

# **EMPLOYEES SAFETY HANDBOOK**



## **Erie Water Works**

**340 West Bayfront Parkway  
Erie, PA 16507**

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## **I. SAFETY MISSION STATEMENT**

**“ To create the safest work environment within each department to ensure the health and safety of our employees while keeping production standards at the highest level”**

Note:

This handbook contains general guidelines with respect to safe work practices. Employees must always use common sense in performing their job duties to avoid creating unsafe working conditions. Employees also should be aware of safety rules established in particular departments.

If you are unclear or unsure of any safety procedure, purpose or policy, you should contact your supervisor or manager.

## **II. Introduction**

This handbook has been prepared for the purpose of communicating safe work practices to employees of the Erie Water Works. This handbook is to be used in conjunction with the appropriate labor contracts currently in effect.

This handbook will also communicate the Erie Water Works' expectation of employees performing their work. Supervisors must ensure these safe work practices are communicated and strictly adhered to by all personnel under their supervision.

The Erie Water Works believes all accidents are preventable and an accident-free environment is achievable. Our safety concern extends to all employees of the Erie Water Works. Experience has shown that improved safety performance will result in improved operating effectiveness. The Erie Water Works intends to comply fully with all laws and regulatory requirements.

Requiring excellent safety performance by all employees is consistent with the Erie Water Works' commitment to safety.

## **III. Safety Policy**

It is the policy of the Erie Water Works to perform all of our functions in the safest manner possible and to eliminate personal injury, and damage to property and equipment. Our philosophy regarding safety is to be aware of our surroundings at all times, not only for our fellow workers but also the public we serve.

Our goal is to provide our customers with high quality water, utilizing the most efficient, economical and safest methods available. We must not separate the responsibilities of producing and distributing our product from attaining this goal in a safe manner. EWW employees have a responsibility, as well as a moral obligation to yourself, your family, fellow workers, and the public to work in a safe manner. Your willingness and ability to work safely benefits your health and welfare as well as your fellow workers and our community.

It is the duty of every employee to observe all safety rules, and also to report to your Supervisor all hazardous situations that could result in

accident or injury. We support your efforts to work safely, to protect property and equipment, and to assist in providing all of our employees a safe, hazard free work environment.

## **IV. Safety Committee**

### **Purpose**

To develop a Safety Committee for the purpose of structuring, planning, scheduling, implementing and administering an effective Safety Program for the employees of the Erie Water Works. It is the intent of the Committee and its programs, to assist employees in maintaining an active interest in safety as well as being observant in detecting and correcting unsafe conditions or practices throughout the Erie Water Works' facilities.

### **Structure**

The Safety Committee reports directly to and receives direction from the Safety Committee Chairman, who in turn reports to the EWW Chief Executive Officer. The Committee shall consist of a similar number of union and management employees. The minimum size of the Committee shall be ten (10) members. Committee representation shall be based upon department size and need regarding potential hazards at each work location.

### **Membership**

Members of the Safety Committee include employees from the following departments:

1. Administration
2. Distribution
3. Meter
4. Operations
5. Maintenance
6. Laboratory
7. Customer Service
8. Engineering
9. Finance

### **Committee Responsibilities**

1. To assist in establishing roles of the Chairman and Members.
2. To assist in preparing information and data for safety procedures, practices, and regulations.
3. To promote safety at all levels of interaction.

4. To attend Committee meetings, Sub-committee meetings and any training sessions requested or assigned by the Chairman.
5. To conduct and/or perform safety inspections.
6. To assist in the development and updating of the Safety Handbook.
7. To monitor corrective actions implemented, to verify that unsafe conditions or practices have satisfactorily been eliminated.
8. To make recommendations for the improvement of any and all procedures, regulations, methods, and practices concerning safety.
9. To work to become an effective influence on fellow workers giving guidance and leadership in all areas of safety.

## **Meetings**

Safety Committee meetings will be held once every month. Each meeting will run as long as necessary to cover the agenda. Sub-committee meetings will be held as required or scheduled by the Chairman. Emergency meetings will be held on an "as needed" basis.

Regular attendance at Safety Committee meetings is a necessity. All members are expected to attend and contribute at each scheduled meeting.

Meetings will be conducted with the agenda distributed by the Chairman in advance of the meeting. Any Committee Member requesting an item to be placed on the agenda must do so no later than one week prior to the meeting.

Minutes will be taken by the Committee Secretary. The minutes will document all actions and Meeting Minutes shall be maintained and properly filed for reference and historical purposes.

Copies of the minutes will be distributed to all members of the Safety Committee and posted on all bulletin boards for review by all employees. Minutes shall be compiled and distributed as soon as practical after date of meeting.

## **V. General Safety Rules & Code of Conduct**

1. Dangerous horseplay, throwing of objects, fighting, inappropriate conduct or any other unsafe act which may or could cause injury or damage to person or property is prohibited.
2. Running may unnecessarily expose you and others to an accident. Do not run.
3. Never operate any machine or any piece of moving equipment

unless you are properly trained and have permission from your supervisor.

4. Keep your work areas clean and neat. Put all rubbish and papers in containers provided for those purposes.
5. Pile materials and equipment so that they do not block walkways, exits, firefighting equipment, alarm boxes, electric lighting, and power panels.
6. Obey all posted safety signs.
7. Report all dangerous situations to supervisors.
8. If you see someone working carelessly, it is your responsibility to advise them to work more carefully.
9. Learn the location of all the fire exits, alarm boxes, and firefighting equipment in your department and work area.
10. Know and understand fire evacuation plans.
11. Read the safety bulletins that are posted, they will help you do your part in accident prevention.
12. Safety devices are for your protection. Never operate equipment unless all guards and safety devices are in place and working.
13. Use appropriate ladders for each task.
14. Do not climb a ladder until you know it is safely secured. Make sure the top of the ladder is secure against a stationary rest before beginning to climb. Place the ladder at a safe angle before climbing. Never use a ladder that appears to be in poor condition. Report unsafe ladders to your supervisor.
15. Never distract the attention of another employee, as you might cause injury.
16. All employees must utilize/wear all issued protective safety articles or equipment such as uniforms, shoes, boots, safety glasses, vests, hard hats, gloves, etc.
17. Eye protection must be worn whenever the possibility of flying debris, airborne particles or splashes from chemicals or other fluids are present and pose a potential eye injury or subsequent damage.
18. Do not attempt to lift or push objects that may be too heavy for you. Ask for help when you need it. Learn to lift the right way to avoid strains: bend your knees, keep your body erect, then push up with your legs. This is the easiest and the safest way to lift objects.
19. Hearing Protection shall be worn at all posted or listed work areas that require protection.
20. Follow all established safety policies and/or procedures regarding lockout/Tagout, confined space, etc.

21. All employees must wear safety seat belts at all times when operating any and all vehicles and construction equipment.
22. When wearing sleeves below the elbow, all buttons or snaps on the sleeves should be engaged to prevent injuries while operating any type of equipment or machinery.
23. Cases of on the job sickness or injury, no matter how slight, must be immediately reported to your Supervisor. Except for minor first aid, never attempt to treat your own or another worker's injury.
24. Accident Investigation reports must be completed immediately after Supervisors are notified of any injury or accident.
25. Toilets and washrooms must be kept neat and clean. It is strictly forbidden to throw waste, newspapers, or any other refuse in or about the toilets or washrooms.
26. Illegal drugs and alcohol are never permitted to be used, consumed or be on any property of the Erie Water Works. All employees shall follow the Drug and Alcohol Policy as established by the EWW.
27. Follow the EWW Smoking Policy.
28. Passenger elevators are designed to carry a given number of passengers. Overloading is prohibited. When riding in an elevator, always stand facing the door. Never attempt to get on or off an elevator while it is in motion.
29. All employees shall be aware of and follow standards established in the EWW Code of Conduct and current union contracts.
30. In the event of fire or serious injury, call 911. Stay calm and be prepared to give the dispatcher the following information: your name, company name, phone number, reason for call and exact location of emergency. Where possible, assign someone to meet responders at the entrance of gates, facility or scene, and direct them to the exact location of incident or emergency.

Questions, concerns or uncertainty regarding General Safety Rules, Code of Conduct, or any safety policy or procedure should be directed to your immediate Supervisor or Manager.

## **VI. Personal Protective Equipment**

### **Face and Eye Protection**

Suitable goggles, and/or eye and face shields must be worn for protection against impact. Eye protection must meet ANSI and federal standards. Goggles and face shields must be worn over safety glasses where required.

When using a grinding chisel, or other impact tool on hard, brittle material eye protection (and face shield when applicable) must be worn. Chemical goggles or acid hoods should be used when there is danger of chemical action.

Welding and handling of molten metals may pose a danger from infrared and/or ultraviolet radiation and the risk of molten-metal splash. To reduce radiant energy transmitted to the interior of the eye, appropriate filter lenses should be worn.

Because welders must also chip and clean the weld, they should wear spectacle goggles under their welding helmets. When burning or cutting various metals or materials via torch or other mechanical means, appropriate glasses/goggles must be worn. This shall apply when utilizing burning torches, wood saws, metal saws, pavement cutting saws, quickie saws and other cutting tools.

### **Foot Protection**

Safety shoes must be worn at all times by employees as specified in the collective bargaining agreement.

### **Hand Protection**

Hands are often exposed to friction, minor scratches, and bumps, in addition to the injuries caused by rough, sharp, or hot materials, and chemically active substances. Hand leathers, heavy gloves, or mittens of chrome-tanned cowhide, often reinforced with steel staples or wire, are usually worn for protection when handling lumber, rough castings, or similar objects. Asbestos type or asbestos and fabric best protect the hands from hot materials. When handling or mixing acids, alkalines, oils, solvents, and other chemicals, rubber neoprene, or plastic gloves are required, depending on the substance. Aprons or other clothing made of the same material as the gloves may also be necessary.

Necessary wrist and forearm protection determines the style and length of a protective glove, unless a separate gauntlet is worn. Wearing hand protection around revolving machinery is dangerous and special precautions should be used around such machinery or equipment.

## **Body Protection**

Proper body protection not only includes suitable overcoats, pants, overalls, or fully encapsulated suits for protection from chemicals but should also include suitable protection from inclement weather. In many instances, there should be no exposed body parts during the course of a job.

## **Head Protection**

Hard hats should be worn when there is a danger from falling tools or materials. They must always be worn by construction and distribution crews, and anyone visiting a job site. Metal hats should not be worn where there may be an electrical hazard.

In addition to its use as a piece of personal protection equipment, the hard hat serves as an eye-level warning to motorists and is, in reality, an adjunct to the work-area protection. Hard hats also dress up a work crew and create a good public image.

## **GENERAL SAFETY PROCEDURES**

### **Lifting or Lowering**

The proper way to lift by hand is to:

1. Get a good footing.
2. Place feet about shoulder-width apart.
3. Bend at the knees to grasp the weight.
4. Keep the back straight.
5. Get a firm hold.
6. Keep the back as upright as possible, lifting gradually by straightening the legs.
7. Turn the whole body, including the feet. Do not twist the back to change direction while holding a heavy weight.

8. Get help when a load is too heavy or bulky for one person to lift comfortably (typically above 50 lbs.).

Mechanical handling of equipment should be utilized whenever possible.

Follow these steps:

1. Check the load against the capacity of the equipment.
2. Use properly applied safety slings; never use frayed rope or wire.
3. Stand clear while lifting with mechanical equipment.
4. Wear a hard hat whenever there is danger from falling objects.

When lowering anything, apply the same rules for lifting.

