

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

August 9, 2010

NOTICE

MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, August 11, 2010, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
 - 2. Noise Ordinance
 - 3. Homecoming
- B. New Business
 - 1. Resident request to close Temple Street

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of July 12, 2010 minutes and Approval of June 9, 2010 Executive Session Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
- B. New Business
 - 1. Overtime charges
 - 2. Safety Policy
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c) (1) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, August 11, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, August 11, 2010 at 5:41 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guest present: Mike Blaies.

POLICE: A. OLD BUSINESS:

1. Police Contract: Nothing new at this time. A copy of our initial response to their proposal was included in the confidential envelope as well as a summary from Attorney Wigginton.
2. Noise Ordinance: Not discussed.
3. Homecoming: The Chamber of Commerce questioned why the Village was charging the homecoming committee for police protection. Dennis said Mel had already talked to the chamber about this on more than one occasion.

B. NEW BUSINESS:

1. Resident Request to close Temple Street: Steve asked if it would block any driveway and Julie will have Mel check. Dennis talked to Mel about it and he had no problem with it. The committee was fine with the request as long as no driveway was blocked.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of July 12, 2010 minutes and June 9, 2010 Executive Session minutes: Trustee Steve Smith motioned to approve the July 12, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Charlie Mattern motioned to approve the June 9, 2010 Executive Session Minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.
2. Employee handbook: This was not discussed due to the public works unionization issue.
 - a. Public Works On Call Status: Not discussed for the same reason.
3. Job Descriptions: Rita and Charlie agreed on using the job descriptions from Fairview Heights. Julie will start working on them.

B. NEW BUSINESS:

1. Overtime charges: Julie provided a copy of a timecard where a public works employee charged overtime during a 40-hour workweek where the employee had taken 24 hours of vacation. She and Dennis questioned whether or not to pay the employee for OT when that happens. Our code supports receiving OT after 40 hours and both Charlie and Steve thought you should get paid overtime while taking vacation or sick time. We need to look into the labor law rules and figure out if vacation/sick time is considered the same as time worked. Dennis will check with Steve the next time he talks to him.

2. Safety Policy: Dennis advised the State of Illinois has received money and has hired a bunch of OSHA inspectors and will be checking municipal employers. Julie and Dennis had started working on the safety manual a while ago and will now be trying to get it going. Dennis has talked to John on getting his paperwork in order. Julie is also preparing safety binders for each public works employee.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:03 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Monday, July 12, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, July 12, 2010 at 6:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Police Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Mike Blaies and Janet Baechle.

POLICE: A. OLD BUSINESS:

1. Police Contract: Julie said Attorney Wigginton is trying to schedule another meeting with the Police Union representative within the next two weeks. Chief Woodruff requested an executive session.

EXECUTIVE SESSION 6:33 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel 5 ILCS 120/2/-(c)(1) and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 6:47 P.M.

Trustee Steve Smith motioned to end Executive Session at 6:47 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Chief Woodruff discussed the sample noise ordinance that Trustee Smith had provided at the last committee meeting. He said the sample ordinance would allow a police officer to pursue the complaint but doesn't accomplish anything different than our existing ordinance. It would give our officers the ability to sign a complaint. Village Administrator Herzing thought there was some language in the sample ordinance that would make it hard to enforce because the language was objective. Dennis said typically, it costs us \$500 - \$700 for a \$100 ordinance violation. Mayor Danford asked Mel if he finds it beneficial to have a board that gives the police officers more freedom to handle the ordinance violations as opposed to a board that has said not to pursue them because it is too cost prohibitive. Mel said he would never want to hear that and Ray agreed and said our board tends to enforce the ordinances and support the police when they do it. Ray said we want to set a policy that would reap benefits in the long run. Mel said we could leave our ordinance as is but add in the language to give the police officers the ability to sign a complaint after the police have been notified of a complaint.

B. NEW BUSINESS:

1. Resident Thank You: We received a thank you from a resident for a situation our police officers handled for her.
2. MEGSI Agreement: This agreement handles the 7/1/10 - 6/30/11 timeframe. This was in the budget and put in the packet for informational purposes.

Trustee Baker asked Mel if he has been contacted about homecoming. Mel briefly discussed the homecoming with Al Watters. He told Al he will be donating his time during homecoming. Mel told Al he had scheduled the auxiliary officers and gave Al the information for Al to handle that in the future. Mel's recommendation would be to have himself and four officers working due to security issues and crowd control. He will have 2 officers at the tractor pull and 2 to patrol the homecoming grounds. They will be helping with the parade.

Mel has not heard anything from the schools with regards to event coverage. He said in the past the officers have helped when the buses are let out but that it could be a burden on us since we are not running an extra car. He thinks the school should be able to handle this on their own.

PERSONNEL: A. OLD BUSINESS:

1. Approval of June 9, 2010 minutes: *Trustee Steve Smith motioned to approve the June 9, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: This was not discussed due to the public works unionization issue.
 - a. Public Works On Call Status: Not discussed for the same reason.
3. Job Descriptions: Steve like the specifics of the job descriptions from Fairview Heights and Centralia. Rita asked for more time to review them.
4. Request to carry vacation over: *Trustee Steve Smith motioned to recommend to the full Board John Tolan's request to carry over 30 hours of unused vacation and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: Dennis said in past years the public works crew was very busy getting things ready for homecoming and has discussed this with John Tolan. Dennis thinks the guys could donate their time in the evenings to help set up and the village could donate the equipment.

D. PUBLIC PARTICIPATION: Janet asked if the public works dept., was paid by the village when working on homecoming and Dennis advised yes.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:14 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Julie Polson
Office Manager



POLICIES AND PROCEDURES

POLICY: HAZARD COMMUNICATION POLICY AND PROCEDURES

A. PURPOSE

- A.1 This policy provides a procedure that establishes requirements for the use and processing of chemicals and materials that present potential hazards to employees. The nature of these hazards requires specific precautions to be taken to protect the health and safety of employees, facilities and the surrounding community. It shall be the village's policy to evaluate potential hazards of purchased materials, properly process and control hazardous materials on the village's property and to train employees as to any hazards associated with hazardous materials involved in the village's operations.
- A.2 Some of the anticipated benefits from implementing this Hazard Communication Program include:
1. Prevention of chemical related injuries and illnesses.
 2. Improved employee attendance and reduced hazardous material concerns.
 3. Improved and regular communication throughout all levels of village employees.
 4. Improvement in Occupational Health and Safety Administration (OSHA) and Environmental Protection Agency (EPA) standards.
 5. Overall improvement of the village's safety and health performance.

B. RESPONSIBILITIES

- B.1 The village's Hazard Communication Program is designed to ensure that the hazards associated with materials and chemicals located within the village's facilities are identified and evaluated. Potentially exposed employees will be trained on information and procedures regarding physical and health hazards. The purpose of these procedures is to improve the village's overall safety and health performance and to comply with OSHA's Standard CFR 1910.1200. A successful Hazard Communication Program will reduce potential illnesses and/or injuries from chemical or material exposure.
- B.2 OSHA's Hazard Communication standard gives all employers the responsibility to establish a comprehensive, written program which

includes provisions for container labeling, Material Safety Data Sheets (MSDS), and employee training and education. The written program must contain a list of hazardous chemicals in each work area, methods used to inform employees of hazards during routine tasks and means of informing contractors about potential exposure to chemical hazards in the village's facilities.

- B.3 This procedure is intended to cover those employees who are directly involved with handling of hazardous materials, employees with potential incidental exposure to hazardous chemicals, or employees who supervise or manage activities where hazardous materials are involved. Responsibilities under the Hazard Communication Program include:

Insurance/Safety Coordinator (Village Administrator):

1. Communicate the importance of the Hazard Communication Program.
2. Write, maintain and update the village's Hazard Communication Program.
3. Provide consultation to Department Directors, supervisors, employees and contractors regarding this Hazard Communication Program.
4. Maintain and update a master file of all Material Safety Data Sheets (MSDS) plus ensure all departments' MSDS binders are updated as needed.
5. Maintain a list of all hazardous chemicals and ensure Department Directors annually review and update the appropriate departmental listing of hazardous chemicals. Use these listings to update the MSDS files and binders.
6. Periodically audit departmental Hazard Communication practices and procedures for compliance.
7. Periodically consult with Department Directors on Hazard Communication training and audit all records to ensure employee training is accomplished and properly documented.
8. Provide direction and consultation in reference to spill response, emergency procedures and Fire Department activities relating to hazardous chemicals and/or materials.

Department Directors:

1. Communicate the importance of the Hazard Communication Program. Provide continuous support and emphasis to the procedures outlined in the Hazard Communication Program.
2. Review operations with supervisors to ensure that specific tasks that require hazardous communication training are identified.
3. Follow-up to ensure supervisors are accomplishing requirements of the Hazard Communication Program.

