

TITLE 4

MUNICIPAL PERSONNEL¹

CHAPTER

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4. INFECTIOUS DISEASE CONTROL POLICY.
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CHAPTER 1

SOCIAL SECURITY

SECTION

- 4-101. Policy and purpose as to coverage.
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4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this town to provide for all eligible employees and officials of the town, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the town shall take such action as may be required by applicable state and federal laws or regulations.

4-102. Necessary agreements to be executed. The mayor is hereby authorized and directed to execute all the necessary agreements and

¹Ordinance 94-008 (May 1995) provides:

"An ordinance of the Town of Wartrace, Tennessee to establish a written policy on 'Confined Space Entry.' Purpose: The purpose of this ordinance and referenced regulations is to bring the city into compliance with TOSHA regulations concerning workplace safety.

Confined Space Entry Plan

This ordinance shall take effect upon its final reading by the municipal governing body."

amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.

4-103. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations.

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations.

4-105. Records and reports. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

4-106. Exemptions from coverage. There is hereby exempted from this chapter any authority to make any agreement with respect to any position, any employee or official not authorized to be covered by applicable state and federal laws or regulations.

CHAPTER 2**MISCELLANEOUS****SECTION**

4-201. Personnel policies and procedures.

4-201. Personnel policies and procedures. The Board of Mayor and Aldermen of the Town of Wartrace shall be responsible for establishing policies, procedures and rules to regulate those individuals' action and performance in the employment of the Town of Wartrace, Tennessee, including office, utilities, public works, and police personnel. They may utilize the suggestions of employees, supervisors, and the personnel committee in establishing and maintaining the following;

- (1) Personnel Management Manual, including:
 - (a) Vacation;
 - (b) Sick;
 - (c) Policy Statement on Drug Free Work Place;
 - (d) Employee Work Guidelines;
 - (e) Employee Performance Evaluation;
 - (f) Work Hours.

This conforms to the provisions of the Town of Wartrace's Charter, Priv. Acts 1969, ch. 7, § 5. The effective date is November 1, 1989, the public welfare demanding it. (Ord. #89-003, October 1989)

CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

SECTION

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- 4-302. Title.
- 4-303. Purpose
- 4-304. Definitions.
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- 4-314. Recordkeeping and reporting.
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- 4-317. Amendments, etc.

4-301. Adoption. In compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the Town of Wartrace, Tennessee hereby establishes the "Occupational Safety and Health Program for the Employees of the Town of Wartrace." Therefore be it ordained by the Town of Wartrace, that there be and is hereby created a safety and health program for the employees of the Town of Wartrace. (Ord. #74-01, June 1974)

4-302. Title. This chapter shall be known as the "Occupational Safety and Health Program for the Employees of the Town of Wartrace." (Ord. #74-01, June 1974)

4-303. Purpose. The Town of Wartrace, in electing to establish and maintain an effective occupational safety and health program for its employees, shall:

- (1) Provide a safe and healthful place and condition of employment.
- (2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees, with the exception of articles of personal protective equipment which are required by regulation to be purchased by employees, as soon as the town can investigate the availability and the most economical cost of the aforesaid.

(3) Make, keep, preserve and make available to the State Commissioner of Labor, his designated representative or persons within the agency to whom such responsibilities have been delegated, including the Director of the Office of Occupational Safety and Health, adequate records of all occupational accidents and personal injuries for proper evaluation and necessary corrective action as required. However, these provisions shall not take effect until and after the town has received and reviewed record keeping forms, procedures and guidelines provided by the state, and thereafter these provisions shall not take effect until after the town has had a reasonable period of time to set up and provide for the orderly implementation and use of such records and procedures.

(4) Consult with the State of Commissioner of Labor or his designated representative, with regard to the adequacy of the form and content of records.

(5) Consult with the State Commissioner of Labor or the State Commissioner of Health, as appropriate, regarding safety and health problems of the agency which are considered to be unusual or peculiar to the town and are such that they cannot be achieved under a standard promulgated by the state.

(6) Make an annual report to the State Commissioner of Labor to show accomplishments and progress of the total occupational safety and health program as soon as reasonably possible after the town has implemented the provisions of paragraph (3) hereinabove set forth.

(7) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

(8) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this program as soon as reasonably possible after this ordinance has been enacted. (Ord. #74-01, June 1974)

4-304. Definitions. For the purpose of this program:

(1) "Commissioner of Labor" means the chief executive officer of Tennessee Department of Labor. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor.

(2) "Commissioner of Health" means the chief executive officer of the Tennessee Department of Health. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Health.

(3) "Employer" means the Town of Wartrace, Tennessee, and shall include each administrative department, commission, board, division or other agency of the town.

(4) "Director of personnel" means the chief executive officer designated by the Town of Wartrace to perform duties or to exercise powers assigned so as to plan, develop, and administer the town's occupational safety and health program.

(5) "Compliance inspector(s)" means the individual(s) appointed and designated by the Director of Personnel to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, the inspections shall be conducted by the Director of Personnel.

(6) "Appointing authority" means any town official or group of officials having legally designated powers of appointment, employment, or removal for a specific department, commission, board, division or other agency of the town.

(7) "Employee" means any person performing services for the Town of Wartrace and listed on town payrolls either as part-time, seasonal, or permanent, full-time employees; provided, however, that such definition shall not include independent contractors, their agents, servants, and employees.

(8) "Person" means one or more individuals, partnerships, associations, corporations, business trusts, legal representatives or any organized group of persons.

(9) "Standard" means an occupational safety and health standard promulgated by the Tennessee State Commissioner of Labor or the State Commissioner of Health which requires conditions or the adoption or the use of one or more practices, means, methods, operations or processes reasonably necessary or appropriate to provide safe and healthful employment and places of employment.

(10) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the eminence of such danger can be eliminated through normal enforcement procedures; provided, however, that this definition shall not include hazardous operations which are undertaken for the public's safety and well-being.