### **Fall Prevention**

In order to prevent falls, a safety harness must be used on roofs and surfaces that exposure employees to a fall greater than 4ft. A safety harness should be considered when working on slippery surfaces or in strong winds. A safety Harness should always be used when working on elevated objects such as towers, stacks, platforms as well as manholes, pits and tanks. Fall arrest equipment and engineered anchor devices should be employed where needed. Use of fall arrest harnesses and all fall protection for that matter should only be used after proper training is received by certified trainers.

To prevent falls, employees should:

1. Walk, never run, especially on stairs and inclined surfaces.
2. Keep aisles and work areas clear of obstructions.
3. Develop safe habits—be neat and orderly in housekeeping; wipe up oil and grease spots; pick up nails, rocks, and other stray objects.
4. Be able to see ahead when carrying a load.
5. Keep at least one hand on handrails when using stairs or ramps.
6. Use a flashlight when traveling in the dark.
7. Refrain from climbing over obstructions; use the safest route available.
8. Ascend and descend slowly from a vehicle; avoid getting in and out while a vehicle is in motion; require that all passengers be seated properly and that no one stands or hangs on the outside; use safety belts and/or harnesses where required.

## **Running and Walking**

1. Do not run.
2. Do not jump across ditches, scaffolds, or platforms.
3. Do not jump into or climb out of a trench; use a ladder.
4. Always keep eyes open and walk cautiously.
5. Do not jump over piles of material; walk around them.

## **Structural Safety Features**

### **Stairways**

1. Never run on stairs, and use handrails provided.
2. Keep stairs free from grease, other wet or slippery substances that could cause a fall.
3. Inspect handrails frequently to be sure they are free of splinters or loosened nails/screws and are not working loose from moorings.
4. Keep stairways neat and clear.
5. Always watch the steps just ahead. Never carry a load in such a way that vision is obstructed.
6. Take only one step at a time.
7. Be sure that stairways are properly lighted.
8. Look carefully in the direction of movement. If attention is distracted, stop until vision can be directed back to the stairway.
9. Report all loose treads, risers, and handrails for immediate repairs.

### **Walkway Aisles**

1. Temporary walkways, at least two planks wide, should be cleated underneath to prevent spreading.
2. The span between bearing points of planks 2-in. thick and 8-in. wide should not be over 8 ft, and the planks should be tested before being placed in use.
3. Semi permanent walkways over trenches or openings should be at least three planks wide with suitable guardrail protection.
4. Aisles and walkways should be kept clear of obstructions.

### **Handrails**

For handrail safety, the following procedures are imperative:

1. Handrails should be of solid and durable construction. No guard or railing should be installed or used that could be broken, collapsed, or displaced by the weight of a person's body. The top rail should withstand a 200-lb load applied in any direction.
2. Handrails for stairs should be 30-34 in. high and consist of three rails. Toe boards should be  $\frac{1}{4}$  in. above the floor. Railings around openings should be 42 in. high.
3. Railings without a mid-rail should not be permitted.
4. Toe board spacing above the floor may be increased to  $\frac{1}{2}$  in. where snow or hazardous materials may collect.

5. Wood railings should be built of sound materials. Handrails and mid-rail should be dressed on all four sides and the edges of the handrail beveled.

## **VII. Controlling Hazardous Energy Sources Lockout/Tagout**

### **Scope**

The control of hazardous energy sources (Lockout/Tagout) includes servicing and maintenance of machines and equipment in which an unexpected energization or start up or a release of stored energy could cause injury. The standard requires that energy sources for equipment be turned off or disconnected, and the on/off switch either be locked or labeled (tagged) with a warning tag.

Excluded from this Lockout/Tagout program are normal production operations including repetitive, routine, minor adjustments and maintenance which are covered under OSHA's machine guarding standards. Working on a cord or plug connected to equipment when it is unplugged, and the employee working on the equipment has complete control over the plug. Hot tap operations involving gas, steam, water, or petroleum products when the employer shows that continuity of service is essential, shutdown is impractical, and documented procedures are followed that provide proven effective protection for employees. All EWW Lockout/Tagout procedures shall be followed. Additional copies of EWW Lockout/Tagout procedures are available upon request.

### **General Requirements for Employers**

- Develop an energy control program
- Ensure that new and overhauled equipment can accommodate locks
- Identify and implement specific procedures for the control of hazardous energy including preparation for shutdown, equipment isolation, Lockout/Tagout, application, release of stored energy and verification of isolation.
- Institute procedures for release of Lockout/Tagout including notification and safe positioning of employees and removal of the Lockout/Tagout device.
- Obtain effective and durable standardized locks and tags which indicate the identity of the employee using them.
- Require that each Lockout/Tagout device be removed by whoever applied the device.
- Conduct inspection of energy control procedures at least annually.

- Train employees in the specific energy control procedures.
- Use training reminders as part of the annual inspections of the control procedures.
- Adopt procedures to ensure safety when:
  1. Equipment is being tested
  2. Outside contractors are working at our sites
  3. Multiple lockout is needed for a crew servicing equipment
  4. Change of shift occurs
  5. Personnel changes

## **Purpose**

The purpose of the following instructions are to ensure that before anyone performs any service or maintenance on machinery or equipment where unexpected energizing, start up, or release of any type of energy could occur and cause injury, the machinery or equipment will be rendered safe to work on by being locked out or tagged out.

## **General Information**

All machinery or equipment shall be locked out or tagged out to protect against accidental or inadvertent operation during any servicing or maintenance activity. Anyone tampering with, operating or attempting to operate any switch, valve, or another energy isolating device that is locked or tagged out will be subject to appropriate discipline.

Lockout is the preferred method of isolating machines or equipment and shall be used whenever possible. If only tags are used, additional steps are required to provide the equivalent safety available from the use of a lockout device. There are additional requirements for work on electrical circuits.

Equipment obtained or modified after January 2, 1990, must be equipped with lockout capability.

An energy source is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

## **Responsibility**

Any employee who could be exposed to hazardous energy sources shall be instructed in the safety significance of the Lockout/Tagout procedures. Employees authorized to perform Lockout/Tagout shall receive training commensurate with their responsibilities. Each new or transferred employee and other employees whose work operations are

or may be in the area shall be instructed in the purpose and use of the Lockout/Tagout procedures. Prior to Lockout/Tagout the senior authorized individual will brief all affected employees in person. In the event of Tagout only, the authorized individual will also brief all other personnel partially exposed to the hazard in person.

### **Preparation for Lockout or Tagout**

The "Authorized" employee shall make a survey to locate and identify all isolating devices to make certain which switches, valves or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source may be involved. If specific procedures have not been developed and documented, they shall be developed and documented before work is begun. No work can proceed until the Safety Committee or Department Manager or Supervisor writes and provides the authorized person with a specific procedure.

### **General Lockout/Tagout System Procedures**

1. Notify all affected employees that a lockout or Tagout system is going to be utilized and the reason. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure. In addition, ensure all stored energy is dissipated or properly restrained.
3. Operate the switch, valve or other energy isolating device(s) so that the equipment is isolated from its energy source(s).
4. Lockout/Tagout device application.
  - a. Locks and tags shall be affixed to each isolating device by an authorized employee.
  - b. Locks and tags shall be singularly identified with photo identification tags.
  - c. Locks shall be affixed in a manner that will hold the energy isolating devices in a safe or off position.
  - d. Tags, when used, shall be affixed in a manner that will clearly indicate that the operation or movement of the energy isolating device from the safe or off position is prohibited.
  - e. Tags that cannot be affixed directly to the energy isolating devices shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

- f. All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. Note: If there is a possibility of re-accumulation of stored energy to a hazardous level verification of isolation shall continue until the possibility of accumulation no longer exists.
  - g. After ensuring that no personnel are exposed as a check on having disconnected the energy sources, operate all normal operating controls to make certain the equipment will not operate.
  - h. Return operating control(s) to the "neutral" or "off" position after the test.
  - i. In addition, at all EWW non-staffed facilities, a Lockout/Tagout warning poster will be placed on all entrance ways to notify authorized entrants that Lockout/Tagout is being performed in the facility.
5. The equipment is ready to be locked and/or tagged out.

### **Testing or Positioning of Equipment or Components**

In situations which Lockout or Tagout devices must be temporarily removed from the energy isolating device and energization is necessary to test or position the equipment or components, the following sequence of actions shall be followed:

1. Clear the equipment of tools and material.
2. Remove employees from the machine or equipment area.
3. Remove the Lockout/Tagout device.
4. Energize and proceed with the testing or positioning.
5. De-energize all systems and reapply energy control measures in accordance with the requirements set forth in the Lockout/Tagout system procedure.
6. After all tools have been removed, machine and equipment guards have been reinstalled, and all employees are clear of the area, the Lockout/Tagout devices can be removed. Notify all affected employees of their removal. Operate the energy isolating devices to restore energy to the machine or equipment.

## **Restoring machines or equipment to normal production operations**

1. After service or maintenance is complete and equipment is ready for normal operations, check the area around the equipment to ensure no one is exposed.
2. After all tools have been removed, machine and equipment guards have been reinstalled, and all employees are clear of the area, the Lockout/Tagout devices can be removed. Notify all affected employees of their removal. Operate the energy isolating devices to restore energy to the machine or equipment.

## **Procedure Involving More Than One Person**

In the preceding steps, if more than one person is required to Lockout/Tagout equipment, each person shall place their own assigned device on the energy isolating devices. When an energy isolating device cannot accept multiple locks or tags, a multiple device (hasp) may be used. If a single lock is used, the key may be placed in a lockout box or cabinet which allows the use of multiple locks to secure the box. Each employee will then use their own assigned lock to secure the box or cabinet. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet.

## **Removal of Lockout/Tagout Devices by Other than the Authorized Employee**

Lockout/Tagout devices shall only be removed from each energy isolating device by the employee who applied it, **Except:**

Lockout/Tagout devices may be removed by the "MAINTENANCE SUPERVISOR" or "DEPARTMENT MANAGER" only when the authorized employee is not available and:

1. It is verified that the authorized employee who applied the device is not in the facility;
2. All reasonable efforts were made to contact the authorized employee to inform them that their Lockout/Tagout device has been removed; and:
3. The authorized employee has this knowledge before they resume work at the facility.
4. Verification with another qualified and authorized department employee who has detailed knowledge of the work being performed and confirms that the Lockout/Tagout can safely be removed.

## **Informing Outside Contractors**

The Maintenance and/or Operations Manager will inform all outside contractors of the elements of the Lockout/Tagout program and obtain information regarding their Lockout/Tagout programs. This information shall be conveyed to our employees.

## **Shift or Personnel Changes**

In the event of shift or personnel changes, a change over period will be established so that authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout of equipment **shall be fully briefed** in the scope and stage of the work by those being relieved.

## **Periodic Inspections**

The effectiveness of the entire program will be evaluated semiannually by a safety committee sub-committee, other than the one utilizing the energy control procedure being inspected. Any deviations or inadequacies shall be documented and corrected. The inspection/evaluation will be documented on an inspection report and maintained as part of this program until the next evaluation replaces it.

## **Training**

Training will be given to all authorized, affected and other personnel as required.

The Safety Committee Chairman, Department Manager or designated person will coordinate the training and prepare a record and verify the employee training has been accomplished. A list of employees receiving certification will be included in the completed Lockout/Tagout program documentation packet.