4. Identify all processes and tasks requiring the use of hazardous chemicals.
5. List all chemicals used in their department and forward those listings to the Insurance/Safety Coordinator. Review the list at least annually and forward updates to the Insurance/Safety Coordinator's office.
6. Provide and document training of new and/or transferred employees on hazards of chemicals in their department, handling and storage procedures, location and use of MSDS's, and emergency and spill procedures.
7. Periodically inspect engineering controls and personal protective equipment (PPE).
8. Routinely survey work areas to ensure safe practices are being followed.
9. Ensure all containers are properly labeled and that proper labeling practices are being followed.
10. Enforce Safety and Health Policies and Procedures.
11. Notify the Insurance/Safety Coordinator regarding operational changes affecting the hazardous materials being utilized or the introduction of a new chemical and/or material into the facility.

Employee Responsibilities:

1. Follow all village's safety and health policies and procedures.
2. Properly use and maintain personal protective equipment.
3. Properly label all containers used for chemicals or other hazardous materials. Do not remove labels from containers.
4. Inform management of the following:
 - A. Suspected overexposure and symptoms related to hazardous chemicals.
 - B. Missing labels on containers.
 - C. Inoperative or defective safety equipment.
5. Use only approved containers for transporting, using, and/or storing hazardous chemicals.
6. Know the location of emergency equipment such as emergency eyewash stations, air packs, first aid supplies, fire extinguishers and spill containment and clean up equipment.

7. Know the location of and be able to use Material Safety Data Sheets (MSDS) for your assigned work area.
8. Be familiar with hazardous chemicals and materials for assigned work areas.

Purchasing Responsibilities:

1. Employees responsible for purchasing must inform vendors of newly purchased hazardous materials that require Material Safety Data Sheets (MSDS) prior to, or upon receiving the initial shipments.
2. Employees responsible for purchasing should assist in obtaining Material Safety Data Sheets (MSDS) from suppliers whenever necessary.
3. Suppliers who are unable or unwilling to provide necessary Material Safety Data Sheets (MSDS) will be identified and appropriate corrective action taken. Prolonged trends in failure to supply MSDS's should result in termination of the vendor/customer relationship.

Receiving Responsibilities:

Employees responsible for receiving and storing hazardous materials will follow established safe practices that include the following:

1. Employees receiving materials will forward all Material Safety Data Sheets (MSDS) to the Insurance/Safety Coordinator's office immediately upon receipt.
2. Ensure Material Safety Data Sheets (MSDS) are received prior to, or with initial shipments of hazardous materials.
3. The following procedures will be followed when a new hazardous material is requisitioned:
 - A. If a Material Safety Data Sheet (MSDS) is not received prior to, or along with the first hazardous materials shipment, the entire shipment will be rejected unless a MSDS can be obtained immediately. A Material Safety Data Sheet Request Form may be used when requesting this information. NOTE: For clarity purposes any faxed MSDS's should also be mailed.
 - B. All MSDS's for new materials must be forwarded to the Insurance/Safety Coordinator.

4. Affix in-house labels whenever necessary to transfer, store or transport containers.
5. Store hazardous materials in designated locations.
6. Used prescribed personal protective equipment when handling hazardous materials.
7. Report damaged containers or spills to the appropriate Department Director immediately.

NOTE: Damaged and/or leaking containers will not be received.

8. Properly contain and clean up any spillage of hazardous materials. Leaking containers must be encircled with absorbent dikes in order to limit spillage. Company spill containment and cleanup procedures must be followed in the event of any hazardous material spillage.

C. SAMPLE MATERIAL REQUISITION AND PROCESSING

- C.1 When an employee requisitions or agrees to try some sample materials or chemicals, it is equally important to notify affected employees of the hazards characteristic to the material. It is also important to arrange and ensure the following:
1. A Material Safety Data Sheet (MSDS) must be received and forwarded to the Insurance/Safety Coordinator's office prior to, or upon receipt of the sample material. Write "Sample Material" at the top of the MSDS.
 2. Arrangements must be made for returning unused portions of samples to the appropriate vendor.
 3. Inform the Insurance/Safety Coordinator if the material becomes a regularly requisitioned material or if the material is returned to the vendor.

D. EMPLOYEE TRAINING

- D.1 Training is required, upon initial job assignment, for new or transferred employees who are required to handle, or may otherwise be exposed to hazardous chemicals. Additionally, training must be provided anytime a new hazardous chemical is introduced to the work area. Employee training will include the following areas:
1. Village's Hazard Communication Policy and Procedures.
 2. The department's "List of Hazardous Chemicals."
 3. Location and use of Material Safety Data Sheets (MSDS).
 4. Physical and health hazards of chemicals in the assigned work area.
 5. Use of personal protective equipment (PPE).

6. Operations, processes and location where hazardous chemicals are present.
7. Standard operating procedures and chemical processes.
8. Detection of the presence or release of hazardous chemicals in the work area.
9. Symptoms associated with overexposure to hazardous materials.
10. First aid treatment for chemical related injuries or illnesses.
11. Hazards of chemicals to employees involved in non-routine tasks (such as Confined Space Entry or equipment cleaning or repair).

E. TRAINING DOCUMENTATION

E.1 The documentation of training is critical and must include the following:

1. The date(s) of the training.
2. The contents of the training.
3. The name(s) and job title(s) of trainers.
4. The name(s) and job title(s) of trainees.

E.2 All training documentation shall be forwarded to the Insurance/Safety Coordinator's office plus maintained in the applicable department. Training records shall be maintained for three (3) years from the date of training completion.

F. NEW EMPLOYEE ORIENTATION

F.1 All newly hired employees will view a video explaining the Hazard Communication Standard 29 CFR 1910.1200. Additionally, new employees will be introduced to the Village's Hazard Communication Program, Material Safety Data Sheets (MSDS), common chemical hazards, container labeling, general spill containment procedures and personal hygiene practices.

G. CONTAINER LABELING

G.1 Labeling of chemical containers is necessary to alleviate all confusion as to contents of containers. A major emphasis in daily work responsibilities must be on the use of proper containers and labeling of all containers used to store, transfer or transport chemicals, solvents, oils, fuels and other fluids.

G.2 Labels are designed to provide vital information to employees concerning the hazards of various chemicals; therefore, it is crucial that chemicals are only placed in properly labeled containers. The following guidelines must be followed when containers are used to store, transfer or transport chemicals.

1. All manufacturer labels must remain on containers received, stored or used.

2. All containers used in village facilities must be labeled with approved labels. Labels may be obtained from your Department Director's office.
3. Each label must contain the following information:
 - a) Name of the material in the container(s).
 - b) Hazard numbers for health, fire and reactivity.
NOTE: In most instances, the above information may be obtained from manufacturer labels or Material Safety Data Sheets (MSDS). If information is missing, contact the Insurance/Safety Coordinator.
4. It is not necessary to label containers if all of the following conditions exist:
 - a) The contents will be used immediately.
 - b) The contents will be used entirely or properly disposed of.
 - c) The contents will be used by or disposed of by the employee who fills the container.
CAUTION: To meet the above listed requirements, the container remains solely under the control of the employee who filled the container and the contents must be used or disposed of within the work shift that the container was filled.

H. MATERIAL SAFETY DATA SHEETS (MSDS)

H.1 Material Safety Data Sheets (MSDS) contain vital information, special precautions and controls necessary for handling hazardous materials. Since a wide variety of substances are utilized by the village, there will be one (1) master set of MSDS's maintained in the Insurance/Safety Coordinator's office. Additionally, employees will have access to department specific MSDS's within the following areas of the village:

- A. Public Works Shed
- B. East and Sewer Treatment Plants
- C. Old Power Plant
- D. North Power Plant

H.2 Material Data Safety Sheets (MSDS) can be identified in each area by looking for a yellow 3-ring binder with black letters spelling "MSDS's."

I. LIST OF HAZARDOUS CHEMICALS

I.1 A list of hazardous chemicals is available to all employees in the front of each MSDS binder (refer to above listing). A comprehensive list of hazardous chemicals is available in the Insurance/Safety Coordinator's office.

I.2 The following procedures will be followed when a new hazardous material is requisitioned:

1. If a Material Safety Data Sheet (MSDS) is not received prior to or along with the first hazardous material shipment, the entire shipment will be

rejected unless an MSDS can be obtained immediately. A Material Safety Data Sheet Request Form may be used when requesting this information. NOTE: For clarity purposes, any faxed MSDS's should also be mailed.

2. All Material Safety Data Sheets (MSDS) must be forwarded to the Insurance/Safety Coordinator. In turn, MSDS copies will be put in the master MSDS binder and the applicable department's MSDS binder.
3. Material Safety Data Sheets (MSDS) should be maintained in accordance with 29 CFR 1910.20 paragraphs (C)(5)(iii) and (d)(ii)(B).

"...records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of identity (chemical name if known) of the substance or agent, where it is used, and when it was used is retained for at least thirty (30) years."

J. ENFORCEMENT POLICY

- J.1 Department Directors and Supervisory personnel will effectively enforce compliance with the Hazard Communication Policy and Procedures set forth in this document. Failure to comply with the Hazard Communication Policy and Procedures constitutes a serious violation of the Village's Safety Policy and The Occupational Safety and Health Administration (OSHA) Regulation. Employees who violate any Village rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstance.

