Agenda Item: 8.

Memo

To: Personnel, Legislative and Public Affairs Subcommittee

From: Heather Borkowski

Date: 11/26/2012

Re: District Policy Appendix J – Safety Manual (annual update)

The current Safety Manual was last updated in February of 2010. With several changes occurring, we felt it necessary to update the current Appendix J – Safety Manual. Most updates to the manual are minor housekeeping changes to follow along with regulation updates. The updated manual, with all additions, is attached for review. Main changes are the following:

- Addition of Cellular Telephone Policy (page 16) – This is to limit cell phone use while on District time and operating a vehicle to hands-free usage only.
- Addition of Emergency Safety Situation Plan (page 33) – This is a procedure to follow, working with law enforcement, if an emergency situation were to occur in the area.

Management recommends that the Subcommittee recommend to the Board that the attached Appendix J – Safety Manual be adopted to include the Cellular Telephone Policy and Emergency Safety Situation Plan.

Appendix J

Papio-Missouri River NRD

SAFETY MANUAL

Update: December 2012

PAPIO-MISSOURI RIVER
NATURAL RESOURCES DISTRICT

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PAPIO-MISSOURI RIVER
NATURAL RESOURCES DISTRICT

SAFETY POLICY

The Papio-Missouri River Natural Resources District ("District") recognizes that the safety of its employees, guests and the general public is of the utmost importance. We will strive to provide appropriate safety equipment and training for our employees, and expect certain actions in return.

The District has created a Safety Committee ("Committee") made up of employee and management representatives. This Committee has adopted a written Safety and Injury Prevention Program ("Program") designed to aid employees and management in adhering to safe standards in our work place, with the ultimate objective of preventing accidents and injuries to all concerned. The names of the Committee members, a schedule of and the minutes of the Committee's meetings and a copy of the Program are available from the Safety Coordinator and the General Manager.

Supervisors are expected to assist in developing policies and procedures to be used in training, and to enforce them when necessary. We also expect them to follow the elements of the policies and procedures in order to set an example for their employees. Supervisors will be considered the "competent person", since they are responsible for knowing the elements of your Program, training employees, and correcting problems that may arise.

Office and field employees are asked to notify their supervisor if they have any ideas or questions pertaining to safety. Otherwise, they will be expected to follow the elements of the Program.

The only thing each of us really controls is our own actions. The main purpose of our Program is to help you recognize hazards in your daily life, both on and off the job, and know what to do to prevent a loss.

BUILDING INSPECTIONS

Each building will be inspected regularly for hazardous conditions. Any found are to be corrected immediately, and/or reported to your supervisor.

Eye wash and shower stations are to be inspected monthly, and tested to make sure they will operate when needed, and to clear out any impurities that may have collected in the piping.

The emergency lights above exit doors are to have their "test" switches pushed for at least 30 seconds each month to help recharge the batteries.

Keep all exit doors and hallways clear of materials that could hinder your ability to get out of the building quickly. Make sure safety locks on the doors are operating properly and are free of any chains or padlocks which would not allow the doors to open in an emergency.

ACCIDENT REPORTING/ INVESTIGATING

Report all accidents and injuries to your supervisor and our Safety Committee Coordinator, regardless of how small it might be, ASAP, but no later than 24 hours after the occurrence.

The supervisor will conduct an accident investigation. Be accurate and specific when gathering and organizing the information put in the report, as we want to get to the root cause and how to prevent a recurrence.

An accident to a person will be handled using materials in the first aid kit, or by going to a doctor.

An accident to property will result in actions to prevent further damage, such as if a building is hit and could collapse.

Each employee has the option of going to the doctor of their choice for initial treatment. If they have no preference, they will be sent to the company clinic of choice. Your supervisor will assist you in finding the clinic's location. If one is not chosen, go to the nearest hospital emergency room.

The accident investigation reports will be reviewed by the general manager and safety committee members to determine if our safety policies and procedures are adequate, or need to be revised.

MANUAL MATERIAL HANDLING

The principles of manual material handling are as follows:

1. Visualize the route to be taken when carrying an object in order to recognize obstacles in your path.

2. Size up the load to be carried to determine the weight, shape and whether assistance is needed in the form of another person or a mechanical device such as a forklift or wheeled cart.

3. Position the load in the center of your body in order to utilize the leg muscles.

4. Bend at the knees as much as possible to obtain the best leverage.

5. Get a firm grip on the load.

6. Use a slow, steady lifting, pulling or pushing action to prevent a muscle injury.

7. Reverse the order when putting the load back down.

SAFETY COMMITTEE

A Safety Committee, appointed by the General Manager, will meet to provide guidance and direction to the ongoing safety effort. The committee will meet at the call of the General Manager, at least quarterly, who will also determine the agenda. Committee members may also request inclusion of additional agenda items to be discussed.

The Safety Committee shall meet to accomplish the following functions:

1. Review the loss control experience and trends, recommending and implementing corrective plans. Arrange for inspection and accident investigation.
2. Review accident investigation reports.
3. Discuss and review safety education and training requirements to ensure employees receive adequate task, safety, and injury prevention information.
4. Plan and conduct scheduled safety meetings.
5. Evaluate the safety program on a periodic basis to ensure compliance and validity.
6. Make recommendations to the Safety Coordinator and the General Manager.
7. Report their findings to employees, managers and the General Manager. Safety Committee Minutes will be distributed to all P-MRNRD employees.
8. Solicit and respond to general employee and management ideas and recommendations to help improve safety and injury prevention.
9. Changes to the Safety Committee Membership will be published in the P-MRNRD Safety Committee Minutes. Committee membership may be rotated every two years.
10. All Safety Committee Minutes, recommendations, accident reports, and government/insurance reports will be filed for a period of three years.

