be notified.
- Employees shall elevate the platform only when it is on a firm, level surface.
- Employees shall operate all lifts per the manufacturer's instructions (i.e. rough terrain lift).
- The lift must have a tilt alarm that activates when the machine is more than 5° out of level.
- All scissor lifts must have the guardrail, midrails and toeboards in place. The toe board can be omitted at the door.
- The platform must be equipped with a mechanical parking brake that will hold the unit securely on any slope it is capable of climbing. The brake shall be regularly tested per manufacturer's specifications.
- Employees shall never climb on the rails or use it as a platform to gain extra height.
- Whenever working out of a lift, a full body harness must be worn, and properly attached to the basket.
- Employees should always maintain a safe distance from debris piles, drop-offs, floor openings, etc.
- Employees shall never drive a lift when it is elevated above the limit the manufacturer considers safe.
- No employee should operate a vehicle if they are taking any prescription and/or non-prescription drugs that have any adverse effects.

## **11) Back/Lifting Safety**

Nearly all adults experience back pain at some point in their lives. This common problem is one of the leading causes of lost work days and individual suffering. According to the Bureau of Labor Statistics, "more than one million workers suffer back injuries each year, and back

injuries account for one of every five workplace injuries or illnesses." Proper lifting techniques should always be utilized when preparing to lift an item. These procedures include:

- 1) Approach the load and sizing it up (weight, size and shape). The employee should consider their physical ability to handle the load. Get assistance if there is any doubt.
- 2) Stance: The employee should place their feet shoulder width apart and close to the object to be lifted. While keeping their back straight, the employee should bend their knees to the degree that it is comfortable and get a good grip.
- 3) The employee should then lift the object into carrying position, making note not to turn or twist until the lift is completed.
- 4) When walking, employees should turn their bodies with changes of foot position, making sure to look over their path of travel to be sure it is clear.
- 5) When setting down the load, the employee should comfortably lower their load by bending their knees. When the load is securely positioned, they may then release their grip slowly.

In addition to using proper lifting techniques, the City of Gulf Shores recommends that all employees observe the following safety tips.:

- Employees shall never lift more than they are capable of. If there is any doubt about their ability to lift the object and/or carry it, they should ask for assistance from another employee and/or supervisor.
- Employees shall never attempt to lift an item above 50 lbs. The employee shall ask for assistance. Additionally, employees shall request assistance when lifting oversized or awkward shaped loads, regardless of the weight.
- Mechanical assistance, i.e. dolly, pallet jack, or powered lift devices, shall be used when necessary.
- Use handles and/or lifting straps.
- Stretching is encouraged before any physical activities.
- Take extra care on surfaces that may be slippery. Employees should always use proper footwear.
- Employees should practice good posture when they're walking, sitting and even lying down. This means keeping their back straight, head forward and shoulders back.
- Employees shall avoid lifting and bending whenever they can
- Objects should be placed up off the floor and shelves should be raised or lowered, if necessary.
- Employees should avoid lifting overhead. Heavier items shall be placed on lower shelves
- Employees shall reduce the amount of weight lifted, if necessary. Additionally, carry items in multiple trips if needed.
- Slow down

## **12) Bloodborne Pathogens (BBP)**

The City of Gulf Shores has established an exposure control plan (*see Appendix B*) to minimize or eliminate occupational exposure to bloodborne related illnesses. The exposure control plan

includes requirements for personal protective equipment (PPE), housekeeping, training, and procedures for reporting an exposure. All human blood and body fluids should be considered as “*infectious*,” and all precautions should be taken to avoid contact. This rule is known as “universal precautions.”

In the workplace, bloodborne pathogens (BBP) may be transmitted when blood or other infectious body fluids come in contact with mucous membranes (eyes, nose, mouth); non-intact skin (due to cuts, abrasions, burns, rashes, paper cuts); or by handling and/or touching contaminated materials and/or surfaces. Bloodborne pathogens are also transmitted by “injection” under the skin via a contaminated sharp object puncturing/cutting the skin causing a wound. The City of Gulf Shores recommends that all employees observe the following safety tips:

