

	<p>Town of Chapel Hill, NC Transit and Public Works Fleet Safety Manual</p>	<p>Approved By:  Brian Litchfield, Transit Director</p>	<p>Approved By:  Lance Norris, Public Works Director</p>
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Transit and Public Works Fleet Maintenance Safety Manual

January 1, 2020

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Purpose

The safety of Town employees and the safety of those we serve are paramount to the success of the Town of Chapel Hill. Consistent with the Town's values of Safety and Teamwork, the purpose of this manual is to promote and protect the health and well-being of each employee in the Public Works and Transit Maintenance facilities. Adherence to safe work practices and procedures is the first and most important step for employee well-being in the workplace, on the road, and at home.

This Transit and Public Works Fleet Maintenance Safety Manual supports the overall intent of the TOCH Workplace Health and Safety Policy, Policy Number: PP 8-4, issued 2-1-18. This manual supersedes prior departmental fleet maintenance related safety policies, negotiations, representations or agreements, whether written, oral or implied.

Expectations

Every Fleet Maintenance employee (Transit and Public Works) is expected to be aware of their working conditions, accept responsibility for their own safety and the safety of those around them, and engage in an ongoing effort to improve the safety of the workplace.

Every Fleet Maintenance employee is expected to:

- Perform his or her duties in a manner that minimizes risk of injury or accident in the workplace.
- Be familiar with Town, Departmental and/or Divisional rules and regulations concerning safe work practices.
- Immediately report unsafe conditions, practices, or hazards to his or her supervisor.
- Attend training, serve on Town, Departmental and/or Divisional safety-related work groups, and assist in training other employees
- Analyze hazards in the workplace, and engage in other activities that promote job safety.
- Consult with a supervisor if unclear as to what constitutes a safe practice or work condition.
- Notify a supervisor before using a tool or equipment if not trained, in order to operate safely.

- Use all appropriate personal protective equipment (PPE) whenever required.

Supervisors are expected to respond to requests for information about safety and to immediately follow up on employee concerns about safety, including, but not limited to: work processes, workplace safety, the use and maintenance of equipment and the presence, use and disposal of hazardous materials.

Every employee can expect the Town to provide adequate training, supplies, equipment and management oversight to maintain a safe and productive workplace. Protection by use of adequate controls, methods or procedures, or use of PPE will be provided to employees subjected to extreme conditions of temperature, humidity, air velocity or noise. Employees who may be exposed to such conditions will receive training related to the causes and effects of injuries and health risks associated with such conditions and the proper use of adequate controls, methods and/or procedures for working in such conditions.

Expectations for Visitor Safety

This manual and appendices apply to all who work in, visit or pass through any Town controlled workplace¹, including other Town employees, contractors visiting the workplace, and any other visitors. It shall be the responsibility of Fleet Maintenance employees to review relevant workplace safety rules and provide appropriate PPE to other employees, contractors, and other visitors.

Accident/Incident Follow Up

All accidents and injuries must be reported immediately in accordance with the Office of Risk Management's accident reporting procedures, as well as any Departmental reporting procedures.

Safety Disciplinary Actions

The Town of Chapel Hill believes that accountability is an essential part of any safety program. Violations will be subject to disciplinary action in accordance with the Town's disciplinary policies and procedures.

Safe Work Practices and Procedures

Training

The Town is committed to providing the resources necessary to successfully complete the mission(s) of the Transit and Public Works Fleet Maintenance Divisions. This includes providing adequate and appropriate safety-related training to Fleet Maintenance personnel.

¹ As of 2018 when this manual was written, the Parts Shop at Public Works is managed by NAPA, and as such, is not a Town-controlled workplace.