ELECTRICAL CORDS

Electrical cords are to be inspected before and during their use for cuts in the insulation, frayed and/or cracked plugs or other damage. Do not repair any cord that has insulation pulled away from the plugs or separated along the length of the cord. Do not repair them if the interior wires have insulation cut exposing copper, either. If any are found, get a new cord, or repair the problem if you have proper training to do so. Do not use worn or frayed cords, with areas that permit the cord to bend more than normal, or those with missing ground prongs.

Keep cords out of water or mud so defects can be found, and the water will not be energized if a cut should short circuit.

Do not use flat cords as they are single-insulated. Double insulated cords are required.

If you have any questions, ask your supervisor.

STAIRWAY AND LADDER

Stair steps are required if the rise from the lower floor to the one you are climbing to is 19" or more in height.

Make sure stair rails are on the outside edge of any steps that rise more than 30 inches above the bottom floor.

Before use, inspect ladders for cracked, broken or defective parts. An extension ladder must be placed at an angle measuring 1' horizontal for every 4' vertical rise on the wall it is leaning against.

The top of the ladder must be at least 3' above the floor you are getting on for a good hand hold. Always make sure the ladder is placed on an even surface to prevent tipping.

When climbing the ladder, keep a 3-point stance for good balance.

Secure the ladder to a rigid support at the top to keep it from sliding along the floor edge.

Step ladders must have the legs spread, hinges locked in place, and you must not stand on the top two rungs. That reduces your center of balance.

Always clean scrap materials away from the base of the ladder to avoid a twisted ankle.

Make sure the ladder you choose is rated to support the maximum intended load without failure.

SLIPS, TRIPS AND FALLS

Remove all oil and moisture from floors immediately, or cordon it off with rope or cones to warn others to stay out of that area. Post signs up where written warnings are deemed appropriate. Ensure all holes in working surface are securely covered and made known to workers.

During winter when walking surfaces can be slippery, clear snow and ice off sidewalks and parking lots and use ice melt.

In offices, keep desk drawers pushed in and floor area cleared to prevent a tripping accident.

When working on a step ladder, keep the legs spread, hinges locked in place, floors around it clear of debris and moisture, and stand below the top two rungs. Do not set it up in front of doors which could open and knock you off, unless the doors are locked, or warning signs and lines have been set up to notify others that the ladder is present.

If working on a structure with a drop off to a lower level of 4 feet or more, make sure fall protection is used. Ensure working surfaces have the strength and structural integrity to support employees safely. This could include guardrails, a harness and lanyard or some other type of protective system to keep you from falling.

WELDING AND CUTTING

Charged fire extinguishers must be kept by you when welding or cutting materials.

Before welding/cutting the area should be inspected for any combustible materials within a 35 foot vicinity. If the object to be welded or cut cannot be moved, all movable fire hazards in the vicinity must be taken to a safe place. If items can't be moved, guards will be placed.

ARC WELDING AND CUTTING

Wear appropriate eye, head, face and body equipment to prevent an injury. This would include welding hoods with a #9 or higher lens.

PRESSURIZED BOTTLES- GAS WELDING AND CUTTING

Cylinders must be tied off to prevent them from falling over.

VENTILATION

Be sure to have adequate ventilation to draw fumes away from you, or wear appropriate respirator protection.

If you have further questions, ask your supervisor and check the OSHA standards or call a supplier for answers.

MATERIAL

No welding, cutting or other hot work shall be performed on used drums, barrels, tanks or other containers until they have been thoroughly cleaned of materials that are flammable or producing toxic vapors.

After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.

BLOODBORNE PATHOGENS

Bloodborne pathogens are infectious microorganisms that can cause disease in humans. Training is available to employees if they choose.

Nothing we do would readily cause an injury creating a lot of blood or other bodily fluids to be released. If fluids are released, it will be up to you to decide whether to expose yourself to them, as we will have no first responders assigned to help. If you decide to help out, rubber gloves will be available in the first aid kit to wear.

HAND AND POWER TOOLS, LAWN EQUIPMENT

Inspect all hand and power tools before and during each use for defects. These could include broken handles/casings, mushroomed heads, or damaged power cords. If any are found, have them replaced, or the tool repaired by a trained person.

Pick tools up to prevent them from being damaged, and to eliminate tripping hazards.

Power tool cords should be inspected for damaged insulation, or to see if they have pulled away from the handle exposing internal wires. If so, have them repaired before using them again.

Pay attention to overhead work areas where tools could have been left, allowing them to fall on you. Always remove tools and extra materials when you finish your task.

Do not get your hands or feet in the path of weed whipper lines, and wear safety glasses to protect your eyes. Be aware of other individuals around or approaching you.

The lawn equipment, such as mowers, should be operated by employees who have been trained in the proper use based on the manufacturer's instructions.

Check the area to be mowed for debris such as stones, wires, sticks or anything else that could be caught in the blade and thrown out the side before starting.

Keep your hands and feet away from the blade, engine or drive mechanism when the mower is running. Stop the engine and disconnect the spark plug before making adjustments or cleaning the blade.

Do not leave a mower unattended while it is running.

All slow moving equipment shall have a Slow Moving Vehicle sign mounted on the rear, which must be visible to same-lane traffic when in transit on roads.

Protective goggles are to be worn when using blowers. Wear ear protection when using lawn or power equipment. Keep all guards in place and do not service or clean running equipment.

If you have any questions, ask your supervisor.