First Violation - Verbal documented warning.

Second Violation - Written warning.

Third Violation - Suspension without pay.

Fourth Violation - Termination of employment.

NOTE: If individual Union Contracts differ from the disciplinary action listed above, the Union Contract will supersede this action.

- J.2 Any and all reprimands must be recorded. If necessary, a training session will be scheduled. The violated policy or procedure will be reviewed with the employee and certification will be made of the training.
- J.3 The Hazard Communication Policy and Procedures incorporate many different elements which are designed to protect employees from injury and death. A large responsibility is therefore placed on each employee to follow these established policies and procedures.

MATERIAL SAFETY DATA SHEET (MSDS) REQUEST

Date: _____

To: _____

Manufacturer/Supplier Name

Address

City/State/Zip Code

From: _____

Name/Title

Facility Name

Address

City/State/Zip Code

Telephone Number

Please send us the Material Safety Data Sheet for the product(s) listed below. This sheet is being requested so that we may comply with the Illinois Toxic Substances Disclosure to Employees Act (P.A. 83-240) and the Hazard Communication Standard (29 CFR 1910.1200).

(1) Product Number/Name: _____

Description: _____

(2) Product Number/Name: _____

Description: _____

(3) Product Number/Name: _____

Description: _____

Employee Signature: _____

VILLAGE OF FREEBURG

HAZARD COMMUNICATION TRAINING

HAZARD COMMUNICATION ACKNOWLEDGMENT

I have received a copy of the Village of Freeburg's Hazard Communication Policy and Procedures. I agree to read them and abide by them. I have been trained in the handling of hazardous materials, container labeling and the use of Material Safety Data Sheets (MSDS's).

Employee Name

Date

**VILLAGE OF FREEBURG
SAFETY POLICY**

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VILLAGE OF FREEBURG SAFETY POLICY

The maintenance of a safe and healthful work environment is of the utmost importance for the successful operation of the Village of Freeburg and its employees. The village is sincerely concerned with the safety and welfare of its employees and the public it serves. It is the village's policy to promote the safest possible conditions for employees and a safe environment for the public that uses our services.

As a municipality, we are committed to conducting our operations safely and preventing loss, whether it be injury or illness to people, damage to property or interruption of business. Safety will be considered fundamental to the design and operation of processes and facilities.

Individual attitudes and practices are the key to the success of our effort. It is essential, therefore, that our employees be trained and continually motivated to assume responsibility for their own safety, the safety of their co-workers and the prevention of loss to village property.

A primary purpose of this policy is to acquaint you with the village's General and Departmental Safety Rules and Policies. It reflects the efforts of many people to establish reasonable, practical and safe work practices to prevent accidents. Our objectives will be achieved by employing recognized management tools in constructive and effective programs which identify and control hazards to life and property and will also comply with state regulatory requirements.

The continued cooperation of all employees is essential to support and sustain our safety program and to meet our commitment of a safe working environment.

**VILLAGE OF FREEBURG
GENERAL SAFETY RULES**

Purpose: Rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted service and protect the village's goodwill and property.

Policy: Employees who violate any village rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstance. This may include disciplinary action up to and including discharge.

1. Practical jokes and horseplay are prohibited on the job. All employees are required to conduct themselves in a businesslike, professional manner at all times. Your Worker's Compensation benefits may not cover horseplay injuries.
2. Drinking of alcoholic beverages or use of illegal drugs on village property or during working hours is prohibited. Any employee reporting to work under the influence of alcoholic beverages, illegal drugs or consuming alcoholic beverages or illegal drugs during working hours, on breaks, at meetings, or during lunch breaks shall be subject to disciplinary action in accordance with the Village's Drug Free Workplace and Substance Abuse Policy.
3. All hazard warning signs and tags must be obeyed. If hazard signs/tags are missing, contact the appropriate supervisor immediately. The unauthorized removal of hazard signs/tags is prohibited.
4. Observe all load limits and load arrangement guidelines.
5. All employees are required to use only approved devices such as step stools, step ladders, extension ladders, scaffolding and powered man lifts when the need arises to work above the employee's standing height.
6. Only properly authorized and trained employees shall operate village equipment.
7. All machinery and equipment must have appropriate safety guards installed in accordance with manufacturer's recommendations and guards must not be removed except for servicing. The unauthorized removal of safety guards is prohibited.
8. When starting, stopping or changing the speed of machinery, employees must ensure proper clearance of other individuals, debris and materials.
9. All lockout/tagout procedures must be followed when servicing, maintaining or repairing any machinery and equipment.

10. Appropriate clothing, suitable to the type of work performed must be worn. Loose clothing must not be worn near machinery or equipment with moving parts. Longer hair must be properly restrained.
11. Jewelry such as rings, identification bracelets (except medical), long chains, long earrings, etc., must be removed when work involves handling or operating mechanical equipment. Watches are acceptable except when the employee will be working on engines, batteries or other electrical items where they may create a potential hazard.
12. Protective equipment and/or clothing must be worn as required by rules specified for each department in this safety policy.
13. All accidents must be reported immediately to your supervisor. If only first aid is required, an Injury Log sheet must be completed and forwarded to the Office Manager. If medical treatment or loss time is necessary, the employee must report to the Office Manager to file a Worker's Compensation claim immediately. Employees will not be permitted to return to work without written approval of a physician or medical provider.
14. Non-work related injuries must be reported to supervisors before starting work.
15. Accidents occurring in village vehicles must be reported to the Police Department and the Office Manager immediately.
16. Per the Illinois Vehicle Statute, employees driving or riding in village vehicles must wear seat belts at all times. All employees must ride in the cab of the trucks.
17. Village vehicles may not be used to transport family members or friends and are only to be used for village business and by village employees. However, this shall not apply to the incidental transportation of family members to school, work, etc., when an employee is enroute from home to work or work to home, as long as the location where such family member is being transported is directly on the way from the employee's home to the work site or from the work site to the employee's home. Further, this policy shall not prohibit an employee who is traveling to another city for a seminar or conference for village business from allowing family members to accompany such employee to that seminar or conference.
18. Operating village vehicles by employees under age eighteen (18) will be restricted to incidental and occasional driving of automobiles and trucks not exceeding six thousand (6,000) pounds gross vehicle weight. Other restrictions on employees under age eighteen (18) include operating a power-driven hoisting apparatus, circular saws, band saws, chain saws and assisting with excavation operations below a four (4) foot level.

19. Access to aisles, hallways and fire exits must always remain clear. Fire doors must remain closed at all times when not in use.
20. Access to electrical breaker panels must be kept open at all times. Temporary or permanent storage of materials must be avoided within three feet of any electrical panel. Panel doors must be closed when not in use.
21. Unless properly secured, extension or drop cords must not be placed in areas where they will create tripping or other hazards.
22. Employees must familiarize themselves with all firefighting and evacuation procedures. Employees must further familiarize themselves with all exits from their work area. Access to firefighting equipment must be kept clear.
23. The use of all fire extinguishers, regardless of type, must be reported to the employee's supervisor and used extinguishers shall be exchanged for full extinguishers.
24. In accordance with state law, no smoking is allowed in Village buildings or vehicles.
25. All containers of materials and substances must be marked and clearly identified with the name of the material. Buildings should be posted as containing hazardous materials.
26. Tools and other equipment must be maintained in good, serviceable condition. Tools must be used in a safe manner and should not be used when they are mushroomed, broken or badly worn. All electrical tools must be grounded or double insulated.
27. Where applicable, never allow children or other persons to play or stand where you are working. This is for your safety as well as the individual's safety.
28. Any employee present in or walking through another work area must observe the posted rules of that area.
29. Employees who observe an unsafe condition must report it to their supervisor immediately.
30. Due to the potential build up of static electricity, gasoline cans must be grounded or removed from vehicles with plastic bedliners when filling said can(s).
31. No motor vehicle shall be serviced with Class I, II, or III fuel until the motor and ignition have been shut off. No smoking shall be permitted in the dispensing area at any time.

32. Obey all safety rules and practices and take an active part in the safety program of the village. Encourage fellow workers to follow safe work procedures. All employees must follow the above rules, as well as departmental safety rules or be subject to disciplinary action.

**VILLAGE OF FREEBURG
PUBLIC WORKS DEPARTMENT
SAFETY RULES**

Purpose: Rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted service and protect the village's goodwill and property. Employees must know and observe safety rules applicable to their individual departments.

Policy: Employees who violate any village rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstance. This may include disciplinary action up to and including discharge.