New Employee Training

All newly hired Fleet Maintenance employees must successfully complete the following training before beginning work or using Town vehicles and equipment:

- Fleet procedures training
- Blood borne pathogens training
- Lift operation, fork lift, and training on all shop equipment not included in lift operation procedures training (specific equipment will be determined by the Supervisor, depending on job duties)
- Safety Data Sheets (SDS) training, fire suppression, Spill Prevention, Control and Containment (SPCC), proper chemical/oil waste disposal, vehicle operations training
- Training on the following equipment: (a) floor scrubber, (b) vehicle cleaning systems, (c) Bead/Sander Blaster, (d) Loading Dock operations – Fleet
- PPE
- Accident reporting
- Fire and other emergency response, including safe egress from work places
- Orientation to Department and Town safety policies and related procedures

New Equipment/Operation Training

When new equipment or tools are added to Department operations, Fleet Maintenance employees must receive training in the proper and safe operation, proper and safe maintenance procedures, and required PPE before operating the equipment or using the tools for any purpose. Every employee is responsible for notifying his or her supervisor if he or she has not been trained on a particular tool or piece of equipment before utilizing it.

Similarly, when new maintenance procedures are introduced, maintenance employees must receive training before engaging in the procedure, including the use of appropriate PPE.

Annual Training

As a condition of continued employment with the Town, all current Fleet Maintenance employees must successfully complete the following training annually as provided:

- Proper lift operating procedures
- Fire suppression training
- Training on all shop equipment not included in lift training, i.e., floor scrubber, vehicle cleaning systems, etc.

- PPE (inventory of equipment on hand and proper use).

Periodic Retraining

In addition to annual training as noted above, periodic retraining may be required in the use of specific tools and/or equipment or in specific operations, methods and/or procedures. This retraining may be the result of safety audits, management or safety team observations, or as a result of disciplinary action.

Lock-Out/Tag-Out Training

Employees will be trained in proper lock-out/tag-out procedures. While manufacturers offer differing lock-out/tag-out procedures, Public Works will follow the standard procedure “Lock-Out, Tag-Out Plan” included as an attachment, and listed in Appendix D, which is consistent with OSHA guidelines. Transit will adhere to their internal lock out/tag our procedures.

Optional Training

Employees may also be offered additional optional training, such as first aid/CPR. Employees are encouraged to take advantage of training opportunities when offered and to identify and share with Department management additional training needs.

Personal Protective Equipment

Safety Shoes

In the shop and garage area of both Public Works and Transit, all employees are required to wear American National Standards Institute (ANSI) approved safety toe shoes. Appropriate safety shoes will be provided by the Town. Notice of access to the shoe vendor will be provided. Please refer to departmental practices regarding the providing of safety shoes.

Eye Protection

All Fleet Maintenance Employees and Contractors are required to wear safety glasses when on duty in the shop. All Fleet Maintenance Employees and Contractors are required to wear safety glasses when working on equipment outside of the shop, in the field or whenever a reasonable probability exists of an eye injury resulting from the work being performed. Employee shall use the appropriate eye and/or face protection when exposed to hazards from flying particles or other particles that can get into the eye. The Town will supply safety glasses that meet ANSI/ISEA Z 87.1-2015 standards to all Fleet Maintenance Employees. Employees may choose to purchase and use safety glasses that meet ANSI/ISEA Z 87.1-2015 standards. The Town will provide contractors/visitors to the shop with safety glasses to wear. Additional eye protection will be available at the Main Entrance to the work area.

Employees who wear corrective lenses should follow the related eyewear procedure guidance in place for each department, and included as Appendix C.

Employees not assigned to Fleet Maintenance and visitors are not required to wear safety glasses if they stay within the designated walkways.

Hearing Protection

Hearing protection must be worn as required (e.g., when using air impact guns, air tools and when around other harmful noise sources that exceed 90 decibels).

Hard Hats/Bump Hats

Hard hats/bump hats or other protective head gear are required while performing tasks on a vehicle held by mobile or stationary lifts and any operations that require the movement and/or handling of materials, tools or equipment above the employee's head.

