

# SAFETY MANUAL

## City of Spearfish 2016

<b>Mission Statement</b>	<b>3</b>
<b>Forward</b>	<b>3</b>
<b>Section 1 Safety Policy and Procedures</b>	
100.01 Safety Data Sheets	4
100.02 Personal Protective Equipment (PPE)	4
100.03 PPE Standards	4
100.04 Mandatory Use of Personal Protective Equipment	5
100.05 S.D. Worker's Comp Law	5
100.06 Proper Dress for Work	6
100.07 Departmental Inspections	6
<b>Section 2 Safety and Health Training</b>	
200.01 Safety and Health Orientation	7
200.02 Job-Specific Training	7
200.03 Formal Safety Training	7
<b>Section 3 First Aid Procedures</b>	
300.01 Reporting Procedure	9
300.02 Minor first Aid Treatment	9
300.03 Non-emergency Medical Treatment	9
300.04 Emergency Medical Treatment	9
<b>Section 4 General Safety Rules</b>	
<b>VEHICLE SAFETY</b>	
400.01 Vehicle Rules and Regulations	10
400.02 Parking/Inspection/Security of Vehicles	11
400.03 Vehicle & Equipment/Operation	11
400.04 Operating Special Equipment	12
400.05 Operations in the Public Right of Way	13

400.06	Pedestrian Safety	14
<b>PERSONAL SAFETY</b>		
400.07	Confined Space Entry	14
400.08	Drug-Free and Alcohol-Free Policies	15
400.09	Electrical Safety	15
400.10	Ladders and Scaffolding	15
400.11	Office & Shop Safety	15
400.12	Outside Contractors	16
400.13	Fire Extinguishers	16
400.14	Preventing Slips, Trips & Falls	16
400.15	Proper Lifting and Carrying	16
400.16	Prohibited Actions	18
<b>Section 5 Plan Implementation</b>		
500.00	Departmental Safety Meetings	18
500.01	Clarification of Responsibilities	18
500.02	Safety Committees	20
<b>Section 6 Accident / Incident Investigation</b>		
600.01	Investigation Procedures	20
600.02	Disciplinary Action	21
General Information		
	Supervising Others	21
	Return to Work	21
	Safety Resources & Further Information	22
	Employee Safety Manual Review Acknowledgement	23

# MISSION STATEMENT

The City of Spearfish is committed to the safety and well-being of employees and dedicated to the provision of a safe working environment for all employees. Department heads and supervisors will be actively involved with employees in the establishment of, and maintenance of, an effective safety program. Recommendations by employees to improve safety and health conditions will be given thorough consideration by City management. Management will direct appropriate resources for the correction of unsafe conditions. This policy statement serves to express management's commitment and involvement in providing our employees a safe and healthful workplace.

The City of Spearfish Executive Safety Committee will work within established guidelines in the best interest of the City of Spearfish and its employees to provide a safe environment. This manual is a guideline and not to be considered "all-inclusive" of safety standards or procedures. Departmental operating procedures, in many situations, will be more stringent. It remains the employee's obligation to conduct all City business in a safe manner while performing duties, and to further their knowledge by extended training in areas of their functionality and job tasks.

Paying attention to safety has many benefits, including protection of our staff's health and welfare, promoting a professional environment employees can be proud of, building trust and respect for others in the workforce, and ensuring tax-payer dollars are well-utilized by keeping liability costs at a reasonable rate. Each employee, full-time or part-time, has a vested interest in complying with all safety rules and procedures and must accept responsibility to work in a safe and responsible manner to ensure the safety of themselves, their co-workers, and the public. All employees are expected to actively cooperate with the City to implement regulations for safely conducting the duties of their jobs.

## FORWARD

All employees are required to read and abide by the policies and procedures in this manual. All employees must report any incident, whether it is personal injury, property damage, accident, unsafe condition, or accident involving City property, operations or functions, **IMMEDIATELY** to their supervisor and/or department head, and fill out all forms required by the City or the insurance carriers covering the City. Department heads will be responsible for general liability claims which include City property damage, accidents involving damage to City equipment and vehicles, citizen injuries, and claims where City equipment or vehicles cause property damage to citizen's property. The Human Resource Director will be responsible for all employee work related injury Worker's Compensation claims.