(11) "Serious physical harm" means that type of harm that would cause permanent or prolonged impairment of the body in that (a) a part of the body would be permanently removed (e.g., amputation of an arm, leg, finger; loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or (b) a part of an internal bodily system would be inhibited in its normal performance to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment, causing shortness of breath). On the other hand, breaks, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

(12) "Establishment" or "workplace" means a single physical location where business is conducted or where services or industrial operations are performed. (Ord. #74-01, June 1974)

4-305. Coverage. The provisions of this program shall apply to employees of each administrative department, commission, board, division or other agency of the Town of Wartrace. (Ord. #74-01, June 1974)

4-306. Employer's rights and duties. Rights and duties of the employer shall include, but are not limited to the following provisions:

(1) Employer shall furnish to each of his employees conditions of employment and a place of employment free from known and recognized hazards that are causing or are likely to cause death or serious injury or harm to employees; provided, however, that employer shall have a reasonable period of time to correct any such hazards.

(2) Employer shall comply with occupational safety and health standards or regulations promulgated pursuant to the State Occupational Safety and Health Act of 1972.

(3) Employer shall assist the State Commissioner of Labor and State Commissioner of Health, upon reasonable notice from the said commissioners, in the performance of their inspection duties by supplying necessary information to the commissioners or to their respective assistants or deputies.

(4) Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearings on proposed standards, or by requesting the development of standards on a given issue.

(5) Employer is entitled to request an order granting a variance from an occupational safety and health standard.

(6) Employer is entitled to protection of his trade secrets and other legally privileged communications.

(7) Employer shall inspect all installations, departments, bureaus, and offices to insure the provisions of this program are complied with and carried out as soon as reasonably possible after this ordinance has been fully implemented.

(8) Employer shall notify and inform any employee, who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard, of corrective action being taken by the town. (Ord. #74-01, June 1974)

4-307. Employee's rights and duties. Rights and duties of employees shall include, but are not limited to the following provisions:

(1) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this program which are applicable to his or her own actions and conduct.

(2) Each employee shall be notified by the placing upon bulletin boards, or other places of common passage, of any application for a temporary order granting a variance from any standard or regulation.

(3) Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

(4) Any employee who may be adversely affected by a standard or variance issued pursuant to this program may file a petition with the director of personnel.

(5) Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and the corrective action being taken as soon as reasonably possible after this ordinance has been fully implemented.

(6) Subject to regulations issued pursuant to this program, any employee or authorized representative of employees shall be given the right to request an inspection.

(7) No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under or relating to this program.

(8) Any employee who believes that he or she has been discriminated against or discharged in violation of any of these sections may, within thirty (30) days after such violation occurs, file a complaint with the Director of Personnel of the Town of Wartrace.

(9) Nothing in this section or any other provision of this program shall be deemed to authorize or require medical examination, immunization, or treatment for those who object thereto on religious grounds except where such is necessary for the protection of the health or safety of others, and except when such medical examination is reasonably required for performance of a specified job. (Ord. #74-01, June 1974)

4-308. Standards authorized. The standards adopted by the Town of Wartrace are the applicable State of Tennessee Safety and Health Standards developed under Section 6 of the State Occupational Safety and Health Act of 1972. (Ord. #74-01, June 1974)

4-309. Variances from standards authorized. The Town of Wartrace may, upon written application to the State Commissioner of Labor or the State Commissioner of Health, request an order granting a temporary variance from any approved standards. Prior to requesting such temporary variance, the employer shall notify or serve notice to employees or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board as designated by the town, shall be deemed sufficient notice to employees. (Ord. #74-01, June 1974)

4-310. Imminent danger. (1) Any allegation of imminent danger received shall be handled in accordance with the following procedures:

(a) The director of personnel shall immediately ascertain whether there is a reasonable basis for the complaint.

(b) If the imminent danger complaint appears to have merit, the director of personnel shall cause an immediate inspection of the alleged imminent danger location.

(c) As soon as it is concluded from such inspection that conditions or practices exist which constitute an imminent danger, the director of personnel or the compliance inspector shall attempt to have the danger corrected through voluntary compliance. If any employees appear to be in immediate danger, they should be informed of the danger, and the supervisory personnel in charge should be requested to remove them from the area of immediate danger.

(d) The administrative head of the workplace or his authorized representative is responsible for determining the manner in which he will abate the dangerous condition.

(e) The imminent danger shall be deemed abated if the imminence of the danger has been eliminated by removing the employees from the area of danger or the conditions or practices which resulted in the imminent danger have been eliminated.

(f) A written report shall be made to the director of personnel describing in detail the imminent danger and its abatement. (If a compliance inspector is not appointed, this provision should be omitted).

(2) The following procedures shall be followed in the event of a refusal to abate:

(a) If abatement is refused, the compliance inspector shall immediately notify the director of personnel for assistance in obtaining voluntary compliance. (If a compliance inspector is not appointed, this provision should be omitted).

(b) The director of personnel shall take whatever steps are necessary to comply with the abatement procedures set forth in § 4-310(1)(e) above. (Ord. #74-01, June 1974)

4-311. Inspection. (1) In order to carry out the purposes of this program, the director of personnel or, if one is appointed, the compliance inspector is authorized:

(a) To enter at any reasonable time any establishment, construction site, plant, or other area, work place, or environment where work is performed by an employee of the Town of Wartrace; and,

(b) To inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent or employee working therein.

(2) If, an imminent situation is alleged or brought to the attention of the director of personnel or a compliance inspector during a routine inspection,

he shall immediately inspect the imminent danger situation before inspecting the remaining portions of the workplace.

(3) An administrative representative of the town and a representative authorized by the employees may be given an opportunity to consult with or to accompany the compliance inspector (director of personnel) during the physical inspection of any work place for the purpose of aiding such inspection.

(4) The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.

(5) The inspection shall be such as to preclude unreasonable disruptions of the operations of the work place or establishment.

(6) Interviews of employees during the course of the inspection, when accompanied by an employee representative, may be made when such interviews are essential to the investigation techniques.