The Safety Committee Chairman Department Manager or designated person will coordinate retraining whenever there is:

1. a change in job assignments
2. a change in machines, equipment, or a process that presents a new hazard
3. when there is a change in the energy control procedures
4. Additional retraining shall be conducted whenever the periodic inspection reveals, or whenever there is reason to believe there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

## **Electrical Lockout/Tagout – 29 CFR 1910.333 (B)**

Electrical work requires a lock and a tag to be used together. However, a tag can be used by itself only if the electrical disconnection source does not have lockout capabilities.

Locks can be placed without a tag only under the following circumstances:

1. Only one circuit or piece of equipment is de-energized.
2. The lockout period does not extend beyond the work shift.
3. All employees exposed to the hazards associated with re-energizing the circuit or equipment are familiar with this procedure.

## **Electrical Test Verification of De-energized Circuits 29 CFR 1910.333 (b) (iv) (B)**

A qualified person shall use equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized. The test shall determine if any energized conditions exist as a result of inadvertent induced voltage or unrelated voltage backfire even though specific parts of the circuit have been de-energized and presumed safe. If the circuit to be tested is over 600 watts, the test equipment shall be checked for proper operation immediately before and after this test.

## **Work on Energized Circuits**

Approval must be obtained from the Department Manager or Supervisor in charge prior to any work on energized circuits. The Department Manager will verify that by de-energizing circuits that it will create additional or increased hazards or if it is not feasible due to equipment design or operational limitations.

**NOTE:** Working on energized parts requires the wearing of appropriate personal protective equipment. The Department Manager will be responsible for specifying appropriate personal equipment to be used to ensure compliance with regulations. Personal protective equipment shall meet or exceed, be used, and maintained in accordance with all regulations.

## **Accidents Concerning Lockout/Tagout**

The Department Manager will be responsible for fully investigating all Lockout/Tagout accidents and reporting the cause of the accidents to the Safety Director and Human Resources Department. If the accident

involved the control of energy with a single lockout source, a specific procedure will be written. If the accident involved a specific procedure for a piece of equipment the procedure will be evaluated and modified prior to authorizing work to continue.

Additional copies of the EWW Lockout/Tagout Procedures Policy are available from the Safety Chairman, Safety Committee, Department Manager or Supervisor.

Questions, concerns or uncertainty regarding the EWW Lockout/Tagout program should be directed to your Supervisor or Manager.

## **VIII. Confined Space Entry Program**

### **Purpose**

The purpose of the confined space program is to prevent injuries from toxic gases, fumes, oxygen deficiency, explosive hazards or cave in developed by concentrations of gases, fumes, dust or soil which may be present in a confined space.

### **Scope**

This confined space entry program regulates the entry into all designated confined spaces at the Erie Water Works plant. Any employee whose work requires entry into a confined space must follow the guidelines established for that particular space.

### **Definitions**

**Confined Space Program** – An established procedure for ensuring safe employee entry into, work within, and exit from confined spaces by authorized employees.

**Permit Required Confined Space** – Refers to a space that has limited openings for entry and exit, and/or unfavorable ventilation that could contain or produce dangerous air contaminants, and/or that is not intended for continuous employee occupancy. Confined spaces may include, but not be limited to, storage tanks, pressure vessels, boilers, ducting, hoppers, mixers, tunnels, pipelines, basins, and open top spaces such as pits, tubs, and vaults.

**Confined Space Hazard** – Hazards peculiar to confined spaces include egress restrictions, oxygen deficiency, asphyxiate, explosive atmospheres, temperature and pressure extremes, etc. Hazards encountered under normal work conditions such as electrical shock, slips, trips, etc., may be present.

**IDLH – Immediately Dangerous to Life and Health** – This is an airborne concentration of a hazardous substance to which an individual may be exposed to for one-half hour, in the event there is a lack of oxygen. In this event, the half-hour rule does not apply. Employees should not enter an IDLH atmosphere unless it is absolutely necessary and all means of making the space safe have been exhausted.

**Lower Explosive Limit (LEL)** – The minimum concentration of a combustible gas or vapor in air that will flash if an ignition source is present.

**Oxygen Deficiency** – An atmosphere having less than the percentage of oxygen found in normal air. Air contains approximately 21% oxygen at sea level. OSHA considers less than 19.5% oxygen content in air as potentially hazardous to life.

**SCBA** – Self-contained Breathing Apparatus.

**Standby Person / Attendant** – A person trained in emergency rescue procedures and assigned to remain outside the confined space and to be in communication with those working inside the area.

### **Description**

A confined space refers to a space which by design has limited openings for entry and exit, has unfavorable natural ventilation which could contain or produce dangerous air contaminants, and is not intended for continuous employee occupancy.

### **Every known confined space has been evaluated for:**

1. Potential health or safety hazards
2. Special entry requirements
3. Ventilation requirements
4. Atmospheric testing procedures
5. Personal protective equipment (PPE) required for entry
6. Necessary rescue equipment

### **Applicability**

This program applies to Erie Water Works employees and outlines the minimal requirements for safe entry, continued work in and exit from designated confined spaces.

This program applies to all contractors working for the Erie Water Works at any of its facilities.

## **General Requirements for Entry**

1. Entry cannot be made without a signed entry permit. The entry permit used in conjunction with the confined space evaluation form will ensure all the necessary special precautions are taken, and the necessary personal protective equipment is used for entry.

### **Entries into confined spaces shall not be made unless authorized.**

2. Special precautions have been established for each confined space. These precautions require locking out power sources, blanking hazardous material lines, providing ventilation, and conducting atmospheric testing. The special precautions required may vary for each confined space depending on the hazards as follows:

## **Classifications of Confined Spaces**

<b><u>Class</u></b>	<b><u>Description</u></b>
A.	A confined space that is immediately dangerous to life or health (IDLH). No entry permitted, except for lifesaving, and then only with self-contained breathing apparatus (SCBA) and lifeline.  <b><u>Permit Required</u></b>
B.	A confined space that is ventilated to safe levels but could become IDLH with ventilation system failure or other system failure. Entry only with the SCBA or air line breathing apparatus with emergency egress pack.  <b><u>Permit Required</u></b>
C.	A confined space that has a potential for injury or illness if preventive measures are not used (personal protective equipment or ventilation). Respirators may be required for chronic hazards.  <b><u>Permit Required</u></b>
D.	A confined space that does not require any special modification of work procedures before or during entry.

## **Training**

Designated employees of the Erie Water Works will receive confined space/permit required training before working in these designated areas. This training shall be conducted by an individual who is knowledgeable

of entry hazards, personal protective equipment, and rescue procedures and techniques.

**The content of the confined space training for workers will include but not be limited to:**

1. Site specific hazards that they may be faced with during confined space entries,
2. Selection and use of personal protective equipment,
3. The signs and symptoms of asphyxiation or toxic chemical exposure,
4. The use of the confined space entry permit,
5. The need for air monitoring to assess the atmospheric condition of the space prior to entry,
6. The rescue procedures required in the event of an emergency inside the space,
7. Hot work requirements for confined space area and ventilation techniques.

**The Standby Person or Attendant**

The standby person or attendant will be stationed outside the confined space to observe conditions and support the entrant. The attendant will remain at this station at all times during entry operations.

The standby person or attendant must maintain constant communication with workers inside the confined space. Communication must be either audio or visual.

The standby person will be responsible for assessing atmospheric conditions inside the confined space and be responsible for coordination of emergency rescue operations.

**The Standby Person Will Order Immediate Evacuation of the Confined Space When**

- Workers inside the space are showing signs of chemical exposure,
- A situation develops outside the space that could become dangerous to the individuals inside the space,
- The failure of any personal protective equipment or retrieval device,
- The standby person must leave the area.

The standby person or attendant will be equipped with a 30-minute self-contained breathing apparatus (SCBA) when the situation requires a possible rescue. Rescue of a person inside the space by this attendant

will not be attempted until additional rescue personnel with the proper equipment arrives at the scene.

### **Not a Confined Space**

Work areas that, after careful study, are not defined as a confined space due to adequate ventilation and adequate entry and egress.

### **Isolation of Systems and Mechanical Equipment**

Before entering a confined space, all systems that have the potential for causing injury, illness or damage will be completely isolated from the confined space. This includes locking or tagging out the following systems:

- Electrical equipment,
- Mechanical equipment,
- Gas service,
- Steam lines,
- Fluid piping systems.

Isolation of these systems will be in accordance with the Lockout/Tagout procedures of the Erie Water Works.

### **Atmospheric Testing**

Monitoring for oxygen deficiency and enrichment, combustible gases and vapors, or toxic materials will be conducted in all confined spaces before workers enter and re-enter these spaces.

Continuous monitoring of the space will be performed by the standby person when the classification of the confined space or work activities requires this action.

### **Confined Space Entry Limits**

Entry into a confined space will not be made when:

An Oxygen Enriched Atmosphere – any reading above 22.5%,

Where sampling results indicate an oxygen level above 22.5%, plant activity will be stopped until the source of the excess oxygen level in the work area has been reduced to a level between 19.5% and 21.5%.

An Oxygen Deficient Atmosphere, or Toxic Gases and Vapors at or above the Permissible Exposure Limits.

Employees will not be allowed to work in any area where hydrogen sulfide, sulfur dioxide, or other toxic gases are present above the

concentrations allowed by OSHA (Threshold Limit Values or Permissible Exposure Limits), or where the atmosphere contains less than 19.5% oxygen. Engineering controls such as ventilation of the space, opening of the space, or otherwise reasonable and prudent actions to make the space safe from known safety or health hazards shall be used to reduce the concentrations of the gases below the PEL or TLV and the LEL if applicable. If the situation cannot be made safe through these controls, then and only then will personnel trained in the use of air-supplied (with escape pack), self-contained breathing equipment that has been checked for proper fitting and adequate air supply be allowed to enter. Employees will not be allowed to work in any area, with or without self-contained breathing equipment, in the event the air sampling results indicate gas in the explosive range except for emergency rescue operations. Confined spaces will not be entered for routine work unless initial testing indicates a gas/air mixture less than 10% of the lower explosive limit (LEL) and employees are provided with respiratory protection.

### **Required Gas Monitoring Sequence**

Since many instruments used to test for explosive and toxic vapors or gases require at least 12% oxygen in the sample, the following sequence must be followed when testing for gas in confined areas.

1. The first test is for oxygen.
2. The second test should be for the combustible or explosive mixture.
3. The third test should be for carbon monoxide that could be in the area.
4. The fourth test should be for any specific toxic material or asphyxiate that is present inside the confined space or has the potential for entering the confined space.

Most important, evaluate the entire area of the confined space. Special care must be taken when performing the testing from outside the confined space to assure the instrument probe with extension hose is near the bottom of the confined space and monitoring is performed from the top of the space.

### **Entry Permit**

A confined space entry permit must be completed by the Supervisor that specifies the requirements to be met before and during the entry into a confined space. The permit will include, but not be limited to, confined space preparation procedures including the lockout program, atmospheric testing, hot work procedures, personal protective

equipment, etc. The Supervisor will sign the permit after reviewing entry procedures with workers requesting entry. No workers should enter a confined space without completion of the entry permit.

The entry permit must be posted near the work area until the work is completed. The permit is only good for one work shift.

**Confined Space Location and Classification**  
**Permit Required      Class C**

**Chestnut Street Water Treatment Plant**

1. Recycle Basin
2. Sludge Vats
3. Sedimentation Basin
4. Clear Well Hatches
5. Poly Aluminum Chloride Tanks
6. Valve and Meter Pit

**Sommerheim Water Treatment Plant**

1. Recycle Basin
2. Sludge Vats
3. Sedimentation Basin
4. Clear Well Hatches
5. Poly Aluminum Chloride Tanks
6. Valve and Meter Pit

**Industrial Locations**

Entry of industrial locations that contain Erie Water Works' equipment such as but not limited to Meter Pits, Control Valve Pits, or Process Vaults which requires the use of either the facility confined space entry procedure or the Erie Water Works procedure. In the absence of a procedure the Erie Water Works procedure will be used.