- Universal precautions shall be observed by all employees whenever there is a possibility of exposure to blood or other potentially infectious materials (OPIM)
- Employees shall wear single use disposable gloves when there is a chance of exposure to blood or body fluids.
- Employees must wear eye protection where spray/splash is possible
- Employees should wear a face shield, if necessary, to protect their entire face, and safety goggles to provide the most complete eye protection.
- When performing cardiopulmonary resuscitation (CPR), employees shall use resuscitation devices (i.e.: one way valve shields).
- All actual or potential BBP exposures must be reported to the supervisor immediately.
- If exposed, employees should immediately wash their hands and affected areas with soap and warm water.
- If exposed, employees should flush their eyes, nose or other mucous membrane areas with water.
- Sharp items, such as broken glass, scalpels and razor blades should only be handled with mechanical devices whenever possible
- The use of sharps and/or breakable materials should be avoided whenever possible
- Employees should never recap, bend or break needles
- Safer sharp devices, such as retractable box cutters or self-blunting syringes should be used whenever possible.

### **13) Chemical Safety/Hazard Communication**

The City of Gulf Shores has implemented a hazard communication program (*see Appendix C*) to ensure that the hazard(s) of all chemicals used by the City are evaluated and to ensure that

information related to these hazards are transmitted to all employees who use or come into contact with these chemicals. This will include appropriate container labeling, use of safety data sheets (SDS), and appropriate employee training. The City of Gulf Shores recommends that all employees observe the following safety tips:

- All employees who use or handle chemicals shall be fully trained.
- All spills shall be handled appropriately and in a timely manner.
- The SDS and container label shall be read carefully prior to handling any chemical.
- Chemicals are only to be used if it is necessary to complete the task at hand.
- Employees must be familiar with and know exactly what chemical(s) they are using.
- Chemicals that do not have a label affixed to the container, or that are improperly labeled should never be used. Additionally, a supervisor must be notified if a chemical does not have a label or if it's difficult to read.
- All guidelines on the chemical's label and SDS must be followed at all times.
- Protective clothing and/or personal protective equipment (PPE) must be utilized as outlined in the SDS. Supervisors must communicate to their employees how to obtain the appropriate PPE.
- Employees shall not eat, drink, smoke, or apply cosmetics around chemicals.
- Hands must be washed thoroughly after working around or with chemicals.
- Employees should communicate with each other or their supervisor for assistance if they are unsure of anything.
- Any possible exposure must be reported to the supervisor immediately.
- All employees should be aware of the proper procedures for handling a small spill, as well as being familiar with the City's emergency procedures in the event of a large spill and/or fire.

#### **14)Driver/Motor Vehicle/Fleet Safety**

The City of Gulf Shores has established a driver safety policy (*see Appendix D*) in order to protect its employees, assets, and the citizens of Gulf Shores. The City of Gulf Shores expects all of its employees to drive in a safe, courteous, and defensive manner. The driver safety policy applies to all current, temporary, and prospective employees who operate a motor vehicle on behalf of the City. This includes employees who operate a city vehicle, a rental vehicle, or personal vehicle on behalf of the City. A copy of the driver safety policy will be given to all applicable employees at new hire orientation and to all applicable employees if/when changes are made.

The City of Gulf Shores requires that all employees observe the following safety tips:

- All employees are required to be approved drivers prior to operating a city vehicle or a vehicle on behalf of the City.
- Nonessential communication while operating a vehicle shall be limited to hands-free. No texting, emails, social media, app usage, device usage, etc. is allowed while driving.
- All city employees are required to travel at a safe operating speed.
- Employees are expected to drive defensively.
- Seatbelts are required to be worn; this includes all passengers.
- Employees are to complete a vehicle safety inspection prior to use of any city vehicle. Any unsafe conditions or defects should be reported to the supervisor.
- Employees should always use proper turn signals.
- Employees should maintain a safe distance from the vehicle in front of them at all times.
- No employee should operate a vehicle if they are taking any prescription and/or non-prescription drugs that have any adverse effects.

### **15)Electrical Safety**

The City of Gulf Shores requires that all employees observe the following safety tips.

- Unless they are properly trained, no employee shall ever attempt to work on live electrical equipment or wiring.
- Any unsafe condition or hazard shall be reported to the supervisor immediately by the employee.
- All equipment that is determined unsafe shall be reported to the supervisor and taken out of service immediately. A sign shall be placed on the equipment stating, “Do Not Use, Out of Service.”
- Employee shall use only equipment that is properly grounded or double-insulated.
- Employee should never overload outlets.
- Employee shall not plug-multi-outlet bars into other multi-outlet bars.
- Employee shall minimize the use of extension cords. Additionally, two extension cords should not be plugged together and should never be used in place of permanent wiring.
- Employees shall unplug extension cords when not in use.
- Employees shall not cover power/extension cords with rugs or mats, as this can create potential fire hazard and/or tripping hazards
- Employees shall not run electrical cords through pedestrian aisles, as this creates tripping hazards.
- Employees shall unplug or disconnect machines before servicing or repairing, and examine them to be sure the machine is disconnected and turned off prior to service.
  
