

TOOL BOX TALKS

Municipality General Safety Rules

Safety is of the utmost importance in the discharge of work or duty. These safety rules are designed to promote proper safety practices on the job. They are not intended to replace current city directives, departmental standard operating procedures (SOP), federal, state or local laws, rules or regulations.

Municipality General Safety Rules

- Wear your seat belts when driving on company business.
- Wear seat belts when operating machines or forklifts.
- Riders in vehicles must wear seat belts.
- Do not operate vehicles or machines when fatigued or very tired.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries in writing immediately.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Keep building fire exits clear, unblocked and unlocked.
- Report problems with fire exits or emergency lighting.
- Keep fire extinguishers and fire pull stations clear.
- Report problems with ice, snow and water.
- Know your severe weather shelter locations.
- Clean up spills of liquid and water.
- Pick up trip hazards once discovered.
- Do not run.
- Wear hearing protection in noisy areas.
- Wear appropriate slip-resistant footwear when working especially for winter weather and beware slip and trip hazards in the parking lot.
- Do not wear inappropriate footwear like sandals or heels when working during winter weather.
- When doing extensive computer work take little breaks, stretch and report issues early.
- Get help to team lift heavy objects.
- Report security concerns with door locks or system components that don't function.

Jobsite General Safety Rules

- To prevent ejection and entrapment wear seatbelt on all equipment with ROPS.
- Perform a safety walk-around prior to moving vehicles or machines on the jobsite.
- Inspect construction machines and tools for hazards or maintenance concerns before use.
- Wear proper safety footwear when on a jobsite.
- Do not run.
- Wear an approved hard hat when working on construction jobsites.
- Wear eye and face protection when using power or hand tools or when near flying objects.
- Wear a reflective, high-visibility vest when working near traffic or construction machines.

Work **SAFE**

Smart, Accident-Free Environments

- Wear eye protection whenever exposed to flying objects.
- Straighten floor runners or rugs that could trip fellow employees.
- Stay ten feet away from overhead entrances and power lines.
- Scan for overhead power lines before raising ladders, dump beds, or booms.
- Do not work underneath raised loads.
- If exposed to a fall you must be protected by guardrails, safety net or personal fall arrest system.
- Use three-point contact when climbing ladders.
- Do not overreach when working from ladders.
- Secure ladders to prevent tipover or kickout.
- Do not use the top two rungs of step ladders.
- Do not jump from equipment or trucks.
- Use three-point contact when mounting or dismounting trucks or machines. Do not jump.
- Workers must be protected by trench sloping, shoring or shielding.
- Never raise workers in the bucket of loaders, skid-steers or excavators.
- Operators must look behind machines before backing.
- Drivers must get out and look or use a spotter before backing.
- Never climb into dumpsters to “compress” or dig by hand through jobsite waste.

Excavation Safety Rules

- Stay a minimum of 10 feet away from overhead power lines.
- Always locate underground utilities before work.
- Equipment operators and drivers must use three-point contact when entering /exiting cabs.
- Never jump from cabs or steps of machines.
- Stay aware of your surroundings and must stay out from in-between vehicles & machinery.
- Excavations and trenches must be inspected for hazards on a daily basis by a competent person.
- Do not enter or remain in an unsafe trench.
- Drivers and equipment operators shall perform safety checks before each day.
- Wear personal protective equipment, hard hat, high-visibility vest, eye protection, and safety footwear on the job.
- Drivers and operators must use safe backing techniques whenever vehicles reverse direction.
- Never lift anyone in the bucket, on the forks, in slings or on the headache ball.
- Pick up jobsite waste that could cause a trip and fall.
- Do not enter confined spaces – even new construction confined spaces – without training authorization, and proper air monitoring and confined space permits.