(7) Inspections shall be accomplished without advance notice, but the director of personnel may authorize the giving to any supervisor or employee advance notice of an inspection. (Ord. #74-01, June 1974)

4-312. Citation and hearing. (1) If, upon an inspection or investigation, the director of personnel, or his compliance inspector(s), should one be appointed, finds that any work place is not in compliance with any standard, rule, regulation or order, and said official is unable to effect a voluntary agreement to bring the work place into compliance, he shall, with reasonable promptness, issue to the administrative officer responsible for the work place a written citation that states the nature and location of the violation; the standard, rule, regulation or order violated; the abatement and correction requirements; and a period of time during which the work place must accomplish such abatement and correction. A copy of each citation shall immediately be posted at or near each location referred to in the citation and remain posted until the alleged violation has been corrected or vacated.

(2) At any time within ten (10) days after receipt of such citation, anyone affected may advise the director of personnel of objections to the terms and conditions of the citation. Upon receipt of such objections a hearing shall be held, and the director of personnel shall thereafter issue an order affirming, modifying, or vacating the citation, and such order shall be final.

(3) The mayor may issue subpoenas, pursuant to his duties as set forth herein, to require the attendance and testimony of witnesses and the production of evidence under oath at such hearings. (Ord. #74-01, June 1974)

4-313. Penalties. (1) The Town of Wartrace shall not issue any civil or criminal penalties against any public official, employee, or any other person, administrative department, commission, board, division or other agency of the Town of Wartrace for failure to comply with the safety and health standards.

(2) Any employee who willfully and repeatedly violates or causes to be violated a safety standard, rule, regulation, or order shall be subject to

disciplinary action by the appointing authority. The appointing authority has the power to administer discipline and it shall be his duty to take action in one of the following ways:

- (a) Oral reprimand.
- (b) Written reprimand.
- (c) Suspension.
- (d) Termination.

(3) The employee being disciplined shall have the right of appeal to the board of mayor and aldermen within ten days after receiving notice of the disciplinary action; and a hearing shall be held as set forth in § 4-312(2) and (3) entitled, "Citation and Hearing". (Ord. #74-01, June 1974)

4-314. Recordkeeping and reporting. (1) The Town of Wartrace shall establish and maintain a system for collecting, maintaining and reporting safety and health data as soon as reasonably possible after implementing the provisions of § 4-303, under the sub-section entitled, "Purpose".

(2) All occupational injuries and illnesses shall be reported to the director of personnel on the OSHA forms provided by the State Department of Labor, except that Workmen's Compensation Form 6A may be used in lieu of the Supplementary Record of Occupational Injury/Illness, Form OSHA No. 101.

(3) The director of personnel shall maintain a continuous log of occupational injuries and illnesses compiled from the reports set forth above and recorded on Form OSHA No. 100.

(4) Such occupational safety and health records shall be maintained for a period of five (5) years following the end of the year to which they relate.

(5) After this ordinance has been enacted, the Town of Wartrace shall report within forty-eight (48) hours, either orally or in writing, to the Commissioner of Labor any accident which is fatal to one or more employees or which results in the hospitalization of five (5) or more employees.

(6) The Town of Wartrace shall make an annual report, after this ordinance has been fully implemented, to the Commissioner of Labor showing the statistical data required by Section 50-550-106 (Annual Summary) of the State OSHA Regulations for Recordkeeping and Reporting. (Ord. #74-01, June 1974)

4-315. Administration. For the purposes of this chapter, the mayor is hereby designated as the director of personnel and is likewise designated as the chief executive officer to perform duties or to exercise powers assigned so as to plan, develop, and administer the Town's Occupational Safety and Health Program.

(1) Upon authorization from the board of aldermen, the director of personnel may designate, appoint, or employ persons as he deems necessary to carry out his powers, duties and responsibilities under the program.

(2) The director of personnel, to the extent possible, shall recommend the employment of measures to coordinate the activities of all town departments to promote efficiency and to minimize inconvenience under the program.

(3) The director of personnel may delegate the power to make inspections to the compliance inspector(s), provided that the procedures employed are as effective as those employed by the director.

(4) The director of personnel shall develop a plan, pursuant to the Town's Occupational Safety and Health Program, and such a plan shall be submitted for approval and adopted by the mayor and the board of aldermen. Any subsequent changes or modifications in the plan shall also be submitted to the mayor and the board of aldermen for approval and adoption.

(5) The recording clerk shall upon adoption of this ordinance, immediately register the Town's Occupational Safety and Health Program with the State Commissioner of Labor, by sending to the Commissioner of Labor by certified mail a written statement which includes:

(a) A statement that the Town of Wartrace has elected to develop its own program of compliance;

(b) A statement that such program has been developed and has been reduced to writing;

(c) A statement of where such writing may be inspected;

(d) A statement that town employees have been informed of the program and have access to such writing;

(e) An assurance that the town's program incorporates standards developed pursuant to the State Occupational Safety and Health Act;

(f) A description of the methods of inspection provided for herein and an assurance that such program includes provisions for inspection and recordkeeping as effective as the provisions of the Tennessee Occupational Safety and Health Act of 1972. (Ord. #74-01, June 1974)

4-316. Application of other statutes and ordinances.

(1) Compliance with any other law, statute or ordinance which regulates safety and health in employment and places of employment shall not excuse the Town of Wartrace or any town employee, or any other person from compliance with the provisions of this program.