- Employees shall take items out of service immediately if an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks
- Employees shall inspect cords and equipment regularly, and report any defects immediately to their supervisor.

- There shall never be any exposed wiring. If an employee notices any exposed wiring, they shall report it to their supervisor immediately
- Employees shall unplug cords from the outlet by gripping the plug, itself, not pulling just the cord.
- Employees shall not use electrical equipment or appliances near water or wet surfaces. Additionally, electrical equipment should not be used if the employee's hands, or the equipment itself, are wet.
- All electrical outlets and wall switches shall have cover plates. If any are damaged or in need of replacement, employee shall notify their supervisor immediately.
- Employee shall never attach a cord to another surface with nails or staples.
- If an extension cord is damaged, it shall be taken out of service. No extension cord or plug should ever be repaired.
- Employee shall insure all electrical panels have at least 36" of clearance at all times.

## **16) Ergonomics**

The City of Gulf Shores believes that all employees should practice good ergonomics, regardless if the employee is moving material, working in the field, operating a motor vehicle, or sitting at a desk. According to the National Safety Council, factors that contribute to poor ergonomics include working in awkward positions, having a poorly set-up workstation, overexerting when lifting, pushing or pulling, and sitting for too long in one position. The City of Gulf Shores recommends that all employees observe the following safety tips.

- Any employee who would like to have an ergonomic assessment completed shall reach out to their supervisor.
- Periodic inspections will include observing workstations and employees using proper ergonomics.
- Employees should stretch and walk around regularly; they should not remain sedentary.
- If an employee has pain that may be related to ergonomics, it should not be ignored. If signs, symptoms, or discomfort are experienced while on the job, a supervisor should be notified immediately.
- Employees should refrain from carrying items that are too heavy.
- Employees shall ensure their chair is adjusted so their feet rest on the floor and their knees are level with their hips.
- Employees are encouraged to keep items they regularly use – including the telephone or a stapler – close to their body to avoid unnecessary stretching throughout the day.
- The computer mouse should be kept close to the keyboard, and the employee should keep his/her wrist relaxed when using the mouse. The wrist should also be kept in a straight position when typing – not bent up or down

- Employees should pay close attention to their posture. The body should be centered in front of the monitor and keyboard, and their thighs horizontal with their knees.
- Monitors should be kept at about an arm's length in front the employee.
- When lifting/carrying, appropriate equipment should be utilized if items are too large or too heavy.

### **17)Fall Protection**

The City of Gulf Shores requires that all employees observe the following safety tips.

- All employees working from heights shall attend appropriate training prior to working from heights.
- All employees who work from heights above six feet (6') are required to wear appropriate fall protection.
- Any unsafe condition and/or hazard shall be reported to the supervisor immediately by the employee.
- Employee shall always maintain three points of contact while ascending or descending ladders or equipment.
- Ladders shall always be placed on flat, level surfaces.
- Stepladders should be used to reach items on high shelves.
- Employees should always face the ladder when climbing up or down.
- Employees shall always wear appropriate footwear for the job.
- All spills shall be cleaned up immediately.
- If a platform is over four feet (4') off the ground, use guardrails and toe guards to prevent falls.
- Any floor holes or openings shall be reported immediately, and protected by using a guardrail.

### **18)Fire Prevention/Portable Fire Extinguishers**

The City of Gulf Shores recommends that all employees observe the following safety tips.

- All employees who may operate a portable fire extinguisher shall be properly trained prior to use.
- Employees shall immediately report to their supervisor any unsafe condition and/or hazard.
  
- Employees shall keep work area free of waste paper, trash and other items that can easily catch fire.
- Employees shall inspect all electrical cords regularly. If a cord is damaged in any way, it must be replaced.