**Construction and Repair Locations**

The confined space entry procedures outlined in this program are to be used when entering into excavations below a depth of four (4) feet. Shoring boxes are to be installed when required and shall be treated as a confined space.

It is very important that the location of any internal combustion engine be located at least 25 feet from the opening of the excavation. This will help prevent the Carbon Monoxide from entering the space.

## **Remote Pump Stations and Reservoirs**

All meter, valve, butterfly valve, basins, suction troths, chlorine pit, and sewer pits at the following locations are Class C confined spaces. All appropriate meters pits are also to be included.

1. East Lake Road Pump Station
2. Depot Road Pump Station
3. Camphausen
4. Johnson Reservoir and Pump Station
5. East Tanks
6. West Tanks
7. Cherry Street Reservoir and Pump Station
8. South Booster Station
9. West Booster Station
10. Bartlett Road Valve Pit
11. Davis Street Pump Station
12. Sigsbee Caretaker House
13. Sigsbee Reservoir Gate House and Pits (West 26<sup>th</sup> St.)
14. Sigsbee Pump Station
15. Depot Street Elevation Pit

## **Permit Required Class B**

1. Sigsbee Pump Station – Suction Discharge Pit

**Note:** At this time the Chlorine rooms at the remote stations are not considered a Class C confined space. However, caution should be exercised when entering these areas.

Additional copies of the EWW Confined Space Entry Procedures Policy are available from the Safety Chairman, Safety Committee, Department Manager or your Supervisor.

Questions, concerns or uncertainty regarding the EWW Confined Space program should be directed to your Supervisor or Manager.

## **IX. Hearing Conservation Program**

The Erie Water Works has instituted a hearing conservation program. The purpose of the program is to communicate information, properly train employees, and to protect all employees who may be exposed to noise in the work place.

## **Objectives**

1. Protect the health and safety of employees.
2. Provide employees with the necessary information concerning health and physical hazards of noise exposure.
3. Comply with 29 CFR 1910.95, Hearing Conservation Standard.
4. Include flexibility in the Hearing Conservation Program so revisions can be developed to comply with any litigation, which may modify the program.

## **Scope**

The Hearing Conservation Program will be developed and accomplished by the following:

1. Develop an initial determination of noise exposure for all areas of the facility.
2. Develop a "Noise Mapping of the Facility" indicating the sound pressure levels in decibels on the A and C scales.
3. Develop Time Weighted Averages (TWA) in decibels on the A scale for representative employees of each job description throughout the facility. Information shall be presented according to established procedures indicating: name of employee, social security number, job description, and time weighted average.
4. Provide Audiometric Testing for employees.
5. Provide appropriate hearing protection devices.
6. Provide employee training as outlined in section 29 CFR 1910.95.
7. Develop engineering and administration controls to reduce noise levels to allowable limits as outlined in section 29 CFR 1910.95.

Additional copies of the EWW Hearing Conservation procedures Policy are available from the Human Resources Department.

Questions, concerns or uncertainty regarding the EWW Hearing Conservation program should be directed to your Supervisor or Manager.

## **X. Semi-Annual Inspection Report**

Members of the Erie Water Works Safety Committee shall perform semi-annual safety inspections of all facilities. Whenever possible, these safety inspections are performed by EWW employees who work in facilities different from the ones that they are inspecting in

order to gain a fresh perspective on the safety concerns of a specific facility. Some of the specific items that these inspections target include:

- fire prevention equipment
- possible fire hazards
- electrical equipment
- floor and stair conditions
- positioning of hoists/cranes
- elevator conditions
- machinery and pressure equipment conditions
- unsafe practices
- general building and office conditions

The inspectors indicate whether these items are satisfactory and lists recommendations to improve safety in the facility. Below is a copy of the report. The report form shall be changed to add or delete categories as appropriate.

## SEMI-ANNUAL SAFETY INSPECTION REPORT

LOCATION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
 DATE OF INSPECTION: \_\_\_\_\_ DATE OF LAST INSPECTION: \_\_\_\_\_  
 EMPLOYEE(S) PERFORMING INSPECTION: \_\_\_\_\_

### INSTRUCTIONS

Check each item as "SATISFACTORY" or "UNSATISFACTORY" and indicate such. Submit your recommendation(s) as to the corrective action to be taken relative to the existing condition(s). Use additional paper if necessary. Use Item #14 for other observations not listed.

ITEM DESCRIPTION	SATISFACTORY	NOT SATISFACTORY	RECOMMENDATION(S)
<b>ITEM #1 FIRE</b>			
A. Extinguishers, Accessible	---	---	_____
B. Hoses, Alarms	---	---	_____
C. Exits, Marked, Lighted	---	---	_____
D. Fire Escapes, Accessible	---	---	_____
E. Other	---	---	_____

<b>ITEM #2 FIRE HAZARDS</b>			
A. Solvents, Storage	---	---	_____
B. Rubbish, Trash	---	---	_____
C. Smoking Areas	---	---	_____
D. Chemical Storage Areas	---	---	_____
<b>E. Other</b>	---	---	_____

ITEM DESCRIPTION	SATISFACTORY	NOT SATISFACTORY	RECOMMENDATION(S)
<b>ITEM #3 ELECTRICAL</b>			
A. Switches, Lamps	---	---	_____
B. Transformers	---	---	_____
C. Switchgear, Controls	---	---	_____
D. Lock-out Services	---	---	_____
E. Apparatus, Marked	---	---	_____
F. Guards, Grounding	---	---	_____
G. Cords, Extension	---	---	_____
H. Receptacles, Plugs	---	---	_____
I. Portable Tools	---	---	_____
J. Wires, Insulation	---	---	_____
K. Lighting	---	---	_____
L. Other	---	---	_____

<b>ITEM #4 FLOORS</b>			
A. Surface, Condition	---	---	_____
B. Openings, Gauging	---	---	_____
C. Other	---	---	_____

<b>ITEM #5 STAIRS</b>			
A. Lighting, Adequate	---	---	_____
B. Emergency Lighting	---	---	_____
C. Treads, Surface	---	---	_____
D. Handrails, Secure	---	---	_____
E. Other	---	---	_____

<b>ITEM #6 HOISTS, CRANES</b>			
A. Cables, Hooks	---	---	_____
B. Chains, Slings	---	---	_____
C. Rails, Guards	---	---	_____
D. Operation, Controls	---	---	_____
<b>E. Other</b>	---	---	_____

<b>ITEM #7 ELEVATORS</b>			
A. Hoistway, Entrances	---	---	_____
B. Controls, Cargate	---	---	_____
C. Cables	---	---	_____
D. License	---	---	_____
E. Maintenance Inspections	---	---	_____
F. Other	---	---	_____

<b>ITEM #8 LADDERS</b>			
A. Side Rails	---	---	_____
B. Rungs	---	---	_____
C. Condition	---	---	_____
D. Other	---	---	_____

<b>ITEM #9 MACHINERY</b>			
A. Gears, Pulleys	---	---	_____
B. Guards	---	---	_____
C. Excessive Vibration	---	---	_____
D. Leakage, Oil, Grease	---	---	_____
E. Other	---	---	_____

ITEM #10	PRESSURE EQUIPMENT			
	A. Gas Cylinders	---	---	_____
	B. Compressors	---	---	_____
	C. Chlorine Tanks	---	---	_____
	D. Other	---	---	_____
ITEM #11	UNSAFE PRACTICES			
	A. Protective Equipment	---	---	_____
	B. Unsafe Conditions	---	---	_____
	C. Following Safety Rules	---	---	_____
	D. Other	---	---	_____
ITEM #12	GENERAL CONDITIONS			
	A. Building, Structure	---	---	_____
	B. Roofs, Windows	---	---	_____
	C. Proper Ventilation	---	---	_____
	D. Proper Lighting	---	---	_____
	E. Housekeeping	---	---	_____
	F. Roads, Parking Lots	---	---	_____
	G. Security, Fencing	---	---	_____
	H. First Aid Kits	---	---	_____
	I. Other	---	---	_____
ITEM #13	OFFICES			
	A. Furniture, chairs	---	---	_____
	B. Office Equipment	---	---	_____
	C. Electrical Receptacles	---	---	_____
	D. Lighting, Ventilation	---	---	_____
	E. Housekeeping	---	---	_____
	F. Other	---	---	_____
ITEM #14	MISCELLANEOUS			
	Use this space for additional comments.			
	_____			
	_____			
	_____			

## XI. CPR/Basic First Aid/AED Training

Several Erie Water Works employees are Certified are certified by American Safety and Health Institute in CPR and Basic First Aid. These employees periodically conduct training for other EWW staff. The training sessions typically cover topics such as:

- how to recognize and handle an emergency
- how to check the scene for safety and the victim for consciousness
- how to move a victim from a dangerous scene
- when to call and how to interface with EMS
- how to reduce the risk of disease transmission during and after providing care
- how to prioritize care for life-threatening injuries or sudden illnesses
- how to check a conscious victim for life and non life-threatening conditions
- how to recognize signals of a heart attack and how to provide care
- how to recognize and care for sudden illness
- how to recognize and care for different types of wounds, burns, and bleeding
- how to recognize and care for heat and cold related injuries

- how to care for breathing emergencies
- how to give adult, child and infant CPR
- how to control external bleeding
- how to recognize and care for muscle, bone, and joint injuries, including injuries to the head, neck, and back
- Use of AED's (purchased in May 2007)

It is in the interest of the Erie Water Works to train as many EWW employees as possible in CPR and basic first aid skills, in the event of an injury or any medical emergency.

## **XII. Standard Operating Procedures**

### **Electrical and Machine Safeguarding**

#### General Guidelines

- Never operate a piece of equipment without guards in place; or other features of the machinery in proper operating order. Never bypass safety guards. This applies to covers on electrical and mechanical equipment and shields on rotating devices (like lathes, drill presses, etc.)
- Only workers trained in operation of the subject equipment should be permitted to operate the equipment. Operators should be re-trained at regular intervals, and safe operating procedures should be reviewed periodically.
- Although minor adjustments and certain cleaning operations are permitted to be performed while the equipment is operating, these procedures must be carefully designed so the operator or maintenance worker does not become exposed to hazardous conditions. Lockout and Tagout procedures need to be followed without exception for the majority of equipment adjustment, maintenance, and cleaning operations.
- Obey all operating instructions and warning signs posted for equipment and equipment operation. No alterations, modifications, or short-cuts in procedures may be made without thorough review by plant engineers, equipment manufacturers, and safety practitioners.
- Workers need to wear appropriate clothing for the work environment. All jewelry or any personal items may not be worn in the vicinity of operating equipment, especially types involving

rotation, automatic feed mechanisms, and cycling processes. Gloves should not be worn where there is a chance that fingers or hands can be pulled into the operating point of the equipment.

- Do not walk through, over, or under any equipment unless some provisions have been made for people to access (e.g., bridges over moving conveyors).
- Keep working areas around operating equipment clear and free of waste material at all times. Care should be exercised in spotting palletized loads in the vicinity of equipment in order to maintain access, and to provide adequate space for worker tasks.
- Limit access to electrical switchgear and transformers rooms – only authorized persons should be permitted entry. Also, all employees should remain in assigned works areas relative to other hazards in the workplace, control of employee traffic, and for purposes of emergency evacuation.
- For individuals with long hair, beards or other issues relating to work around equipment, managers need to evaluate particular hazards of the operation and provide safeguards as required (e.g., long hair – caps or hair nets and beards – covers or masks).