(2) Compliance with any provisions of this program or any standard or regulation promulgated pursuant to this program shall not excuse the Town of Wartrace or any town employee, or any other person from compliance with any state law or town ordinance regulating and promoting safety and health unless such law or resolution is specifically repealed. (Ord. #74-01, June 1974)

4-317. Amendments, etc. The Occupational Safety and Health Program of the Town of Wartrace may be amended in any particular by

following the procedure used for the adoption of this program. This ordinance shall take effect from and after the date it shall have been passed by the board of aldermen, and as otherwise provided by law, the general welfare of the Town of Wartrace, Tennessee requiring it. (Ord. #74-01, June 1974)

CHAPTER 4

INFECTIOUS DISEASE CONTROL POLICY

SECTION

- 4-401. Purpose.
- 4-402. Coverage.
- 4-403. Administration.
- 4-404. Definitions.
- 4-405. Policy statement.
- 4-406. General guidelines.
- 4-407. Hepatitis B vaccinations.
- 4-408. Reporting potential exposure.
- 4-409. Hepatitis B virus post-exposure management.
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- 4-411. Disability benefits.
- 4-412. Training regular employees.
- 4-413. Training high risk employees.
- 4-414. Training new employees and volunteers.
- 4-415. Records and reports.
- 4-416. Legal rights of victims of communicable diseases.

4-401. Purpose. It is the responsibility of the Town of Wartrace to provide employees a place of employment which is free from recognized hazards that may cause death or serious physical harm. In providing services to the citizens of the Town of Wartrace, employees may come in contact with life threatening infectious diseases which can be transmitted through job related activities. It is important that both citizens and employees are protected from the transmission of diseases just as it is equally important that neither is discriminated against because of basic misconceptions about various diseases and illnesses. The purpose of this policy is to establish a comprehensive set of rules and regulations governing the prevention of discrimination and potential occupational exposure to Hepatitis B Virus (HBV), the Human Immunodeficiency Virus (HIV), and Tuberculosis (TB). (Ord. #92-002, July 1992)

4-402. Coverage. Occupational exposures may occur in many ways, including needle sticks, cut injuries or blood spills. Several classes of employees are assumed to be at high risk for blood borne infections due to their routinely increased exposure to body fluids from potentially infected individuals. Those high risk occupations include, but are not limited to:

- (1) Police and security personnel;
- (2) Firefighters;
- (3) Sanitation and landfill workers; and

(4) Any other employee deemed to be at high risk per this policy and an exposure determination. (Ord. #92-002, July 1992)

4-403. Administration. This infection control policy shall be administered by the mayor or his/her designated representative who shall have the following duties and responsibility:

(1) Exercise leadership in implementation and maintenance of an effective infection control policy subject to the provisions of this chapter, other ordinances, the town charter, and federal and state law relating to OSHA regulations;

(2) Make an exposure determination for all employee positions to determine a possible exposure to blood and body fluids;

(3) Maintain records of all employees and incidents subject to the provisions of this chapter;

(4) Conduct periodic inspections to determine compliance with the infection control policy by municipal employees;

(5) Coordinate and document all relevant training activities in support of the infection control policy;

(6) Prepare and recommend to the board of mayor and aldermen any amendments or changes to the infection control policy;

(7) Identify any and all housekeeping operations involving substantial risk of direct exposure to body fluids and shall address the proper precautions to be taken while cleaning rooms and blood spills; and

(8) Perform such other duties and exercise such other authority as may be prescribed by the board of mayor and aldermen. (Ord. #92-002, July 1992)

4-404. Definitions. (1) "Body fluids" - fluids that have been recognized by the Center for Disease Control as directly linked to the transmission of HIV and/or HBV and/or to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses.

(2) "Exposure" - the contact with blood or other body fluids to which universal precautions apply through contact with open wounds, non-intact skin, or mucous membranes during the performance of an individual's normal job duties.

(3) "Hepatitis B Virus (HBV)" - a serious blood-borne virus with potential for life-threatening complications. Possible complications include: massive hepatic necrosis, cirrhosis of the liver, chronic active hepatitis, and hepatocellular carcinoma.

(4) "Human Immunodeficiency Virus (HIV)" - the virus that causes acquired immunodeficiency syndrome (AIDS). HIV is transmitted through sexual contact and exposure to infected blood or blood components and perinatally from mother to neonate.

(5) "Tuberculosis (TB)" - an acute or chronic communicable disease that usually affects the respiratory system, but may involve any system in the body.

(6) "Universal precautions" - refers to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to direct contact with body fluids to be protected as though such body fluid were HBV or HIV infected. (Ord. #92-002, July 1992)

4-405. Policy statement. All blood and body fluids are infectious for several blood borne pathogens and some body fluids can transmit infections. For this reason, the Center for Disease Control developed the strategy that everyone should always take particular care when there is a potential exposure. These precautions have been termed "universal precautions."

Universal precautions stress that all persons should be assumed to be infectious for HIV and/or other blood borne pathogens. Universal precautions apply to blood, tissues, and body fluids which contain visible blood. Universal precautions also apply to semen, (although occupational risk or exposure is quite limited), vaginal secretions, and to cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, human breast milk, sputum, saliva, sweat, tears, urine, and vomitus unless these substances contain visible blood. (Ord. #92-002, July 1992)

4-406. General guidelines. General guidelines which shall be used by everyone include:

(1) Think when responding to emergency calls and exercise common sense when there is potential exposure to blood or body fluids which require universal exposure.

(2) Keep all open cuts and abrasions covered with adhesive bandages which repel liquids.

(3) Soap and water kill many bacteria and viruses on contact. If hands are contaminated with blood or body fluids to which universal precautions apply, then wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the gloves appear to be intact. When soap and water or handwashing facilities are not available, then use a waterless antiseptic hand cleaner according to the manufacturers recommendation for the product.

(4) All workers shall take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. In the event that they must be handled, disposable syringes and needles, scalpel blades and other sharp items shall be placed in puncture resistant containers for

disposal. The puncture resistant container shall be located as close as practical to the use or handle area.

(5) The town will provide gloves of appropriate material and size for each affected employee. The gloves are to be worn when there is contact (or when there is a potential contact) with blood or body fluids to which universal precautions apply:

- (a) While handling an individual where exposure is possible;
- (b) While cleaning or handling contaminated items or equipment;
- (c) While cleaning up an area that has been contaminated with one of the above;

Gloves shall not be used if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration. Employees shall not wash or disinfect surgical or examination gloves for reuse.