The City of Spearfish encourages all employees to work safely, and welcomes any ideas or suggestions anyone may have concerning the safety and well-being of our employees. If you have any questions concerning this manual, please do not hesitate to contact The Human Resources Director, and/or your supervisor or department head.

All employees are responsible for cooperation with, and support of safety program objectives. Employees are expected to adopt the concept that the safe way is the most efficient and only acceptable way a task is to be accomplished.

To fulfill the overall mission of safety, City department heads and supervisors will:

- Ensure policies and practices are developed and adopted to protect our employees, our citizens, our facilities, and our resources.
- Ensure continued safety training and education programs for City employees to maintain and improve safe work practices.
- Ensure training is documented to include training provided, who attended the training, and when the training was provided.
- Ensure periodic safety inspections of departments and safety procedures City-wide.
- Ensure immediate corrective action of unsafe conditions.
- Evaluate accidents and incidents to determine preventability, and recommend corrective action.

Employees are expected to attend, participate, and support monthly department safety or informal “toolbox” safety meetings.

## **Section 100 - Safety Policy and Procedures**

### **100.01 Safety Data Sheets**

All departments will maintain and make readily accessible, an SDS (Safety Data Sheets) book. Supervisors should review SDS items with employees on a periodic basis, and employees have the responsibility to review the sheets independently and whenever they are not sure about safe handling or use of chemicals.

### **100.02 Personal Protective Equipment (PPE)**

All PPE will be maintained and fitted properly. All required PPE will be purchased by the City of Spearfish at the discretion of the supervisor. PPE includes, but is not limited to: safety glasses, goggles, face shields, reflective vests and jackets, gloves, chainsaw chaps, helmets, ear muffs or plugs, respirators, life jackets, and chemical suits and gloves. Any clothing worn for chemical safety shall not be taken home or placed in personal vehicles in order to prevent secondary contamination.

In order to ensure those utilizing the equipment are protected, department heads and supervisors shall:

- Evaluate which exposures must be controlled with protective equipment.
- Research the type of protective equipment that is needed.
- Have selected employees trained in fitting and testing the equipment chosen.
- Establish and maintain records of fitting, inspection, and maintenance of equipment and safety systems.
- Explain the need for use of equipment to employees and discuss during safety meetings.
- Supervisors AND employees shall ensure all personal protective equipment is being used appropriately.
- Employees shall inspect all PPE prior to each use, and notify supervisors of concerns.
- Supervisors will replace PPE on an “as needed” basis.
- Employees who abuse PPE will be subject to disciplinary action.

### **100.03 PPE Standards**

1. **HARD HATS** to protect the head against falling objects, head bumping situations, or electrical conductors. Selected head protection must comply with ANSI standards for protective headgear.
2. **GOGGLES, FACE SHIELDS, or SAFETY GLASSES** to protect eyes and face against airborne debris, dust, flying particles, chips, liquid chemicals, heat, acids or caustic liquids, chemical gasses or vapors, or

potentially injurious light rays. If employees are engaged in operations that involve potential eye hazards, safety glasses with protective lenses or eye protection that can be worn over prescription lenses without disturbing the proper position of the prescription lenses shall be worn. Selected eye and face protection must comply with ANSI regulations and safety standards for eyewear.

3. **EAR PLUGS/EAR MUFFS** shall be worn to guard against prolonged exposure to noise exceeding 90 dB. Ear plugs/muffs must meet ANSI standards.
4. **ANSI approved RESPIRATORS, GAS MASKS, AIRLINE RESPIRATORS, HOSE MASKS, and SELF-CONTAINED BREATHING APPARATUS** to protect employees against toxic or abnormal atmospheric conditions will be provided and shall be worn as specified by the department.
5. **SAFETY SHOES** to protect feet against injuries from rolling or falling objects, objects piercing the sole, and where feet are exposed to electrical hazards shall be worn if required by the department. The department head and supervisors will notify employees if safety shoes are required.
6. **ANSI approved REFLECTIVE VESTS OR BRIGHT ARTICLES** to increase workman visibility while working in or around traffic lanes must be worn in compliance with MUTCD (Manual for Uniform Traffic Control Devices) standards. City of Spearfish employees are required to wear reflective vests or jackets whenever they are working in the roadway, areas which are in the immediate vicinity of traffic, or in construction areas identified by the supervisor as being danger areas. Any person not wearing proper attire must be REQUIRED to leave the area immediately.
7. **PROTECTIVE CLOTHING** such as gloves, sleeves, aprons, leggings and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals, chemical splash or spray, and any other potential safety risk may be required for certain tasks, and will be provided as needed.