1. All employees must wear appropriate footwear, suitable to the type of work performed. This decision will be determined by the individual Department Head.
2. All employees must wear uniforms provided by the Village.
3. All employees working on or near the street must wear an orange shirt or a reflective safety vest at all times. After dusk, a reflective safety vest must be worn at all times. When vehicle headlights are required, a reflective safety vest must be worn. When working outside of your vehicle, a reflective safety vest must be worn over clothing during tractor, loader or other similar equipment operations.
4. When working on, in or under a street, sidewalk or right-of-way, employees must barricade the area of work whenever possible. Set traffic cones for warning and traffic control, place appropriate signs for the work being done and illuminate warning signs.
5. All employees involved in welding or torch cutting operations must wear the appropriate protective equipment. This may include, but not limited to the following:
 - a) Welding helmet or cutting goggles when using a torch.
 - b) Welding sleeves or vest and gloves.
 - c) Cotton clothing, not synthetic fibers.
 - d) Welding screen.
 - e) Appropriate personal protective equipment (PPE) must be worn as outlined by the Occupational Safety and Health Administration (OSHA).
6. Welding or cutting operations must never be performed near a fuel tank. Welding or cutting operations must be performed by qualified personnel only.
7. Machines appearing to be electronically or mechanically unsafe must not be operated. Under these circumstances, such equipment must be

- locked and tagged out, and the employee must notify their supervisor immediately.
8. Upon repairing or adjusting equipment, employees must follow safe operating procedures such as the proper use of lockouts and safe buttons. Further, the main power source to such equipment must be locked and tagged out.
 9. All employees using grinding or drilling equipment must wear goggles or a full face shield.
 10. Never hold materials to be cut, drilled, welded or otherwise worked on by hand. Always use clamps or vises where applicable. Longer length materials may be excluded from this safety rule.
 11. Whenever using equipment such as jackhammers, chain saws, weed/grass trimmers and mowing equipment, employees are encouraged to wear OSHA approved steel toe work boots. If other duties dictate the potential for a similar type of injury, steel toe work boots are encouraged to be worn.
 12. Whenever operating jackhammers, chain saws, weed/grass trimmers or mowing equipment, both eye and hearing protection must be worn. If other duties dictate the potential for a similar type of injury, eye and hearing protection must be worn.
 13. Employees using a steam pressure washer while heated and containing detergent must wear safety goggles. When the washer is cold and containing no detergent, safety glasses must be worn.
 14. Whenever an employee is engaged in mixing chemicals for water or wastewater, the employee must wear protective goggles.
 15. Employees must take special precautions as outlined in labeling for hazardous/toxic substances that may be used in day to day operations. These guidelines are outlined in the individual Material Safety Data Sheets (MSDS).
 16. Safety showers and eyewash fountains must be open and accessible at all times.
 17. All employees must follow all safety precautions as stated in the village's Confined Space Entry Policy whenever entering any defined confined space.
 18. Whenever an employee encounters any work procedure that is questionable, the employee must bring it to the attention of their supervisor.

19. Each employee must clean his/her and the village's equipment and/or work space as soon as the job is completed. Waste and trash containers must be used to keep work areas clean and orderly.
20. All liquid spills must be cleaned up immediately. All gasoline and/or oil soaked rags and papers must be disposed in approved safety containers. Where no such containers are available, employees must contact their respective supervisor.
21. All gasoline and other flammable liquids must be stored in approved and properly labeled safety containers at all times.

EYE PROTECTION

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery, or splashes of corrosive dust and liquid chemicals.

Face and eye protection must be worn for any task where an injury may occur without such protection. It is the employee's responsibility to make certain that glasses or goggles are worn. Safety glasses must be worn in the specified operating area at all times. Safety glasses must have side shield protectors in place.

Due to the severe consequences of eye injuries, goggles must be worn while performing the following operations or using the following tools and equipment. The requirement for goggles is not limited to these items or activities as may be stated in other parts of the safety rules:

- ❖ Chisels
- ❖ Punches
- ❖ Metal hammers, when striking another metal or brittle object
- ❖ Axes or hatchets
- ❖ Picks if near or on rock, metal or asphalt surfaces
- ❖ Electric hand tools
- ❖ Chain saws
- ❖ Weed eaters
- ❖ Battery handling, when caps must be removed and possible acid contact may occur
- ❖ Concrete saw
- ❖ Grinding
- ❖ Drilling
- ❖ Torch cutting, also use properly shaded lenses
- ❖ Welding, also use properly shaded lenses
- ❖ Chipping, both with brush chipper and chip hammer
- ❖ Working under exhaust systems
- ❖ Air hammer
- ❖ Air chipper
- ❖ Any accessory to air compressor
- ❖ Chemical handling as recommended on labels
- ❖ Wood handling, i.e. cut up trees, firewood
- ❖ Lead melting
- ❖ Painting or sealing overhead

HEARING PROTECTION

In the variety of activities conducted by village employees, there are machines or equipment that may produce sound levels in the frequencies which may cause hearing loss. When employees are subject to excessive sound levels, attempts will be made to use engineering controls. If the sound level cannot be reduced within tolerable range, then personal protective equipment (PPE) must be worn by employees exposed.

Due to the high noise levels of certain activities, employees must protect their hearing by means of noise suppressors or ear protectors. The following is a list of equipment or operations requiring hearing protection, but such requirement is not limited to these items or activities as may be stated in other parts of the safety rules:

- ❖ Prolonged periods of lawn mower operation
- ❖ Prolonged periods of tractor or heavy equipment operation
- ❖ Air chisels
- ❖ Continuous use of air impacts
- ❖ Chain saws
- ❖ Air hammer operation
- ❖ Air compressor operations
- ❖ Brush chipper
- ❖ Jet rodder
- ❖ Yard equipment-weed eaters, branch and hedge trimmers
- ❖ Loud motors in small spaces; i.e., Sewer or Water Treatment Plants
- ❖ Tapping machine
- ❖ With air tools, hearing protection is especially critical in a confined area; i.e. manholes

RESPIRATORY PROTECTION

Respirators will be provided by the village when such equipment is necessary to protect the health of the employee. The village will provide the respirators which are applicable and suitable for the purposes intended. Respiratory hazards include, but are not limited to the following:

1. Nuisance dusts such as rock, cement, coal and wood dusts.
2. Dusts of toxic materials such as lead, arsenic and fluorides.
3. Mists and fumes from chemicals and heated materials.
4. Oxygen deficient atmosphere resulting from depletion from chemical action or displacement.

For any of the above hazards, respiratory protection is available and must be worn, from a filter mask to a self-contained breathing apparatus (SCBA). Ventilation systems must also be used whenever possible, such as wall fans, blowers, etc. Employees must be properly trained on SCBA procedures.

Before entering any area in question where the possibility of toxic gases or oxygen deficiency may exist, a calibrated detector must be used to warn of any dangers. Supervisors and employees must know the proper procedures and operations before using any such detectors.

JT: Where do we stand on respirators and fit-testing??

WORKING IN MAHOLES

1. Place traffic guards around manhole. Display proper warning signs and lights. Park truck between you and traffic, where possible.
2. Use a proper tool to remove and replace manhole cover.
3. If a manhole is a sanitary sewer, test the manhole for absence of oxygen by an approved method. If there is a deficiency of oxygen, ventilate the manhole by using a forced air method or by opening adjacent manholes to allow air to circulate. Make sure that the air delivered to the manhole is not contaminated by motor vehicle exhaust gases. Never enter a manhole alone. Always have a coworker who will summon help if trouble arises.
4. After ventilation, again test the manhole. If the air content is questionable, repeat step 3 above. In case an employee is overcome by gas and requires lifting from the manhole, a lifeline should be used. Have a coworker stationed at the manhole's entrance holding the lifeline.
5. Smoking in the manhole is prohibited.
6. Tools left lying about the manhole are stumbling hazards. Keep surplus equipment in the vehicle or other safe location.
7. Reference Confined Space Entry Procedures.

CONSTRUCTION SAFETY

1. Wear heavy soled shoes or boots, clothing suitable for the work and weather, gloves, hard hats and goggles.
2. Always watch your step. Look out for backing trucks and all moving vehicles, whether on the job or driven by the public.
3. If protective guards or barricades are required to protect other workers or the public, check them before beginning work. If they are removed for any reason, replace them prior to starting work.
4. Keep warning signs and barricades in place. Wear safety vests when working near traffic. All construction on or along any roadway should have proper warning signs and traffic control devices. It is as much of an inconvenience to the motorists as it is to you when your work is interrupted by a vehicle that had no idea any construction is taking place. Take the time to put out signs, barricades or detours that will inform the public and make the construction site a safe place to work. Whenever necessary, flagmen should be used to keep traffic flowing as smoothly as possible. The job supervisor will be responsible for proper traffic control and safety on the construction site.
5. Load trucks from one side only. Watch for stones and debris falling from the load.
6. When handling form lumber, remove or bend all protruding nails. Pile lumber and other articles so they will not fall.
7. Do not touch fallen wires - they might be electrically charged. Use a dry wooden stick to move them if necessary and notify your supervisor.
8. If working with or near compressed air tools, wear goggles.
9. Never repair or adjust any machine while it is running. Never clean machine parts or tools with gasoline. Always stop the engine before filling the tank with fuel.
10. If a crane, backhoe, forklift or other similar equipment is used, never walk under a load. Operators of this equipment must stay ten (10) feet away from overhead wires to avoid electrocution. Employees around this equipment must never stand along side of, or in back of, any moving arms or buckets unless absolutely necessary and then only with an experienced operator on the machinery.
11. When using asphalt emulsion:
 - A. Wear safety vests when working near traffic. Place warning signs for motorists if conditions warrant.