## **Blood borne Pathogens**

### **General Guidelines**

1. Review possible exposures where employees may incur occupational exposure to blood, bodily fluids, or other infectious materials. The exposure determination is made without regard to use of personal protective equipment (i.e., workers are considered exposed even if they must wear PPE as part of their job specification). This exposure determination is required to be listed for all job classifications in which employees may incur such occupational exposure regardless of frequency.
2. Universal precautions need to be observed in order to prevent exposure with blood or other potentially infectious materials. All such materials will be considered infectious. As part of the plan, engineering and work practice controls will be utilized where possible. These controls will include, but not be limited to: hand washing, needles/sharp containers, work area restrictions (e.g., only

those with specific job duties permitted in controlled area), handling of specimens and other infectious materials in appropriate containers, procedures for handling contaminated equipment, use of personal protective equipment (e.g., gloves, surgical gowns, protective eyewear, exam gloves, clinical jacket, masks, etc.), regulated waste disposal, laundry procedures (note: clean and dirty laundry items), Hepatitis B vaccine offered to all workers with potential exposure, and post-exposure evaluations with follow-up.

3. The employee training program should include, at a minimum, the following items:
  - explanation of the OSHA standard for blood borne pathogens.
  - the symptoms of and how people contract blood borne illness, including the modes of transmission.
  - the exposure control plan of the organization.
  - outline of the job activities/procedures that might cause exposure to BBP, control methods which will be used in facility, and personal protective equipment that will be available.
  - a review of post-exposure evaluation and follow-up.
  - signs and labels in the facility used to identify BBP exposures.
  - discuss the Hepatitis B vaccine at the facility.

Training to be completed upon hire and exposure to BBP as part of job assignment; and annually thereafter.

4. Records required by the authority having jurisdiction (e.g., OSHA, PA Department of Labor and Industry, PA Department of Health) will be maintained by the program coordinator. Employees have the right to review their own medical records. Those records must be maintained in a lockable cabinet with access restricted to designated Human Resources/Workers' Compensation Insurance Program Administrator – all on a need-to-know basis.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Blood borne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

### **Exposure Determination**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e.- employees are considered to be exposed even if they wear personal

protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks/procedures for these categories are as follows:

**Job Classification**

General Maintenance  
Maintenance Department  
Distribution Department

**Task/Procedures**

Labor Pool  
Janitorial Duties  
Working near/around waste water

**Implementation Schedule and Methodology**

OSHA also requires that this plan also includes a schedule and method of implementation for the various requirements of the standard. The following complies with the requirement:

**Compliance Methods**

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, hand washing facilities are located at each location.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon

as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

### **Containers for Reusable Sharps**

Contaminated sharps that are reusable are to be placed immediately, or as soon as possible, after use, into appropriate sharps containers. At this facility, the sharps containers are puncture resistant, labeled with a biohazard label, and leak proof.

### **Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

### **Contaminated Equipment**

Equipment that has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

### **Personal Protective Equipment**

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time in which the protective equipment will be used.

The employer should use a checklist as follows:

#### **Personal Protective Equipment**

Gloves

Lab Coat

Face Shield

Clinic Jacket

Protective Eyewear (with solid white shield)

Surgical Gown

Shoe Covers  
Utility Gloves  
Examination Gloves  
Other PPE (list)

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments.

This facility will be cleaned and decontaminated in accordance to the schedule of the Erie Water Works Laboratory.

Decontamination will be accomplished by utilizing bleach solutions or EPA registered germicides.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of

blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning.

Any broken glass that may be contaminated will not be picked up directly with the hands.

### **Regulated Waste Disposal**

All contaminated sharps shall be discarded as soon as feasible in sharps containers that are located in the facility. Sharps containers are located in the Erie Water Works laboratory.

Regulated waste other than sharps shall be placed in appropriate containers. Such containers are located in the Erie Water Works laboratory.

### **Hepatitis B Vaccine**

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing that shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in Appendix A of the OSHA standard.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

### **Post-Exposure Evaluations and Follow-Up**

When the employee incurs an exposure incident, it should be reported to the Human Resources Manager, Aaron Stankiewiz.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.

- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that the testing will be conducted, then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendation of the U. S. Public Health Service.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) has been designated to ensure that the policy outlined here is effectively carried out as well as to maintain records related to this policy: Human Resources Manager, Aaron Stankiewiz.

### **Interaction with Health Care Professionals**

A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- When the employee is sent to obtain the Hepatitis B vaccine.
- Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their opinions to:
  - Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
  - That the employee has been informed of the results of the evaluation; and

- That the employee has been told about any medical conditions resulting from the exposure to blood or other potentially infectious materials.

## **Training**

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include the following explanation of:

- The OSHA standard for Blood borne Pathogens.
  - Epidemiology and symptomatology of blood borne diseases.
  - Modes of transmission of blood borne pathogens.
  - This Exposure Control Plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.).
  - Procedures that might cause exposure to blood or other potentially infectious materials at this facility.
  - Control methods that will be used at the facility to control exposure to blood or other potentially infectious materials.
  - Personal protective equipment available at this facility and who should be contacted concerning PPE.
  - Post-exposure evaluation and follow-up.
  - Signs and labels used at the facility.
  - Hepatitis B vaccine program at the facility.
  - Training will be conducted using videotapes and written material.
- The Safety Committee Chair is responsible for conducting training.

## **Record Keeping**

All records required by the OSHA standard will be maintained by Human Resources Manager, Aaron Stankiewiz.

## **Standard Operating Procedures Hazard Communication**

### **General Guidelines**

1. Employers have an obligation to inform their workers of the hazards associated with the materials they use, handle, or are exposed to in their working environment.
2. The hazard communication program (Worker and Community Right-To-Know in Pennsylvania for public sector employers) provides a practical method for providing employees necessary information for protecting themselves from exposure to hazardous materials. This program includes the following elements:

- written program (OSHA format is acceptable).
  - complete an inventory of chemicals in the workplace.
  - secure a safety data sheet (SDS) on all chemicals/hazardous substances (supplier obligation). SDS must be available to all workers during normal working hours without having to ask anyone, enter a private office, or open a locked cabinet.
  - conduct employee training for workers handling, using or exposed to chemicals in their work environment. This is an annual requirement in PA – all training needs to be done within 90 days of employment or before working with hazardous materials. This training needs to be documented (see #3 for training requirements).
  - all containers must have label affixed denoting contents, and lid or cap must be in place.
  - designate program coordinator.
3. Employee training needs to cover the following information:
- overview of hazard communication standard.
  - chemicals present in the workplace, health risks of the chemicals, symptoms of overexposure, and how to determine presence/release of chemical in the work area.
  - how to reduce or prevent overexposure to chemicals through the use of control procedures, work practices, and proper personal protective equipment; and steps the company has taken to reduce or prevent exposures to hazardous materials.
  - procedures to follow if workers are exposed to hazardous chemicals.
  - how to read labels and review SDS to obtain hazard information.
  - location of SDS file and written hazard communication program.
  - name of program coordinator for questions and additional information.
4. For outside contractors, it is the responsibility of the company to notify job foreman or supervisor of the hazard communication program, location of SDS file, and written program. It is then the contractors' responsibility to train their workers.
5. For chemicals in unlabeled pipes, workers need to contact the hazcom program coordinator to identify chemical and potential hazards. Although pipes are not required to be labeled (it is a good

idea, though), ports or draw stations from remote storage tanks do need to be labeled under PA Worker and Community Right-to-Know.

## **Hazard Communication Program**

### **Company Policy**

To ensure that information about the dangers of all hazardous chemicals used by the Erie Water Works are known by all affected employees, the following hazardous information program has been established.

All work units of the company will participate in the hazard communication program. This written program will be available in the Erie Water Works employee handbook for review by any interested employee.

### **Container Labeling**

The Department Managers/Supervisors will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the name and address of the manufacturer.

The Department Managers/Supervisors in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. For help with labeling, see the Erie Water Works Water Quality Manager.

The Erie Water Works Water Quality Manager will review the company labeling procedures every year and update as required.

### **Safety Data Sheets**

The Department Manager/Supervisor is responsible for establishing and monitoring the company SDS program. He/she will make sure procedures are developed to obtain the necessary SDS and will review incoming SDS for new or significant health and safety information. He/she will see that any new information is passed on to affected employees. The following procedure will be followed when an SDS is not received at the time of initial shipment:

**Materials will not be available for use until SDS is received and verified by Erie Water Works Laboratory personnel.**

Copies of SDS for all hazardous chemicals in use will be kept in the Erie Water Works Chestnut Control Room and Sommerheim Treatment Plant.

SDS will be readily available to all employees during each work shift. If an SDS is not available, immediately contact the Erie Water Works Water Quality Manager.

When revised SDS are received, the out dated SDS are immediately replaced.

### **Employee Training and Information**

The Erie Water Works Human Resources Manager, Aaron Stankiewiz, is responsible for the company employee training program. He/she will ensure that all program elements specified below are carried out.

Prior to starting work, each new employee of the Erie Water Works will attend a health and safety orientation that includes the following information and training:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his/her workplace.
- Physical and health risks of the hazardous chemicals.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his/her work area.
- How to reduce or prevent exposure to hazardous chemicals through the use of control procedures, work practices, and personal protective equipment.
- Steps the company has taken to reduce or prevent exposure to hazardous materials.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDS to obtain hazard information.
- Location of the SDS file and written communication program.

### **Hazardous Non-Routine Tasks**

Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information by the Department Manager/Supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee

can use, and steps the company is using to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

### **Informing Other Employers**

It is the responsibility of Department Manager/Supervisor to provide other employers with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for the employees. It is the responsibility of the Department Manager/Supervisor to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

In addition to providing a copy of an SDS to other employers, other employers will be informed of precautionary measures needed to be taken to protect their employees who are exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

### **List of Hazardous Chemicals**

The following is a list of all known hazardous chemicals used by our employees. Further information of each chemical may be obtained by reviewing the SDS located at the Erie Water Works Lab Chestnut Control Room and Sommerheim Treatment Plant.

### **SDS Identity**

Chemicals not already on the list should be added to the list, with the date the chemicals were introduced (within 30 days of introduction) into the workplace.

Our chemical information list was compiled and is maintained by Erie Water Works Water Quality Manager, John Presogna.

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipe. Prior to starting work in these areas, the employee shall contact Erie Water Works Water Quality Manager, John Presogna for information regarding:

- The chemical in the pipes.

- Potential hazards.
- Safety precautions that should be taken.

## **XIII. Vehicle Use Policy**

### **Objective**

To prepare and maintain organization vehicles which are necessary to ensure the appropriate and timely completion of tasks and responsibilities assigned to employees of the Erie Water Works.

### **General Policy**

The organization will supply transportation to designated authorized drivers for use in the discharge of their duties. EWW reserves the right to revoke the assignment of an organization vehicle at any time.

### **Parking and Moving Violations**

The authorized driver assumes full responsibility for any traffic and parking violations arising out of the use of an EWW vehicle.

### **Driver's Licensing Requirements**

EWW drivers and anyone authorized to drive an EWW vehicle must have a valid driver's license issued in the state of residence. This is a personal expense, unless otherwise addressed by the collective bargaining agreement. Loss of license may result in job reassessment or be grounds for disciplinary action. All employees are subject to complete and submit an annual EWW Driver's License Information Form.