#### **100.04 Mandatory Use of Personal Protective Equipment**

The use of PPE will be mandatory as a condition of employment when PPE has been deemed a necessary element of any job duty.

**100.05 SDCL 62-4-37 of the South Dakota Worker's Compensation Law: Injury or death due to willful misconduct of employee not compensable.** No compensation may be allowed for any injury or death due to the employee's willful misconduct, including intentional self-inflicted injury, intoxication, illegal use of any schedule I or schedule II drug, or willful failure or refusal to use a safety appliance furnished by the employer, or to perform a duty required by statute. The burden of proof under this section is on the defendant employer.

**100.05.1 SDCL 62-8-22: Disability or death due to employee's willful misconduct, willful self-exposure, or disobedience not compensable.** Notwithstanding anything contained in this chapter, no employee or dependent of any employee, or personal representative of a deceased employee, or other person is entitled to receive compensation for disability or death from an occupational disease if the disability or death, wholly or in part, was caused by the willful misconduct or willful self-exposure of the employee or by the employee's disobedience to reasonable regulations adopted by the employer, that have been and are kept posted in conspicuous places in and about the premises of the employer, or otherwise brought to the attention of the employee.

An employee may disagree with certain safety practices and may go above and beyond standard minimum practices to a level they feel is safe, but must ask for an immediate review of the safety practices in question by the immediate supervisor. The employee may request further review of the practice by the department head or his/her designee if the employee does not agree with the supervisor's review of the safety practice in question. An employee who follows this procedure and refuses to perform a task due to real or perceived safety concerns will not face retaliation of any sort.

#### **100.06 Proper Dress for Work**

Supervisors are responsible for ensuring that their personnel are properly dressed and are wearing personal protective equipment for the tasks performed. Each employee will wear clothing suitable to the job he/she is performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc.

- Individuals with long hair shall wear a cap or net while working around machines.
- Individuals required to wear breathing devices in toxic atmospheres shall be clean-shaven where the mask contacts the face or supervisors will perform a fit test to assure there is a tight seal with the face.
- Employees working in hazardous areas are to wear shoes designed for safety. Tennis shoes, loafers, or sandals are not appropriate shoes in hazardous areas.
- Employees working with motorized or sharp tools will wear long pants as directed by the supervisor.
- Shirts are to be worn at all times by all employees on City time, with the exception of lifeguard staff.
- Sunscreen is recommended when working outside during the summer season.
- When working in winter weather, dress in layers.
- Loose jewelry that is likely to be caught in moving machinery is not to be worn. Jewelry worn by personnel operating machinery, or those working in close proximity to machinery, must be approved by the supervisor.
- Supervisors shall make the determination on the specific tasks to which this rule applies.

#### **100.07 Departmental Inspections**

Departmental inspections occur at the following intervals:

**Daily** – Employees shall inspect their work area, tools, vehicles, and equipment at the beginning of each workday. If any unsafe condition is noted, it should be taken care of by the employee immediately or reported to their supervisor immediately for corrective action to be taken.

**Monthly** – Planned, scheduled, and documented inspections by supervisors on equipment, vehicles, facilities, and/or when recommended by the department head, Human Resource Director, or the Executive Safety Committee as a result of investigations and/or trend analysis reports.

- Each department shall tailor a checklist to suit specific department requirements and ensure they are completed accurately.
- Departments will keep a copy of all inspection reports and report areas of concern to their Department Head. Departments will review previous inspection and accident reports to ensure previous corrective recommendations have been completed within reasonable budgetary and timeframe guidelines. Certain risks may require immediate correction and supplemental budget appropriations.

**As a result of any inspection, department heads or his/her designee shall:**

- Whenever possible, direct the immediate correction of any safety issues that have potential for personal injury.