- B. Wear proper gloves and high top shoes.
 - C. Make sure that kettles are on a firm level foundation and absolutely dry.
 - D. Have a fire extinguisher available and know how to use it properly.
 - E. If hot asphalt splashes on your skin, cool it with water and then obtain first aid treatment.
 - F. After cleaning shoes and truck body with diesel fuel, watch your step.
12. When dumping materials in or near a ditch, trench, or on any unstable surface, take precautions not to flip or twist the frame or dump body. Also take precautions not to drive too close to an open ditch or trench because of the possible collapse of the trench walls.

GAS AND ARC WELDING

Because of the great possibility of a fatal accident while gas or arc welding, there are a number of guidelines that must be followed. Employees involved in welding and/or torch cutting operations must wear or use:

1. Welding helmet or cutting goggles when using a torch.
2. Welding sleeves or vests and gloves.
3. Cotton clothing and not clothing composed of synthetic fibers.
4. Welding screens.
5. Welding or cutting operations must never be performed near a fuel tank.

Use of Oxygen

1. Never permit grease or oil to come in contact with cylinders, gauges, fittings or regulators of an oxygen unit because oxygen unites explosively with such substances.
2. Always be sure the regulator is properly set and functional before using oxygen.
3. Keep protective cap on cylinder and keep cylinder secured while in storage or transport.
4. After attaching gauges and regulator, open valve very slowly to prevent a large surge on the regulator.
5. When removing gauges, bleed all lines to relieve the pressure and gas.
6. Never interchange regulators or gauges from other gases.
7. When in use, open the oxygen valve fully.
8. Never store cylinders near flammable liquids, flames or other gases.

Use of Acetylene

1. Acetylene cylinders must be used and stored in an upright secured position to avoid the spill of acetone which is a chemical needed in acetylene cylinders.
2. Always be sure that proper gauges and a good working regulator are used on acetylene cylinders. Never use more than 15 lbs. of regulated pressure when welding or cutting.

3. Keep protective cap on cylinder and keep cylinder secured when storing or transporting.
4. After attaching the proper gauges and regulator to the acetylene cylinder, slowly open the valve one-half turn. Because of the extreme flammability of acetylene and the possibility of the flame backing up the hose, make sure the acetylene valve is quickly turned off when a cutting tip or welding tip blows out. This is the reason why the valve is only opened one-half turn.
5. Follow the same rules for gauges and storage of oxygen cylinders.

Arc Welding

1. Make sure welder is properly grounded, cables and connectors capacity exceeds or equals welder's capacity, and proper settings and polarity are used prior to actual welding.
2. Properly prepare and clamp down materials. Use proper electrode for the particular work you are doing.
3. Do not strike arc when other people are nearby.
4. Make sure proper clothing is worn to avoid burns from splatter. Use proper face and eye protection. (See Face and Eye Protection section of Safety Rules).
5. Remove electrodes only when body is not in contact with work.
6. Avoid burns from splatter and work materials.
7. Be sure to have adequate ventilation when welding, as many gasses are very toxic. Have a good supply of fresh air when welding or cutting brass, bronze, galvanized steel, cadmium-coated steel, or metals coated with lead or zinc bearing paint. Extreme caution must be taken not to inhale any of the highly toxic fumes.
8. Never weld closed hollow objects without properly venting the object.
9. When holders are not in use, shut off welder or make sure they are not in contact with any metal objects or each other.
10. Be sure there are no flammable materials in the work area where the welding will be taking place.

A fire extinguisher must always be readily available when any kind of welding takes place.

When transporting cutting torches, cylinders and/or portable welders, these items should be properly secured.

Face and Eye Protection

The one item of safety equipment that has the widest variety of uses is the face shield or goggles. They are appropriate for protection of the eyes against impact of solid materials, harmful liquids or radiation as from a welder.

To reduce the radiant energy transmitted to the interior of the eye, filter lenses should be chosen according to the following guide:

1. Shade #3: For protection against glare or reflected light, spot welding operations or light brazing.
2. Shade #4
or #5: For light acetylene cutting or burning.
3. Shade #6: For general acetylene welding or use by welder's helper.
4. Shade #8: For heavy acetylene welding, cutting or very light arc welding.
5. Shade #10: For arc welding up to 250 amps.
6. Shade #12: For arc welding at more than 250 amps and for atomic hydrogen welding.
7. Shade #14: For carbon arc welding.

Because welders must chip slag, they must also have on some type of clear lens eye protection.

PROPER USE OF HAND TOOLS

1. Use the right hand tool for the job.
2. Clean and check hand tools and equipment daily.
3. All employees grinding or drilling must wear goggles and/or a full face shield.
4. Materials to be cut or drilled must be clamped or placed in a vice. Longer length materials may be excluded from this safety rule.

The following are specific safety rules developed for a variety of on-the-job activities. Familiarize yourself with all of these rules and pay strict attention to those rules governing your activities. If your activities are not covered by these rules, check with your supervisor.

HAND TOOLS

1. AXES

- A. Check the axe head to see that it is sharp and has no defects. A dull axe will often glance off the wood being cut and strike the user.
- B. Check the axe handle to make sure it is not cracked and that the axe head is securely attached.
- C. Be sure that others are a safe distance away from you and clear the area of obstructions (vines, limbs, brush, etc.) that may catch the axe as it swings.
- D. Axe blades should be protected with a sheath or other guard. When the blade cannot be guarded, it is safer to carry the axe at one's side in a manner that it will not strike the leg or foot when walking. The blade of a single-edged axe should be pointed down when being carried.

2. CHISELS

- A. Wear goggles when chipping to protect your eyes.
- B. Hold the chisel in your fingers with a steady but relaxed grip. Keep your eyes on the cutting edge and not the chisel head.
- C. Clamp small pieces in a vise before chiseling them. Chip towards the stationary jaw of the vise and chip away from yourself.

3. HACKSAWS

- A. Place the blade in the frame so the teeth point toward the end of the frame and away from the handle. Tighten the blade rigidly.
- B. Cut away from yourself and saw with straight, long strokes, using almost the whole blade. Ease pressure on the backward stroke.
- C. Judge cutting speed by the hardness of the metal.

- D. Don't saw objects that are too hard. Test objects for hardness with the front or rear end of the blade.
- E. Use eye protection devices.

4. HAMMERS

- A. Any hammer is unsafe to use if it has a split, loose or heavily chipped head.
- B. Sledge hammer heads should be dressed whenever they are beginning to check or mushroom.
- C. A sledge hammer so light that it bounces off the work is hazardous; likewise, one too heavy is hard to control and may cause body strain. Select one of the proper weight for the work to be done and the person performing the work.
- D. Claw hammers are designed for driving and drawing nails. Their shape, depth of face and balance make them unsuitable for striking objects such as cold chisels.

5. HAND SAWS

- A. Use each type of saw only for the purposes for which it is intended.

6. JACKS AND VEHICLE SUPPORTS

- A. Always make sure that the jack footing is firm and stable.
- B. Center the head of the jack to prevent the vehicle from slipping off.
- C. Make sure the jack rating is greater than the weight of the vehicle being serviced.
- D. Before working under any jack-supported vehicle, proper jack stands or blocks are to be placed under the vehicle in case the jack should fail.

7. PICKS

- A. Check the end of the pick and the handle for any defects and for loose fitting heads.
- B. If the ends are dull or bent, do not use the pick. Re-dress or replace them.
- C. Never strike rock or metal with a pick.
- D. If you are working near rock or concrete, wear safety goggles.
- E. Never strike or drive the pick with another metal object which may cause metal chips to fly.

8. PLIERS

- A. Use pliers only when no other tool will do the job.
- B. Do not use pliers as wrenches.
- C. Use cutting pliers only for cutting soft metals, never on hardened metals or as nail pullers.

- D. When cutting wire that is under tension, protect yourself so the wire cannot fly and strike you. When cutting wire in rolls or bales, loaded cars, trucks and boxes, use long handled wire cutting pliers.

9. PUNCHES

- A. Keep the points of center punches ground and the faces of starting and pin punches square.
- B. Do not use center punches on materials hard enough to dull or shatter the points.
- C. Be sure punches are held firmly in position before striking, especially on round surfaces. Strike lightly at first, then increase the force.

10. SCREWDRIVERS

- A. Do not use screwdrivers with broken or rounded points or bent shafts.
- B. When using a screwdriver, place work on a solid object; never hold it in the palm of the hand.
- C. Keep the screwdriver shank directly over the screw head.
- D. Never use pliers or wrenches on the shanks of screwdrivers unless they are a type especially designed to withstand the strain.
- E. Never carry screwdrivers in pants pockets.
- F. Do not use a screwdriver as a punch or chisel.

