City of Columbus

General Employee Safety and Health Handbook

EMERGENCY NUMBERS

- Medical Emergencies 911
- Fire Emergencies 911
- Chemical Emergencies 911
If you have a question regarding safety or health, please contact your supervisor or your division safety professional or designee.

If this person is unable to answer your safety or health related question, and you need additional assistance, please contact the Citywide Office of Occupational Safety and Health Programs at 614-645-6358.

Please use this space for any additional important numbers:

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City of Columbus Central Work Rules
Purpose of the Handbook

The purpose of this handbook is to provide general health and safety knowledge to all City of Columbus (City) employees. Not all information in this handbook is applicable to sworn employees. The intent of this handbook is to promote a healthy and safe workplace.

Safety Policy

The City strives to provide a safe and healthy environment for employees.

To achieve this goal, the City will maintain health and safety programs that give primary importance to protecting employees from occupationally induced injury and illness. To be successful, the program requires participation from all employees.

The City of Columbus will also provide equipment and facilities that promote safety and injury prevention.

Some health and safety programs will differ between divisions. Be familiar with and follow safety programs specific to your division or facility.

Employee Responsibility

The rules and guidelines are intended to promote and to protect you as an employee.

Some information in this handbook may not be applicable to sworn employees.

It is your responsibility to follow and safety procedures in your department and divisional practices. Be familiar and understand instructions given by your manager.

Please notify a safety professional or the Citywide Office of Safety and Health Programs (OSHP) if you observe an environment that does not allow for improvement suggestions.

Prevent accidents by...

- Staying alert
- Studying and following verbal safety instructions
- Understanding this handbook
- Helping other employees
- Supporting safety programs
Employee Responsibility

The rules and guidelines in this handbook are intended to promote safety and health, and to protect you as an employee.

Some information in this handbook may not be applicable to sworn employees.

It is your responsibility to follow the health and safety procedures in this book, department and divisional procedures, and those instructions given by your supervisor or manager.

Please notify a safety professional or designee or the Citywide Office of Occupational Safety and Health Programs (Citywide OSHP) if you observe a situation or environment that does not appear to be safe, or for improvement suggestions.

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Prevent accidents by...

- Staying alert
- Studying and following written and verbal safety instructions
- Understanding this handbook
- Helping other employees to work safely
- Supporting safety programs/procedures
General Safety Rules

Safety Signs
Obey all warnings such as stop signs, personal protective equipment notification, and danger signage. (Examples: Hearing Protection Area, Danger, High Voltage, Keep Out)

Operation of Equipment
Never attempt to use equipment unless you are skilled and trained in its proper use.

Never operate equipment if you are taking medication that may make you drowsy, dizzy or can impair judgment. See work rule 3.

Housekeeping
Housekeeping is important for safety and health. Keep your surroundings in order, whether it be an office or shop, in orderly condition.

Keep desks, workbenches, and floors clean. Keep tools, personal protective equipment stored securely, and aisles clear to prevent falls.

Seatbelts
Seatbelts must be worn in vehicles or in any City vehicle with seatbelts.
**General Safety Rules**

**Housekeeping**

Housekeeping is important for everyone’s safety and health. Keep your work area, whether it be an office or a maintenance shop, in orderly condition.

Keep desks, workbenches, and common areas clean. Keep tools, parts, supplies, and equipment stored securely and neatly. Keep floors and aisles clear to prevent slips, trips, and falls.

**Seatbelts**

Seatbelts must be worn while on City business or in any City vehicle that is equipped with seatbelts.
General Safety Rules

Unsafe Equipment
Any equipment that does not appear to be safe should not be operated. If a piece of equipment is not operating properly, inform your supervisor immediately.

Do not attempt to operate until the unsafe condition can be corrected. Equipment should be tagged as “Do Not Operate”, and locked out when necessary for repairs.

Never attempt to operate a piece of equipment that has been locked out or tagged. Only authorized personnel may remove these locks or tags. Never operate a piece of equipment unless you have been trained on its proper use.

General Safety Rule

Working Alone
When working alone, our setting, notify your supervisor of where you will

Never work alone unless your supervisor, in following C cies, or in the following s
• Working at elevated
• Entering a confined sp
• Electrical or hot wor

Visitors
The personnel hosting a will be responsible for informing safety rules of the de plant. Ensure that the vis safety rules.

The host will ensure that an emergency requiring e visitor safely exits the bui
General Safety Rules

Working Alone
When working alone, outside of an office setting, notify your supervisor or a co-worker of where you will be working.

Never work alone unless instructed by your supervisor, in following City divisional policies, or in the following situations:
- Working at elevated levels
- Entering a confined space or manhole
- Electrical or hot work

Visitors
The personnel hosting a visitor or vendor will be responsible for informing them of applicable safety rules of the department, facility, or plant. Ensure that the visitor follows all safety rules.

The host will ensure that the visitor follows emergency procedures, and, in the event of an emergency requiring evacuation, that the visitor safely exits the building or plant.
General Safety Rules

Horseplay
Horseplay can cause injury or accidents. Actions such as wrestling, running in a plant, throwing objects, and practical jokes are not allowed on the job.

Access to Employee Exposure and Medical Records
All employees have access to their personal medical records and representative exposure records.

These records are maintained as confidential in accordance with all state and federal laws at the City Occupational Safety and Health Clinic. Talk to your Division H.R. representative if you are interested in obtaining a copy of your records.

Some sampling and monitoring information, as well as training records, may be maintained at a departmental or divisional level.

General Safety Rule

Workplace Violence
The City has a “zero tolerance regarding workplace violence” policy. Physical attacks, threats, harassing behaviors in the workplace found violating this policy may be subject to disciplinary action up to termination, and may be subject to criminal penalties.

The zero tolerance policy applies to abuse and violence in the workplace. Victims of physical violence or severe workplace violence should consider:

1. Contact EAP for consultation and referrals
2. Inform a supervisor of the incident
3. Contact Safety & Security to evaluate risk and develop an action plan
General Safety Rules

Workplace Violence
The City has a “zero tolerance” policy regarding workplace violence. This includes physical attacks, threats, menacing and harassing behaviors in the workplace. Employees found violating this policy will be subject to disciplinary action up to and including termination, and may be subject to civil and criminal penalties.

The zero tolerance policy includes domestic abuse and violence incidents that impact the workplace. Victims or potential victims of domestic or dating violence are encouraged to:

1. Contact EAP for confidential counseling and referrals
2. Inform a supervisor or a HR manager
3. Contact Safety & Security—they can help evaluate risk and formulate a response or action plan
Personal Protective Equipment

Personal protective equipment (PPE) requirements will vary, depending on work environment. Check with your supervisor if you have questions about appropriate PPE.