(6) Resuscitation equipment shall be used when necessary. (No transmission of HBV or HIV infection during mouth-to-mouth resuscitation has been documented.) However, because of the risk of salivary transmission of other infectious diseases and the theoretical risk of HIV or HBV transmission during artificial resuscitation, bags shall be used. Pocket mouth-to-mouth resuscitation masks designed to isolate emergency response personnel from contact with a victims' blood and blood contaminated saliva, respiratory secretion, and vomitus, are available to all personnel to provide or potentially provide emergency treatment.

(7) Masks or protective eyewear or face shields shall be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure to mucous membranes of the mouth, nose, and eyes. They are not required for routine care.

(8) Gowns, aprons, or lab coats shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

(9) Areas and equipment contaminated with blood shall be cleaned as soon as possible. A household (chlorine) bleach solution (1 part chlorine to 10 parts water) shall be applied to the contaminated surface as a disinfectant leaving it on for a least 30 seconds. A solution must be changed and re-mixed every 24 hours to be effective.

(10) Contaminated clothing (or other articles) shall be handled carefully and washed as soon as possible. Laundry and dish washing cycles at 120° Fahrenheit are adequate for decontamination.

(11) Place all disposable equipment (gloves, masks, gowns, etc...) in a clearly marked plastic bag. Place the bag in a second clearly marked bag (double bag). Seal and dispose of by placing in a designated "hazardous" dumpster. NOTE: Sharp objects must be placed in an impervious container and then taken to a hospital for disposal.

(12) Tags shall be used as a means of preventing accidental injury or illness to employees who are exposed to hazardous or potentially hazardous

conditions, equipment, or operations which are out of the ordinary, unexpected or not readily apparent. Tags shall be used until such time as the identified hazard is eliminated or the hazardous operation is completed.

All required tags shall meet the following criteria:

(a) Tags shall contain a signal word and a major message. The signal word shall be "BIOHAZARD", or the biological hazard symbol. The major message shall indicate the specific hazardous condition or the instruction to be communicated to employees.

(b) The signal word shall be readable at a minimum distance of five (5) feet or such greater distance as warranted by the hazard.

(c) All employees shall be informed of the meaning of the various tags used throughout the workplace and what special precautions are necessary.

(13) Linen, clothing or fabrics soiled with blood or body fluids shall be handled as little as possible and with minimum agitation to prevent contamination of the person handling the material. All soiled fabric shall be bagged at the location where it was used or confiscated. It shall not be sorted or rinsed in the area. Soiled materials shall be placed and transported in bags that prevent leakage.

The employee(s) responsible for transported soiled linen, clothing or fabrics should always wear protective gloves to prevent possible contamination. After removing the gloves, hands or other skin surfaces shall be washed thoroughly and immediately after contact with body fluids.

(14) Whenever possible, disposable equipment shall be used to minimize and contain clean-up. (Ord. #92-002, July 1992)

4-407. Hepatitis B vaccinations. The Town of Wartrace shall offer the appropriate Hepatitis B vaccination to employees at risk of exposure free of charge and in amounts and at times prescribed by standard medical practices. The vaccination shall be voluntarily administered. All employees or volunteers will be given the chance to take the HBV vaccination when offered and are to notify us to reschedule if they want the vaccination but can not attend at the scheduled time. (Ord. #92-002, July 1992)

4-408. Reporting potential exposure. Town employees shall observe the following procedures for reporting a job exposure incident that may put them at risk for HIV or HBV infections (i.e., needle sticks, blood contact on broken skin, body fluid contact with eyes or mouth, etc...):

(1) Notify the Infectious Disease Control Coordinator of the contact incident and details thereof.

(2) Complete the appropriate accident reports and any other specific form required.

(3) Arrangements will be made for the person to be seen by a physician as with any job related injury.

Once an exposure has occurred, a blood sample should be drawn after consent is obtained from the individual from whom exposure occurred and tested for Hepatitis B surface antigen (HBsAg) and/or antibody to human immunodeficiency virus (HIV antibody). Testing of the source individual should be done at a location where appropriate pretest counseling is available. Post test counseling and referral for treatment should also be provided. (Ord. #92-002, July 1992)

4-409. Hepatitis B virus post-exposure management. For an exposure to a source individual found to be positive for HBsAg, the worker who has not previously been given the hepatitis B vaccine should receive the vaccine series. A single dose of hepatitis B immune globulin (HBIG) is also recommended, if it can be given within seven (7) days of exposure.

For exposure from an HBsAg-positive source to workers who have previously received the vaccine, the exposed worker should be tested for antibodies to hepatitis B surface antigen (anti-HBs), and given one dose of vaccine and one dose of HBIG if the antibody level in the employee's blood sample is inadequate (ie., 10 SRU by RIA, negative by EIA).

If the source individual is negative for HBsAg and the employee has not been vaccinated, this opportunity should be taken to provide the hepatitis B vaccine series. HBIG administration should be considered on an individual basis when the source individual is known or suspected to be at high risk of HBV infection. Management and treatment, if any, of previously vaccinated workers who receive an exposure from a source who refuses testing or is not identifiable should be individualized. (Ord. #92-002, July 1992)

4-410. Human immunodeficiency virus post-exposure management. For any exposure to a source individual who has AIDS, who is found to be positive for HIV infection, or who refuses testing, the employee should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The employee should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. Such an illness, particularly one characterized by fever, rash, or lymphadenopathy, may be indicative of recent HIV infection.

Following the initial test at the time of exposure, seronegative workers should be retested 6 weeks, 12 weeks, and 6 months after exposure to determine whether transmission has occurred. During this follow-up period (especially the first 6 - 12 weeks after exposure) exposed workers should follow the U.S. Public Health Service recommendation for preventing transmission of HIV. These include refraining from blood donations and using appropriate protection during sexual intercourse. During all phases of follow-up, it is vital that employee confidentiality be protected.