FLAMMABLE MATERIAL STORAGE

Keep flammable and combustible materials, such as gasoline and diesel fuel in approved containers with spring caps on the pouring nozzles. Other types of containers shall be removed from the premises, as they could tip over allowing the contents to spill across the floor to a pilot light or some other type of ignition source.

Keep flammables and combustibles in fire resistant storage cabinets which are clearly labeled as to the hazardous nature of their contents. Paints and varnishes should also be placed in these cabinets. The distance between two flammable or combustible liquid storage tanks shall not be less than three feet. Tanks shall be stored so that they are accessible for firefighting purposes.

Collect and dispose of waste paper and trash promptly.

Avoid the accumulation of materials that may ignite spontaneously. Use self-closing metal receptacles for oil rags.

Keep cleaning materials in covered containers in approved storage areas.

Be sure charged fire extinguishers are located near these flammables/combustibles, hung up to keep them from being kicked over, serviced annually and inspected monthly by a qualified person, with the tags attached showing evidence that these activities were conducted. Do not block the fire extinguisher, either, as you want quick access to it.

PERSONAL PROTECTIVE EQUIPMENT

Here are examples of equipment that may be worn based on the hazard you are exposed to.

1. Safety glasses/ face shields/ goggles (ANSI Standard)

   These are to be worn when flying particles could be a problem, such as when using or mixing chemicals that could splash in your eyes or using a saw or grinder. MSDS will also give examples of when face shields or goggles are needed.

2. Hard hats

   These are to be worn when there is the possibility of someone working over your head who could drop something on it or when exposed to falling objects.

3. Hand Protection

   Gloves may be worn when handling rough edged materials and chemicals as prescribed by MSDS.

4. Footwear/ Protective Clothing

   Safety-toed shoes should be worn if you are exposed to potential foot impact hazards. The District will cost share with employees, up to $200 per year, for the purchase of steel toed boots as required. Do not wear loose clothing around unguarded moving parts. Wear hair nets if you have long hair. Remove jewelry and other types of adornments that could be caught in moving parts. Wear a fluorescent orange or yellow traffic vest when working adjacent to or in a traffic lane. Wear leather chaps when working with chain saws.

5. Ear Protection

   Wear ear plugs or ear muffs to protect your hearing under loud noise conditions such as lawn mowing or using power tools. We have not identified any jobs at this time that would generate a noise level of 85 decibels over an eight hour period, so the use of ear protection is up to each employee.

If you have any questions, ask your supervisor.

MOTOR VEHICLES, HEAVY EQUPMENT AND TRACTORS

You must have a valid driver's license to operate a District vehicle. Only authorized individuals are to operate the vehicles.

All occupants must wear seat belts while driving or riding in automobiles, dump trucks, tractors, mowers, etc. belonging to the District. Obey all local and state traffic rules and regulations.

They are to be serviced by qualified employees or outside service mechanics as suggested by the manufacturers.

Report accidents to your supervisor immediately. Do not admit fault. File an accident report with the Safety Coordinator.

All slow moving equipment shall have a Slow Moving Vehicle sign mounted on the rear, which must be visible to same-lane traffic when in transit on roads.

If you have any questions, ask your supervisor.

CELLULAR TELEPHONE POLICY

1. Employees are not permitted to use a hand-held cell phone while operating a motor vehicle on District business and/or on District time.
2. Employees are not permitted to read or respond to emails, text messages, check voicemails, or utilize the internet while operating a motor vehicle on District business and/or on District time. This applies to hand-held and hands-free devices.
3. This policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet or downloads and allows for the reading of and responding to email whether the device is District-supplied or personally owned.
4. While driving, calls cannot be answered on a hand-held device and must be directed to voicemail unless utilizing a hands-free system.
5. If an employee must make an emergency call, the vehicle should be parked in a safe location before making the call.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls on hand-held devices, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our vendors volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the P-MRNRD; or any other District related activities not named here while driving.

Employees who violated this policy will be subject to disciplinary actions as determined necessary by the P-MRNRD General Manager.

HOUSEKEEPING AND EXITS- OFFICES, SHOPS AND PARKS

We want all scrap materials picked up, placed in piles and/or thrown in dumpsters ASAP.

Rope off or close sections being mopped or waxed and place appropriate signage. Repair loose or missing sections of floor tile or linoleum.

Stair steps are to have all materials removed that could cause you to slip, trip and fall. All boxes or materials in storage are to be placed in appropriate areas not to create a hazard.

Nails are to be bent over or removed from scrap lumber to prevent a puncture wound.

Exits are not to be blocked at any time. The panic hardware which locks and opens exit doors are to be kept unlocked during opening hours.

Fire doors are to be kept closed, not wedged open for ventilation. Their self-closing devices are to be reviewed to make sure they will work correctly.

GENERAL LIABILITY HAZARDS

Maintain gates and fences in good order so that the public will not enter areas at unauthorized times and places.

Be sure rough and sharp edges on equipment are smoothed to prevent you or a member of the public from being hurt.

Before mowing, check the terrain for rocks, bottles, cans or other trash that could be thrown out from the mower and throw those items found in the trash.

Review informational and warning signs posted around our parks and other premises to make sure they are in good condition.

ALCOHOL, ILLEGAL DRUGS, PRESCRIPTION DRUGS AND HORSEPLAY

The use and/or possession of alcohol or illegal drugs on the jobsite will be grounds for immediate termination of employment.

If you are using prescription drugs that could cause drowsiness or have other adverse side affects, notify your supervisor. We do not want you working at a task that could endanger you or someone else, such as up in the air or with power tools.