- For circumstances that cannot be corrected immediately, employees and/or supervisors should take action to secure the area to prevent injury, and then submit a written report to the department head. The conditions should be listed in the order of priority, including suggested solutions and compliance dates, if possible. Department heads should then review steps taken to secure the area or unsafe equipment as needed and draw up timely plans for repair or solution to the safety problem.
- Any unsafe tools, equipment, and vehicles shall be taken out of service until corrective action can be taken.
- Failure to conduct and document inspections, as well as failure to correct unsafe conditions by following these guidelines can be cause for disciplinary action.

## **Section 200 --Safety and Health Training**

### **200.01 Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of employment or job transfer. Each employee will be required to read the Safety Manual at Human Resource orientation. The Safety Manual will also be available on the City of Spearfish Intranet for employees to reference. The manual will be reviewed with a member of the supervisory staff at his/her department as part of job-specific training for their department. Employees will sign a form which verifies they have read the manual at orientation. This form will become a part of the employee's personnel file.

### **200.02 Job-Specific Training**

1. Managers/supervisors will train employees on how to perform assigned job tasks safely.
2. Supervisors will carefully review and train each employee on the specific safety rules, policies and procedures that are applicable to their position. Supervisors will complete the safety checklist and acknowledgement form with each employee and return the form to Human Resources to be filed in the employees personnel file.
3. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
4. All employees will receive safe operating instructions on seldom-used or new equipment before using it.
5. Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

### **200.03 Formal Safety Training**

Employees will receive the following training, as determined by the department head:

1. **Hazard Communications** - Supervisors will ensure all employees are briefed and trained on the hazardous substances in the workplace before they start working with these substances/chemicals. Department-specific procedures will be in writing and training provided.
2. **Noise Exposure Protection Training** - All employees whose noise exposure equals or exceeds an eight hour *time-weighted average (TWA)* of 85 decibels shall participate in this training. The time-weighted average sound level is an average sound level determined by several sound level measures and the time duration for each sound level. Exposure to impulsive or impact noise shall not exceed 140dB.

3. **Respiratory Protection Training**– All employees whose job requires the use of respiratory protection will receive training.
4. **Confined Space Entry Program** – All employees required to work in a confined space situation will be required to undergo proper training prior to any such work. The objective of this Confined Space Entry Program is to help ensure the safety of all employees involved in confined space work operations. Department-specific procedures will be in writing and training provided.
5. **Infection Prevention Program / Blood borne Pathogen** - All employees who could be reasonably anticipated as the result of performing their job duties to have skin, eye, mucous membrane, or parenteral contact with blood and other potentially infectious materials (i.e.: blood, vomit, mucus, saliva, and amniotic fluid, etc.) shall receive Blood Borne Pathogen training. This includes, but is not limited to, employees in Fire, Police, Custodial, Parks, Recreation, Waste Water, and Solid Waste Operations. Department-specific procedures will be in writing and training provided.
6. **Trenching and Safe Excavations Operating Program** – All employees whose job requires them to operate in excavations or trenches will receive safety training for these practices prior to being assigned these types of duties. Department-specific procedures will be in writing and training provided.
7. **Heat Stress** - All employees whose job requires them to work in conditions that could result in heat stress will be instructed in proper precautions to avoid such conditions. Supervisors shall strive to protect employees from heat stress and provide adequate breaks, hydration, and/or adjusted hours to avoid the hottest parts of the day. The purpose of all such adjustments is employee safety and well-being.
8. **First Aid / CPR / AED Training Program** – City of Spearfish employees will have the opportunity to be certified in basic CPR/AED. Certain jobs require such certification at higher levels than basic training and such will be provided as needed. Training will be conducted by American Heart Association or American Red Cross instructors, or by City personnel with certification to instruct and provide training.
9. **Chain Saw Training, Chipper, and Bucket Truck Training** - All employees whose job requires them to work with chain saws, chipper and/or the bucket truck will receive training on proper operation, and on proper PPE that shall be worn while operating this equipment.
10. **Safe Driver Training Program** – All employees whose job requires them to drive a City of Spearfish vehicle and personal vehicles for City business, will receive training on Safe Driving techniques. The training will be provided on an annual basis internally, with department-specific training. The DDC-4 (Defensive Driving Course – 4 hours) is recommended for each employee every 3 years.
11. **Lockout/Tagout Training Program** - Training will be provided to employees whose job duties include exposure to the hazards of unexpected energization, start-up or release of stored energy, and all potentially hazardous energy sources, included but not limited to hydraulics, gravity, and pressurized gasses.
12. **Utility Terrain Vehicles (UTV) Training** – All employees whose job duties requires the operation of a UTV will be provided training on operation and proper use. Seat belts will be worn at all times when operating a UTV. If the windshield is not in place, proper eye protection is required.