Other Protective Requirements

- Suitable clothing must be worn, including long pants and at least short-sleeved shirts. Shirrtails must be tucked in and loose clothing or accessories (such as ties, scarfs, jewelry, hats, and belts) must be secured to the body or should not be worn while engaged in maintenance operations.
- Gloves are required as appropriate for a specific task or operation (such as high voltage gloves, welding gloves, or appropriate gloves for handling corrosives).
- Appropriate clothing, including reflective vests, must be worn when on the bus yard, and when working at remote worksites, especially in a street or roadway right of way.
- Fall restraints, such as harness assemblies are to be worn when working at a height of six feet or higher when safety ladders or safety stairs are not available or practical for use. (i.e., harness required when working on top of a bus).
- Respirators or other breathing protection will be worn as directed. All devices and equipment used must be approved by the supervisor or program manager.
- Employees must be trained in the location and use of first aid kits, eyewash stations, emergency showers, etc. as applicable to their work areas.

Housekeeping

- Employees are responsible for keeping work areas clean and well maintained.

- Materials, skids, bins, boxes, and other equipment shall be stored so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. Fire doors and aisles must be kept clear!
- All flammable materials must be kept in properly marked areas and storage facilities, away from open flames, welding operations and other sources of extreme heat or possible combustion.
- All employees must be trained in the use, storage and disposal of all hazardous materials. All hazardous wastes must be properly disposed, according to applicable procedures in place in each Department.
- Spills of any liquid shall be addressed as soon as possible. Absorbent material shall be available in clearly marked containers to abate slipping hazards and migration of liquids.
- Trash must be disposed in appropriate containers and not allowed to accumulate in work areas, travel areas, walkways, etc. This includes shavings, dust, oil, grease, waste paper, etc.
- Stored materials should be tied down, supported and/or covered as needed to prevent falling, rolling or shifting.
- All used rags contaminated with petroleum products (oil, fuel, grease, other related fluids) must be placed in an ANSI approved metal container.

Electrical Safety

- Ground-fault circuit interrupters (GFCI) will be used whenever possible.
- Electric cords must be inspected prior to each use and replaced as necessary.
- Power tools should only be used for their designed purpose.
- Employees should follow proper shut down procedures when servicing or repairing any electrical connection that exceeds 50 volts. Lock out/tag out procedure(s) are to be followed and high voltage PPE is required.
- When servicing any hybrid electric vehicle high voltage system follow all safety interlock procedures, use all recommended and mandated PPE and use lock-out/tag-out procedures.

Safe Operations

Motorized Vehicles and Equipment

- Employees must be authorized by a supervisor to operate motorized vehicles or equipment and must have proper training and/or certification for its use.

- Employees who operate motorized vehicles or equipment must remain seated (unless the vehicle is designed for standing).
- Seat belts must be worn in the correct manner.
- All speed limits and other traffic regulations must be obeyed.
- Employees who use motorized equipment or vehicles should always be aware of pedestrians and give them the right-of-way.
- Employees must inspect vehicles or equipment before and after daily use.
- Employees must never mount or dismount any vehicles or equipment while they are in motion.
- Employees should not dismount any vehicle without first setting the parking brake and securing the load.
- Each employee must be knowledgeable of all hand signals and obey them.
- Each employee is responsible for the stability and security of his/her load.

Backing Vehicles/Equipment

- When backing vehicles or equipment wherein rear vision is obscured by a bad sight line or a load and only mirrors permit rear vision, the following will apply:
 - If a crew is present one member of the crew will guide the operator from behind the equipment/vehicle (on the operator's side) while backing is being done.
 - If no crew is present the operator will dismount and examine his proposed route (selecting markers, etc.) prior to backing

Forklifts

- Employees who operate powered industrial trucks (forklifts) will receive training in forklift safety hazards, types of forklifts and forklift operations.
- Forklifts and Motorized Pallet Jacks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the forklifts.
- Employees should not exceed a speed that is safe for existing conditions.

Ladders

- Employees should inspect any ladder for physical defects before each use.
- Ladders should not be painted except for numbering purposes.
- Employees should not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- Employees who are ascending or descending a ladder should not carry objects that interfere with grasping the ladder with both hands.
- Employees should always face the ladder when ascending and descending.
- Employees who must place a ladder over a doorway should barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Employees should not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.
- No metal ladder shall be used to perform work on or near electrical conductors.