We all like to have fun, but make sure it is in an appropriate area and you do not startle someone, causing them to fall or hurt themselves with a tool.

If you suspect someone is working in an impaired state, refer to the Employee Handbook and immediately report it to your supervisor.

DISCIPLINARY PROCEDURES – Regarding Safety Issues

1st time offense

Verbal warning and retraining session, to be placed in the personnel file

2nd offense

Same, plus a written warning to further emphasize the importance of working safely.

3rd offense

Same as the 2nd, but the employee will also be sent home for the rest of the day with no pay.

4th offense

This would subject the employee to termination.

These procedures will be applied against, among other things, violation of any safety policy or rule that you have acquired training on.

Each case will be reviewed by your supervisor as to whether the violation warrants a disciplinary measure.

All employees are expected as a continuing condition of employment to comply with all personnel policies, general work regulations, safety regulations, and other District policies, to display respect for their coworkers, to accept and carry out reasonable job assignments, to refrain from insubordination, carelessness, mishandling of District property, repeated absenteeism and tardiness, and to avoid any other conduct which is disruptive or adverse to the best interests of the District. Whenever an employee fails to do so, appropriate corrective action will be imposed. The nature of corrective action will be determined in the discretion of the supervisor, department head, and/or General Manager, depending on the circumstances, the employee's prior work record and conduct, and the manner in which similar problems have been treated in the past. Corrective action may include a verbal or written warning, suspension without pay, probation, discharge, or other appropriate action. Whenever possible, corrective action will be designed to assist the employee in improving his or her performance or conduct, and not to be punitive in nature, but severe action may be taken without prior warning when deemed necessary.

The three basic steps in the progressive disciplinary process are as follows:

1. First, a verbal reprimand from their Supervisor.

2. For a second offense of the same violation, a written notice shall be issued.

3. For a third offense of the same violation, further disciplinary action and/or dismissal.

These three steps are guidelines only, and one or more steps may be skipped or repeated, or other corrective action may be taken at the discretion of the district management and based on all of the facts and circumstances in each individual case.

COMPLAINT PROCESSING

Any employee who at any time feels that he/she has been subjected to an unsafe or improper hazard should immediately notify your supervisor, the General Manager or the Safety Coordinator; preferably within 24 hours of the occurrence.

All complaints will be promptly and thoroughly investigated. If the complaint is found to be justified, corrective action appropriate to the circumstances will be taken. All complaints and information collected during the investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation, and to inform those individuals who will be involved in any corrective action.

If by filing a complaint, the employee feels that (1) the matter adversely affects him/her individually in his/her job, and (2) the matter is not being handled satisfactorily, then the employee may pursue the matter in accordance with the District's existing grievance policy.

LIGHT DUTY WORK

If one of our employees gets hurt on the job or has a valid medical reason and cannot resume their full duties, we will determine what, if anything, they can do that at work which will not cause them further injury. This could include things such as sorting materials, helping in the office, or reviewing chemicals and materials safety data sheets.

We will discuss the options with our insurance claim adjuster or case manager.

LOCKOUT/ TAGOUT

There is a variety of energy sources associated with our buildings, machinery and equipment to consider before someone works on them. This would include things like electricity, air pressure, heat, natural and LPG gas and springs.

We have electrical panels with breakers labeled as to what they control in each of our buildings. This would include things like lights, wall outlets, furnaces and air conditioners, to name a few.

Gas valves control the flow feeding heaters.

If any work is to be done on our buildings, machinery or equipment which requires the electrical, air or gas to be locked/tagged out, we will hire an outside contractor to handle this for us. They will be asked to provide their own lockout/tagout procedures to protect them and us from an injury.

If any of our employees should work on a motorized piece of equipment, simply take the key out of the ignition and keep it with you. You may also want to remove the cable from the tip of the spark plug. Machinery and equipment with power cords should have the cord pulled out of electrical outlets and be under the exclusive control of the employee performing the service or maintenance.

If an energy source is capable of being locked out, this will be done so to provide full employee protection. The lockout device shall be placed at or near the source of ignition where visible by all employees. All employees will be notified before placement of device. If the supervisor approves that a tagout device will provide full protection, it may be used and attached at the same location the lockout device would be. Lockout or tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum time expected. Each lockout/tagout device shall indicate the identity of the employee applying it.

Before removal of the lockout/tagout device, the area and work shall be rechecked for individuals, debris, tools, etc. Once checked, the individual that placed the device shall remove it and notify employees.

If you have any questions about what to do, ask your supervisor.

CONFINED SPACES

A confined space is an area:

1. large enough and shaped in such a way that an employee can enter and perform assigned work
2. which has limited or restricted means for entry or exit
3. which is not designed for continuous employee occupancy

A permit-required confined space is one that has one or more of the following:

1. it contains or could contain a hazardous atmosphere (such as gases)
2. it contains a material with the potential for burying someone alive
3. it has an internal shape that could trap you, or reduce the oxygen content due to inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section
4. it contains any other serious safety or health hazard, such as machinery/equipment which could emit a hazardous gas or with exposed live wires

We have two steel cylinders buried located in Dakota and Thurston, Nebraska. They have motors, gauges and controls in them which keep track of the rural water.

Two man crews work together twice a year when entering these cylinders to obtain information. They have an air sensor to determine what the oxygen content is inside the cylinder. It can also check for hazardous airborne contaminants. If air sensors signify a hazardous atmosphere, leave the area open and allow fresh air to enter. Do not enter area until sensors signify it is clear of hazardous gases.