Eye Protection (29CFR1910.133, ANSI Z87.1)

- Safety glasses with side shields should be worn when potential eye injury exists, and when required in your work area.
- Potential for eye injury may include: flying particles or objects, molten metal, chemical splashes, acids or caustics, gases, vapors, or potentially injurious radiation.
- Eye protection must be worn by all employees in designated (posted) areas.
- Safety goggles should be worn where the potential for chemical splash or irritation from vapors may occur.
- Eyeglasses must be approved before use as safety glasses, and must have affixed side shields. Ask your supervisor if contacts can be worn in your work area.

Eye protection is required in plants and some laboratory settings.

Foot Protection (29CFR1910.136, ANSI)

Where there is a danger of falling or rolling objects, sole, or exposure to electrically conductive footwear is necessary.

Safety toed shoes are required where specifically designated.

Head Protection (29CFR1910.135, ANSI)

Where there is danger of falling objects, head protection is required.

Hard hats may be necessary and are required when working near trucks.
Personal Protective Equipment

Foot Protection
(29CFR1910.136, ANSI Z41)
Where there is a danger of foot injury due to falling or rolling objects, objects piercing the sole, or exposure to electrical hazards, protective footwear is necessary.

Safety toed shoes are required in plant areas, and where specifically designated.

Head Protection
(29CFR1910.135, ANSI Z89)
Where there is danger of head injury due to falling objects, head protection is required.

Hard hats may be necessary in utility work, and are required when working in bucket trucks.
Personal Protective Equipment

Hearing Protection
(29CFR1910.95, ANSI S3.19)
Approved hearing protection (earplugs, earmuffs) must be worn in marked and designated areas. If you are unsure whether a work area requires hearing protection, consult a supervisor.

Hearing protection may also be required for a specific task in your facility.

Hearing protection is required in accordance with annual hearing conservation training.

Hand Protection
(29CFR1910.138)
Proper hand protection must be worn based on the hazards of a specific job task.

Leather gloves (cut and heat resistant) are needed for certain refuse, maintenance, and electrical work.

Chemical resistant gloves may be necessary for lab work and work with chemicals.

Respiratory Protection
(29CFR1910.134)
Respiratory protection is airborne concentration of a level that could pose a health hazard determined by chemical information.

Respirators (including “dust masks”) must be worn until a medical examination has been completed and used voluntarily. Voluntary use of respirators is required to filtering facepieces (dust masks) be approved by a supervisor.

General PPE
Special PPE may be required when working in a specific area.

Such PPE for these areas include helmets, chemical protective suits, or fall protection harnesses.

Always follow supervisor designated by signs in the area.
Personal Protective Equipment

Respiratory Protection
(29CFR1910.134)
Respiratory protection is necessary when the airborne concentration of a contaminant is at a level that could pose a health risk as determined by chemical information or monitoring.

Respirators (including “dust masks”) shall not be worn until a medical evaluation and a fit test have been completed, unless they are used voluntarily. Voluntary use only applies to filtering facepieces (dust masks) and must be approved by a supervisor.

General PPE
Special PPE may be required for a job or when working in a specific area.

Such PPE for these areas may include: welding helmets, chemical protective aprons or suits, or fall protection harnesses.

Always follow supervisor instruction and PPE designated by signs in the work area.
Emergency Situations

Injury, Illness and Incident Reporting
Work related injuries, illnesses and incidents must be reported to your supervisor immediately. These must be reported even if no injury or property damage occurs.

The City requires notification of “near misses” in an effort to continuously evaluate and improve the safety of employees. Reporting near misses can help to prevent accidents in the future.

First Aid and Medical Attention
Medical emergencies, like all incidents, should be reported to your supervisor. In addition, first aid kits are available throughout your division. Only employees trained in first aid, CPR or use of an AED should provide assistance to an injured employee.

If medical attention other than first aid is needed, call 911 or 9-911 when using a city phone. The injured employee must complete an Injury Packet, following the 5 Step CareWorks process.

Emergency Situations

Injury Packet and CareWorks
All City employees must for reporting injury:

1. Immediately notify your supervisor and obtain an Injury Packet.
2. If you seek medical attention, call CareWorks at 614-789-6123 to report your injury.
3. Complete the necessary paperwork and return it to your supervisor as required timeframe.
4. Take your CareWorks necessary paperwork to the visit. CareWorks representatives are located at the site.
5. Follow up with your representative after your visit to keep him or her informed of your progress.

The injury packet will have all necessary documentation to properly report an incident.
Emergency Situations

Injury Packet and CareWorks
All City employees must follow this process for reporting injury:

1. Immediately notify your supervisor to obtain an Injury Packet.
2. If you seek medical attention, call CareWorks at 614-789-6015 or 1-888-899-1232 to report your injury.
3. Complete the necessary paperwork and return it to your supervisor in the required timeframe.
4. Take your CareWorks ID card and the necessary paperwork to your initial doctor’s visit. CareWorks provider directories are located at the job site.
5. Follow up with your Division H.R. Representative after your visit and subsequent visits to keep him or her informed of your progress.

The injury packet will have everything you need to properly report an injury.
**Emergency Situations**

**Transitional Return to Work Program**
The City effectively manages its workers compensation and disability programs and implements cost containment measures for City claims while maintaining the working status of employees.

The Transitional Return to Work Program (TRWP) provides restricted and/or alternative work assignments (based on physician’s recommendations) after the onset of a work related injury, accident, illness, or non-work related short-term disability.

(See your collective bargaining agreement or your Division H.R. Representative for more detailed information.)

**Severe Weather**
In the event of a weather emergency, follow instructions given in prior training and your emergency action plan for your facility.

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**Emergency Equipment**
Familiarize yourself with emergency equipment such as emergency equipment suppliers, AEDs, safety showers and emergency spill or release kits. Only use this equipment for its proper use.

Help maintain access to a management by keeping the storage area and other barriers.

**Emergency Egress**
Identify where the nearest exits are located in areas where a fire alarm or emergency evacuation, exit at the nearest your facility’s designated

**Remember...**
ask your safety officer design...
Emergency Situations

Emergency Equipment
Familiarize yourself with the location of emergency equipment such as fire extinguishers, AEDs, safety showers, eyewash stations, and emergency spill or rescue equipment. Only use this equipment if you are trained in its proper use.

Help maintain access to all emergency equipment by keeping the storage area free of clutter and other barriers.