11. WRENCHES

- A. Be sure wrenches are adjusted to fit tightly, or are the correct size open-end or box wrenches.
- B. Pull, do not push, when using a wrench.
- C. Do not tighten a nut or bolt too much. You may strip the threads or snap the bolt, as well as injure your hand.
- D. When stooping or using a wrench or when using large wrenches on heavy work, brace yourself to avoid slipping or being thrown off balance. When using a wrench while lying on your back, do not let it slip and hit your face.
- E. Never hit a wrench with a hammer unless the wrench is made for striking.
- F. Do not use a pipe or another wrench extension on a wrench handle to increase leverage. This often causes stripped threads, broken bolts, sudden loosening of nuts or bolts, slipping of the pipe from the wrench, and broken wrenches and fingers. Using the proper sized wrench will eliminate the need for extensions.
- G. When pulling on a wrench above you, stand out of its line.
- H. Place adjustable wrenches so that the pull will be on the stationary jaw.
- I. Never use a wrench that has sprung or damaged jaws.

ELECTRIC HAND TOOLS

1. Keep tools in good condition - cleaned, oiled and repaired.
2. Always use grounded or double insulated tools.
3. Use only approved and inspected three-wire extension cords.
4. Always examine both the cord and connections carefully before using.
5. Never jerk an extension cord out of the socket.
6. Do not hang an extension cord over nails, other sharp edges, allow it to become kinked, or leave it where a vehicle may run over it. Wire or insulation may be damaged.
7. It is unacceptable practice to patch any serious damage to cord insulation with tape. Replace the cord.
8. Wear goggles while using electric hand tools as needed.
9. Do not use electric tools in the presence of flammable vapors or gases or in a wet location.
10. Store extension cords in a clean, dry place where they can lie loosely coiled.
11. Remove all "trigger locks" from power hand tools. Do not use a tool if "trigger lock" is still functioning.
12. Never use electric tools having worn or damaged plugs, defective parts which might give an electrical shock.
13. Loose clothing or jewelry which may get caught in moving parts must not be worn. Use rubber gloves and footwear.
14. Never carry a tool by the cord.
15. Use clamps or vise to hold materials when working on smaller objects. It is safer than using your hand, and it frees both hands to operate the tool.

HAND OPERATED LAWN MAINTENANCE EQUIPMENT

Prior to using any lawn mowers, the employee must first check the oil and fuel and start the mower before leaving the garage. If the mower vibrates or runs improperly, it must not be used; a work order must be prepared. The cutting blade must be periodically sharpened and balanced. Safety devices must never be removed from any mowers or weed eaters.

Weed eaters must also be checked for proper fuel, cutting line, to make sure the cutting head is tightly attached. Both weed eaters and lawn mowers must only be operated by personnel wearing work boots and long pants. In weed eater operations, the user must wear goggles.

Always make sure there is no one in the immediate area of this equipment while in operation as flying objects can easily injure someone. Be alert for stones, cans, bottles, wire and other debris that may be thrown by a mower. Never tilt a mower while it is in operation.

CHAIN SAWS

1. Never work alone. Other employees in the area should keep a safe distance from a running saw. Maintain a cleared work area.
2. Wear proper personal protective equipment (PPE).
3. Always carry the saw with the engine stopped, guide bar and saw chain to rear, and the muffler away from the body.
4. Stand at engine end of running saw, keeping body parts away from the saw chain.
5. Place saw out of the way when not in use.
6. Avoid "running" chain contact. (Chain should not run on bar while idling). Adjust the clutch and carburetor to prevent this occurrence.
7. Make sure chain is not touching anything before starting.
8. Shut off engine when refueling, adjusting, cleaning, etc. Use spout can to refuel and keep fuel in approved safety cans.
9. Never operate saw with an excessively loose chain.
10. Control tree fall. (Undercut 1/3 diameter on the side to which you want it to fall. Back cut about 2" above undercut and do not cut through to the undercut, but leave some hingewood).
11. Watch for dead wood in the tree which may fall during the cut.
12. Be alert for springback when cutting a limb under tension.

13. Plan an escape route, shut off engine and move away. As the tree begins to fall, move 10 to 20 feet away from the base along your cleared route.
14. Warn others in the tree fall area. Do not fell trees within 150 feet of other operations unless precautions to warn personnel are taken.
15. Beware of kickback. Hold chain saw firmly, distribute weight evenly on both feet, do not cut with the tip of the saw or let it come in contact with obstructions. (During kickback the saw bar can kick up over 90 degrees in less than 0.3 seconds).

JACKHAMMER AND PORTABLE POWER HAMMERS

1. Before starting work, learn what is underneath the surface. If gas pipes, electric conduit, sewers, water mains or other object are in the area, get definite information of their location (blue prints, if possible) and avoid them carefully.
2. Employees are encouraged to wear OSHA approved steel toe work boots. Both eye and hearing protection must be worn.
3. Inspect the machine and equipment regularly. Never use defective equipment.
4. Check valves and connections carefully. Be especially careful when laying down the tool that the trigger cannot be operated accidentally.
5. Thoroughly examine the slope for loose rock.
6. Keep a good grip and watch your footing when drilling.
7. Never point a portable power hammer at anyone. Never use the air hose as a means of practical joking.
8. Before disconnecting a portable pneumatic tool, always turn the air off at the base control valve.
9. If the job is near a sidewalk or other thoroughfare, place suitable screens to protect passerby from flying particles.
10. Never use compressed air to blow dirt, dust or chips from hands, face or clothing.

MOTOR VEHICLE OPERATIONS

All village vehicles and mobile equipment must be operated and/or maintained in accordance with the requirements stated herein. All employees who operate village vehicles are governed by these safety rules.

Running Vehicles and Equipment in Enclosed Areas:

Never run any fuel burning equipment or vehicle for extended periods of time in an enclosed area without proper exhaust fans or hoses. Carbon monoxide poisoning can overcome a person before they have a chance to reach fresh air.

Driver's License

All drivers must carry a valid Illinois driver's license. The License must be the proper license for the vehicle being operated. The following licenses are required for the following vehicle types:

- Class A - Any combination of motor vehicles with a GVWR of 26,001 lbs. or more, towing a trailer weighing in excess of 10,000 lbs. Does not include motorcycles or motor driven cycles. (CDL is generally required).
- Class B - Any single motor vehicle with a GVWR of 26,001 lbs. or more or any such vehicle towing another not in excess of 10,000 lbs. Does not include motorcycles or motor driven cycles. (CDL is generally required).
- Class C - Any motor vehicle with a GVWR of 16,000 lbs. but less than 26,001 or any such vehicle towing another with a GVWR of 10,000 lbs. or less. Does not include motorcycles or motor driven cycles.
- Class D - Any motor vehicle with a GVWR of 16,000 lbs. or less, except those vehicles requiring a class A, B, C, L or M license.
- Class L - Any motor driven cycle with less than 150 cc displacement.
- Class M - Any motorcycle or motor driven cycle.

Any employee who uses a village vehicle and who has a driver's license suspended or revoked for any reason must report this to his/her supervisor. Failure to do so may result in appropriate disciplinary action.

Safety While Riding on Vehicles or Equipment

While transporting employees in any village vehicle or on any piece of equipment, employees must be seated in seats provided. At no time will employees be allowed to stand in or ride on the sides of the truck beds, running boards, or cabs; or ride in the buckets, fenders or ladders of any equipment.

When Involved in an Accident While Operating a Village Vehicle

1. Immediately notify police (if outside the village limits, notify appropriate law enforcement agency - County Police, Sheriff or State Police).
2. Call ambulance and/or rescue squad if serious injuries are involved.
3. Do not move vehicles until told to do so by the police.
4. Report any accident no matter how slight. The operator of a village owned vehicle or other property (village or private) must immediately notify his/her supervisor who will immediately notify the Office Manager. The village's Drug and Alcohol Abuse Policy guidelines will be followed.
5. Obtain the name, address and driver's license number of drivers and passengers in the other vehicle and any witnesses as well as the name and address of the insurance carrier of the other driver. The operator of the village vehicle must give the same information to the driver of the other vehicle.
6. If you are trained in first aid, it is your responsibility to render all reasonable assistance to any injured persons. If you are not trained, keep them warm, and do not move the injured person unless his/her life is in immediate danger.

REMEMBER, if you are involved in a motor vehicle accident, be extremely courteous at all times.

Vehicle and Equipment Cleanliness

The appearance and cleanliness of village vehicles and equipment is very important, not only for appearance to the public, but also for safety reasons. Inside the cabs there should not be loose items which can roll off or blow off the dashboard and possibly jam the gas or brake peddles or distract the driver. Grease, oil or mud on the running boards, ladders or cab rails should be removed as soon as possible to prevent slipping incidents. A clean vehicle shows responsibility and pride on everyone's part, and is a good safety practice.