### **Safety Belt Policy**

SEAT BELT USE IS REQUIRED FOR ALL DRIVERS AND PASSENGERS during the operation of any EWW vehicle or construction equipment. This policy applies to drivers and passengers who, in the course of the workday, use personal vehicles for business purposes as well.

### **Accident and Theft Reporting**

Any accident or theft (major or minor) must be reported immediately to your Supervisor and the Fleet Administrator.

### **Use of Personal Vehicle**

From time to time, employees may need to use their personal vehicle for organization travel. Any use of personal vehicles must be pre-approved by the Fleet Administrator and the Chief Executive Officer.

Additional copies of the EWW Vehicle Use Policy are available from the Human Resources Department.

Questions, concerns or uncertainty regarding the EWW Vehicle Use Policy should be directed to your Supervisor or Manager.

## **XIV. CDL Inspection Report**

Erie Water works employees must perform daily vehicle/construction vehicle/equipment and CDL inspections. These inspections are completed by the operator at the start of each and every shift when a vehicle or appropriate construction equipment is to be used. The completed form is then forwarded to the operator's Supervisor upon the completion of the shift, for review and scheduling of any needed repairs. The inspection report covers general areas of the vehicle/equipment, such as:

- Mechanical system
- Electrical system
- Body/structure
- Interior/safety equipment

The operator is required to write appropriate remarks at the end of the report, noting needed repairs or safety deficiencies.

Questions, concerns or uncertainty regarding the EWW CDL Inspection Report should be directed to your Supervisor or Manager.

On the following page is a copy of the report:

# CDL Inspection Report

## ERIE WATER WORKS

### Daily Vehicle/Equipment and CDL Inspection Report

DATE \_\_\_\_\_ VEHICLE # \_\_\_\_\_ VEHICLE MAKE/YEAR \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_ TIME ( ) AM ( ) PM ODOMETER READING \_\_\_\_\_  
 FUEL LEVEL E 1/4 1/2 3/4 F OIL LEVEL \_\_\_\_\_ COOLANT LEVEL \_\_\_\_\_ HYDRALIC LEVEL \_\_\_\_\_

#### MECHANICAL SYSTEM

	OK	NEEDS REPAIR		OK	NEEDS REPAIR
1. ENGINE	_____	_____	8. HYDRALICS	_____	_____
2. BRAKES	_____	_____	9. CLUTCH	_____	_____
3. EMERGENCY BRAKE	_____	_____	10. TRANSMISSION	_____	_____
4. STEERING	_____	_____	11. AIR LINES	_____	_____
5. EXHAUST SYSTEM	_____	_____	12. AIR COMPRESSOR	_____	_____
6. SUSPENSION	_____	_____	13. FLUID LEAKS	_____	_____
7. BELTS/HOSES	_____	_____	14. OTHER	_____	_____

#### ELECTRICAL SYSTEM

	OK	NEEDS REPAIR		OK	NEEDS REPAIR
1. HEADLAMP LO	_____	_____	8. INSTRUMENTS	_____	_____
2. HEADLAMP HI	_____	_____	9. GAUGES	_____	_____
3. MARKER LAMP	_____	_____	10. WIPERS	_____	_____
4. TURN SIGNALS	_____	_____	11. HORN	_____	_____
5. FLASHERS	_____	_____	12. BATTERY	_____	_____
6. REFLECTORS	_____	_____	13. MOBILE RADIO	_____	_____
7. WORK LIGHTS	_____	_____	14. OTHER	_____	_____

#### BODY/STRUCTURE

	OK	NEEDS REPAIR		OK	NEEDS REPAIR
1. FENDERS	_____	_____	8. TIRES	_____	_____
2. DOORS	_____	_____	9. HITCH	_____	_____
3. TRUNK	_____	_____	10. AIR COMPRESSOR	_____	_____
4. HOOD	_____	_____	11. COMP. BODY	_____	_____
5. CAB	_____	_____	12. COMP. FENDER	_____	_____
6. WINDOWS	_____	_____	13. COMP. TIRES	_____	_____
7. BUMPERS	_____	_____	14. OTHER	_____	_____

#### INTERIOR/SAFETY EQUIPMENT

	OK	NEEDS REPAIR		OK	NEEDS REPAIR
1. CLEANLINESS	_____	_____	5. FIRE EXTINGUISHER	_____	_____
2. SEATS/UPHOLSTRY	_____	_____	6. FLARES	_____	_____
3. BELTS/RESTRAINTS	_____	_____	7. REFLECTORS	_____	_____
4. ROOF BEACON LAMP	_____	_____	8. OTHER	_____	_____

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **XV. Forklift Safety**

1. Only properly trained/certified operators may utilize and operate a forklift.
2. Before using a forklift, conduct a visual inspection, then test the brakes and horn, and be sure the forklift is in good operating condition. Do not operate if pre-inspection failed.
3. In crowded passageways and when approaching intersecting aisles, drive slowly and cautiously.
4. Face in the direction of travel and be alert for danger, particularly when backing.
5. When leaving a forklift, lower forks, shut off the power, and set brakes.
6. Be sure that people can hear the forklift's warning signals, but use them only when necessary.
7. Stop a safe distance from other objects and pedestrians. Always give pedestrians the benefit of the doubt, as they may be deaf or wearing hearing protection.
8. Insist that loads be stacked or trimmed for proper clearance before lifting or hauling.
9. Keep to the right of aisles, and permit no one to ride on the forklift.
10. Allow only authorized maintenance and repair persons to work on the truck mechanism.
11. Only the operator shall operate (ride) the forklift. Other personnel may only be lifted by the forklift if riding with an OSHA approved work platform, securely attached to the forklift.
12. When transporting a load, always keep it as low as possible and tilted toward the body.
13. Never travel sideways on an incline, with or without a load. Equip forklifts with rollover protection, backup alarms, and warning lights.
14. Seat belt use is mandatory when operating a forklift.
15. Lifting in excess of rated capacity is prohibited.

Questions, concerns or uncertainty regarding the safe operation of forklifts should be directed to your Supervisor or Manager.

## **XVI. Work Zone/Traffic Safety**

### **General Requirements**

When any single or multi lane street, road, highway or expressway is to be temporarily blocked, hindered, stopped or closed, a work zone traffic

control plan must be created and implemented to protect the workers, public and property from injury or damage. Any and all work areas that may or will alter, impede or obstruct traffic must be set up and arranged in strict compliance with all rules and regulations of the Commonwealth of Pennsylvania Department of Transportation WORK ZONE TRAFFIC CONTROL PUBLICATION 203, latest revision. In addition to follow proper work zone traffic control regulations, workers must also protect the adjacent work area from pedestrians and/or visitors. All barricades, cones, drums, markers, boards, signage and all other warning devices must be in compliance with Publication 203. Where applicable, the City of Erie Engineering Department, Police Department, Fire Department, ambulances services and public bus services must be notified of any street closing.

Questions, concerns or uncertainty regarding work Zone Traffic Safety should be directed to your Supervisor or Manager.

## **XVII. Excavations**

### **Scope and Application**

OSHA's revised rule applies to all open excavations made in the earth's surface, this includes trenches.

According to the OSHA construction safety and health standards, a trench is referred to as a narrow excavation made below the surface of the ground in which the depth is greater than the width—the width not exceeding 15 feet. An excavation is any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. This can include excavations for anything from cellars to highways.

### **General Requirements**

#### **Planning for Safety**

Many on-the-job accidents are a direct result of inadequate initial planning. Correcting mistakes in shoring and/or sloping after work has begun slows down the operation, adds to the cost, and increases the possibility of an excavation failure.

These checklists should incorporate elements of the relevant OSHA standards as well as other information necessary for safe operations.

Before work commences, these specific site conditions should be taken into account:

- Traffic
- Nearness of structures and their conditions
- Soil
- Surface and ground water
- The water table
- Overhead and underground utilities
- Weather

Before any excavation begins, the standard requires the employer to determine the estimated location of utility installations—sewer, telephone, fuel, cable, electric, water lines, or any other underground installations—that may be encountered during digging. Also, before starting the excavation, the contractor must contact the utility companies or owners involved and inform them, within established or customary local response times, of the proposed work. The contractor must also ask the utility companies or owners to find the exact location of underground installations as established by the Dept of Labor, PA One Call. To find the exact location of underground installations, workers must use safe and acceptable means. If underground installations are exposed, OSHA regulations also require that they be removed, protected or properly supported.

When all the necessary specific information about the job site is assembled, the contractor is ready to determine the amount, kind, and cost of the safety equipment needed. A careful inventory of the safety items on hand should be made before deciding what additional safety material must be acquired. No matter how many trenching, shoring and backfilling jobs have been done in the past, each job should be approached with the utmost care and preparation.

### **On-the-Job Evaluation**

The standard requires that a competent person inspect, on a daily basis, excavations and the adjacent areas for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. If these conditions are encountered, exposed employees must be removed from the hazardous area until the necessary safety precautions have been taken. Inspections are also required after natural (e.g., heavy rains) or man-made events such as blasting that may increase the potential for hazards.

Supervisors should conduct inspections, investigate accidents, and anticipate hazards. They should ensure that employees receive on-the-job safety and health training. They should also review and strengthen

overall safety and health precautions to guard against potential hazards and get the necessary worker cooperation in all safety matters.

It is important that Managers and Supervisors set the example for safety at the job site. It is essential that when visiting the job site, that all Managers and Supervisors, regardless of status, wear the prescribed personal protective gear and equipment.

Employees must also take an active role in job safety. The Supervisor should make certain that workers have been properly trained in the use and fit of the prescribed protective gear and equipment, that they are wearing and using the equipment correctly, and that they are using safe work practices.

## **Cave-ins and Protective Support Systems**

### **Support Systems**

Excavation workers are exposed to many hazards, but the chief hazard is danger of cave-ins. OSHA requires that in all excavations, employees exposed to potential cave-ins must be protected by sloping, or benching the sides of the excavation; supporting the sides the excavation, or placing a shield between the side of the excavation and the work area.

Designing a protective system can be complex because of the number of factors involved—soil classification, depth of cut, water content of soil, changes due to weather and climate, or other operations in the vicinity. The standard, however, provides several different methods and approaches (four for sloping and four for shoring, including the use of shields) for designing protective systems that can be used to provide the required level of protection against cave-ins.

One method of ensuring the safety and health of workers in an excavation is to slope the sides to an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal). These slopes must be excavated to form configurations that are in accordance with those for Type C soil found in Appendix B of the standard. A slope of this gradation or less is considered safe for any type of soil.

A second design method, which can be applied for both sloping and shoring, involves using tabulated data, such as tables and charts, approved by a registered professional engineer. This data must be in writing and must include sufficient explanatory information to enable the

user to make a selection, including the criteria for determining the selection and the limits on the use of the data.

At least one copy of the information, including the identity of the registered professional engineer who approved the data, must be kept at the worksite during construction of the protective system. Upon completion of the system, the data may be stored away from the job site, but a copy must be made available, upon request, to the OSHA representative.

Workers or contractors also may use a trench box or shield that is either designed or approved by a registered professional engineer or is based on tabulated data prepared or approved by a registered professional engineer. Timber, aluminum, or other suitable materials may also be used. OSHA standards permit the use of a trench shield as long as the protection it provides is equal to or greater than the protection that would be provided by the appropriate shoring system.

The standard does not require the installation and use of a protective system when an excavation (1) is made entirely in stable rock, or (2) is less than 5 feet deep and a competent person has examined the ground and found no indication of a potential cave-in.

### **Safety Precautions**

The standard requires the employer to provide support systems such as shoring, bracing, or underpinning to ensure the stability adjacent structures such as buildings, walls, sidewalks or pavements.