Emergency Egress
Identify where the nearest emergency exits are located in areas where you work. When a fire alarm or emergency alarm sounds for evacuation, exit at the nearest exit and go to your facility’s designated area.

Remember... when in doubt, ask your safety professional or designee!
Emergency Situations

Will You Be Ready In 3?
Emergencies happen. It can be a tornado, house fire, or terrorist attack. Being prepared can help protect you and your family.

Learn how to prepare in 3 easy steps:

1. Create a plan for your family and your business. Your family may not be together when an emergency happens, so sit down and talk to your family about how you will reach each other in different situations. Make sure everyone can get to a safe place and find each other in the event of an emergency.

2. Prepare a kit for home, car, and work.
During an emergency you may not be able to get food or water for days or weeks, and your electricity may not be working. Your emergency kit should be easy to carry if you need to leave home, and should include:

   - Water
   - Canned food/can opener
   - Flashlight
   - Prescription medications
   - First aid kit
   - Extra money
   - Blankets
   - Battery powered radio

3. Listen for information
It is important to stay calm. Get as much information as possible. Make sure you have a battery powered radio with extra batteries to listen for updates and instructions.

City, County and State of Ohio have developed emergency plans. In an actual emergency it is important to follow instructions and advice.

Ready in 3 information is available in Spanish and Somali. The Ready in 3 information can be requested by calling or emailing the Public Health Office of Columbus at 614-645-7089. Or visit www.publichealth.columb
Emergency Situations

3. Listen for information

It is important to stay calm in an emergency. Get as much information about the situation as possible. Make sure you have a battery-powered radio with extra batteries so you can listen for updates and instruction.

City, County and State officials have developed emergency plans. In the event of an actual emergency it is important to follow their instructions and advice.

Ready in 3 information is available in English, Spanish and Somali. The material can be requested by calling or emailing the Columbus Public Health Office of Emergency Preparedness at 614-645-7089. Or you can go to: www.publichealth.columbus.gov
Emergency Situations

Fire Protection
Portable fire extinguishers are located in various areas throughout office buildings and plants.

*In the event of a fire, call 911 or 9-911 from a city phone.* Do not attempt to put out a large fire—only use a fire extinguisher for small fires if you have been previously trained. Otherwise, close off the area and evacuate until the fire is extinguished.

If a fire extinguisher is used, report the incident and contact your supervisor to ensure that the extinguisher is replaced.

Safety Procedures

Hazard Communication (29CFR1910.1200)
Your job, whether it be in maintenance shop, or a place where hazardous chemicals are used improperly, these chemicals can be a threat to your health or life.

Your division has a Hazard Communication program/procedure to identify hazards to employees.

Highlights of the plan:
- A chemical inventory of hazardous materials used
- Material safety data sheets provide specific hazard information for each chemical used at the workplace
- Training requirements based on extent of exposure in the workplace

Be familiar with the location of the facility!
Safety Procedures

Hazard Communication

(29CFR1910.1200)

Your job, whether it be in an office setting, a maintenance shop, or a plant, may require the use of hazardous chemicals. If handled improperly, these chemicals may pose a threat to your health or the environment.

Your division has a Hazard Communication program/procedure to identify and communicate hazards to employees.

Highlights of the plan:

• A chemical inventory to identify all hazardous materials used onsite
• Material safety data sheets (MSDS), which provide specific hazard information for each chemical used at your facility
• Training requirements for each employee, based on extent of exposure to chemicals in the workplace

Be familiar with the location of MSDS in your facility!
Safety Procedures

Chemical Storage and Handling
- Keep all hazardous materials and waste containers closed when not in use
- Never handle or transport a material unless you have been trained and instructed to do so
- If you are unfamiliar with a material, talk to your supervisor and refer to an MSDS for safe handling instructions
- Never store food, drinks, or cigarettes where hazardous materials are present. Do not eat, drink, or smoke in chemical handling or storage areas
- All flammable liquids not used during your shift should be stored in appropriate containers in a flammable cabinet
- Labeling requirements—when a material is transferred from its original container, the label information must be transferred as well (name of chemical, manufacturer, hazard warnings)

Report any spills to your supervisor immediately. Do not attempt to clean up spills unless it has been determined safe to do so.

Safety Procedures

Bloodborne Pathogen
(29CFR1910.1030)

Bloodborne pathogens are (HIV, Hepatitis B) that can be present in body fluids, vomit, and urine.

The City aims to protect the “universal precaution precautions means treating infectious.

Employees are not required to respond to medical emergencies, and must not handle blood or body fluids unless properly trained.

Employees should never come in contact with blood or body fluids
Safety Procedures

Bloodborne Pathogens
(29CFR1910.1030)

Bloodborne pathogens are viruses or bacteria (HIV, Hepatitis B) that cause disease, and can be present in body fluids such as blood, vomit, and urine.

The City aims to protect employees by using the “universal precautions” rule. Universal precautions means treating all body fluids as if infectious.

Employees are not required to respond to medical emergencies, and must not handle blood or body fluids unless properly trained.

Employees should never come in to contact with blood or body fluids without gloves.
Safety Procedures

Compressed Gas Cylinders
Handle all gas cylinders with care to prevent sudden pressure release, which can cause serious injury.
- Avoid dropping, striking, or bumping
- Secure cylinders to a good support
- Use a chain to secure tightly
- Store upright unless otherwise instructed or specified by the supplier
- Remove valves and connections after use
- Install protective caps when not in use and before transporting
- Verify that you have the correct gas
- Never force the wrong regulator on a cylinder
- Store tanks separately, and never use a flammable gas around a flame source

Compressed Air
Do not point compressed air hoses at another employee or use for blowing particles off the clothing or body.
Utilize the correct pressure, check that connections are tight, and connect to the proper line for compressed air.

Confined Space Entry (29CFR1910.146)
A confined space is a space that
1. Has limited or restricted entry
2. Is large enough for a person to enter and perform a task
3. Is not designed for continuous occupancy
Confined space is potentially hazardous.
Depending on the type of work performed and the condition deemed a “permit required.”
The space will require specific monitoring, and PPE before entering.
You must not enter a confined space unless authorized to do so.Employees and entry supervisors must identify the confined space entry process and what precautionary measures are required.
Contact your supervisor identifying permit require and for permit assistance.
Safety Procedures

Confined Space Entry
(29CFR1910.146)

A confined space is a space that:
1. Has limited or restricted means of entry
2. Is large enough for an employee to work
3. Is not designed for continuous occupancy

Confined spaces should be treated as potentially hazardous atmospheres.