Battery Handling

When carrying any battery, always use a battery strap or carrying device. When filling the battery with acid, always wear safety goggles and wash hands when you are finished. Never charge a new battery more than fifteen (15) minutes. Be sure that caps are loose before charging any battery. Always makes sure that the battery is properly tied down. Never smoke or bring any type of spark or flame near a battery due to the danger of an explosion.

When charging an older battery, follow the same procedures. Always make sure the battery is sitting on wood and not concrete or steel.

When jumping a battery, hook the positive terminals directly onto each other and put the ground cable on the good battery and the other end to a proper ground away from the battery being jumped such as a piece of the frame or bolt from the block. Never jump a frozen battery as this may cause it to explode. Always make sure proper terminal hookups are used.

SAFE LIFTING PROCEDURES

Back injuries occur more often than any other type of injury. While the back is an extremely complex structure and does a remarkable job, it is one of the weaker structures in the body. A large percentage of back injuries are caused by improper lifting. The following steps will help avoid back problems and serious back injuries.

1. Do not attempt to lift or move an object beyond your capabilities. Always test the load to be lifted and ask for help with heavier or bulky items. Be sure to remove greasy substances from hands before lifting.
2. Plant feet firmly in front of the object to be lifted. Keep feet flat, a comfortable distance apart, pointing directly toward the object.
3. Squat down, grasp the load, keep your back as straight as possible, and lift with your legs.
4. Be sure the load is balanced, as much as possible, so that an equal weight is held in both hands. An unbalanced load places unequal strain on the back muscles.
5. Arrange the load or position yourself so that you will not have to twist while lifting. Lift the load straight up in front of yourself.
6. Carry the load with a straight back. Bending backward or slumping forward means the load is too heavy to be carried safely. Get help.
7. Lower the load as it was lifted, feet firmly placed and comfortably apart, back as straight as possible, and lower the load by using your legs.
8. Lower the load carefully to avoid pinched fingers.

Some objects light enough to be carried by one person may really require two people to handle them because of length, bulkiness or due to the awkward shape of the object. Trying to balance such an object alone may result in a back strain.

When two or more persons lift together, one of them should give all signals. Hands, feet and other body parts must be in the clear when rollers or skids are being used. One person should handle the rollers or skids.

OFFICE SAFETY

Office work can be more dangerous than commonly believed if simple safety guidelines are not followed during routine office procedures. The following general safety procedures are therefore established.

1. Every employee shall be responsible to see that his/her own desk and work area is clean and orderly. Items such as pencils, paper clips, thumb tacks, etc., should be picked up immediately and stored in appropriate containers. Good housekeeping is the key to a safe office environment.
2. Watch for loose or rough floor coverings and report any problems to your supervisor immediately.
3. All file, desk and table drawers should be kept closed when not in use. Never open more than one drawer at a time. Care must be taken when walking around and between desks to avoid bruises and falls.
4. Overloading the top drawer of unsecured file cabinets can result in injury and damage. If unfamiliar with the file cabinet, open the drawer slowly to test the drawer. Be careful not to pull drawers out too far if there is no locking device on the drawer.
5. Office chairs can be hazardous if not properly used. Care must be taken when sitting down to avoid tilting the chair too far or accidentally rolling away.
6. Never climb on chairs, desks or other office furniture to reach higher items; use a stepladder or step stool. Care must be taken not to overreach and lose your balance.
7. Office equipment can cause painful injuries. Care must be taken with the use and storage of scissors, box cutters, paper cutters, etc. Paper cutters must always be in the closed and locked position when not in use. Box cutters and razor knives must have safety covers which are to be kept in place when they are not in use.
8. Check electrical equipment periodically to be sure it is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it immediately and report it to your supervisor.
9. Watch out for electrical cords and keep them out of aiseways or covered with a rubber safety strip.
10. Be extra cautious when approaching a door that can be pushed toward you. When coming to a blind corner, slow down and slowly open the door.

POLICIES AND PROCEDURES

POLICY: HAZARD COMMUNICATION POLICY AND PROCEDURES

A. PURPOSE

- A.1 This policy provides a procedure that establishes requirements for the use and processing of chemicals and materials that present potential hazards to employees. The nature of these hazards requires specific precautions to be taken to protect the health and safety of employees, facilities and the surrounding community. It shall be the village's policy to evaluate potential hazards of purchased materials, properly process and control hazardous materials on the village's property and to train employees as to any hazards associated with hazardous materials involved in the village's operations.
- A.2 Some of the anticipated benefits from implementing this Hazard Communication Program include:
1. Prevention of chemical related injuries and illnesses.
 2. Improved employee attendance and reduced hazardous material concerns.
 3. Improved and regular communication throughout all levels of village employees.
 4. Improvement in Occupational Health and Safety Administration (OSHA) and Environmental Protection Agency (EPA) standards.
 5. Overall improvement of the village's safety and health performance.

B. RESPONSIBILITIES

- B.1 The village's Hazard Communication Program is designed to ensure that the hazards associated with materials and chemicals located within the village's facilities are identified and evaluated. Potentially exposed employees will be trained on information and procedures regarding physical and health hazards. The purpose of these procedures is to improve the village's overall safety and health performance and to comply with OSHA's Standard CFR 1910.1200. A successful Hazard Communication Program will reduce potential illnesses and/or injuries from chemical or material exposure.
- B.2 OSHA's Hazard Communication standard gives all employers the responsibility to establish a comprehensive, written program which

includes provisions for container labeling, Material Safety Data Sheets (MSDS), and employee training and education. The written program must contain a list of hazardous chemicals in each work area, methods used to inform employees of hazards during routine tasks and means of informing contractors about potential exposure to chemical hazards in the village's facilities.

- B.3 This procedure is intended to cover those employees who are directly involved with handling of hazardous materials, employees with potential incidental exposure to hazardous chemicals, or employees who supervise or manage activities where hazardous materials are involved. Responsibilities under the Hazard Communication Program include:

Insurance/Safety Coordinator (Village Administrator):

1. Communicate the importance of the Hazard Communication Program.
2. Write, maintain and update the village's Hazard Communication Program.
3. Provide consultation to Department Directors, supervisors, employees and contractors regarding this Hazard Communication Program.
4. Maintain and update a master file of all Material Safety Data Sheets (MSDS) plus ensure all departments' MSDS binders are updated as needed.
5. Maintain a list of all hazardous chemicals and ensure Department Directors annually review and update the appropriate departmental listing of hazardous chemicals. Use these listings to update the MSDS files and binders.
6. Periodically audit departmental Hazard Communication practices and procedures for compliance.
7. Periodically consult with Department Directors on Hazard Communication training and audit all records to ensure employee training is accomplished and properly documented.
8. Provide direction and consultation in reference to spill response, emergency procedures and Fire Department activities relating to hazardous chemicals and/or materials.

Department Directors:

1. Communicate the importance of the Hazard Communication Program. Provide continuous support and emphasis to the procedures outlined in the Hazard Communication Program.
2. Review operations with supervisors to ensure that specific tasks that require hazardous communication training are identified.
3. Follow-up to ensure supervisors are accomplishing requirements of the Hazard Communication Program.

4. Identify all processes and tasks requiring the use of hazardous chemicals.
5. List all chemicals used in their department and forward those listings to the Insurance/Safety Coordinator. Review the list at least annually and forward updates to the Insurance/Safety Coordinator's office.
6. Provide and document training of new and/or transferred employees on hazards of chemicals in their department, handling and storage procedures, location and use of MSDS's, and emergency and spill procedures.
7. Periodically inspect engineering controls and personal protective equipment (PPE).
8. Routinely survey work areas to ensure safe practices are being followed.
9. Ensure all containers are properly labeled and that proper labeling practices are being followed.
10. Enforce Safety and Health Policies and Procedures.
11. Notify the Insurance/Safety Coordinator regarding operational changes affecting the hazardous materials being utilized or the introduction of a new chemical and/or material into the facility.

Employee Responsibilities:

1. Follow all village's safety and health policies and procedures.
2. Properly use and maintain personal protective equipment.
3. Properly label all containers used for chemicals or other hazardous materials. Do not remove labels from containers.
4. Inform management of the following:
 - A. Suspected overexposure and symptoms related to hazardous chemicals.
 - B. Missing labels on containers.
 - C. Inoperative or defective safety equipment.
5. Use only approved containers for transporting, using, and/or storing hazardous chemicals.
6. Know the location of emergency equipment such as emergency eyewash stations, air packs, first aid supplies, fire extinguishers and spill containment and clean up equipment.

7. Know the location of and be able to use Material Safety Data Sheets (MSDS) for your assigned work area.
8. Be familiar with hazardous chemicals and materials for assigned work areas.

Purchasing Responsibilities:

1. Employees responsible for purchasing must inform vendors of newly purchased hazardous materials that require Material Safety Data Sheets (MSDS) prior to, or upon receiving the initial shipments.
2. Employees responsible for purchasing should assist in obtaining Material Safety Data Sheets (MSDS) from suppliers whenever necessary.
3. Suppliers who are unable or unwilling to provide necessary Material Safety Data Sheets (MSDS) will be identified and appropriate corrective action taken. Prolonged trends in failure to supply MSDS's should result in termination of the vendor/customer relationship.