- Employees shall not lay cords in places where they can be stepped on, as this will contribute to deterioration of the protective outside coating.
- Employees shall not overload any circuits and should turn off electrical equipment at the end of each day.
- Employees shall keep heat producing equipment away from anything that might burn. This includes copiers, coffee makers, computers, space heaters, etc.
- Employees shall use the pass system when operating a fire extinguisher: P – Pull the pin, A – Aim at the base of the fire, S – Squeeze the handle, S – Use a sweeping motion.
- In the event of a fire, employee should call 911.
- If attempting to extinguish a fire, employee shall ensure their back is always clear to an exit while facing the fire.
- Employees shall be aware of and follow the city's emergency evacuation plan.
- Employees shall close doors upon exiting to limit the amount of oxygen available to the fire.
- Elevators should never be used during an evacuation.
- Employee shall never block exit doors. Employee shall always maintain a minimum of three feet (3') of clearance around doors.
- Employee shall never block/hide fire extinguishers, in addition, appropriate fire extinguisher signage or markings shall be visible at all times.
- All cigarettes shall be disposed of properly
- Employees shall never combine two chemicals as it could cause a chemical reaction.

## **19)Heat Safety**

The City of Gulf Shores recommends that all employees observe the following safety tips.

- Employees shall know the signs and symptoms of heat-related illnesses; monitor their self and coworkers.
- Employees shall block out direct sun or other heat sources when possible.
- Employees shall use cooling fans and/or air-conditioning when available.
- Employees shall take frequent breaks and drink lots of water, as needed.
  
- Employees should replace salt loss with a sports/electrolyte drink, in addition to water. Additionally, employees should avoid alcohol, caffeinated drinks, or heavy meals while working in the sun.

- Employees should wear lightweight, light colored, loose-fitting clothes while working in warmer temperatures.
- Employees should be sure to hydrate prior to starting a shift.
- If possible, employee shall limit work in direct sunlight.

## **20)Housekeeping**

The City of Gulf Shores recommends that all employees observe the following safety tips.

- Clean up and report any leaks or spills to the supervisor
- Stay in the area of a spill until a wet floor sign can be put out to ensure no one may slip and fall
- Block off and mark floor areas that are being cleaned or repaired
- Only use the tools necessary to complete the job. Do not leave unnecessary items lying around that may cause a potential trip and fall hazard
- Develop a routine for cleaning up at the end of the shift or periodically during the shift.
- Do not eat and/or drink in work areas
- Clean and pick up any trash and debris and dispose of it properly
- Keep work area clean throughout the day
- Dispose of combustibles and flammables properly
- Remove protruding nails and other sharp objects. Report any unsafe conditions or hazards to the supervisor
- Stack materials/supplies orderly and secure them
- Report any flooring problems (i.e. broken tile, loose wooden planks, etc.)
- Keep cords, power cables, etc. out of walkways.
- Keep drawers closed
  
- Report missing/broken stair rails and slippery or damaged treads.

- Employees should walk, not run, on stairs, and should hold onto stair rails while going up and down.
- Employees shall not carry a load that cannot be seen over.

## **21)Ladder Safety**

The City of Gulf Shores requires that all employees observe the following safety tips.

- Only UL listed & properly labeled ladders should be utilized. Additionally, the employee should be sure to use the appropriate ladder for the job.
- Before using any ladder employees should inspect it. Paying close attention to the following:
  - Loose or missing rungs or cleats
  - Loose nails, bolts, or screws
  - Wood splinters or damaged edges
  - Cracked, broken, split, dented, or badly worn rungs, cleats, or side rails; and
  - Corrosion of metal ladders or metal parts
- If a ladder is found to be in poor condition, the ladder should be tagged and taken out of service. If repairs are not feasible, the defective ladder shall be discarded appropriately.
- Employees should look above for any overhead wires or obstructions and clear any clutter from the area around the base of the ladder.
- The area around the ladder shall be blocked so people and equipment will not make contact with the ladder.
- If an employee is working close to a corner, a sign shall be put up to warn people of ladder work presence.
- If there's a door nearby it should be locked, blocked off, or someone should be stationed to watch it.
- Before using a ladder, the rating should be checked to be sure not to subject it to a load greater than the rated capacity.
- Ladders should be positioned carefully to prevent slipping.
- Where slipping is likely, ladders shall be tied off or someone should hold the ladder in position.
- If working at heights above six feet (6'), appropriate fall protection is mandatory.
- Ladders should not be utilized for anything other than its stated purpose.