Depending on the type of work being performed and the conditions, the space may be deemed a “permit required confined space”. The space will require specific paperwork, monitoring, and PPE before entry.

You must not enter a confined space until authorized to do so. Employees, attendants, and entry supervisors must be trained before entering a confined space. Understand the entry process and what part you play!

Contact your supervisor for assistance in identifying permit required confined spaces and for permit assistance.
Safety Procedures

Electrical Equipment
NEVER operate or repair electrical equipment or electrical control panels unless you are authorized to do so. Help maintain access to all electrical panels.

Inspect all electrical equipment before use or repair. Look for exposed wires, improper grounding, or damaged insulation before use.

Immediately remove any equipment that appears to be unsafe or faulty. Tag the equipment as “out of service”. Report the problem to a supervisor.

Ensure that all electrical equipment is grounded. Use only 3-pronged plugs or those that are UL approved. Do not use equipment when the 3-pronged plug is damaged or missing.

Use approved ground fault circuit interrupters (GFCI) in or near wet locations whenever possible or available.

Safety Procedures

Lockout/Tagout (LOT (29CFR1910.147)
Follow all site specific LC fore working on a piece it is a cord and plug piece Hazardous energy source trical, pneumatic, pressu must be safely isolated by ates before performing w

ALWAYS:
• Identify possible ene
• LOCK OUT the equ with the appropriate
• Communicate your w others to prevent acc
• Verify that the energy before performing w
• Ensure that when m performs work, each their own lock

Never remove another employee’s lock!
Safety Procedures

Lockout/Tagout (LOTO)  
(29CFR1910.147)

Follow all site specific LOTO procedures before working on a piece of equipment unless it is a cord and plug piece of equipment.

Hazardous energy sources (mechanical, electrical, pneumatic, pressurized liquid or gas) must be safely isolated by authorized associates before performing work on equipment.

ALWAYS:
- Identify possible energy sources
- LOCK OUT the equipment and TAG it with the appropriate warning
- Communicate your work activities with others to prevent accidental energization of the equipment
- Verify that the energy source is isolated before performing work
- Ensure that when more than one person performs work, each person attaches their own lock

Never remove another employee’s lock!
Safety Procedures

Hot Work
When hot work (welding, cutting, grinding or other spark or flame producing processes) may ignite combustible materials, a hot work permit must be obtained. Contact your supervisor.

When performing hot work:
• All combustible materials must be moved away from the hot work operation
• Provide easy access to a fire extinguisher
• Shield all combustible walls or partitions
• Do not perform hot work on drums or containers until they are cleaned properly and free of any chemical residue
• A fire watch is required during all hot work
• The fire watch must be maintained for 30 minutes after completion of hot work

Hot work is performed on a regular basis in some water and wastewater plant operations. Check with a supervisor before performing any hot work to ensure that all measures are in place for your safety.

Safety Procedures

Powered Industrial Tr (29CFR1910.178)
Only trained and authorized personnel permitted to use forklifts and other material handling equipment.

Operators must drive slow around pedestrians. Pedestrians must use designated crossing areas.

Seatbelts must be worn on all material handling equipment with seatbelts.

If at any time a powered industrial truck is found to be in need of repair or is unsafe, contact your supervisor to assist in making a determination to keep it in service.
Safety Procedures

Powered Industrial Trucks
(29CFR1910.178)
Only trained and authorized employees are permitted to use forklifts and other powered material handling equipment.

Operators must drive slowly and be alert for pedestrians. Pedestrians must yield for trucks. Operators must sound the horn at aisle intersections and when rounding a corner.

Seatbelts must be worn on all trucks equipped with seatbelts. Passengers are not allowed on material handling equipment.

If at any time a powered industrial truck is found to be in need of repair or is any way unsafe, contact your supervisor. They will assist in making a determination on whether to keep it in service.
Safety Procedures

Machine Guarding
(29CFR1910.212)
Machine guards control hazards such as those created at the point of operation, nip points, rotating parts, flying chips and sparks. The purpose is to prevent the equipment operator from having a body part in the danger zone during operation of the equipment.

- Guards must be kept in place during machine operation.
- Never operate equipment if guards have been removed. Never adjust a guard during operation of equipment.
- Always replace guards before operation if removed for machine repairs. Machine repairs involving removal of a guard will probably require lockout of equipment.

Power saws and portable power tools generally require point of operation guarding.

If you see a piece of equipment that should be guarded, inform your supervisor.

Safety Procedures

Contractor Safety
The City frequently involves the use of contractors required to have a safety program in place which, at a minimum, incorporates the applicable laws and standards of OSHA general industry and City safety procedures.

Contractors are also required to obtain permits when working in areas. Contractors must have safety signage, and wear safety equipment where they will be working.

Though contractors will have their own safety and health programs, we want to be concerned about contractors' impact on the safety or health of City employees. If you have concern about contractor activity please notify your supervisor or professional or designee, the National Safety and Health Department of Human Resources.
Safety Procedures

Contractor Safety
The City frequently performs work that involves the use of contractors. Contractors are required to have a safety and health program in place which, at a minimum, follows all applicable laws and standards (including OSHA general industry and construction).

Contractors are also required to follow all City safety procedures. This includes obtaining permits when required, obeying traffic and safety signage, and wearing PPE in designated areas. Contractors must be informed of hazards and safety requirements of the area where they will be working.

Though contractors will generally follow their own safety and health program, if you have a concern about contractor actions that may impact the safety or health of employees, please notify your supervisor, division safety professional or designee, or Citywide Occupational Safety and Health Program in the Department of Human Resources.
Safety Procedures

Heavy Lifting and Back Safety
Back injuries are very common, and are very easy to prevent. Before you lift a heavy item, follow these steps to prevent injury:
1. Assess the situation
2. Size up the load—test a corner before you lift the whole object
3. If the load is light enough to lift, lift with your back straight or slightly arched, and use your legs to lift
4. Use your feet to change direction instead of twisting your back
5. Avoid leaning and lifting above the head
6. To set the load down…squat with your legs and keep your back straight

Other tips for heavy lifting:
- BE FLEXIBLE! Stretch before heavy lifting and keep your back muscles strong and flexible.
- Use a mechanical aide when possible, and do not be afraid to ask for assistance.

Safety Procedures

Elevated Work
Fall protection is required where fall protection is typically required:
- Utility work (bucket trucks and aerial booms) require the use of equipment at ALL times
- Confined space entry
- Plant use of aerial lifts

Fall protection is required in locations 6 feet or higher. Fall protection equipment (which includes other equipment) must be provided by your supervisor and inspected by employees before each use.