If the source individual was tested and found to be seronegative, baseline testing of the exposed employee with follow-up testing 12 weeks later may be performed if desired by the employee or recommended by the health care provider. If the source individual cannot be identified, decisions regarding appropriate follow-up should be individualized. Serologic testing should be made available by the town to all workers who may be concerned they have been infected with HIV through an occupational exposure. (Ord. #92-002, July 1992)

4-411. Disability benefits. Entitlement to disability benefits and any other benefits available for employees who suffer from on-the-job injuries will be determined by the Tennessee Worker's Compensations Bureau in accordance with the provisions of T.C.A. 50-6-303. (Ord. #92-002, July 1992)

4-412. Training regular employees. On an annual basis, all employees shall receive training and education on precautionary measures, epidemiology, modes of transmission and prevention of HIV/HBV infection and procedures to be used if they are exposed to needle sticks or body fluids. They shall also be counseled regarding possible risks to the fetus from HIV/HBV and other associated infectious agents. (Ord. #92-002, July 1992)

4-413. Training high risk employees. In addition to the above, high risk employees shall also receive training regarding the location and proper use of personal protective equipment. They shall be trained concerning proper work practices and understand the concept of "universal precautions" as it applies to their work situation. They shall also be trained about the meaning of color coding and other methods used to designate contaminated material. Where tags are used, training shall cover precautions to be used in handling contaminated material as per this policy. (Ord. #92-002, July 1992)

4-414. Training new employees and volunteers. During the new employee's orientation to his/her job, all new employees will be trained on the effects of infectious disease prior to putting them to work. This training will also be done on any new volunteer firefighters before allowing them to respond to a call. (Ord. #92-002, July 1992)

4-415. Records and reports. (1) Reports. Occupational injury and illness reports shall be maintained by the recording clerk. Statistics shall be maintained on the OSHA-200 report. Only those work related injuries that involve loss of consciousness, transfer to another job, restriction of work or motion, or medical treatment are required to be put on the OSHA-200.

(2) Needle sticks. Needle sticks, like any other puncture wound, are considered injuries for recordkeeping purposes due to the instantaneous nature of the event. Therefore, any needle stick requiring medical treatment (i.e.

gamma globulin, hepatitis B immune globulin, hepatitis B vaccine, etc...) shall be recorded.

(3) Prescription medication. Likewise, the use of prescription medication (beyond a single dose for minor injury or discomfort) is considered medical treatment. Since these types of treatment are considered necessary, and must be administered by physician or licensed medical personnel, such injuries cannot be considered minor and must be reported.

(4) Employee interviews. Should the town be inspected by the U.S. Department of Labor Office of Health Compliance, the compliance safety and health officer may wish to interview employees. Employees are expected to cooperate fully with the compliance officers. (Ord. #92-002, July 1992)

4-416. Legal rights of victims of communicable diseases. Victims of communicable diseases have the legal right to expect, and municipal employees, including police and emergency service officers are duty bound to provide, the same level of service and enforcement as any other individual would receive.

(1) Officers assume that a certain degree of risk exists in law enforcement and emergency service work and accept those risks with their individual appointments. This holds true with any potential risks of contacting a communicable disease as surely as it does with the risks of confronting an armed criminal.

(2) Any officer who refuses to take proper action in regard to victims of a communicable disease, when appropriate protective equipment is available, shall be subject to disciplinary measures along with civil and criminal prosecution.

(3) Whenever an officer mentions in a report that an individual has or may have a communicable disease, he shall write "contains confidential medical information" across the top margin of the first page of the report.

(4) The officer's supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initiated by the supervisor.

(5) The supervisor disseminating newspaper releases shall make certain the confidential information is not given out to the news media.

(6) All requests (including subpoenas) for copies of reports marked "contains confidential medical information" shall be referred to the town attorney when the incident involves an indictable or juvenile offense.

(7) Prior approval shall be obtained from the city attorney before advising a victim of sexual assault that the suspect has, or is suspected of having a communicable disease.

(8) All circumstance not covered in this policy that may arise concerning releasing confidential information regarding a victim, or suspected victim, of a communicable disease, shall be referred directly to the administrator or city attorney.

(9) Victims of a communicable disease and their families have a right to conduct their lives without fear of discrimination. An employee shall not make public, directly or indirectly, the identity of a victim or suspected victim of a communicable disease.

(10) Whenever an employee finds it necessary to notify another employee, police officer, firefighter, emergency service officer, or health care provider that a victim has or is suspected of having a communicable disease, that information shall be conveyed in a dignified, discrete and confidential manner. The person to whom the information is being conveyed should be reminded that the information is confidential and that it should not be treated as public information.

(11) Any employee who disseminates confidential information in regard to a victim, or suspected victim of a communicable disease in violation of this policy shall be subject to serious disciplinary action and/or civil/and/or criminal prosecution. (Ord. #92-002, July 1992)

CHAPTER 5

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-501. Enforcement.
- 4-502. Travel policy.
- 4-503. Travel reimbursement rate schedule.
- 4-504. Administrative procedures.

4-501. Enforcement. The chief administrative officer (CAO) of the town or his or her designee shall be responsible for the enforcement of these travel regulations. (Ord. #93-003, July 1993)

4-502. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized travel" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on town business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the town. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the town for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests aren't considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the town. It will be the responsibility of the CAO to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

(6) To qualify for reimbursement, travel expenses must be:

(a) directly related to the conduct of the town business for which travel was authorized, and

(b) actual, reasonable, and necessary under the circumstances. The CAO may make exceptions for unusual circumstances.

Expenses considered excessive won't be allowed.

(7) Claims of \$5.00 or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.

(8) Any person attempting to defraud the town or misuse town travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the town aren't ordinarily considered eligible expenses for reimbursement. (Ord. #93-003, July 1993)

4-503. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates. The town's travel reimbursement rates will automatically change when the State of Tennessee rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (Ord. #93-003, July 1993)

4-504. Administrative procedures. The town adopts and incorporates by reference--as if fully set out herein--the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee, in June 1993. A copy of the administrative procedures is on file in the office of the city recorder.