## **Section 300 -- First Aid Procedures**

### **300.01 Reporting Procedure**

All employee injuries are to be reported *immediately*. Supervisors or Human Resources will assist in completing the South Dakota Employer's First Report form along with the signed SDML Worker's Compensation Fund Authorization for Release of Information, and the supervisor and the employee will fill out the Supervisor's Accident Investigation Report. If the employee seeks medical attention a Provider Information and Restriction Form will need to be completed by the treating physician. This form will need to be turned in to Human Resources who will provide a copy for the supervisor. Work related injury forms are to be completed for all injuries, including minor injuries, as minor injuries can develop into major concerns at a later date and MUST be documented properly if they are to be covered through Worker's Compensation if complications develop. All forms must be turned into Human Resources no later than three days after the injury. Forms can be found on the employee portal under Human Resources/Miscellaneous Forms.

### **300.02 Minor First Aid Treatment**

First aid kits are kept in all departments and in all City vehicles. First aid kits will be inspected as part of departmental inspections. If you sustain an injury or are involved in an accident requiring minor first aid treatment follow this procedure:

- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Inform your supervisor so the injury can be evaluated and a decision made if further treatment may be necessary.
- The supervisor will provide details for the completion of the accident report form.

### **300.03 Non-Emergency Medical Treatment**

If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to a clinic or medical facility to receive treatment. If possible, have a co-worker or supervisor drive you.
- Provide details for the completion of the First Report of Injury.

### **300.04 Emergency Medical Treatment**

If you sustain a severe injury or you are witnesses to an injury requiring emergency treatment:

- Call 911 and seek assistance from a co-worker or anyone available in the area. Notify those around you that an emergency exists and solicit help.
- If you are injured do not drive, call for help.
- If you are providing transportation assistance do not let the injured person drive.
- If leaving the site to seek treatment, let those around you know that treatment is being sought, and where that treatment is being done.
- Notify department head who will assure department procedures are being followed.
- Provide details for the completion of the accident investigation report.

## Section 400 -- General Safety Rules

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense to carry out assigned duties.

### VEHICLE SAFETY

#### **400.01 Vehicle Rules and Regulations**

All drivers of City vehicles, and those using their personal vehicle for City business, will comply with all applicable laws of the State as well as any additional regulations of the City. Police and Fire vehicles under emergency situations are exempt from certain motor vehicle laws and rules, but are required to exercise due caution and care in travel, in accordance with South Dakota Statutes and departmental (S.O.P.'s) Standard Operating Procedures.

1. It is the City of Spearfish's policy that no vehicle will be placed in motion before the driver and all passengers have buckled their seat belts.
2. Whenever possible, position your vehicle so that backing up or backing out is not necessary.
3. Backing up vehicles without a clear view behind the vehicle:
  - If another employee is available, he/she will get out and guide the vehicle back using standardized hand and voice signals.
  - If the driver is alone, he/she will get out of the vehicle and inspect the area behind before backing.
  - At all times, strict caution is to be observed.
4. Riding on the sides, tool boxes, tailgates, running boards, or roof of any vehicle is prohibited. Riders will be seated only in the intended area with seatbelts worn.
5. Drivers will carry their valid driver's license at all times when operating motor vehicles.
6. Each employee who operates a City vehicle or a personal vehicle for City business is required to report any suspension or revocation of his/her license to his supervisor. Failure of any employee to report a change in license status will result in disciplinary action up to and including termination of employment.
7. Except for Police and Fire in authorized emergencies, posted speed limits will be strictly adhered to.
8. Drivers will direct their full attention to driving. When possible, inspections of streets, trees, signs, etc. will be made by a passenger, not the driver.
9. During periods of limited visibility or when windshield wipers are in use, vehicle headlights should be on.
10. All drivers may be subject to periodic review of their driving skills and/or attendance at a safe driving course.
11. Consumption of alcoholic beverages or illegal drugs prior to, or during operation of a vehicle is strictly prohibited.