- Boxes, barrels, or other objects shall not be used to raise a ladder higher.
- Before climbing onto a roof using an extension ladder, the ladder should be checked to be sure it extends three feet beyond the roof line.
- Extension ladders should never be overextended.
- Manufacturer's instructions shall be read and followed at all times.
- No employee should use ladders if they are taking any prescription and/or non-prescription drugs that have any adverse effects.

## **22)Lockout/Tag-out**

The City of Gulf Shores has implemented an energy control program (*see Appendix E*) to prevent the inadvertent energization of equipment that may cause injury. This program applies to all employees performing service/maintenance on equipment where the unexpected start up, energization, and/or release of stored energy could cause injury. The City of Gulf Shores requires that all employees observe the following safety tips:

- Only trained and authorized employees and/or contractors will repair, replace, or adjust machinery, equipment, or processes.
- Only appropriate lockout/tag-out locks and tags shall be used.
- Contractors are required to use the City of Gulf Shore's energy control program procedures.
- When outside contractors perform service at any City site, supervisors are to coordinate any lockout/tag-out work with the contractor.
- Whenever maintenance is performed on equipment, it is to be done with the equipment isolated from all sources of energy.
- The employee shall determine the best possible way to bring system to a safe and orderly stop.
- The energy-isolating device(s) for that specific equipment is to be locked-out and/or tagged-out in accordance with the energy control program.
- All employees are notified of machine, equipment, or process is locked and tagged.
- Once equipment, machinery, or a process is shut off in lockout/tag-out, the authorized employee shall isolate and separate from the energy source.

- The authorized employee shall relieve and/or dissipate stored energy by the appropriate method for the system.
- Periodic inspections of the energy control program will be conducted at least annually to ensure the continued effectiveness of the program.
- If servicing extends more than one shift, specific procedures shall be given to ensure continuity of personnel protection, including provision for the transfer of lockout or tag-out control.
- Prior to re-energizing equipment or machinery, the work area shall be checked to ensure that all nonessential items have been removed and all employees have been safely positioned or removed.
- Each lockout/tag-out device shall be removed only by the employee (or transferred employee) who applied the device.
- All required personal protective equipment (PPE) shall be worn.

### **23)Machine Guarding**

The City of Gulf Shores requires that all employees observe the following safety tips.

- All machine-operating employees will be appropriately trained.
- All machinery and/or equipment shall have the appropriate guards in place. At no time is an employee authorized to remove a guard.
- The manufacturer's guidelines shall be read and followed at all times.
- All new equipment and machinery shall be inspected prior to use to ensure that all appropriate guards are in place.
- If a guard is not working properly, or not in place, the machinery or equipment shall not be used and an out of service tag shall be placed on the machinery or equipment.
- All required personal protective equipment (PPE) shall be worn.
- When machinery is on or operating, do not interfere with the machinery or the employee operating the machinery.
- Periodic audits and inspections will be completed to ensure all equipment and machinery has appropriate guards.

### **24)Office Safety**

The City of Gulf Shores recommends that all employees observe the following safety tips.

- Employees shall not walk and look down at their phone at the same time.
- Employees shall report any unsafe condition and/or hazard to their supervisor.
- Any damaged flooring and/or any lights that are not working correctly should be reported to a supervisor.
- Filing cabinets should never be left open and unattended.
- Handrails shall be used when ascending or descending stairs or escalators.
- No running
- Appropriate footwear should be worn at all times.
- Employees should not carry a load more than they capable of and/or one that cannot be seen over. Assistance should be requested if needed.
- Proper lifting techniques shall be used.
- Extension cords shall not be placed on the floor if it can be avoided.
- All aisles and walkways must be kept clear.
- All space heaters must have tip over protection/automatic shutoff and must be turned off prior to leaving.
- Do not overload any outlets
- Do not plug multi-outlet bars to other multi-outlet bars
- Minimize the use of extension cords. Do not plug two extension cords together
- Do not cover power cords or extension cords with rugs or mats, as this can create a potential fire hazard and/or create potential tripping hazards
- Employees must ensure exits are not blocked.
- All chair legs and/or casters shall be kept on the floor.