This chapter shall take effect upon its final reading by the municipal governing body. It shall cover all travel and expenses occurring on or after July 1, 1993. (Ord. #93-002, July 1993)

CHAPTER 6

LOCK OUT/TAG OUT POLICY

SECTION

- 4-601. Purpose.
- 4-602. Objectives.
- 4-603. Scope.
- 4-604. Definitions.
- 4-605. Procedure.
- 4-606. Exceptions.
- 4-607. Education and training.
- 4-608. Management controls.

4-601. Purpose. To establish a control system to prevent the unexpected release of transmission of equipment/process energy. (Ord. #94-009, Feb. 1995)

4-602. Objectives. (1) Prevent inadvertent operation or energization of the equipment/process in order to protect personnel.
(2) Establish methods for achieving zero energy state.
(3) Comply with applicable regulatory standards. (Ord. #94-009, Feb. 1995)

4-603. Scope. (1) This policy applies to activities such as, but not limited to: erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating or maintaining the equipment/process.
(2) This policy applies to energy sources such as, but not limited to: electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs, and potential energy from suspended parts (gravity).
(3) International facilities will comply with the substance of this policy or the prevailing national requirements whichever is more stringent. (Ord. #94-009, Feb. 1995)

4-604. Definitions. (1) "Energy isolating device." A physical apparatus which prevents the transmission or release of energy such as, but not limited to the following: restraint blocks, manually operated electrical circuit breakers, disconnect switches, slide gates, slip blinds or line valves. Where possible, they shall provide visible indication of the position of the device. Push button, selector switches and other portions of the control circuit shall not be considered as energy isolating devices.
(2) "Lockout/tagout." The placement of a lock/tag on an energy isolating device in accordance with an established procedure, indicating that the

energy isolating device shall not be operated or removed until the lock/tag has been cleared.

(3) "Lockout fixture." An appliance that requires the use of a lock to hold an energy isolating device in the safe position for the purpose of protecting personnel.

(4) "Employee tag." A warning appliance used for the purpose of personnel protection. Its legend forbids the operation or removal of an energy isolating device and identifies the applier.

(5) "Caution tab." An appliance used to warn of an existing or potential hazard. Its legend cautions personnel of the hazard(s) and identifies the applier.

(6) "Zero energy state." A state in which every equipment/process energy source has been controlled either by lockout/tagout or other protective techniques to prevent the unexpected release or transmission of energy.

(7) "Knowledgeable individual." An individual who understands how to effectively control the equipment/process through application of energy isolating devices.

(8) "Authorized individual." A knowledgeable individual possessing the responsibility and authority to perform a specific assignment.

(9) "Slash (/)." For the purpose of this policy refers to and/or. (Ord. #94-009, Feb. 1995)

4-605. Procedure. (1) Lockout/tagout system. Each facility shall develop a written lockout/tagout policy which incorporates the following elements:

(a) Principles. (i) All personnel (hourly and salary) shall comply with the provisions of the lockout/tagout system. Supervision must use personal locks/tags to ensure their protection when performing tasks where exposure to unexpected energization may occur.

(ii) The locks/tags shall be the only authorized method used for the lockout/tagout of energy sources. Locks and employee tags shall not be used for any purpose other than personnel protection.

(iii) Individual locks/tags shall be applied and removed by each person exposed to the unexpected release of energy, other than in those special situations where specific facility procedures have been developed.

(iv) Where equipment is lockable, use of a lock is required by all exposed personnel.

(v) Where equipment is not lockable, tagout application or special lockout/tagout procedures shall be utilized.

(vi) When locks are used in the lockout/tagout application, they shall always be accompanied by tags.

(A) Locks used for personnel protection shall be accompanied by employee tags.

(B) Locks used to protect against hazards shall be accompanied by caution tags.

(vii) Energy isolating devices shall be clearly labelled or identified to indicate their function unless located and arranged so the purpose is evident. Such identification is necessary to reduce possible errors in applying the lockout/tagout.

(viii) The lockout/tagout of electrical energy sources shall occur at the circuit disconnect switch. (Note: Facilities shall identify any situations where the circuit cannot be positively interrupted and develop procedures providing equivalent protection. Feasibility of effective circuit isolation shall be considered in future engineering improvements).

(ix) The use of electrical control circuitry to accomplish lockout/tagout is normally prohibited since it does not offer positive personnel protection. Examples:

(A) Electrical shorts. (Water in lines and some types of dust can supply a path to close the control circuit).

(B) Vibration or switch component failure.

(C) Remote or interlocked switches not affected by control circuitry.

(b) Protective appliances. (See attachment A)¹

(i) Locks shall be purchased specifically for lockout applications. They shall be of such design and durability that removal by other than normal means would require excessive force or unusual techniques. In addition, they shall possess individual keying/combination capability.

(ii) Tags. Appliances which are used to provide warning or information.

(A) Employee tag (mandatory). Used only for personnel protection: clearly distinguishable from caution tags; no other use.

(B) Caution tag (mandatory). Provides a warning of hazard. It does not indicate that the applier is currently exposed to the unexpected release or transmission of energy. The use of a caution tag is provided to preserve the integrity of the employee tag.

(iii) Lockout fixture. An appliance which accommodates one or more locks to secure an energy isolating device.

¹Attachments to Ordinance 94-009 (Feb. 1995) from which this chapter was taken, are of record in the office of the recorder.

(iv) Additional protective appliances. Some exposures may require additional protective techniques or mechanical safeguards, as follows:

<u>Exposure</u>	<u>Protection</u>
Flywheels, press rams	Blocks, pins, etc.
Chemicals, steam, etc.	Slip blinds, chained valves, etc.
Hydraulic/pneumatic systems	Automatic bleeding devices, blanking, etc.

(c) Application and exposure survey. (i) Each facility shall conduct an application survey to determine if the equipment/process can be safely isolated. The survey shall be reviewed and updated on an annual basis.