These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

Grounds Keeping Safety Rules

- Wear the seat belt on mowers or tractors equipped with roll-over protection systems.
- Lawn care machine rollover bars must be fully-extended and locked.
- Wear eye protection when operating landscaping and lawn mowing machines.
- Wear hearing protection when operating loud lawn care machines.
- Wear closed-toed footwear with proper ankle support when performing lawn care.
- Wear high-visibility reflective vests when working near traffic.
- Keep long hair up and loose clothing tucked in.
- Do not wear jewelry on the job.
- Do not lift push mowers or other heavy machines without assistance or ramps.
- All lawn care chemical containers must be labeled.
- Do not remove lawn machine guards and shields.
- Report damaged shields or guards.
- Do not service, maintain or make adjustments to lawn care machines while running.
- Turn off, lock out and tag landscaping machines before performing service.
- Do not fuel hot machines or machines that are left running.
- Store fuel in steel safety cans with an automatic closure.
- To prevent explosion, smoking near lawn care trailers or when handling fuel prohibited.

Law Enforcement General Safety Rules

- Verify that all vehicle emergency equipment and supplies are present and ready to deploy.
- Do not tailgate other motorists when driving or during emergency response.
- Keep vehicle speeds within legal limits when responding.
- Follow all motorist safety laws when responding to emergencies.
- To avoid intersection accidents, stop at red lights and stop signs when responding.
- Wear appropriate safety footwear when on duty.
- Manage distractions when driving especially during bad traffic or during responses.
- Wear protective gloves and use germicidal disinfectant when cleaning up or handling items contaminated with body fluids.
- When roadside, park law enforcement vehicles to protect officers from vehicle incursions.
- Never point a weapon at anyone unless during self-defense or during an apprehension.
- Remove from service, tag and lock unsafe weapons.
- Wear all personal protective equipment that is required by your organization including bulletproof vests and seat belts.
- When working at vehicle accidents or during roadside service calls, wear a high-visibility vest.
- Consider all suspects – throughout custody—as armed and dangerous.



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Fire Department General Safety Rules

- Use three-point contact when mounting or dismounting trucks. Do not jump from any part of the truck.
- Wear ladder safety belts (fall restraint devices) whenever operating from aerial devices.
- To prevent falls, limit the amount of personnel loading hose or working on top of the truck.
- Do not operate aerial trucks within 10 feet of overhead power lines.
- Do not spray water on overhead electrical equipment or lines.
- Personal protective equipment must be maintained clean, stored properly and free of hazards or abuse.
- Wear hearing protection when checking or running loud machines.
- Wear eye protection and face shields whenever exposed to flying objects or particles.
- Wear safety footwear at emergency scenes or when working at fire stations.
- Wear required personal protective equipment during EMS delivery, fires, rescues and service calls.
- Do not operate machines or equipment unless you have been trained and authorized.
- Do not use unsafe extension cords. Use ground-fault protection on fire scenes.
- Use three-point contact on ladders.
- Do not overreach and secure ladders from tipover or kickout.
- Use safe lifting methods – including team lifts - when moving machines or equipment, such

- Use safe lifting methods – including team erecting extension ladders or lifts.
- Use additional personnel, team lifts, and the correct equipment when moving patients.
- Clean up spills, oils or water that can create slip hazards.
- Keep floors clear of trip hazards like equipment, water hoses, extension cords and supplies.

Water-Wastewater Safety Rules

- Do not smoke inside the plant.
- Keep emergency eyewash stations clear, clean and operate eyewash stations weekly.
- Whenever exposed to a fall of 4' or more guardrails, nets or a personal fall arrest systems are required.
- Do not stand on water-wastewater plant machines or pumps unless fall protection is provided.
- Never remove machine guards or shields.
- Do not handle water treatment chemicals unless trained and authorized.
- Wear personal protective equipment to protect the skin, respiratory tract and eyes is required when handling water treatment chemicals.
- Do not service electrical equipment unless trained and authorized.
- Equipment being serviced, maintained, or demolished must be locked out whenever employees are exposed to sudden release of mechanical or electrical energy.



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as rolls of LDH, ventilation fans, extrication equipment and generators.

- Use additional personnel, team lifts, and the correct equipment when moving patients.
- Clean up spills, oils or water that can create slip hazards.
- Keep floors clear of trip hazards like equipment, water hoses, extension cords and supplies.
- Never bypass or remove any machine or service lockout or tagout.
- Do not enter confined spaces unless trained and authorized.
- Do not enter confined spaces without atmosphere testing, communication, rescue plan and retrieval equipment.
- Ventilate confined spaces before entry.



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