Stepladders

- Employees should not place tools or materials on the steps or platform of a stepladder.
- Employees should not use the top two steps of a stepladder as a step or stand.
- All four feet and lock spreaders should always be in place.
- Employees should not use a stepladder as a straight ladder.

Straight Type or Extension Ladders

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.

- After raising the extension portion of a two or more stage ladder to the desired height, the employee using the ladder should check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off or tended by a person on the ground.

See Appendix A for additional details on ladders.

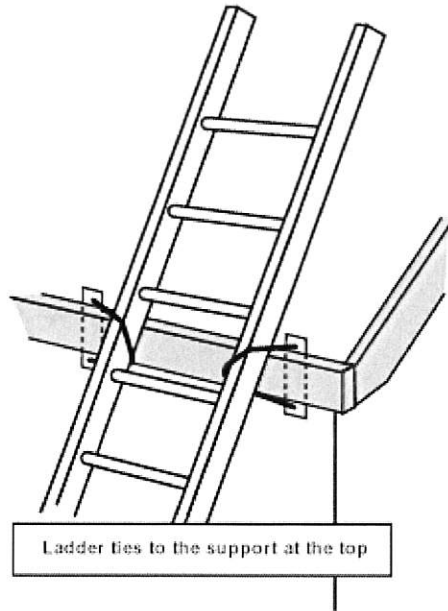
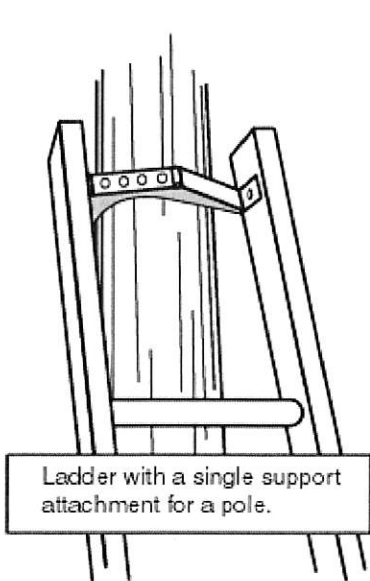
Additional Safety Practices

- The Transit Maintenance Manager and Public Works Fleet Manager are responsible for managing the Safety Program within their respective areas of responsibility. Those responsibilities include:
 - Establishing and managing routine safety meetings within each work group. Safety meetings should occur at regular intervals, at least monthly, and should include participation by all employees.
 - Conducting periodic inspections of all work sites. Inspections should occur at least twice per year and should be conducted and coordinated with the Department's Safety Coordinator.
 - Establishing and maintaining a program of periodic job safety reviews, consistent with the Town's overall safety program and the Job Safety Analysis Sheets attached as Appendix B.
- Cell phones may only be used in the shop work area if calls are made in conjunction with a work process and only if there is a direct and necessary work reason for making the call. Cell phones and/or mobile electronic devices may not be used when operating a vehicle or any tool or piece of equipment. The use of cell phones and/or mobile electronic devices is not permitted in restricted areas such as fuel islands. All hands free devices are prohibited. Transit Team Members should see the Departments Electronic Device Procedure for additional guidance.
- Employees should use proper lifting techniques when lifting objects. For heavier loads over 50 pounds, employees should use tools and equipment to gain a mechanical advantage or ask for assistance.
- Employees should not engage in horseplay, running or excessive noise from any source in the workplace. Care should be taken to avoid distracting other employees while they are at work.
- Employees should only use compressed air for the job for which it is intended. Air-line hoses used to dry or clean material shall be equipped with a spray nozzle limited to 25 psi.