Never climb on stools, chairs, or other objects to reach objects over your head. Use an approved lift to perform the task.
Safety Procedures

Elevated Work
Fall protection is required when working at locations 6 feet or higher when no guardrails are available. Fall protection (harnesses and other equipment) must be approved for use by your supervisor and inspected by employees before each use.

The following are situations where fall protection is typically required:

- Utility work (bucket trucks, aerial lifts)
- Confined space entry
- Plant use of aerial lifts, platforms

Bucket trucks and aerial lifts (articulating booms) require the use of fall protection equipment at ALL times while in use.

Never climb on stools, chairs, shelves, etc to reach objects over your head or perform work. Use an approved ladder, scaffold, or lift to perform the task.
Safety Procedures

Best Practices for Computer Workstations

To increase overall comfort and prevent injury, follow these simple procedures when working at a computer workstation. Prolonged periods in poor postures can create unnecessary strain and tension.

1. Keep the top of the screen lower. Sit at arms length.
2. Use a document holder.
3. Adjust the chair height to support where you need it (usually lower back).
4. Keep keyboard at height for relaxed and forearms.
5. Wrists should be straight. Use a wrist rest.
6. Keep thighs parallel to the floor for leg room under the chair.
7. Keep feet firmly on the floor or use a footrest.

If you work at a computer all day, step away frequently for a chance to rest. Try to avoid computer, and use task list...
Safety Procedures

Best Practices for Computer Workstations

Here are tips for injury prevention when working at a computer for a long period:

1. Keep the top of the screen at eye level or lower. Sit at arms length from the screen.
2. Use a document holder at screen height.
3. Adjust the chair height and tilt to provide support where you need it the most (usually lower back).
4. Keep keyboard at height where arms are relaxed and forearms parallel to the floor.
5. Wrists should be straight (in a neutral position). Use a wrist rest if needed.
6. Keep thighs parallel to the floor, and allow for leg room under the desk.
7. Keep feet firmly on the floor.

If you work at a computer for long periods of time, step away frequently to give your eyes a chance to rest. Try to avoid glare on your computer, and use task lighting if possible.
Environmental Procedures

General Procedures
Take pride in yourself and your workplace. Practice environmental responsibility by doing the following:

- Do not litter or dump anything on City property or in storm sewers (e.g. parking lot drains).
- Report leaks, spills or unsafe conditions.
- Understand emergency plans for your facility and for the City.
- Work safely—wear the proper PPE and be aware of hazards in the workplace.
- Segregate hazardous waste from garbage.
- Consider environmental consequences of your actions.

Help your division to.....

- Fully comply with environmental laws
- Conserve natural resources
- Plan for all types of emergencies
- Minimize waste generation
- Reduce pollutant emissions
- Conserve energy where feasible

Recycling
As a part of the effort to City of Columbus is initia
tive recycling program in

- Deposit recyclables in the b
- Purchase “green” products
- Help increase innovative pro
- communities to increase re
- landfill waste

Environmental Procedures

Waste Handling
The City generates many wastes. Follow these ger rules, as well as those specific to your division, to ensure proper waste handling.

Remember: not all waste goes...

- Avoid generating waste
- Reuse or recycle where possible
- Take only what you need
- Follow proper procedures
- Know what can go in the waste stream and what should be handled in a different way
- Follow rules for hazardous waste handling and disposal

Recycling
As a part of the effort to City of Columbus is initia
tive recycling program in

- Deposit recyclables in the b
- Purchase “green” products
- Help increase innovative pro
- communities to increase re
- landfill waste
Environmental Procedures

Waste Handling
The City generates many types of wastes. Follow these general rules, as well as those specific to your division, to ensure proper waste handling.

*Remember: not all waste goes in the garbage!*

- Avoid generating waste when possible – reuse or recycle when you can.
- Take and use only what you need.
- Follow proper procedures for disposal.
- Know what can go in the trash vs. what should be handled in a special manner.
- Follow rules for hazardous waste labeling, handling and disposal.

Recycling
As a part of the effort to “Get Green”, the City of Columbus is initiating a comprehensive recycling program in City buildings.

- Deposit recyclables in the bins provided
- Purchase “green” products (recyclables) if possible
- Help increase innovative programs in your communities to increase recycling and reduce landfill waste
CENTRAL WORK RULES

The administration of the City of Columbus establishes the following work rules, which apply to all employees of the City of Columbus, to ensure:

• That its employees conduct themselves in a mature, responsible and professional manner during work hours or while on City premises;
• That employees work in an efficient, conscientious and diligent manner;
• That all employees work in a safe environment, without risk to their health or safety, or the health and safety of others;
• That the rights of all employees are protected and honored.

These rules also serve as notice to all employees as to what conduct is and is not acceptable in the workplace. In addition to following these rules, employees will also be required to follow the Rules of the Columbus Civil Service Commission, if relevant to their circumstances, as well as any policies and procedures established in their respective departments or divisions.

Any employee who violates any of these rules may be subject to disciplining suspension or termination, the seriousness of the employee’s disciplinary history and relevant factors. Except for violations of the rules, the City of progressive discipline, increasingly severe penalties for employees who repeatedly violate them.

RULE 1. DISHONESTY
are expected to be honest performing all aspects of their duties for the City of Columbus. Employees are prohibited from:

(A) Making false statements or applications for City or related documents, including professional certifications, references, experience and criminal history
(B) Falsifying or tampering with operating or other work records, including the alteration of time cards kept for pay purposes
(C) Working more than the hours for which they are paid

Any employee who violates any of these rules...
may be subject to disciplinary action, including suspension or termination, depending on the seriousness of the rules violation, the employee’s disciplinary history and any other relevant factors. Except for serious infractions of the rules, the City will follow a policy of progressive disciplinary action, imposing increasingly severe penalties on those employees who repeatedly violate these rules.