Both cylinders are vented to the outside, allowing fresh air to enter. When the hatch is opened on top of the cylinder, it creates a draft. We also check to make sure no vehicles are near the vent or hatch to prevent carbon monoxide from entering.

A permanent ladder is attached inside the cylinders to allow you to get in and out to work.

We have assessed no hazards at this time which would require a permit before entering the cylinders, so a fully written confined space program will not be developed at this time.

If you have any questions before entering these cylinders, or while working in something else you consider to be a confined space, ask your supervisor.

TRAINING

We will conduct periodic training sessions with all of our employees on various safety topics throughout the year.

Each employee is told to ask questions, not do something if they are unsure of the procedures to follow, and abide by our safety policies and procedures.

If any questions should arise that are not covered in our written safety manual, supervisors or employees are asked to review the OSHA standards, and/or contact the office for assistance.

PAPIO-MISSOURI RIVER NRD

HAZARD COMMUNICATION PROGRAM

GENERAL

This program is designed to teach people about chemical safety.

The program will be available in our office in case you want to review it.

Our supervisors are responsible for implementing the program elements. Questions concerning chemicals or safety in general should be directed to them.

CONTAINER LABELING

Supervisors will verify that all containers received for use will:

1. be clearly labeled as to the contents
2. note the appropriate hazard warnings (flammable, corrosive, toxic, reactive)
3. list the name and address of the manufacturer

Containers are not to be released for use until the above data is verified and appropriate MSDS is on file.

Note: Transferring- anytime hazardous material is transferred from a large container into a smaller one, the smaller container must have a label placed on it, which identifies the hazardous chemical and displays the appropriate hazard warning. The only alternative to this procedure is when the transferred hazardous chemical is intended only for the immediate use of the employee who performs the transfer. In this case, a label is not required on the smaller container.

Do not mix hazardous chemicals unless you have read the material safety data sheets and determined whether the chemicals would create a dangerous reaction. Also, be sure to check small containers before transferring chemicals into them, as they may have held a substance that would not react well with the current chemical being used. If this is the case, obtain a suitable mall container, or thoroughly rinse out the one you plan to use.

MATERIAL SAFETY DATA SHEETS

Supervisors are responsible for obtaining MSDS for all chemicals their employees may be exposed to, and for making sure that they contain all of the information mentioned in the standard.

1. Copies of MSDS will be kept in the offices in our safety manual or near it.

2. MSDS will be available for review to all employees, with copies given out on request. Old MSDS are to be kept for at least 30 years after they are

discontinued as future reference in case a current or former employee acquires medical problems.

3. While utilizing a chemical in the field, a copy of the MSDS sheet must be carried with the employee at all times

EMPLOYEE TRAINING AND INFORMATION

Supervisors are responsible for training and supplying information to employees on the chemicals used, and how to read MSDS.

Before any new hazardous chemical is brought onto the work site, supervisors are to review them with the employees who will use or work around them.

Topics of the training class will include, among other things:

a. target organs that can be affected by chemicals, such as eyes, skin;
b. whether the chemical being discussed is flammable, corrosive, toxic or reactive;
c. personal protective equipment to use to protect the employee from contamination;
d. what the company has done to lessen or prevent workers exposure such as providing personal protective equipment;
e. physical signs to look for which denote contamination;
f. emergency procedures to follow if they are contaminated by these chemicals, like washing your skin;
g. what the chemical looks and smells like;
h. procedures to follow to prevent the hazardous material from escaping out into the environment, if this is an exposure mentioned in the MSDS.

Employees will be told annually that:

a. supervisors are the ones to go to if they have any questions pertaining to this program;
b. MSDS can be found in our office;
c. They have a right to see MSDS, or any other exposure record pertaining to them.

LIST OF HAZARDOUS CHEMICALS

A list will be found in front of the MSDS found in the office in or by our safety manual.

HAZARDOUS NON-ROUTINE TASKS

Presently, we are not able to identify a task that would be considered non-routine in nature, nor are we aware of any chemicals in unlabeled pipes. If any of these situations should arise, though, employees are to follow these procedures.

None-Routine Tasks

Notify your supervisor before beginning a task if you're unsure as to how to perform it safely. Failure to do so could result in disciplinary action being taken against you.

Upon notification, the supervisor will:

1. have a job safety analysis performed to identify all potential chemical hazards
2. develop policies and procedures regarding how to proceed safely
3. train employees required to work on the task, and provide equipment needed
4. make sure a competent person is present to monitor the actions of the employees to make sure procedures are followed and equipment is used correctly.

CHEMICALS IN UNLABELED PIPES

The same steps set out for non-routine tasks will be followed.

INFORMING CONTRACTORS AND MULTI-SITE EMPLOYEES

Our supervisor will make sure contractors performing work on our sites keep their MSDS on site and readily available so everyone can find them if questions should arise.

PAPIO-MISSOURI RIVER NRD

EMERGENCY ACTION PROGRAM

TYPES OF EMERGENCIES ADDRESSED

Fires
Tornadoes
Accident Treatment
Dealing With the News Media
Emergency Safety Situations

JOB SITE COORDINATOR/ COMPETENT PERSON

The supervisor and his/her "safety representative" (if present) will coordinate all immediate activities in case of an emergency. A competent person is one who understands our safety policies and programs, and the basic concepts of other safety regulations, and has the authority to stop work to correct hazards observed.

FIRE ACTION PLANS

Fuel & Ignition Sources

The main fuel sources for a fire on jobsites are gasoline, oils, paint, thinners, adhesives and combustible paper/wood.

The main ignition sources are electrical power outlets, cigarette lighters and matches, lit cigarettes/cigars.