(A) The survey should determine if energy isolating devices are available, adequate and practically located for positive protection.

(B) A plan shall be developed to correct the surveyed deficiencies or provide interim alternative protection in order to make the lockout/tagout system effective.

(ii) Each facility shall conduct an exposure survey to determine what tasks are being done, i.e., cleaning rolls, removing jams, etc., with equipment energized. Each situation shall be evaluated to determine if the task can be accomplished with the power off or alternatively what method must be used to reduce employee risk.

(d) Responsibilities. (i) Management is responsible for the development, implementation and administration of an effective lockout/tagout system.

(ii) All employees are responsible for complying with the provisions of the facility lockout/tagout system.

(iii) Only knowledgeable individuals shall determine the methods required to accomplish the lockout/tagout of equipment/process.

(iv) Only authorized individuals shall operate energy isolating devices.

(2) System utilization. (a) Preparation for lockout/tagout.

(i) All personnel affected by the intended lockout/tagout shall be notified.

(ii) A method shall be established to permit access to the equipment/process. This method should involve acknowledgement

and release by the individual(s) responsible for the equipment/process.

(iii) A pre-job plan shall be developed to insure appropriate lockout/tagout when the equipment/process complexity or nature and scope of work warrants (i.e. job-objectives and involved equipment/process; estimated job duration; crafts involved; type, number, and location of energy isolating devices, start-up provisions, etc.).

(b) Application of lockout/tagout. (See attachment B)¹

(i) Utilize appropriate equipment/process shutdown procedure(s) to deactivate operating controls or return them to the neutral mode.

(ii) All involved energy isolating devices shall be operated/positioned in such a manner as to isolate the equipment/process from the energy source(s).

(iii) Locks and employee tags shall be applied to each energy isolating device by authorized individuals.

(A) Lockout fixtures and locks shall be attached in such a manner as to hold the energy isolating device(s) in a safe position.

(B) Employee tags shall be completed by the applier and attached to the energy isolating device(s).

(iv) After lockout/tagout application and prior to commencement of work, one or more of the following actions shall be taken:

(A) Operate the equipment/process controls (push buttons, switches, etc.) to verify that energy isolation has been accomplished. Controls must be deactivated or returned to the neutral mode after test.

(B) Check the equipment/process by use of test instruments and/or visual inspection to verify that energy isolation has been accomplished.

(iv) The equipment/process shall be examined to detect any residual energy. If detected, action must be taken to relieve or restrain the energy.

(c) Release from lockout/tagout. (i) Each lock/tag shall be removed by the authorized individual who applied it prior to leaving the job.

(A) Before equipment/process energization, a visual inspection of the work area should be made to insure

¹Attachments to Ordinance 94-009 (Feb. 1995) from which this chapter was taken, are of record in the office of the recorder.

that all personnel are in the clear and that all non-essential items have been removed and components are operationally intact.

(d) Special lockout/tagout situations. (i) Lockout/tagout interruption (energized testing). In situations where the energy isolating device(s) is locked/tagged and there is a need for testing or positioning of the equipment/process, the following sequence shall apply:

- (A) Clear equipment/process of tools and materials;
- (B) Clear personnel;
- (C) Clear the energy isolating device(s) of locks/tags according to established procedure;
- (D) Proceed with test;
- (E) De-energize and relock/tag energy isolating device(s) to continue the work;
- (F) Operate controls, etc., to verify energy isolation.

(ii) Exposure of non-ANCC personnel. (A) Established lockout/tagout procedures shall be utilized for the protection of non-ANCC personnel such as contractors, service representatives, etc.

(B) Appropriate individuals shall be instructed in the applicable facility lockout/tagout procedures.

(iii) Multiple personnel protection. For major process/equipment overhaul, rebuilds, etc., which require crew, craft, department or other group lockout/tagout, a system is required that affords employees a level of protection equivalent to that provided by personal lockout/tagout.

(iv) High voltage work. Special written procedures shall be developed to describe the lockout/tagout measures necessary when employees are required to work on high voltage circuits or equipment (above 600 volts).

(v) Shift change. Facilities shall develop specific written procedures to accommodate those situations where it is necessary to continue the current lockout/tagout of the equipment/process into subsequent shifts. (Ord. #94-009, Feb. 1995)

4-606. Exceptions. Unique requirements for equipment/process service such as clearing jams, joggling, threading coil/stock, etc. may necessitate employee activity under energized conditions. Each such task must be evaluated to provide safeguarding techniques to protect employees from equipment/process exposure (see § 4-605(1)(c)(ii) (Ord. #94-009, Feb. 1995)

4-607. Education and training. (1) Lockout/tagout training shall be included in new employee orientation programs.

(2) Employee (salary and hourly) lockout/tagout training shall be accompanied prior to assignment to ensure understanding and compliance. Review Wartrace Water Department General Safety and Health Requirements.

(3) Affected personnel shall receive periodic refresher lockout/tagout training.

(4) Corporate safety/health department can supply lockout/tagout training materials. (Ord. #94-009, Feb. 1995)

4-608. Management controls. (1) Each facility shall develop and audit plan/technique in order to assess the effectiveness of its lockout/tagout system. Management shall conduct periodic compliance audits of the facility lockout/tagout system. Audit results shall be reviewed by the facility safety committee and retained for reference.

Attachments:

(a) Lock, tag and lockout fixture illustrations.

(b) Air supply bleed valves; lockout fixtures/restraining devices; hydraulic-pneumatic and electrical lockout/tagout applications.

References:

American National Standard Z 244.1 - 1982 - "Safety Standard for the Lockout/Tagout of Energy Sources"

Employers Insurance of Wausau - "Machinery Lockout and the Broader Concept - Zero Mechanical State"

National Safety Council - Accident Prevention Manual for Industrial Operations - Seventh Edition - PP 1282 - 1284

Note: If compliance with any element of this procedure is not possible, equivalent protection must be provided by an alternate system approved by corporate safety and health. (Ord. #94-009, Feb. 1995)