12. Any employee who operates a city vehicle must report to their supervisor when a physician prescribes medication that may impact their ability to drive, or when taking over-the-counter medications that effect driving.
13. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be connected and checked for proper operation.
14. All equipment (riding mowers, skid loaders etc.) to be transported either in a truck or trailer shall be secured with a minimum of 4 points of contact.
15. No passengers are allowed in the box or bed of any pickup or other truck on public roads except when authorized by the department head (i.e. parades, special events, etc.).
16. Drivers are to refrain from all forms of distracted driving.
17. When an employee is going to be working in a remote area, without phone and radio service, the employee will notify their supervisor where they will be working and when they will be back within phone and radio range.
18. These rules may be updated periodically and may be amended as necessary.

#### **400.02 Vehicle Parking -- Inspection --Security of Vehicle**

1. City vehicles are to be locked when not in use, unless vehicles are secured in a locked building.
2. City vehicles are not to be left running or unattended with a key left in the ignition unless it is locked (Police and Fire Departments will address with specific department policy, utility vehicles are excluded from this policy in emergency situations).
3. City vehicles are not to be parked in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times when a vehicle is parked in a "NO PARKING" zone, emergency blinkers shall be turned on.
4. Before initial use of a vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation. It is the driver's responsibility to see that a vehicle is in safe operating condition.
5. All city vehicles will be subject to an annual inspection through the City's fleet maintenance department.
6. Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure appropriate action is taken to correct the problem.

#### **400.03 Vehicle Equipment & Operation**

1. Safety belts will be worn at all times by all drivers and passengers in City vehicles and equipment that are equipped with them.
2. The vehicle registration shall be in the vehicle at all times.

3. Turn signals will be utilized by all drives at all times in ample time to warn oncoming or following vehicles of the intent to turn.
4. Drivers will ensure the windows, headlights, tail lights and windshield wipers are clean and operational at all times.
5. Tailgates shall be up and latched when vehicles so equipped are in motion. Extended loads with tailgate open must be secured and flagged.
6. In any case, the driver of the vehicle is responsible to see all necessary conditions are met on his/her vehicle before he/she operates it.
7. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will ensure the load is secure on the truck, and that overhangs are properly marked in accordance with applicable state and local laws.
8. The maximum number of passengers riding in a vehicle shall not exceed the number of seat belts/seating space.
9. Objects hanging from mirrors or obstructing the view of the driver are not allowed.

#### **400.04 Operating Special Equipment**

##### ***Instruction:***

Special equipment such as tractors, hi-lifts, high rangers, graders, plows, cranes, or any unit which has special devices added for specific types of work, will require formal instruction prior to use by the driver. This special training will include:

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration all safety equipment.
3. Knowledge of maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
4. Demonstration of operation.
5. New driver operation under supervision of designated trainers.
6. Instruction in driving to and from or on and off a trailer, parking procedures, and method for securing a load.
7. Road test required on special or large equipment.

A report of this training is to be documented by the department head or supervisor and filed with Human Resources, to be placed in the employee's personnel record.

***Passengers:*** Passengers will ride only in seats so designed for passengers on special equipment.

***Backing Up:*** Operators will follow backing guidelines set forth in section 400.01 of this manual, #2 and #3.

**Traffic Rules:** Construction type equipment will travel at sensible speeds without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. If so equipped, headlights and strobe lights will be on at all times when driving down the street or when equipment is in operation. Triangular, orange-colored, slow-moving vehicle signs will be displayed on the rear of the construction equipment.

Use of special equipment without previous training or authorization will result in disciplinary action.