**RULE 1. DISHONESTY.** *All employees are expected to be honest at all times in performing all aspects of their jobs for the City of Columbus. Employees shall not lie, deceive, steal, cheat or defraud any City employee or member of the public in any manner. The following acts or omissions are specifically prohibited:*  
(A) Making false statements on applications for City employment or related documents, including but not limited to professional credentials or certifications, references, previous work experience and criminal records.  
(B) Falsifying or tampering with personnel, operating or other work records and reports, including the unauthorized use or alteration of time cards or other records kept for pay purposes.  
(C) Working more than the employee’s
RULE 2. RUDE, ABUSIVE, CONDUCT UNLAWFUL BEHAVIOR. All employees of the City of Columbus, or any member of the public, should at all times conduct themselves in a polite and civil manner when in contact with City employees and any member of the public. Employees shall engage in no conduct or language that is unbecoming or offensive to the public, or a member of the public with whom they may come in contact in the performance of their duties. Employees shall not engage in any conduct or language that is unbecoming or offensive to the public, or a member of the public with whom they may come in contact in the performance of their duties. Employees shall not engage in any conduct or language that is unbecoming or offensive to the public, or a member of the public with whom they may come in contact in the performance of their duties. Employees shall not engage in any conduct or language that is unbecoming or offensive to the public, or a member of the public with whom they may come in contact in the performance of their duties.

(A) Disrupting the normal flow of traffic by engaging in an activity that is unnecessary or not related to the activities of the public or by participating in any activity that interferes with the work of the City employee.

(B) Threatening, intimidating, or abusing any employee or a member of the public or a member of the public with whom they may come in contact in the performance of their duties.

(C) Stealing or misappropriating the property of the City of Columbus, or any employee of the City of Columbus, or any member of the public.

(D) Stealing or misappropriating the property of the City of Columbus, or any employee of the City of Columbus, or any member of the public.

(E) Using or attempting to use employment with the City or knowledge acquired while working for the City for personal gain or advantage, in a manner which would violate the ethics laws of the State of Ohio pertaining to public employees, or any other violation of said ethics laws.

(F) Performing work for another employer/organization or work related to a private business conducted by an employee during City working hours.

(G) Making false or untrue statements regarding work-related matters to management, fellow employees or a member of the public.

(H) Making illegal copies of copyrighted software or printed materials.

(I) Engaging in any other behavior not specifically listed herein with the intent to lie, steal, cheat, defraud or otherwise deceive any City employee or a member of the public.
RULE 2. RUDE, ABUSIVE OR VIOLENT BEHAVIOR. All employees should at all times conduct themselves in a polite and civil manner toward all City employees and any member of the public with whom they may come in contact in the performance of their duties. Employees shall not abuse, verbally or physically, any City employee or a member of the public under any circumstances. Employees threatened with verbal or physical abuse or violence should report it to their supervisors or law enforcement authorities, rather than responding in a similar manner. All acts of abuse and violence are absolutely prohibited, including but not limited to the following:

(A) Disrupting the normal work routine by creating unnecessary noise, by starting or participating in arguments or demonstrations, or by otherwise interfering with the work operations or the work performed by co-workers.
(B) Threatening, intimidating, coercing, abusing or menacing of a City employee, or a member of the public, when such behavior is connected with or arises out of City employment, or any other situation where there is a nexus to the
employee’s City employment.
(C) Discriminating, harassing or insulting any City employee or member of the public because of race, color, sex, age, religion, national origin, disability or sexual orientation.
(D) Fighting on City premises or assigned job site, whether the fighting occurs during, before or after working hours.
(E) Striking a City employee or a member of the public.
(F) Possessing or using any unauthorized dangerous instrument, weapon or explosive (or reasonable facsimile thereof) while in the employ of the City, or on City premises and/or in City vehicles at any time.
(G) Being rude, abrasive, or otherwise failing to be civil and courteous to any City employee or a member of the public.
(H) Engaging in any other uncivil, discourteous, abusive or threatening conduct not specifically listed herein.

RULE 3. SUBSTANCE ABUSE. All employees are expected to report to work unimpaired by drugs or alcohol, as detailed in the policies of the City of Columbus. All employees in City service shall be subject to drug and alcohol testing as set forth in existing agreements and/or rules in effect. All employees in City service shall not do the following acts or conduct:
(A) Having possession of consuming any illegal drugs or alcohol on City premises, in City vehicles, during working hours, or during any situation where there is a legally applicable local, state or federal regulation requiring a drug and/or alcohol test. ‘illegal drugs’ and ‘drugs’ include those substances which the possession, consumption or control of are illegal under applicable local, state or federal regulations.
(B) Reporting for work under the influence of alcohol or in any other unsatisfactory condition.
(C) Failing or refusing drug and/or alcohol testing.
(D) Failing or refusing to present such licenses to perform functions for the City.
testing as set forth in collective bargaining agreements and/or City policies. City employees shall not engage in the following acts or conduct:

(A) Having possession, custody, or control of or consuming any alcoholic beverage, any illegal drugs or any drug paraphernalia on City premises, in City vehicles, or during working hours, or any other situation where there is a nexus to the employee’s City employment. (The terms ‘illegal drugs’ and ‘drug paraphernalia’ shall include those substances and items of which the possession, custody, consumption or control are prohibited by applicable local, state or federal laws.)

(B) Reporting for work while under the influence of alcohol or any drugs, or reporting for work while suffering from a drug and/or alcohol induced hangover or in any otherwise unsafe condition.

(C) Failing or refusing to comply with the federal regulations and the City’s policy and procedure regarding drug and alcohol testing of all employees holding commercial driver’s licenses and using such licenses to perform safety sensitive functions for the City.

(D) Failing or refusing to comply with drug and alcohol testing mandated by a
collective bargaining contract, and/or any City policy or procedure implementing the contract. (E) Failing or refusing to comply when ordered to submit to drug and alcohol testing ordered by City management pursuant to the City’s reasonable suspicion policy. (F) Failing or refusing to disclose use of prescription or over-the-counter drugs to supervisors or managers, if use of such drugs may impair use of faculties or work performance. (G) Engaging in any other conduct related to substance abuse related to City employment not specifically listed herein.

RULE 4. MISUSE, ABUSE OR DESTRUCTION OF PROPERTY. All employees shall treat the property of the City of Columbus, including buildings, furnishings, vehicles, equipment, tools and any other items, with care and respect. Employees shall not intentionally or negligently abuse, misuse, damage or destroy City property, or the property of co-workers and members of the public. The following acts are specifically prohibited: (A) Using without authorization, sabotaging, abusing or deliberately damaging City property limited to, motor vehicle computer hardware, software, equipment or other property including damage done carelessly or inattentively. (B) Abusing, misusing whether willfully, recklessly or negligently, any City property including tools, equipment or the property of City employees or members of the public in any manner. (C) Misusing or removing prints, employee lists, confidential information including computer printouts without proper authorization. (D) Unauthorized posting or defacing of notices, signs or forms on City bulletin mail systems, including conduct personal business. (E) Loading unauthorized computers or connecting computer hardware to City computers or networks. (F) Abusing, misusing or destroying property in any other manner described herein.
damaging City property, including but not limited to, motor vehicles, tools, computer hardware, software and data, equipment or other City property, including damage done through carelessness or inattention.