The main fuel sources for a fire in a truck are gasoline, diesel fuel, and oils.

The main ignition sources are batteries, vehicle engines, cigarette lighters and matches, lit cigarettes/cigars.

Protective Systems

Protective systems to keep the two separated are spring-loaded caps on flammable/combustible material containers, grounded circuits in the building and temporary power panels, regular cleanup of scraps, segregated storage areas for flammables and segregated smoking areas away from flammables/combustibles.

Fire extinguishers will be kept on the jobsite, in vehicles and at the office/shop within a 50'-75' travel distance, serviced annually, and inspected monthly by Jobsite

Coordinators. Fire extinguishers on job sites will be positioned where they are highly visible, and won't be knocked over and damaged.

- If you notice a fire and have been trained in the use of a fire extinguisher, grab one and try to put the fire out while asking someone to call the Emergency Phone Number posted (911). If you are not sure as to how to use one, reverse the roles.

- If the fire cannot be put out with one fire extinguisher, get away from the fire and meet outside of the building (if you are in one) for a head count.

The Action Coordinator will be responsible for making a head count, and for notifying the Fire Department, if necessary.

Fire Alarm

On a job site or in the office, notify personnel by shouting or via telephone paging system if alarms do not sound.

Outside Meeting Place

On job sites, everyone should choose a spot to meet outside in case of a fire, and stay away from emergency vehicles.

TORNADO ACTION PLAN

Tornado Shelters

If you are at a job site, get to the center away from open windows or glass, where the walls are the strongest. Get near the floor, under equipment, and cover your head. Do not come out until the supervisor gives the "All Clear" signal.

If you are in the NRC office, get under desks and away from windows when the tornado warning is given. Proceed to the basement storage area calmly and quickly if directed to take cover. Once in the safe area, all supervisors need to account for their staff. Do not leave the safe area until an all clear sign is given. Follow the posted tornado action plan of the office location you are in.

If you are in the open with no buildings nearby, get into the nearest ditch or under heavy equipment to allow objects to fly over you. If a building is nearby, try to get to it as soon as possible.

Tornado Alarm

The Civil Defense Sirens will be activated when the weather bureau sends out a "Tornado Warning—Take Cover" alarm. Keep a battery-operated radio and flashlight in the office shelter to use in case of power outages. Radio stations will broadcast weather reports, letting you know what to do, also.

ACCIDENT TREATMENT

First Aid Kits

These will be chosen based on the type of injuries most likely to occur, and include bandages, band-aids, and rubber gloves. Rubber gloves are available to be worn if you wish to assist a bleeding person to help prevent the spread of blood borne diseases such as Hepatitis B. The kits will be kept in the shops, offices and vehicles.

Emergency Phone Numbers/Posters

The emergency phone number to use will be **911**.

First Aid Training/Treatment

At the present time, we have employees with current first aid and CPR training. You are asked to call 911 if the injury requires assistance in getting the injured person to a doctor.

Persons receiving what is considered to be a first aid injury (e.g. - small cut) should use the materials found in the first aid kit.

We have some "first responders" who work for fire departments, and know how to treat injured people. If you do chose to help them, though, there are rubber gloves in the first aid kit to wear.

Medical Treatment

Persons who obtain an injury that requires more assistance than can be obtained from our first aid kits should notify his/her supervisor first so that treatment can be arranged, and an accident investigation started. In Nebraska, an employee will be allowed to go to their family doctor if he or she wishes, or be sent to our company doctor.

Physicians Choice Form

All of you will be asked to fill out one of these forms to denote who your choice of doctor will be, if any, in case of a medical injury. If you have no preference, you will be sent to a company doctor. This same form should be filled out following each recordable injury to see if there have been any changes in your choice of doctor.

DEALING WITH THE NEWS MEDIA

Ask anyone from the radio or television media to talk to your supervisor if they ask you questions, as you could be misquoted. This procedure is to be followed when anyone asks you for information pertaining to our safety programs, jobs, etc.

EMERGENCY SAFETY SITUATIONS

With direction from law enforcement and the General Manager, all employees, and guests thereof, will adhere to the following emergency procedure plan.
In emergency situations it is important to remain calm and follow the below procedure to ensure everyone's safety.

If deemed that the NRC, staff and general public in the Chalco Hills Recreation Area have NO threat to their safety, business will be conducted as normal. All individuals will remain clear of any business being conducted by law enforcement. Except in cases where assistance is requested by law enforcement or the General Manager.

If deemed that the NRC, staff and general public in the Chalco Hills Recreation Area DO have a real threat to their safety, notice will be given by the General Manager or designee via the building intercom/paging system and the following procedure will take place. If it is impossible to utilize the intercom/paging system, each agency will be notified via phone call or personally by an NRD employee. All individuals will remain clear of any business being conducted by law enforcement. If assistance is requested of individual staff members by law enforcement or the General Manager, those individuals will cooperate as needed. All staff members, or guests thereof, in the park will immediately report to the NRC and participate in all procedures. It is up to each agency to notify their employees on duty that day. If a threat exists at one of the agencies inside the NRC, that agency is to call 911 and then dial 200 on the phone system to alert the central desk area who will then notify other building occupants. If a threat exists outside the building and we are directed by law enforcement to lock down the building; NRD personnel will lock all external doors and individuals will be required to stay inside until notice has been received that the area is safe. Once the area is safe, business may again be conducted as normal.