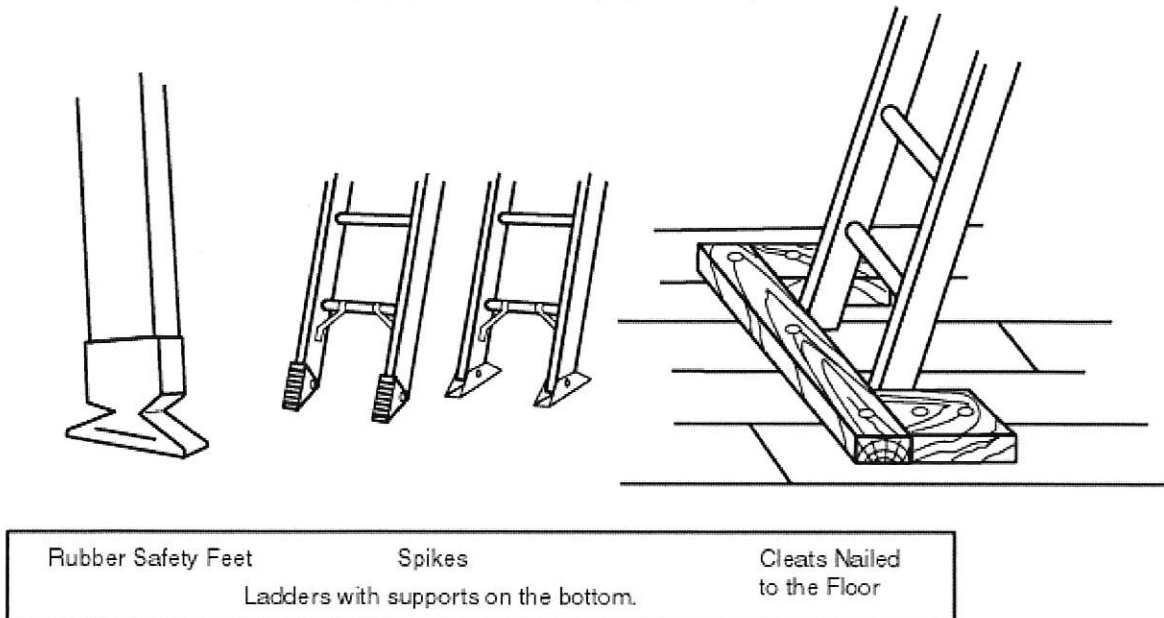
- Employees should exercise care in the operation, cleaning and repair of all tools and equipment. Common sense care includes shutting down any machines before cleaning, lubricating, repairing or leaving them; keeping machine guards in place; wearing appropriate PPE; and only operating equipment for which the employee has received training.

Appendices

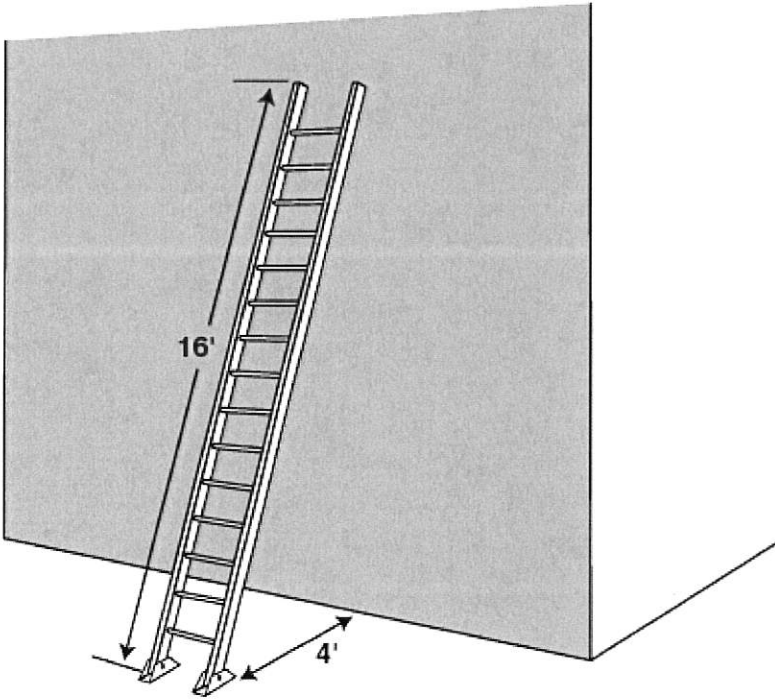
Appendix A: Ladders



- All ladders must be equipped with safety (non-skid) feet.



- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



Appendix B: Job Safety Analyses

Welding

JOB SAFETY ANALYSIS

Safety Information for The Town of Chapel Hill

FLEET/TRANSIT

Operating an Electric Spot Welder

TASK	HAZARDS	CONTROLS
1. Align material.	Cutting hand	Wear leather gloves. Deburr test strips. Do not slide hands along edges.
	Pinching hand between welding tips	Wear gloves. Keep fingers from pinch point
2. Depress foot pedal to activate welder.	Cutting hand	Wear leather gloves.
	Pinching hand between welding tips	Wear gloves. Keep fingers from pinch point.
	Burning hands	Wear gloves.
	Flying sparks burning eyes	Wear safety glasses.
	Muscle strain	Position body to support material, and get assistance when necessary.
3. Remove material.	Cutting hand	Wear leather gloves. Deburr test strips. Do not slide hands along edges.
Required Training: 1. Operation of electric spot welder	Required Personal Protective Equipment (PPE) 1. Gloves 2. Safety glasses	

JOB SAFETY ANALYSIS

Safety Information for The Town of Chapel Hill

FLEET/TRANSIT

Using an Arc Welder

* A welding area of a minimum 35 feet in diameter must be established. Flammable materials must be removed from the welding area. A fire extinguisher with a minimum rating of 2A20B:C must be readily available to the welder. A fire alarm must be readily available. Ensure that ventilation is sufficient to avoid setting off a smoke detector fire alarm.

TASK	HAZARDS	CONTROLS
1. Close off welding area.	Flashing	Close welding curtain to shield outsiders from flashing.
2. Prepare for arc welding.	Inhalation of fumes	Turn on exhaust fan and timer.
	Flashing	Wear welding hood.
	Sparks	Wear welding jacket, apron, gloves, work shoes.
	Slag splatter	Wear welding jacket, apron, gloves, work shoes.
3. Turn on power and unwrap wire.	Tripping	Take care to keep wire untangled and free from under feet.
4. Insert arc welding rod in handle.	Pinch to fingers	Keep fingers away from pinch points.
5. Strike arc.	Flashing, sparks, slag splatter	Wear welding hood, welding jacket, apron, gloves, work shoes.
6. Allow material to cool on workbench.	Burn to hands or fingers	Wear glove. Chalk mark welded area "Hot"
7. Remove remainder of arc welding rod (if any) from handle, set aside on workbench to cool.	Burn to hands or fingers	Chalk mark welded area "Hot"
8. Wrap wire.	Tripping	Take care to keep wire untangled and free from under feet.
9. Use chipping hammer to remove excess slag.	Eye damage by flying debris from hammer strikes	Wear safety glasses.
	Injuring fingers with hammer	Use caution to avoid striking fingers or hands with hammer.

JOB SAFETY ANALYSIS

Safety Information for The Town of Chapel Hill

FLEET/TRANSIT

Using an Oxy-Acetylene Welder

* A welding area of a minimum of 35 feet in diameter must be established. Flammable materials must be removed from the welding area. A fire extinguisher with a minimum rating of 2A20B:C must be readily available to the welder. A fire alarm must be readily available. Ensure that ventilation is sufficient to avoid setting off a smoke-detector fire alarm.

TASK	HAZARDS	CONTROLS
1. Close off welding area.	Flashing	Close welding curtain to shield outsiders from flashing.
2. Prepare for welding.	Inhalation of fumes	Turn on exhaust fan and timer.
	Flashing	Wear welding hood.
	Sparks	Wear welding jacket, apron, gloves, work shoes.
	Slag splatter	Wear welding jacket, apron, gloves, work shoes.
3. Set gauges, turn on gas cylinders.	Pinching fingers and hands	Avoid pinch points
4. Clean tip, make sure hose valves are tight, unwrap hoses.	Pinching fingers	Avoid pinch points.
	Tripping	Keep hoses untangled and free from feet.
5. Use striker to light torch	Burning fingers, hands body; flashing	Wear welding hood, welding jacket, apron, gloves, work shoes.
6. Apply flame to material.	Flashing, sparks, slag splatter	Wear welding hood, welding jacket, apron, gloves, work shoes.
7. Allow material to cool on workbench.	Burn to hands or fingers	Wear gloves. Chalk mark welded area "Hot."
8. Close valves, bleed off regulators, wrap hoses.	Pinching fingers	Avoid pinch points.
	Tripping	Keep hoses untangled and free from feet.