#### **400.05 Operations in the Public Right-of-Way**

1. If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian safety before such work is allowed to begin.
2. If traffic is affected by the operation, proper signing must be used to warn in advance of the work area.
3. Traffic control signs in and around the affected area are to be correctly placed and maintained through the period when work is being performed and traffic obstructions exist. All signs and placement are to be in accordance with the MUTCD (Manual for Uniform Traffic Control Devices) standards, SD DOT standard traffic control plates or best practices established by the department.
4. Where barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the work day.
5. High Intensity Sheeting barricades or better, will be used for overnight protection. Lights are optional when this type of barricade is used.
6. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a roadway, a flagman wearing reflective clothing will be stationed at the appropriate area for purposes of directing traffic.
7. All workers in or near the roadway will wear reflective vests or reflective clothing while at the work site.
8. Reflective vests will meet the ANSI 107-2004 standard.
  - Class 1 vest is required when the posted speed limit is below 25 M.P.H.
  - Class 2 vest is required when the posted speed limit is between 25 and 50 M.P.H.
  - Class 3 vest is required when the posted speed limit exceeds 50 M.P.H.The City will purchase Class 3 vests so we are always in compliance. Make sure your vest is in compliance or request a replacement.
9. A flag person will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers.
10. Any person setting up signage and barricades must possess proper training, which will be provided internally by a certified trainer. Assistance in setting up signage or barricading should be available at any time from the Street Division of the Public Works Department.

11. **Emergency Road Repair:** Crews are to set up the signs and cones when arriving on the scene. Work in one lane at a time if at all possible. Notify all relevant departments once signs and/or barricades are in place.
12. In any case where streets are significantly obstructed or closed for any period of time, the Police and Fire Departments shall be notified of the situation and told approximately how long the closure should be in effect.

#### **400.06 Pedestrian Safety**

1. When pedestrian traffic is impeded by official City barricades, restrictive tape, rope, barricades or other restraints will be used to keep the public from the work site. If pedestrian traffic must be routed off sidewalks and into the street, cones, barricades, and signs to guard from vehicular traffic will provide protection.
2. Holes in the sidewalk or parkway which must be left open will be covered whenever possible. Perimeter protection will be erected. Every reasonable means of preventing accidental entry into the hole should be used. Keep in mind that darkness and rain can complicate this situation and require extra safety efforts.
3. Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the specific department supervisor and the Human Resource/Risk Management Director immediately.

### Personal Safety

#### **400.07 Confined Space Entry**

**This task is to be done only by those employees currently trained in this area.**

A confined space refers to a space which has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce hazardous atmospheres, and which is not intended for continuous employee occupancy. **Examples of such confined spaces include but are not limited to,** metering vaults, regulating vaults, valve vaults, storage tanks, sludge pump vaults, well housings, dam site gate control chambers, pipelines, trenches, filter beds, air vacuum and release vaults, other utility vaults, manholes, and tunnels.

Further, a confined space requires a permit to enter if it has the potential to have a hazardous condition as described below:

#### **HAZARDOUS CONDITIONS:**

Hazardous conditions include, but are not limited to the following:

1. An atmosphere containing less than 19.5% oxygen (normal air contains 20.9% oxygen). This is usually the result of oxygen displacement by inert gases such as nitrogen, argon, or helium.
2. Flammable gases and vapors (e.g., methane, ethane, propane, gasoline, methyl-ethyl ketone, and alcohol).
3. Toxic gases and vapors (e.g., hydrogen sulfide and nitrogen dioxide).

4. Internal configuration that has inwardly converging walls or floors which slopes downward to a smaller cross section.
5. A liquid or solid substance that can trap an entrant.
6. Energy hazards such as electrical equipment, steam, heat, shafts, augers, etc.

Department-specific procedures will be outlined and training provided as needed, along with general training provided through SDML / Safety Benefits, Inc.

#### **400.08 Drug-Free and Alcohol Free Policies**

The City of Spearfish is committed to a drug-free and alcohol-free work environment, which is a vital component of our safety program. Please refer to the City of Spearfish Personnel Policy and Procedures Manual for specifics regarding these policies.

#### **400.09 Electrical Safety**

All electrical testing, repair, and/or maintenance should only be performed by trained employees or contractors. ANY unsafe cord, appliance, tool or fixture should be reported immediately to supervisors and taken out of service until repaired or serviced.