If deemed there is an extreme threat to safety, the following contingency plan will be put into place at the discretion of law enforcement or the General Manager. Individuals will immediately cease what they are doing and follow this procedure. All blinds/shades will be closed to cover windows and staff, or guests thereof, will remain clear of doors and windows. All lights will be turned off in the building. Individuals will immediately report to the central secure room of the basement storage area. If it is deemed too unsafe to report there, individuals will sit underneath their desks. This contingency plan will be in effect until the threat to safety has been removed.

PAPIO-MISSOURI RIVER NRD

EXCAVATION AND TRENCHING PROGRAM

SCOPE AND PURPOSE

An excavation means any man-made cut, cavity, trench or depression in an earth surface, formed by earth removal.

A trench means a narrow excavation (in relation to its length) made below the surface of the ground, with the depth greater than the width, but the width no greater than 15 feet.

Our program is designed to provide our employees with protection while work in and around excavations. It is our goal to keep our employees safe at all times when performing these operations and aware of the hazards with trenching and excavating operations.

The project is also designed to train the competent person who will oversee the operations, and all other employees required to work in and around the trenches and excavations. The competent person will normally be the supervisor of the crew performing the work.

The success of the program is dependent on safe work practices being followed by every exposed employee throughout all phases of the trenching or excavating operations. If anyone feels unsafe or does not understand something, ask you supervisor and do not proceed until your questions are answered.

TYPE OF WORK PERFORMED

Our crews will be installing corrugated pipe for farmers, etc., to allow water to drain from their property into a creek or ditch. These excavations will be 5 feet or less in depth.

Building in the county will be supplied with water tapped from rural water systems (such as those control by the NRD). This type of work will be performed by outside contractors who will be asked to have and abide by their own safety programs which address not only excavations and trenches, but other safety hazards, as well.

PRE-EXCAVATION REQUIREMENTS

Prior to beginning a trenching operations, there are a number of areas you need to look into in order to eliminate any hazards you might encounter. These areas include, but may not be limited to the following:

1. Surface Encumbrances

Locate and remove or support as necessary all surface encumbrances which may pose a hazard in order to protect employees. These include such things as trees, boulders and vehicles. In some instances, these encumbrances may become undermined, unstable and

fall or collapse onto employees. They can also disrupt smooth traffic flow on excavation sites. This assessment will be conducted by the competent person prior to beginning the operations.

2. Underground Installations

Determine where underground installations are located, such as sewers, telephone cables, and fuel, electric and water lines that may be encountered during the excavation prior to opening. This also includes foundations and underground storage tanks of all kinds.

Employees may be exposed to serious hazards as a result of damage to underground installations. These hazards may include flooding, shock, electrocution, asphyxiation, fire, explosion and collapse of undermined installations. These hazards can be eliminated if the locations of underground installations are properly identified prior to excavation, and if such installations are properly supported or protected when excavations are taking place near them.

When you have determined that we may encounter underground installations, the following actions will be taken.

1. Utility companies or owners will be contacted and advised of the proposed work, and ask to establish the location of the utility.
2. When you approach the estimated location of the underground installations, the exact location will be determined by the safest means possible.
3. While the excavation is open, these underground installations will be protected, supported or removed as necessary to protect our employees.

ACCESS AND EGRESS

We will use a number of ways to get in and out of trench excavations, including the following.

1. A ladder, dirt ramp or other safe means of egress will be used and remain in trenches that are 4 feet or more in depth, and placed so you will not have to travel more than 25 feet horizontally to reach it.

EXPOSURE TO VEHICLES

Operations located near heavy vehicular traffic will require employees to wear warning vests or other suitable garments made of reflective material at night, or highly-visible materials during the day. Orange and lime green are two colors often chosen in shirts and vests.

EXPOSURE TO FALLING LOADS

Do not get under loads handled by lifting or digging equipment. Employees are required to stand away from any vehicle being loaded or unloaded to avoid being struck by spillage or any falling material.

WARNING SYSTEMS FOR MOBILE EQUIPMENT

In order to avoid the hazards of equipment getting too close and possibly falling into an excavation, a warning system such as barricades, hand or mechanical signals or stop logs will be used. Whenever possible, the grade will be away from the excavation. This will be the responsibility of the competent person and will be determined prior to employees being allowed into the excavation.

HAZARDOUS ATMOSPHERES

We have assessed no hazardous atmospheres at this time, so testing will not be necessary.

EMERGENCY RESCUE EQUIPMENT

We carry first aid kits, but no other type of equipment is needed at this time. If an emergency arises dial 9-1-1 immediately.

PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION

This is not considered a hazard and will not require protection such as barriers, a trench box, etc. Employees shall not work in excavations where there is accumulating water unless precautions, such as side support or shield (cave-in) systems and water removal, have been taken to protect employees.

STABILITY OF ADJACENT STRUCTURES

This is not an exposure for work we perform.

PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL

We will pull the dirt at least two feet away from the top of the excavation, and protect the side walls as needed to keep them from rolling down onto employees.

INSPECTIONS

Our supervisor and the employees performing the work will check the soil and area around the excavation before, during and after the work for hazards which could hurt someone. Problems will be corrected before work continues.

PROTECTIVE SYSTEMS

1. Protection of employees in excavations – excavations dug by our crews are normally 5 feet or less, and consist of installing a corrugated pipe from a farm field to a creek or ditch for drainage purposes, so there is minimal danger. Although our excavations are normally less than 5 feet in depth, the slope will not be more than 1.5:1 height to vertical ratio.
2. Design of Sloping and Benching Systems – N/A

3. Design of Support Systems – N/A
4. Support Systems Designed by Professional Engineers – N/A
5. Materials and Equipment Used for Protection Systems – N/A

TRENCH BOX SYSTEM – N/A

SOIL CLASSIFICATION

Our supervisor will check the soil as they are digging to make sure it is not a problem for caving in, even though we are not digging deep or long excavations/trenches.