## **25)Personal Protective Equipment (PPE)**

The City of Gulf Shores recommends that all employees observe the following safety tips:

- All personal protective equipment (PPE) shall be appropriate for the task at hand. Should an employee's PPE not fit, they should notify the supervisor.
- All employees who are required to wear PPE shall attend appropriate training.
- Protective eyewear shall fit properly. This ensures that it stays in place while working.
- Protective eyewear/safety glasses shall be worn if there is a risk for flying objects, sparks, dust, falling objects, etc. Additionally, safety goggles shall be worn when handling chemicals.
- Employees should always brush, shake, or vacuum dust and debris from hardhats, hair, forehead, or brow before removing protective eyewear, and eyes should not be touched/rubbed with dirty hands /clothing.
- Protective eyewear should be cleaned often so as not to impede vision.
- Ear plugs shall be worn when there is a possibility of an excessive noise exposure.
- Chemical resistant gloves shall be worn when working with chemicals.
- Gloves shall be worn when working with bodily fluids, oils, greases, solvents, etc. All gloves shall be inspected prior to use to ensure there are no holes, cracking, ripping, or tearing. Gloves that have holes, are torn, ripped, or cracked shall be discarded.
- All personal protective equipment (PPE) shall be removed properly.

## **26) Portable Hand Tool Safety**

The City of Gulf Shores requires that each employee using hand and portable power tools, receives initial training and refresher training as needed. This includes both the safe use, as well as the hazards associated with such equipment. Prior to using any tools, each employee should complete a pre-inspection to ensure it is safe to use. Following usage, the tool(s) should be stored properly and always out of any walkways. The City of Gulf Shores requires that all employees observe the following safety tips.

Pre-Inspection: employees shall check for the following:

- Damaged or cracked housing, power source, or bits/accessories
- Blade sharpness (dull blades are often more dangerous than sharp blades)
- Missing guards or protective devices
- Leaking gasoline, oil or other fluids
- Condition of the tool
- Work area is free of any potential trip hazards

Proper Use:

- The correct personal protective equipment (PPE) must be used.
- The proper tool must be selected for each job.
- Manufacturer's instructions should be read and followed.
- If unsure about use, an employee shall ask a supervisor or coworker for clarification.
- Employees shall ensure that tools are not pointed at, or operated in close proximity to, other individuals.
- Spark resistant tools must be used when working near a fuel source.

- Employees should not use excessive force to cut/drill through hard materials.
- Gasoline/Mixed Fuel Powered Tools must be off and cool when re-fueled, and used only in well ventilated areas.
- Power cords must be regularly inspected. If damage is found, the tool should be taken out of service and the condition reported to the supervisor.
- All power tools shall have a 3-prong grounded plug and/or be double-insulated
- Employees shall avoid using power tools in wet and/or damp environments.
- Loose clothing, dangling objects and/or jewelry should not be worn, and long hair must be restrained.
- Tools must be unplugged before installing, adjusting and changing any accessory or attachment.
- Employees must maintain solid footing and good balance when using tools. Tools must be held and/or braced securely, and employees should always be aware of their surrounding environment.
- Employees should ensure power tool accessories are specific for the tool it's to be used with.
- Fingers must be kept away from saw blades, materials must be clamped down, and all guards should be in place.
- When performing electrical work, employees should ensure the use of insulated tools.
- When using pneumatic tools, a safety clip and/or retainer must be installed to prevent the equipment and/or hoses from coming apart. Pneumatic tools should never be pointed at anyone.
- All hand grinders must be used with the guards and handles in place.
- Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- The wooden handles of tools shall be kept free of splinters and/or cracks.
- Before an abrasive wheel is mounted, it shall be inspected closely to be sure that it is free from cracks and/or defects.
- All areas near grinders and/or spark producing tools shall be kept free of debris and/or dust.
- No employee should operate a vehicle if they are taking any prescription and/or non-prescription drugs that have any adverse effects.

Storage:

- Fluids/fuel should be drained if equipment will be in storage for an extended period of time.
- Employees should de-energize tools prior to storage (includes removing air pressure, hydraulic pressure and removing loads). Additionally, electric tools should be stored in dry areas.
- Flammables must be stored properly.

**27)Powered Industrial Trucks/Forklift Safety**

The City of Gulf Shores requires that all employees observe the following safety tips.