The standard prohibits excavation below the level of the base or footing of any foundation or retaining wall unless (1) a support system such as underpinning is provided, (2) the excavation is in stable rock, or (3) a registered professional engineer determines that the structure is sufficiently removed from the excavation and the excavation will not pose a hazard to employees.

Excavations under sidewalks and pavements are also prohibited unless an appropriately designed support system is provided or another effective method is used.

### **Installation and Removal of Protective Systems**

The standard requires the following procedures for the protection of employees when installing support systems:

- Securely connect members of support systems

- Safely install support systems
- Never overload members of the support system
- Install other structural members to carry loads imposed on the support system when temporary removal of individual members is necessary

In addition the standard permits excavation of 2 feet or less below the bottom of the members of a support or shield system of a trench if (1) the system is designed to resist the forces calculated for the full depth of the trench and (2) there are no indications, while the trench is open, of a possible cave-in below the bottom of the support system. Also the installation of the support systems must be closely coordinated with the excavation of trenches.

As soon as work is completed, the excavation should be backfilled as the protective system is dismantled. After the excavation has been cleared, workers should slowly remove the protective system from the bottom up, taking care to release members slowly.

### **Materials and Equipment**

The employer is responsible for the safe condition of materials and equipment used for protective systems. Defective and damaged materials and equipment can result in the failure of a protective system and cause excavation hazards.

To avoid possible failure of a protective system, the employer must ensure that (1) materials and equipment are free from damage or defects, (2) manufactured materials and equipment are used and maintained in a manner consistent with the recommendations of the manufacturer and in a way that will prevent employee exposure to hazards, and (3) while in operation, damaged materials and equipment are examined by a competent person to determine if they are suitable for continued use. If materials and equipment are not safe for use, they must be removed from service. These materials cannot be returned to service without the evaluation and approval of a registered professional engineer. Employees must report any and all deficiencies of shoring materials to their Supervisor or Manager.

### **Other Hazards**

#### **Falls and Equipment**

In addition to cave-in hazards and secondary hazards related to cave-ins, there are other hazards from which workers must be protected during

excavation-related work. These hazards include exposure to falls, falling loads, and mobile equipment. To protect employees from these hazards, OSHA requires the following precautions be taken:

- Keep materials or equipment that might fall or roll into an excavation at least 2 feet from the edge of excavations, or have retaining devices, or both.
- Provide warning systems such as mobile equipment, barricades, hand or mechanical signals, or stop logs, to alert operators of the edge of an excavation. If possible, keep the grade away from the excavation.
- Provide scaling to remove loose rock or soil or install protective barricades and other equivalent protection to protect employees against falling rock, soil, or materials.
- Prohibit employees from working on faces of sloped or benched excavations at levels above other employees, unless employees at lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.
- Prohibit employees being under loads that are handled by lifting or digging equipment. To avoid being struck by any spillage or falling materials, require employees to stand away from vehicles being loaded or unloaded. If cabs of vehicles provide adequate protection from falling loads during loading and unloading operations, the operators may remain in them.

### **Water Accumulation**

The standard prohibits employees from working in excavation where water has accumulated or is accumulating unless adequate protection has been taken. If water removal equipment is used to control or prevent water from accumulating, the equipment and operations of the equipment must be monitored by a competent person to ensure proper use.

OSHA standards also require that diversion ditches, dikes, or other suitable means be used to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation. Also, a competent person must inspect excavations subject to runoffs from heavy rains.

### **Hazardous Atmospheres**

Under this provision, a competent person must test excavations greater than 4 feet in depth as well as ones where oxygen deficiency or a hazardous atmosphere exists or could reasonably be expected to exist,

before an employee enters the excavation. If hazardous conditions exist, controls such as proper respiratory protection or ventilation must be provided. Also, controls used to reduce atmospheric contaminants to acceptable levels must be tested regularly.

Where adverse atmospheric conditions may exist or develop in an excavation, the employer also must provide and ensure that emergency rescue equipment, (e.g., breathing apparatus, a safety harness and line, basket stretcher, etc.) is readily available. This equipment must be attended when used.

When an employee enters bell-bottom pier holes and similar deep and confined footing excavations, the employee must wear a harness with a lifeline. The lifeline must be securely attached to the harness and must be separate from any line used to handle materials. Also, while the employee wearing the lifeline, is in the excavation, an observer must be present to ensure that the lifeline is working properly and to maintain communication with the employee.

### **Access and Egress**

When employees are required to be in trench excavations 4-feet deep or more, adequate means of exit, such as ladders, steps, ramps, or other safe means of egress, must be provided and be within 25 feet of lateral travel. If structural ramps are used as a means of access or egress, they must be designed by a competent person if used for employee access or egress, or a competent person qualified in structural design if used by vehicles. Also, structural members used for ramps or runways must be uniform in thickness and joined in a manner to prevent tripping or displacement.

Questions, concerns or uncertainty regarding Excavation or Shoring should be directed to your Supervisor or Manager.

### **Related Issues**

#### **Hazard Communication**

The Hazard Communication Standard (29 CFR 1910.1200) requires employees to be informed of the identities, properties, characteristics and hazards of chemicals they use and the protective measures they can take to prevent adverse effects. The standard covers both physical hazards (e.g., flammability) and health hazards (e.g., lung damage, cancer).

## **Access to Medical and Exposure Records**

Under the Provision of the Access to Medical and Exposure Records Standard (29 CFR 1910.20), employees, their designated representatives, and OSHA are permitted direct access to employer-maintained exposure and medical records.

## **XVIII. Safety Data Sheets (SDS)**

The Erie Water Works maintains Safety Data Sheets, which list the chemicals used in its facilities. The Safety Data Sheets are available in the Laboratory and the Control Room at the Chestnut Treatment Plant and at the Sommerheim Treatment Plant.

## **XIX. Portable Ladder Safety**

### **General Guidelines**

1. Ladders should be designed for an intended purpose – do not use stepladders as extension ladders or use ladders in horizontal position as work platform/scaffold. Ladders should be rated for demands and be able to withstand a single concentrated load of a minimum of 250 pounds and at least commercial/light industrial grade. Residential grade ladders are not acceptable for anything but home use. Glass-fiber type ladders are recommended for most applications. All labels need to be in place on ladders and no ladder should be painted.
2. Ladders need to be placed on solid base – shims or blocks are not permitted. Step ladders need to have metal spreader locked before climbing; extension ladders need to be placed in such a manner as to provide 4:1 ratio of height of ladder to base/foot distance from vertical plane of top support (example: 12' high ladder placed against wall should have base 3' from wall)...extension ladders should be tied off at top and where used to gain access to roof or platform, and needs to extend a minimum of 3' above that surface.
3. Any work above 6' – measured from grade to step where feet are resting – should have second person to steady the ladder, regardless of working situation...portable ladder applications only. And, only one individual is permitted on a ladder at any time, and they should not extend themselves belt high beyond the top of the ladder (note: no higher than 3<sup>rd</sup> rung from top of extension ladders or second tread from top of step ladder) or shoulder width outside the rails for proper support and ability to steady themselves. Maintain adequate

clearance to overhead power lines (minimum 10') and do not rest it against energized equipment, sprinkler system piping, chemical lines, windows or unsecured backing. Do not place ladders in front of doors or other openings unless warning signs, barricades, or locks are used.

4. All ladders should be inspected for proper operating condition. Any ladder needing repairs should be removed from service, tagged for maintenance, and stored away from working ladders until it is repaired. Do not attempt to make adjustments to ladders while it is being used. Some likely deficiencies include: loose rivets, bent supports, steps/rungs damaged, glass-fiber split or deformed, hinge pin broken. Ladders should be stored in areas where they are not subject to high heat, moisture, or weather; and where they would not obstruct access to equipment, exit ways, or proper operation of heaters, vents, and air handling equipment.
5. Always use both hands when climbing a ladder – place material on work tray, have ground person hand it to user, or lift up in bucket. Carry tools on a tool belt. Always face the ladder when climbing or descending – never slide down a ladder. Be sure shoes are the right type for working on ladder, and they are not muddy or have slippery soles.

Questions, concerns or uncertainty regarding ladder safety should be directed to your Supervisor or Manager.

## **XX. Fall Protection**

### **General Guidelines**

1. Fall protection is required for all employees when walking/working surface with an unprotected edge or side which is 6 feet or more above a lower level; holes or skylights more than 6 feet above lower levels; above dangerous equipment - at any level; at the edge of an excavation 6 feet or more in depth; and at the edge of a well, pit, shaft, (manhole) or similar excavation 6 feet or more in depth.
2. Fall protection shall consist of guardrail systems, safety net systems, or personal fall arrest systems. Exception: where it can be demonstrated that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan which meets the requirements of paragraph (k), 1926.502

3. Guardrail systems: 42 inches high ( $\pm 3''$ ) with mid-rails or screen/mesh material, capable of withstanding 200# force outward/downward on top rail. Safety net systems: installed no more than 30 feet below working surface, capable of withstanding a 400# drop test, openings cannot exceed 6 inches on any side. Personal fall arrest system: body belts are not acceptable - need to use 5-point harness, anchorages used for attachment shall be separate from the support platforms or other devices, limit free-fall to no more than 6 feet (self-retracting lifelines and lanyards may limit free-fall to 2 feet) or contact lower level. Warning line systems may be used for roofing work on flat or low slope ( $<4:12$  slope) roofs, erected around all sides of the roof work area not less than 6 feet from the roof edge...consist of ropes, wires, chains flagged at not more than 6 foot intervals and 34-39 inches high.
4. Training requirements under the standard apply to each employee who might be exposed to fall hazards and include: nature of fall hazards in the work area; correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems used; the use and safe operation of guardrail, personal fall arrest, safety net, warning line, safety monitoring, and controlled access zones; role of each employee in the safety monitoring systems when this system is used; limitations on use of mechanical equipment during performance of roofing work on low-sloped roofs; correct procedures for handling/storage of equipment and materials, and the erection of overhead protection; and role of employees in fall protection plans.
5. Questions, concerns or uncertainty regarding fall protection should be directed to your Supervisor or Manager.

## **XXI. Small Tools and Equipment**

### **Basic Rules**

1. Always select the appropriate tool for the job; never use makeshift tools.
2. Check the condition of a tool frequently and repair or replace it if defective.
3. Avoid using tools on moving machinery; stop the machine before making adjustments.
4. Check the clearance at the workplace to make sure there is sufficient space if the tool should slip.

5. Have a good support underfoot so that there is no hazard of slipping, stumbling, or falling.
6. Protect hands by wearing gloves in confined places, except when using hammers. Do not wear rings, or other jewelry.
7. Carry sharp or pointed tools in covers, or point them away from the body in case of a fall.
8. Wear eye protection when using impact tools on hard, brittle material.
9. After using tools, wipe them clean and put them away, thus keeping the workplace orderly.
10. Do not lay tools on top of stepladders or in other high places from which they could fall.
11. Learn and follow the correct way to use all hand tools.
12. Use tools made of non-sparking material where a fire hazard may exist.
13. Turn in all broken, worn, or obsolete tools to your supervisor.
14. Do not remove or alter any guard, protective device or safety feature from any tool or equipment.
15. If unfamiliar with tool or equipment, read factory operating instructions pertaining to proper use, or see your immediate Supervisor or Manager for safe operating instructions.

