

# Municipality Employee Safety

*Municipal employees are exposed to various hazards ranging from automobile to electrical accidents while serving our community. Implementing safety rules will benefit both employees and tax payers.*

## Safety Rules

- Employees must wear seat belts when driving on company business and operating machines or forklifts.
- Do not operate vehicles or machines when fatigued.
- 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, tables or desks.
- Keep building fire exits, extinguishers and pull stations clear, unblocked and unlocked.
- Report problems with fire exits or emergency lighting.
- Know your severe weather shelter locations.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Wear hearing protection in noisy areas.
- Wear appropriate slip-resistant footwear when working.
- When doing extensive computer work, take short breaks, stretch and report issues early.
- To prevent ejection and entrapment, wear seat belts when using all equipment with ROPS.
- Perform a safety walk-around prior to moving vehicles or machines on the job site.
- Do not operate machines or equipment unless you have been trained and authorized.
- Wear an approved hard hat when working on construction job sites.
- 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.
- Stay ten feet away from overhead entrances and power lines.
- Scan for overhead power lines before raising ladders, dump beds or booms.
- If exposed to a fall, you must be protected by guardrails, a safety net or a personal fall arrest system.
- Use three-point contact when climbing ladders and when mounting or dismounting trucks or machines.
- Workers must be protected by trench sloping, shoring or shielding.
- Do not enter confined spaces without atmosphere testing, communication, rescue plan and retrieval equipment.
- Never climb into dumpsters to compress or dig by hand through job site waste.

*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.*