- All employees operating a forklift shall be trained properly prior to any use
- All employees are required to keep their forklift training card available to present upon request.
- Employees must avoid operating a forklift and/or pallet jack that requires maintenance and/or repair.
- Employees are required to inform their supervisor of any identified issues, problems, questions, and/or concerns.
- Employees should never leave a forklift running unattended. The power shall be turned off and keys shall be removed.
- The forklift forks shall be 2” – 4” off of the ground while in operation
- Employees should know and never exceed the lifting capacity of the forklift and/or pallet jack.
- Forklifts shall always follow designated paths and/or roadways
- Hands and feet should be kept away from the cross members of the mast.
- Forklifts which are not in use, shall be carefully parked, with the parking brake applied, and the forks flat against the ground.
- While operating a forklift, employees must avoid hazards on the floor. This includes any slippery, or unstable surfaces, bumps, holes, etc. Any unsafe condition and/or hazard shall be reported to the supervisor.
- Employees must drive the forklift forward when driving up ramps, but go downhill in reverse.
- No passengers are allowed on a forklift and/or pallet jack.
- Seatbelts must be worn at all times while operating a forklift.
- A safe distance must be kept between the forklift and any person and/or other forklifts.
- No person is permitted to stand on or under the forks.
- Forklifts shall be driven in reverse if the load obstructs the employee’s view.
- Forklifts shall be operated at a safe speed, all sudden movements and/or quick turns shall be avoided.
- All employees are required to sound the horn when approaching an intersection.
- Employees shall not brace and/or stop a pallet jack by foot.
- For all LP forklifts, the fire extinguisher shall be appropriately attached & tagged.
- All safety equipment shall be operational and shall never be altered.
- No employee should operate a vehicle if they are taking any prescription and/or non-prescription drugs that have any adverse effects.

## **28)Slips, Trips, and Falls**

The City of Gulf Shores recommends that all employees observe the following safety tips.

- Employees shall report any unsafe conditions and/or hazards to the supervisor

- Clean up and report any leaks and/or spills
- Employees should stay in the area of a spill until a wet floor sign can be put out to ensure no one may slip and/or fall.
- Close attention must be paid to movements and surroundings.
- Handrails should be utilized when ascending or descending stairs and/or escalators.
- Extra care should be taken on surfaces that may be slippery. Proper footwear should be used at all times.
- Employees should walk slowly and carefully on slippery surfaces. Smaller steps should be taken and sharp turns should be avoided, whenever possible.
- Employees shall focus on where they are going, what they are doing, and what lies ahead.
- No running
- Employees should wipe their feet when coming in from the outside.
- Any burned-out lights and/or inadequate lighting shall be reported immediately.
- Close attention should be paid to changes in elevation, and floors that are uneven or have holes.
- Employees should keep hands at their sides, not in their pockets, for balance.
- Employees should not carry loads that cannot be seen over.
- Chairs should be sat in with all four chair legs on the floor. Additionally, all wheels and/or casters must be on the floor as well.

## **29)Welding/Hot Work**

The City of Gulf Shores requires that all employees observe the following safety tips.

- All internal and/or external hot work is required to be permitted prior to any work taking place
- Prior to any welding taking place, the employee must have the knowledge and appropriate training to perform the task
- Any unsafe conditions and/or hazards shall be reported to the supervisor immediately
- All appropriate personal protective equipment (PPE) (welding helmet, respirator, fire resistant clothing, ear muffs/plugs, boots, gloves, etc.) shall be worn at all times while welding
- All appropriate personal protective equipment (PPE) shall be checked prior to use to ensure that it is functioning properly and provides the appropriate protection
- There shall be no exposed skin while welding
- Welding is prohibited in areas with broken sprinkler and/or fire systems, unsafe atmospheric conditions, or in an area with exposed, and/or easily ignitable materials
- All fuel sources (wood, gasoline, etc.) shall be removed prior to welding
- A fire extinguisher must be present along with a fire watch
- Welding shall only be conducted in well ventilated areas

- Wearing ear muffs and/or ear plugs is mandatory to protect against loud noises
- When cutting, sparks should always be directed away from employees.
- Fire watch is required for one hour after hot work has taken place
- No employee should operate a vehicle if they are taking any prescription and/or non-prescription drugs that have any adverse effects.

**Section 2.** That all prior adoptions, resolutions, rules, regulations, or policies in conflict with this resolution are hereby repealed.

**Section 3.** That this Resolution shall become effective upon its adoption.

ADOPTED this 13th day of June, 2022.

Robert Craft, Mayor

ATTEST:

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Wanda Parris, MMC  
City Clerk

C E R T I F I C A T E

I, Wanda Parris, MMC, City Clerk of the City of Gulf Shores, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. -22 (prepared by City Clerk), which Resolution was duly and legally adopted at a regular meeting of the City Council on June 13, 2022.

\_\_\_\_\_  
City Clerk