## **XXII. Hot Working Environments**

### **General Guidelines**

1. Ideal work environment temperatures are 66° F to 82° F for 95% of the working population. Hot work environments would be considered anything higher than 82° F but are affected by combination of temperature, humidity, air velocity (wind or mechanical ventilation or cooling), and work activity. Hot or heat is a measure of internal body temperature, e.g. core temperature (about 99° -100° F for most of us) when compared to environmental conditions, work activity, individual characteristics, and engineering and administrative controls utilized. Hot environments include outdoors, industrial processes, furnaces, laundries, bakeries, confined spaces, and may result from convective, reflective, and radiant heat sources as well.
2. Symptoms of heat stress disorders include: fainting, heatstroke, lack of ability to sweat, heat rash, cold/clammy skin, nausea/upset stomach, fatigue, headache, pale complexion, reduced urination, muscle spasms, and general confusion.

3. Preventing heat stress can be effected by: acclimatization to environment through engineering controls, ventilation, shade shields, work-rest cycles, scheduling work time, frequent water or fluid intake breaks, etc. Also important is employee education/training, active medical supervision, and environmental monitoring.
4. Proper work clothing is necessary to reduce heat loading to include: light colors – white is best; cotton versus synthetics; and loose fitting (need to watch this around equipment). Wear a summer-type hat, which allow for heat loss but keeps sun off head.
5. Avoid drinking very cold liquids but consume drinks that are cool to room temperature. Employees need to drink before they are thirsty – several 8 oz glasses per hour Do not drink carbonated, caffeinated, or alcoholic drinks. Water or sports drinks are best. Try to eat smaller meals through the workday.

## **XXIII. Cold Working Environments**

### **General Guidelines**

1. Ideal work environment temperatures are 66° F to 82° F for 95% of working population. Cold work environments would be considered anything less than 66° F but are effected by combination of temperature, humidity, and air velocity (wind or mechanical ventilation). Cold is measure of internal body heat or core temperature (about 99° -100° F for most of us) when compared to environmental conditions, work activity, individual characteristics, and engineering and administrative controls utilized. Cold environments include outdoors, coolers/blast freezers, meat packing, cold processing facilities (e.g. ice houses, chiller rooms).
2. Cold exposure can result in the following disorders: hypothermia (body core temperature drops to 85° F); blood vessel abnormalities (Raynaud's Phenomenon – numbness and tingling, acrocyanosis – hands/feet turn blue, purple or gray, and thromboangitis obliterans – cold sensitivity with inflammation and fibrosis of tissue around medium-sized arteries and veins; frostbite (skin freezes at 30° F); trench foot (edema – swelling, and tingling); and frostnip (e.g. windburn condition which turns skin white).

3. Symptoms of cold exposure include: shivering; pain in extremities; tingling; itching; changes in skin color (white, blue, black, purple, gray); swelling; numbness; and dehydration.
4. Preventing cold stress can be accomplished by one or more of the following treatment methodologies: acclimation (varies by individual); proper hydration (no alcohol); adequate diet and sufficient salt intake; application of appropriate control measures (spot heating, shielding work areas from wind, insulated handles on tools, use of power tools to conserve energy/effort, warm-up hut, adjusting work-rest schedules, organizing work activity during day/season). Also critical in prevention protocol is active medical supervision of workers, employee education/training, and environmental monitoring
5. Proper clothing is necessary to reduce chance of cold exposure – clothing should be appropriate for the environment. Layers of clothing are best with cotton next to the skin.

Wet clothing has decreased insulation value/capacity. It's very important to wear head protection since 40% of body heat is lost from an exposed head.

# XXIV. Supervisor's Accident Investigation Report

This report is to be completed by Department Supervisors or Managers and must be submitted to Human resources immediately following any accident. (Note: Only the front of form included here due to space limitations.)

ERIE WATER WORKS  
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT  
REVISED APRIL 2006

EMPLOYEE NAME		DATE OF INJURY	
EMPLOYEE ADDRESS		SOCIAL SECURITY #	
EXACT LOCATION OF ACCIDENT		TIME OF ACCIDENT	
EMP. PHONE #	DATE OF BIRTH	MARRIED	SINGLE
OCCUPATION / JOB TITLE		NO. CHILDREN UNDER AGE 18	

CHECK ALL APPROPRIATE BOXES

<b>A G E G R O U P</b>	UNDER 20	STRUCK AGAINST	ABDOMEN	COMPRES- SOR	NOT GUARDED	UNAUTHOR- IZED OPERATION	IMPROPER ATTITUDE	
	20 TO 29	STRUCK BY	ANKLE	CONVEYOR	SAFETY DEVICE INOPERATIVE	WORKING ON DANGEROUS EQUIPMENT	LACK OF KNOW- LEDGE	
	30 TO 39	CAUGHT IN/ON/ BETWEEN	ARM	DUST	ELEC. EQUIP DEFECTIVE		LACK OF SKILL	
	40 TO 49	FALL	BACK	ELEVATOR	HAZARDOUS ARRANGE- MENT	OPERATING AT UNSAFE SPEED	POOR EYESIGHT	
	50 TO 59		CHEST	GLASS	IMPROPER LIGHT		POOR HEARING	
60 & OVER	SLIP	EAR	HAND DOLLY	HAZAR- DOUS MATERIAL	TAKING UNSAFE POSITION	FATIGUE		
<b>S H I F T</b>	7:00 TO 3:30	TRIP	EYE	HANDTOOL	IMPROPER VENTILATION	USING DEFECTIVE TOOL	WEAK- NESS	
	3:30 - 12:00	TWIST	FACE	HAND DOLLY	LACK OF SAFETY EQUIP		PHYSICAL CONDI- TION	
	12:00 - 7:00	OVEREXER- TION	FINGER	HAZAR- DOUS MATERIAL	LADDER	NOT FOLLOWING RULES	OTHER	
	OVERTIME	BURN	FOOT	HOIST	MACHINES	HAZARDOUS FLAMES OR GASES	USING HANDS AND NOT TOOLS	
		INGESTION	GROIN	LADDER	METAL	OTHER	CARELESS- NESS	
<b>G E N D E R</b>	MALE	ELECTRIC SHOCK	HAND	FORKLIFT	FLOORS	HORSEPLAY		
	FEMALE	Muscle pull	HEAD	FLOORS	SURFACES	OTHER		
		DAY OF WEEK	KNEE	SHOUL- DER	VEHICLE	OTHER		
	FIRST AID ONLY	<b>SMTWTF S</b>	LEG	TOE	VEHICLE			
	DR ONLY		SHOUL- DER	WRIST	OTHER			
LOST TIME	TOE		OTHER					
FATAL		OTHER						

DESCRIBE IN DETAIL WHAT HAPPENED; INCLUDE MACHINE, EQUIPMENT, VEHICLE, TOOL, OR MATERIAL INVOLVED. (Continue on separate sheet if necessary)

**Click and type here:**

WITNESS (ES): \_\_\_\_\_ PHONE \_\_\_\_\_

WITNESS (ES): \_\_\_\_\_ PHONE \_\_\_\_\_



## XXV. Workers' Compensation Panel of Physicians

**NOTE: This list is subject to change. Please check with your Human Resources or Department Manager for the current list.**

### IN THE EVENT OF A WORK INJURY, TELL YOUR SUPERVISOR

If you are injured while at work, your employer has arranged for payment of your medical care with

ERIE WATER WORKS/INSERVO

Updated 02/06/2022

INSERVO INSURANCE SERVICES, INC.  
Workers' Compensation Program: Designated Health Care Providers

Page 1 of 1

#### NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

If you suffer a work-related injury, immediately report the injury to your supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.
- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.
- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.
- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. If you choose the treatment prescribed in the second opinion, you must receive the treatment from a listed provider for a period of 90 days after the date of your visit to the provider of the second opinion.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, when the emergency is resolved, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

NAME OF PROVIDER	STREET	CITY, STATE, ZIP	PHONE	SPECIALTY
Occupational Health Center	2501 W. 12th Street	Erie, PA 16505	814.452.7879	Occ. Medicine
Erie Eye Clinic	128 West 12th St., Ste. 200	Erie, PA 16501	814.452.2796	Ophthalmology
Hand Microsurgery & Recon. Ortho.	300 State St.	Erie, PA 16507	814.456.6022	Ortho. Surgery
Saint Vincent Orthopaedic Institute	2315 Myrtle Street, Ste. L10	Erie, PA 16502	814.454.2401	Ortho. Surgery
MedExpress	5039 Peach Street	Erie, PA 16509	814.866.1443	Urgent Care
AHN Urgent Care East	4247 West Ridge Road	Erie, PA 16506	814.835.2580	Urgent Care
St. Vincent Rehab Solutions	1910 Sesawapas St., Ste. 200	Erie, PA 16502	866.446.2848	Physical Therapy
Ashley & Kuzma Therapeutics	2111 West 8th Street	Erie, PA 16505	866.446.2848	Physical Therapy
Iadefuca Chiropractic	2921 W. 20th Street	Erie, PA 16506	866.446.2848	Chiropractic

**FOR PRESCRIPTION MEDICATIONS AND DURABLE MEDICAL EQUIPMENT OR TO SCHEDULE PHYSICAL THERAPY, CHIROPRACTIC AND DIAGNOSTIC IMAGING APPOINTMENTS, AND LOCATIONS CLOSE TO YOU, PLEASE CALL KEYSCRIPTS AT 1.866.446.2848.**

All of your healthcare provider bills and reports need to be sent to the following address for review and payment in accordance with the Pennsylvania Workers' Compensation Act:

Inservco Insurance Services, Inc. P.O. Box 3899, Harrisburg, PA 17105-3899  
Phone: 1.800.356.0438 - Fax: 1.866.356.0438

\* \* \* \* \*

That the employee has the duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for 90 days from the date of the first visit to a designated provider.

That the employee has the right to have all reasonable medical supplies and treatment related to the injury paid for by the employer as long as the treatment is obtained from a designated provider during the 90-day period.

That the employee has the right, during this 90-day period, to switch from one health care provider on the list to another provider on the list, and that all the treatment shall be paid for by the employer.

That the employee has the right to seek treatment from a referral provider if the employee is referred to him by a designated provider, and the employer shall pay for the treatment rendered by the referral provider.

That the employee has the right to seek emergency medical treatment from any provider, but that subsequent nonemergency treatment shall be by a designated provider for the remainder of the 90-day period.

That the employee has the right to seek treatment or medical consultation from a nondesignated provider during the 90-day period, but that these services shall be at the employee's expense for the applicable 90 days.

That the employee has the right to seek treatment from any health care provider after the 90-day period has ended, and that treatment shall be paid for by the employer, if it is reasonable and necessary.

That the employee has the duty to notify the employer of treatment by a nondesignated provider within 5 days of the first visit to that provider. The employer may not be required to pay for treatment rendered by a nondesignated provider prior to receiving this notification. However, the employer shall pay for these services once notified, unless the treatment is found to be unreasonable by a URO, under Subchapter C.

## **XXVI. Cellular Telephone Use Policy**

The use of cellular telephones, either company issued or privately owned, while driving Erie Water Works vehicles or operating Erie Water Works construction or similar type equipment, **is strictly prohibited.**

The use of a cellular phone while driving or operating construction equipment may present a hazard to the driver, other employees and to the general public. This policy is meant to ensure the safe operation of all Erie Water Works vehicles, equipment and privately owned vehicles, while an employee is on work time and conducting Erie Water Works business.

Employees shall not use cellular phones while driving or operating such equipment. Should an employee receive a call or need to make a business related call while driving, he / she should locate a lawfully designated area to park and make or receive such call. If working on or with construction or other similar type equipment, the employee shall stop operation before making or receiving the call.

Violation of this policy will subject employee to appropriate disciplinary action.

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