Tire Changing

JOB SAFETY ANALYSIS

Safety Information for The Town of Chapel Hill

FLEET/TRANSIT

Tire Changing Procedure

TASK	HAZARDS	CONTROLS
1. Prepare for tire changing	Bodily Injury	Ensure tire and rim sizes match. Mismatched components can cause serious injury. Check and replace any damaged or broken parts. Check mounting bolts for proper tightness.
	Trips/Falls	Keep work area clean and free of any loose debris.
2. Lifting tire, deflating tire and removing.	Bodily Injury	Use Eye Protection and Gloves Use clip-on chuck with sufficient length of hose and hand-held pressure valve. Completely deflate tire before attempting to demount rim. Keep clear of the trajectory zone.
	Trips/Falls	Don't overreach. Keep feet shoulder length apart
	Fires	Do not use flammable materials when mounting or dismounting the tires.
3. After Use	Bodily Injury	Return bead breaker to highest position with arm retracted Routinely oil the threaded center post.
Required Training: Follow Standard safety instructions for use of all tools	Required Personal Protective Equipment	1. Gloves 2. Safety Glasses

JOB SAFETY ANALYSIS

Safety Information for The Town of Chapel Hill

FLEET/TRANSIT

Battery Handling and Storage Procedure

TASK	HAZARDS	CONTROLS
1. General Use, Transport	Foot Injury	Use proper tool for removing and transporting battery between locations
2. Handling	Trauma/Eye injury (burns/ battery acid spills and splashes)	Safety Glasses, apron, gloves, proper handling procedures
3. Storage	Electrical Shock	Verify battery condition prior to handling and storing. Lockout/Tag out manufacturer's instructions to be followed
4.	Fire	Appropriately place fire extinguishers and remove all combustibles and fire hazards away from storage area.
5.	Explosion	Ensure adequate ventilation, no smoking and follow manufacturer's instructions for storage and handling.
Required Training:	Required Personal Protective Equipment (PPE) <ol style="list-style-type: none"> 1. Apron 2. Gloves 3. Safety Shoes 4. Safety Glasses 	

JOB SAFETY ANALYSIS

Safety Information for the Town of Chapel Hill

FLEET/TRANSIT

HANDLING/TRANSPORTING/STORING A FUEL CONTAINER OR HAZARDOUS CHEMICALS

General Precautions: Exposure to chemicals can result in acute or long-time health effects. Touching, picking up, or moving a fuel container can be hazardous to a responder. A fuel container can be touched, picked up and/or moved after assessment and conclusion that it poses no imminent danger to the person handling the item.

TASK	HAZARDS	CONTROLS
1. If handling a fuel container or chemicals, assess the condition of the container away from its location by interviewing the "owner".	Explosion during assessment	Prevent entry into location of fuel container or chemical. Warn others of a potentially hazardous fuel container or chemicals.
2. If handling a fuel container or chemicals, determine what other materials or substances are in the immediate area.	Risk of exposure to other chemicals that may be present with the fuel container if it leaks or explodes	Avoid entry into location with suspect material. If safe, proceed with caution.
3. Handling chemicals.	Exposure to chemicals	Always review the Material Safety Data Sheet (SDS) for each chemical before using. Avoid direct contact with chemicals. Use Personal Protective Equipment (PPE) where necessary (according to the SDS). Adjust ventilation for proper air circulation or use chemical outside.
	Slipping/falling	Ensure that work area is not on slippery surface. Wear proper footwear to prevent slipping. Free area of physical hazards and debris.
4. Transporting fuel containers or chemicals.	Spilling	Secure lids before moving chemicals. Ensure the path to destination is clear. Make certain that chemical or fuel will not spill due to unsecured transport. See above for additional information.
5. Decontaminating area if chemicals are spilled.	Exposure to chemicals	See above for more information.
	Back injury from being in low position	Bend knees to lessen pressure on back when reaching for a low position. Use hand to support body on leg.
6. Storing chemicals.	Spilling due to unsecured containers	Secure lids before storing. Store chemicals in a secure and level location.