SOIL TESTING

The supervisor can do a ribbon test, and visually determine what type of soil is present.

SEDIMENTATION TESTING – N/A

This test is used to determine the amount of sand in the soil and can be performed in the field. This test can only be used in soil which is predominantly sand.

RIBBON TEST

This consists of taking a ball of soil from the pile just dug, rolling it into a long roll between your palms, and pinching it outward between your thumb and fore finger. If is starts breaking apart immediately, the soil is likely sandy and would need to be protected to prevent it from caving in.

SHEAR STRENGTH TEST USING A TORVANE – N/A

POCKET PENETROMETER – N/A

PAPIO-MISSOURI RIVER NRD

Ice Measuring Safety Procedures

The Papio-Missouri River NRD periodically has to check ice measurements on the Platte River each year, normally beginning in January, and we report the findings to Nebraska Emergency Management Agency (NEMA) and other Government entities. The District's goal is to ensure each individual tasked to conduct ice measurement is familiar with the ice measurement procedures and is confident in performing these operations. Each individual is responsible for making sound, personal decisions in the area of physical condition, clothing, equipment and individual acts to protect themselves, co-workers, and District equipment. The procedures listed are to be adhered to and not optional.

Physical condition

Anyone going out on the ice should be in reasonably good physical condition and be able to sustain periods of intense exertion if an emergency were to arise from either falling through the ice or having to rescue someone who does.

Clothing

Clothing should be that which provides protection from low air temperatures, wind, and precipitation while also allowing mobility. When clothing is selected, keep in mind the possibility of falling through the ice. Clothing that would severely restrict your ability to swim or stay afloat is NOT a good choice. Consider having multiple thin layers before one thick layer. Hip boots or waders should never be worn. A personal flotation device (PFD) will be worn. This can be a vest or jacket, either auto inflatable or naturally buoyant.

Equipment

Include equipment needed for ice measuring and also include items needed for rescue. These include, but are not limited to the following: ice picks, ice chisel, ice drill or auger, measuring tape or stick that can be hooked under the bottom edge of the ice in an auger hole. PFD, rescue ropes, and a spotter with a charged emergency cellular phone will also be available in the event of an emergency. Blankets and a spare set of warm clothes should be available in the vehicle for the ice measurers.

Procedures

- Never go out on the ice alone, and never go out on the ice if there is any question of its safety.
- A PFD will be worn by each person on the ice (and the first person on the ice will be tethered by a rope). The tethered rope can be strung through the PFD loop or hook, coat, belt loop etc.). The second person will have the rescue life preserver in their possession in case of emergency.

- The lead person will vigorously probe the ice ahead with an ice chisel. If the chisel ever goes through, carefully turn around and retrace your steps back to shore.
- After getting on the ice, others in the group should follow in the leader's steps, but stay at least 10 feet apart.
- Obtain the record of air temperature for the past several days and continue observing air temperatures while on the ice.
- When at the water's edge, visually survey the ice. Look for open water areas, and look for signs of recent changes in water levels: ice sloping down from the bank because the water dropped, or wet areas on the ice because the water rose and flooded areas of the ice that couldn't float because it was frozen to the bottom or the banks. (If the ice is snow-covered, look for wet areas in the snow.)
- Listen for loud cracks or booms coming from the ice. In a river this can mean the ice is about to break up or move.
- Look for an easy point of access to the ice, free of cracks or piled, broken ice.
- Near shore, listen for hollow sounds while probing. Ice sloping down from the bank may have air space underneath. This is NOT safe; ice must be floating on the water to support loads.

Conclusion…

Be sure you understand this information. Don't hesitate to seek the advice of management or your supervisors. Be safe!

References: U.S. Army Cold Regions Research & Engineering Laboratory, Hanover, New Hampshire "Safety on Floating Ice Sheets"

PAPIO-MISSOURI RIVER NRD

SAFETY REPRIMAND

I, _____, acknowledge violating the following safety policy.

_____
_____
_____
_____
_____
_____

I understand that the following disciplinary measure will be implemented, and a record of it will be placed in my personnel file for future review. Any further violations of company policy will result in additional disciplinary measures being taken, up to and including discharge from employment.

Disciplinary Measure

_____
_____

Employee's Name _____

Management Representative _____

Date _____

PAPIO-MISSOURI RIVER NRD

ACCIDENT INVESTIGATION FORM

NAME OF INJURED PERSON: _____

DATE OF INJURY: _____ LOCATION: _____

WITNESSES: _____

WHAT HAPPENED:

_____

_____

_____

_____

_____

_____

WAS SAFETY EQUIPMENT INVOLVED: _____

WAS THE INJURED PERSON TRAINED ON THE WORK PERFORMED: _____

WHAT COULD THE INJURED PERSON HAVE DONE TO PREVENT THE INJURY

_____

WHAT COULD THE COMPANY HAVE DONE TO PREVENT THE INJURY:

_____

DATE OF INVESTIGATION: _____

NAME OF INVESTIGATOR: _____

PAPIO-MISSOURI RIVER NRD

TRAINING DOCUMENT

TOPIC COVERED: _____

TRAINER: _____

DATE: _____ LOCATION: _____

READ CAREFULLY: PRINT ***AND*** SIGN YOUR NAME. IF YOU HAVE HAD AN INJURY DURING THE PAST TWO (2) WEEKS THAT DID OR MAY REQUIRE A DOCTOR'S ATTENTION, DESCRIBE IT NEXT TO YOUR NAME.