Receiving Responsibilities:

Employees responsible for receiving and storing hazardous materials will follow established safe practices that include the following:

1. Employees receiving materials will forward all Material Safety Data Sheets (MSDS) to the Insurance/Safety Coordinator's office immediately upon receipt.
2. Ensure Material Safety Data Sheets (MSDS) are received prior to, or with initial shipments of hazardous materials.
3. The following procedures will be followed when a new hazardous material is requisitioned:
 - A. If a Material Safety Data Sheet (MSDS) is not received prior to, or along with the first hazardous materials shipment, the entire shipment will be rejected unless a MSDS can be obtained immediately. A Material Safety Data Sheet Request Form may be used when requesting this information. NOTE: For clarity purposes any faxed MSDS's should also be mailed.
 - B. All MSDS's for new materials must be forwarded to the Insurance/Safety Coordinator.

4. Affix in-house labels whenever necessary to transfer, store or transport containers.
5. Store hazardous materials in designated locations.
6. Used prescribed personal protective equipment when handling hazardous materials.
7. Report damaged containers or spills to the appropriate Department Director immediately.

NOTE: Damaged and/or leaking containers will not be received.

8. Properly contain and clean up any spillage of hazardous materials. Leaking containers must be encircled with absorbent dikes in order to limit spillage. Company spill containment and cleanup procedures must be followed in the event of any hazardous material spillage.

C. SAMPLE MATERIAL REQUISITION AND PROCESSING

- C.1 When an employee requisitions or agrees to try some sample materials or chemicals, it is equally important to notify affected employees of the hazards characteristic to the material. It is also important to arrange and ensure the following:
1. A Material Safety Data Sheet (MSDS) must be received and forwarded to the Insurance/Safety Coordinator's office prior to, or upon receipt of the sample material. Write "Sample Material" at the top of the MSDS.
 2. Arrangements must be made for returning unused portions of samples to the appropriate vendor.
 3. Inform the Insurance/Safety Coordinator if the material becomes a regularly requisitioned material or if the material is returned to the vendor.

D. EMPLOYEE TRAINING

- D.1 Training is required, upon initial job assignment, for new or transferred employees who are required to handle, or may otherwise be exposed to hazardous chemicals. Additionally, training must be provided anytime a new hazardous chemical is introduced to the work area. Employee training will include the following areas:
1. Village's Hazard Communication Policy and Procedures.
 2. The department's "List of Hazardous Chemicals."
 3. Location and use of Material Safety Data Sheets (MSDS).
 4. Physical and health hazards of chemicals in the assigned work area.
 5. Use of personal protective equipment (PPE).

6. Operations, processes and location where hazardous chemicals are present.
7. Standard operating procedures and chemical processes.
8. Detection of the presence or release of hazardous chemicals in the work area.
9. Symptoms associated with overexposure to hazardous materials.
10. First aid treatment for chemical related injuries or illnesses.
11. Hazards of chemicals to employees involved in non-routine tasks (such as Confined Space Entry or equipment cleaning or repair).

E. TRAINING DOCUMENTATION

E.1 The documentation of training is critical and must include the following:

1. The date(s) of the training.
2. The contents of the training.
3. The name(s) and job title(s) of trainers.
4. The name(s) and job title(s) of trainees.

E.2 All training documentation shall be forwarded to the Insurance/Safety Coordinator's office plus maintained in the applicable department. Training records shall be maintained for three (3) years from the date of training completion.

F. NEW EMPLOYEE ORIENTATION

F.1 All newly hired employees will view a video explaining the Hazard Communication Standard 29 CFR 1910.1200. Additionally, new employees will be introduced to the Village's Hazard Communication Program, Material Safety Data Sheets (MSDS), common chemical hazards, container labeling, general spill containment procedures and personal hygiene practices.

G. CONTAINER LABELING

G.1 Labeling of chemical containers is necessary to alleviate all confusion as to contents of containers. A major emphasis in daily work responsibilities must be on the use of proper containers and labeling of all containers used to store, transfer or transport chemicals, solvents, oils, fuels and other fluids.

G.2 Labels are designed to provide vital information to employees concerning the hazards of various chemicals; therefore, it is crucial that chemicals are only placed in properly labeled containers. The following guidelines must be followed when containers are used to store, transfer or transport chemicals.

1. All manufacturer labels must remain on containers received, stored or used.

2. All containers used in village facilities must be labeled with approved labels. Labels may be obtained from your Department Director's office.
3. Each label must contain the following information:
 - a) Name of the material in the container(s).
 - b) Hazard numbers for health, fire and reactivity.
NOTE: In most instances, the above information may be obtained from manufacturer labels or Material Safety Data Sheets (MSDS). If information is missing, contact the Insurance/Safety Coordinator.
4. It is not necessary to label containers if all of the following conditions exist:
 - a) The contents will be used immediately.
 - b) The contents will be used entirely or properly disposed of.
 - c) The contents will be used by or disposed of by the employee who fills the container.
CAUTION: To meet the above listed requirements, the container remains solely under the control of the employee who filled the container and the contents must be used or disposed of within the work shift that the container was filled.

H. MATERIAL SAFETY DATA SHEETS (MSDS)

H.1 Material Safety Data Sheets (MSDS) contain vital information, special precautions and controls necessary for handling hazardous materials. Since a wide variety of substances are utilized by the village, there will be one (1) master set of MSDS's maintained in the Insurance/Safety Coordinator's office. Additionally, employees will have access to department specific MSDS's within the following areas of the village:

- A. Public Works Shed
- B. East and Sewer Treatment Plants
- C. Old Power Plant
- D. North Power Plant

H.2 Material Data Safety Sheets (MSDS) can be identified in each area by looking for a yellow 3-ring binder with black letters spelling "MSDS's."

I. LIST OF HAZARDOUS CHEMICALS

I.1 A list of hazardous chemicals is available to all employees in the front of each MSDS binder (refer to above listing). A comprehensive list of hazardous chemicals is available in the Insurance/Safety Coordinator's office.

I.2 The following procedures will be followed when a new hazardous material is requisitioned:

1. If a Material Safety Data Sheet (MSDS) is not received prior to or along with the first hazardous material shipment, the entire shipment will be

rejected unless an MSDS can be obtained immediately. A Material Safety Data Sheet Request Form may be used when requesting this information. NOTE: For clarity purposes, any faxed MSDS's should also be mailed.

2. All Material Safety Data Sheets (MSDS) must be forwarded to the Insurance/Safety Coordinator. In turn, MSDS copies will be put in the master MSDS binder and the applicable department's MSDS binder.
3. Material Safety Data Sheets (MSDS) should be maintained in accordance with 29 CFR 1910.20 paragraphs (C)(5)(iii) and (d)(ii)(B).

"...records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of identity (chemical name if known) of the substance or agent, where it is used, and when it was used is retained for at least thirty (30) years."

J. ENFORCEMENT POLICY

- J.1 Department Directors and Supervisory personnel will effectively enforce compliance with the Hazard Communication Policy and Procedures set forth in this document. Failure to comply with the Hazard Communication Policy and Procedures constitutes a serious violation of the Village's Safety Policy and The Occupational Safety and Health Administration (OSHA) Regulation. Employees who violate any Village rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstance.

First Violation - Verbal documented warning.

Second Violation - Written warning.

Third Violation - Suspension without pay.

Fourth Violation - Termination of employment.

NOTE: If individual Union Contracts differ from the disciplinary action listed above, the Union Contract will supersede this action.

- J.2 Any and all reprimands must be recorded. If necessary, a training session will be scheduled. The violated policy or procedure will be reviewed with the employee and certification will be made of the training.
- J.3 The Hazard Communication Policy and Procedures incorporate many different elements which are designed to protect employees from injury and death. A large responsibility is therefore placed on each employee to follow these established policies and procedures.

MATERIAL SAFETY DATA SHEET (MSDS) REQUEST

Date: _____

To: _____
Manufacturer/Supplier Name

Address

City/State/Zip Code

From: _____
Name/Title

Facility Name

Address

City/State/Zip Code

Telephone Number

Please send us the Material Safety Data Sheet for the product(s) listed below. This sheet is being requested so that we may comply with the Illinois Toxic Substances Disclosure to Employees Act (P.A. 83-240) and the Hazard Communication Standard (29 CFR 1910.1200).

(1) Product Number/Name: _____

Description: _____

(2) Product Number/Name: _____

Description: _____

(3) Product Number/Name: _____

Description: _____

Employee Signature: _____

VILLAGE OF FREEBURG

HAZARD COMMUNICATION TRAINING

HAZARD COMMUNICATION ACKNOWLEDGMENT

I have received a copy of the Village of Freeburg's Hazard Communication Policy and Procedures. I agree to read them and abide by them. I have been trained in the handling of hazardous materials, container labeling and the use of Material Safety Data Sheets (MSDS's).

Employee Name

Date