(B) Abusing, misusing or destroying, whether willfully, recklessly or negligently, any City property including uniforms, tools, equipment or the property of other City employees or members of the public in any manner.

(C) Misusing or removing any forms, blue prints, employee lists, City records or confidential information of any nature, including computer programs and records, without proper authorization.

(D) Unauthorized posting, removal or defacing of notices, signs or writing in any form on City bulletin boards, or on city e-mail systems, including use of e-mail to conduct personal business.

(E) Loading unauthorized software on City computers or connecting unauthorized hardware to City computers or network.

(F) Abusing, misusing or destroying City property in any other way not specifically described herein.
RULE 5. ATTENDANCE. All employees shall report to work on time, to clock in or sign in if required to do so, and to call off according to contract or City policy if unable to report for work on time. Employees shall monitor their sick leave and vacation leave balances to ensure they have sufficient time to cover their absences. Employees must ask for and receive approval for FMLA leave prior to taking time off, except in emergency situations. The following conduct is specifically prohibited:

(A) Failing to call off according to contract and/or policy and failing to appear for work at the scheduled time, whether a regular workday or overtime.
(B) Having insufficient leave to cover an absence, and not having an acceptable reason for the absence, even if the employee calls off properly.
(C) Being absent from work because of incarceration after having been convicted of a crime.
(D) Being absent without leave (AWOL) for five (5) consecutive working days from duty, which will be considered sufficient grounds for termination of City employment.
(E) Being absent without leave (AWOL) according to contract.
(F) Abusing sick leave, injury leave or unpaid falsification of a leave supporting medical document.
(G) Reporting late or (H) Leaving assigned working hours without prior leave approval.
(I) Taking time off, having but before the leave is
(J) Violating any department attendance policies.

RULE 6. INSUBORDINEES are expected to work direction given to them as that direction is unethical, unlawful or health and safety of City members of the public. Supervisors to direction as an order, disciplinary action if to comply. Employees or refuse to follow oral directives from managers be considered insubordinate. (Employees who feel or order is inapprop
according to contract and/or policy.
(F) Abusing sick leave, disability leave, injury leave or unpaid leave, including falsification of a leave request or supporting medical documentation.
(G) Reporting late or tardy for work.
(H) Leaving assigned work area during working hours without approval.
(I) Taking time off, having asked for leave but before the leave is approved.
(J) Violating any departmental or divisional attendance policies.

RULE 6. INSUBORDINATION. All employees are expected to follow any work direction given by a supervisor, as long as that direction is not immoral, unethical, unlawful or dangerous to the health and safety of City employees or members of the public. It is not necessary for supervisors to state the work direction as an order, or to threaten disciplinary action if the employee fails to comply. Employees shall not disobey or refuse to follow orders, policies and directives from management, and shall be considered insubordinate if they do so. (Employees who feel that the direction or order is inappropriate or incorrect should do as directed and take the
matter up with management later; or file a grievance under the provisions of any applicable collective bargaining agreement.) The following acts or omissions are specifically prohibited:

(A) Refusing to obey work directions or orders, policies and procedures, whether oral or written, including flagrant disregard of the directions or orders of any authorized supervisor or designee.

(B) Failing to obey work directions or orders, policies and procedures, whether oral or written, including flagrant disregard of the directions or orders of any authorized supervisor or designee.

(C) Refusing to co-operate in an internal investigation, or impeding an internal investigation, that might result in disciplinary action, whether the employee is a witness or the focus of that investigation.

(D) Failing to co-operate in an internal investigation, or impeding an internal investigation, that might result in disciplinary action, whether the employee is a witness or the focus of that investigation.

(E) Violating any policies or procedures, whether citywide, departmental or divisional.

(F) Engaging in any other insubordinate and that is, fail to perform them in an unner during their work any overtime hours. To omissions are specifically prohibited:

(A) Performing job any negligently.

(B) Handling City info data storage devices) as mail, checks, personal files, carelessly or neg

(C) Failing to meet what comply with performance plans.

(D) Failing to maintain certifications required duties of a position.

(E) Stopping work or

RULE 7. NEGLECT

Employees are expected to do a competent job in duties and to work extra that employees shall not neglect that is, fail to perform them in an unner during their work any overtime hours. To omissions are specifically prohibited:

(A) Performing job any negligently.

(B) Handling City info data storage devices) as mail, checks, personal files, carelessly or neg

(C) Failing to meet what comply with performance plans.

(D) Failing to maintain certifications required duties of a position.

(E) Stopping work or
(F) Engaging in any other acts that are insubordinate and that are not specifically listed herein.

**RULE 7. NEGLECT OF DUTY.** All employees are expected to perform their work duties during their work hours, to do a competent job in performing those duties and to work except when they are at lunch or on a rest period as authorized by contract or City policy. Employees shall not neglect their duties, that is, fail to perform their duties, or perform them in an unacceptable manner during their work hours, including any overtime hours. The following acts or omissions are specifically prohibited:

(A) Performing job assignment carelessly or negligently.

(B) Handling City information (including data storage devices) or documents, such as mail, checks, personnel or confidential files, carelessly or negligently.

(C) Failing to meet work standards or comply with performance improvement plans.

(D) Failing to maintain any licenses or certifications required to perform the duties of a position.

(E) Stopping work or making preparation
to leave work before specified quitting time without authorization.
(F) Sleeping or wasting time during prescribed working hours.
(G) Using or having in the workplace personal items, including but not limited to, cameras, radios, television sets, recording devices, typewriters, personal cellular phones, personal pagers and personal laptop computers, or any other item not work oriented on City premises or in City vehicles, except as authorized by supervision.
(H) Distributing literature, of any description, in working areas during working hours on City premises or in City vehicles without authorization.
(I) Engaging in any other conduct that interferes with or prevents the prompt and acceptable completion of assigned job duties.