Potential explosions of incompatible chemicals

Properly label all chemicals.
Review SDS for incompatible chemical storage.
Store flammable chemicals in a fire-safe storage cabinet.

Required Training:

IPP, SDS usage, familiarity with protocols in stabilizing and transporting fuels and chemicals.

Required Personal Protective Equipment (PPE)

Gloves, respirator, eye protection, and coveralls

Appendix C: Prescription Safety Glasses

CHAPEL HILL PUBLIC WORKS and TRANSIT Fleet Maintenance Prescription Safety Glasses Procedure

The following information outlines the process and procedures each department will follow with respect to safety glasses.

The procedures incorporate the OSHA requirements below in relation to employees who require prescription lenses.

OSHA General Industry Standard, 29 CFR, 1910.133(a)(3).

The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Safety glasses that meet the ANSI/ISEA Z 87.1-2015 Standard approved by the American National Standards Institute (ANSI) and administered by the International Safety Equipment Association (ISEA) incorporates the above OSHA standard for Personal Protective Equipment-Eye & Face Protection.

The link below provides additional information and a guide or tool to be used as needed to properly select eye and face protection that meets the above requirements.

<https://safetysiteequipment.org/wp-content/uploads/2015/06/Eye-and-Face-Selection-Guide-tool1.pdf>

- If the employee requires prescription glasses, the following provisions apply:
 - The Town will reimburse for the purchase of prescription safety glasses for employees who normally require prescription glasses and perform tasks directly related to their normal job description where eye protection has been deemed necessary for safety considerations
 - Upon employment and/or implementation of this procedure, employees in authorized positions should proceed to an approved vendor with a current prescription to obtain safety glasses prior to performing any task in which safety glasses are required. The Town will reimburse up to \$200 of the cost for such glasses once every two years (additional reimbursement for the cost of safety glasses will be considered by the Department Director)

- The Town covers the cost of eye exams if you use your vision plan through the town. Employees are encouraged to use their health insurance/vision plan for the eye exam.
- If the employee needs to replace the glasses prior to the end of the two-year period, then the Town will cover up to one half of the replacement cost, up to \$100 (employees are responsible for 100% of the replacement cost of lost safety glasses). The Town is not be responsible for replacement or repair to prescription safety glasses that are lost or damaged through negligence, misuse, or theft.
- If the glasses are damaged while in use at work, then the Town will cover the full cost for repair or replacement not to exceed \$200 (the Town is not responsible for damage that is not work related).

In order for the policy to apply, the following safety features must be met:

- The glasses must include non-removable side shields.
- The glass lens should not be photo gray/transition lens (they shall not change tint automatically).
- The glasses must meet ANSI safety requirements, which are for Safety Glasses (ANSI Z87.1-2015 certified).
- The glasses must provide 100% UVA and UBA protection.

The Town typically will provide employees with the name of vendor(s) which will meet the above procedure guidance features and within the referenced cost limits – this list may change from time to time with notice provided to employees. Such vendor(s) also generally will have the best prices for such glasses. Employees can elect to see their own licensed optometrist and the same cost limits apply.

Local Prescription Safety Glasses Vendor(s): *University Opticians*
 2226 Nelson Highway
 Chapel Hill, NC 27517
 (919)843-3937

- A completed authorization form is required to use the vendor(s) listed above.

This procedure is not intended to not cover exceptional circumstances. Department / Division Managers may request exceptions from Directors or the Office Risk Management.

AUTHORIZATION TO PURCHASE PRESCRIPTION SAFETY GLASSES

_____ is authorized to purchase prescription safety glasses charged to the Town of Chapel Hill purchasing card for _____

Authorized by: _____

Date: _____

Appendix D: Other Attachments

1. TOCH Workplace Health and Safety Policy, PP 8-4
2. TOCH Disciplinary Action Policy, PP 5-3
3. Public Works Lock-Out, Tag-Out Plan