RULE 8. FAILURE OF GOOD BEHAVIOR. All employees are expected at all times to exercise common sense and conduct themselves in an appropriate professional manner. Employees should always be polite, courteous, considerate of co-workers and members of the public and helpful to all. They should refrain from any conduct which might their co-workers or members with whom they come in the performance of the following acts and omissions prohibited:
(A) Engaging in horseplay or horseplay premises or during working hours.
(B) Providing or discussing information with unauthorized persons.
(C) Engaging in conduct which results in improper appearance of impropriety.
(D) Any violation of the Columbus City Code or Ohio Administrative Code or Ohio Administrative Code or Ohio Administrative Code has a nexus with City activities.
(E) Having been convicted of a misdemeanor or a crime in any jurisdiction of the State of Ohio has a nexus with City activities.
(F) Failing to maintain professional appearance, personal clothing or conduct. Employees are required to wear appropriate clothing for the workplace, e.g., business attire.
(G) Wearing clothing appropriate for leisure activities.
any conduct which might be offensive to their co-workers or members of the public with whom they come in contact during the performance of their duties. The following acts and omissions are specifically prohibited:

(A) Engaging in horseplay while on City premises or during working hours.
(B) Providing or discussing confidential information with unauthorized individuals.
(C) Engaging in conduct that gives the appearance of impropriety.
(D) Any violation of the City Charter, Columbus City Codes, Ohio Revised Code or Ohio Administrative Code that has a nexus with City employment, including engaging in prohibited political activities.
(E) Having been convicted of a crime, whether misdemeanor or felony, which has a nexus with City employment.
(F) Failing to maintain a clean personal and professional appearance, including clean personal clothing or city-issued uniform and good personal hygiene, so as not to offend co-workers or members of the public.
(G) Wearing clothing that is inappropriate for the workplace, e.g., clothing more appropriate for leisure activities than
(H) Failing to wear the designated uniform required in a particular division or work site.
(I) Smoking in any City buildings or vehicles.
(J) Behaving in an immoral or indecent manner, including but not limited to, using obscenities or profanity.
(K) Engaging in sexually suggestive and/or offensive conduct, including sexually harassing a City employee or member of the public.
(L) Gambling, including dice, cards or number racketeering if it has a nexus to City employment.
(M) Littering or contributing to poor housekeeping, unsanitary or unsafe conditions on City premises, job site, or in a City vehicle.
(N) Behaving or acting in any manner that would constitute misfeasance, malfeasance or nonfeasance, not otherwise listed in these rules.

RULE 9. SAFETY. The City of Columbus wants to provide a safe and healthy work environment for all of its employees. Employees shall follow all safety rules and regulations under OSHA, as well as City policies and directives and shall use all necessary protective gear and protective gear employees are required to

(A) All employees are required to

(1) Proper eye protection must be worn while operating specific designated work
(2) Hard hats must be worn while working in construction areas directed by management
(3) Proper foot protection must be worn in order to provide protection
(4) Any other protective equipment required by an employee's designated work

(B) All City employees: maintain their respect for City vehicles and all City premises
(C) All employees are required to properly maintain their expectations of fire and accidents.

(D) All employees are required to properly maintain their expectations of fire and accidents.
policies and directives regarding safety, and shall use all necessary safety equipment and protective gear as directed. Employees are required to do the following:

(A) All employees are required to wear proper safety equipment as instructed by management and in accordance with OSHA standards.
   (1) Proper eye and hearing protection must be worn when operating specified equipment or in designated work areas.
   (2) Hard hats must be worn when working in construction areas or as directed by management.
   (3) Proper footwear must be worn in order to provide the greatest amount of protection.
   (4) Any other prescribed personal protective equipment must be worn as required by any department or division.

(B) All City employees are required to maintain their respective work areas and City vehicles and all City properties in a clean, neat and orderly fashion to prevent fire and accidents.

(C) All employees are required to use the proper tools to safely perform jobs. All defective and improper tools must be
reported to appropriate supervision as soon as possible.

(D) All employees shall dress in clothing appropriate to their jobs, which includes but is not limited to the following considerations:

1. Clothing should provide the employee with maximum protection from chemicals, sun or any other hazards, in accordance with OSHA standards.

2. Hair should be arranged and secured in a restrained fashion when working around moving machinery.

3. Jewelry, neckties, scarves and any other items that might get caught in moving equipment should be removed when operating moving equipment, unless they are necessary to perform the job.

(E) Employees are required to operate City vehicles in a safe and courteous manner and in accordance with all the motor vehicle laws of the State of Ohio and the City of Columbus.

(F) Employees may not use City vehicles to transport unauthorized passengers.

(G) All employees are required to comply with the safety rules and policies of their respective Divisions. The safety rules of the State of Ohio Bur Services and federal C industry and construct prevail.

RULE 10. ADDITION OF CONDUCT FOR MANAGERS AND ADMINISTRATORS. Supervisors, managers shall follow rules. Because those who hold positions of respons at the levels of supervision administrator must be standard than the employees they supervise, they must always themselves with diligence manner above reproach complying with the pr rules, supervisors, man ministrators shall not the following acts:

(A) Aiding or cooperating subordinate employee work rules, policies or

(B) Failing to discipline initiate formal disciplin subordinates for violations of policies or directives.

(C) Failing to treat all
RULE 10. ADDITIONAL STANDARDS OF CONDUCT FOR SUPERVISORS, MANAGERS AND ADMINISTRATORS. Supervisors, managers and administrators shall follow all of the above rules. Because those employees who hold positions of responsibility and trust at the levels of supervisor, manager or administrator must be held to a higher standard than the employees they supervise, they must always conduct themselves with diligence and in a manner above reproach. In addition to complying with the previous nine work rules, supervisors, managers and administrators shall not engage in any of the following acts:

(A) Aiding or cooperating with subordinate employees in the violation of work rules, policies or directives.
(B) Failing to discipline subordinates or to initiate formal disciplinary action against subordinates for violation of work rules, policies or directives.
(C) Failing to treat all subordinates in a
fair and non-discriminatory manner. 
(D) Failing to perform supervisory, managerial or administrative duties competently.
(E) Using the position of supervisor, manager or administrator for inappropriate personal gain.
(F) Sharing confidential information entrusted to the supervisor, manager or administrator.
(G) Requiring employees to do personal work unrelated to their City jobs for the supervisor, manager or administrator.
(H) Failing to administer and support the policies, directives or other requirements of the City, or otherwise engaging in conduct which undermines the mission or the reputation of the City.

DEFINITIONS FOR THE WORK RULES
MISFEASANCE
The performance of a lawful action in an illegal or improper manner
MALFEASANCE
Wrongdoing or misconduct by a public official
NONFEASANCE
Failure to do what should be done

I have read the Columbus Safety Health Handbook and understand its contents.

__________________________
Employee Name

__________________________
Employee Signature

__________________________
Division/Department

__________________________
Date
I have read the City of Columbus Safety and Health Handbook and understand its contents.

_____________________________ Employee Name (Print)
_____________________________ Employee Signature
_____________________________ Division/Department
_____________________________ Date