#### **400.10 Ladders and Scaffolding**

Occupational Safety and Health Administration (OSHA) requires ladders/scaffolding have safety procedures and warning sticker marked on the ladder/scaffolding indicating size, type, maximum length, highest standing level, model number, manufacturer's name and date of manufacture. These safety procedures and warning stickers attached to ladders/scaffolding should be followed at all times. City of Spearfish ladder type, duty rating, and description should be Type 1A – 300 lbs., extra-heavy-duty industrial ladders or Type 1 – 250 lbs., heavy-duty industrial ladders. When selecting a ladder/scaffolding be sure to comply with the duty rating labeled on the ladder which indicates the maximum safe load capacity of the ladder/scaffolding (person and tools). Make sure the ladder/scaffolding is the correct length to do the job. A ladder/scaffolding that is too long or too short will force you to overreach, adversely affecting your balance, causing a hazard. Make sure the ladder/scaffolding material is conducive with the task you will be performing. Fiberglass is electrically non-conductive and preferred for most uses. Aluminum is strong and lightweight, however cannot be used near electricity. Wood is non-conductive when dry, however can be more sensitive to extreme weather. When departments purchase new ladders it is recommend following "best practices" and not purchasing aluminum ladders due to electrical hazards and they are lightweight which causes them to tip over more easily.

Ladders/scaffolding shall be inspected prior to each use for unsafe conditions or damage such as side rail dents or bends or excessively dented rungs, rung-to-side-rail connections, hardware connections, rivets for shearing, missing, damaged, or loose components, and lastly carefully check all moving components such as spreaders, extension ladder locks and ropes. Supervisors or designee will inspect ladders/scaffolding for visible defects on a semi-annual basis and after an incident that could affect safe use.

#### **400.11 Office & Shop Safety**

Office and Shop environments can contain safety risks. Follow these procedures to prevent accidents and injury:

1. Every employee shall be responsible to see that his/her own work area is clean, orderly and free from objects that may fall or pose a risk, such as puncture or cut, to themselves or others.
2. Drawers should be closed when not in use to minimize risk of tripping.

3. Chairs should be stable.
4. Evacuation plans should be posted in visible areas and employees should be familiar with them.
  - Notify 911 upon any suspicion of a fire or danger.
  - When an evacuation is occurring, provide guidance to members of the public that may be present.
  - Employees shall evacuate City facilities when the fire alarm is sounding unless it is verified as simply a test.
  - All employees and members of the public should report to a predetermined meeting place and a staff member should do a head count to verify that everyone is out of the facility.

#### **400.12 Outside Contractors**

1. All contractors hired to do work for the City of Spearfish will follow all local, state, and federal guidelines and laws.
2. All contractors and organizations renting City of Spearfish facilities will be required to provide certificates of insurance listing the City of Spearfish as an additional insured, and must sign a Hold-Harmless Agreement. Other restrictions by the City of Spearfish may apply as needed.

#### **400.13 Fire Extinguishers**

All primary vehicles and equipment should have fire extinguishers installed in them. All building should have fire extinguishers installed so employees do not have to travel more than seventy-five feet to reach one for class A fires which consist of ordinary combustible materials such as cloth, wood, paper, rubber, and many plastics. Fifty feet for class B fires which consist of flammable liquids such as gasoline, petroleum oil, paint, paint and butane; and fifty feet for class C fires which are electrical fires.

Departments will be required to train all staff on the proper use of fire extinguishers every two years. Training shall be documented, recording training provided, who attended the training, and when the training was provided.

Fire extinguishers must be inspected annually by certified staff and service work completed by an outside vendor.

#### **400.14 Preventing Slips, Trips & Falls**

Each department will provide Preventing Slips, Trips & Falls annually. Training shall be documented recording training provided, who attended the training, and when the training was conducted.

#### **400.15 Proper Lifting and Carrying**

Proper lifting and carrying are to be done by recommended methods. Employee Back Safety and Lifting/Carrying training is provided annually through departmental safety trainings. Training shall be documented recording training provided, who attended the training, and when the training was conducted.

### **LIFTING TECHNIQUES /BACK INJURY PREVENTION**

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees should not be required



to lift heavy or bulky objects that overtax their physical condition or capability. All employees should attempt to minimize twisting at the waist while lifting.

***Manual Lifting:***

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is City of Spearfish policy that employees whose work assignments require heavy lifting, be properly trained and physically qualified.

The following are rules for manual lifting:

1. Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots.
2. Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip.
3. Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping.
4. Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances.
5. Size up the load and make a preliminary “heft” to be sure the load is easily within your lifting capacity. If it is not, get help.

Muscle and back injuries can be very painful. To help prevent them, follow these guidelines for lifting and carrying, handling heavy or bulky materials, using team lifting, and lifting over your head.

***Lifting and Carrying:***

1. Stand close to the object with feet spread for balance. It may help to set one foot forward of the other.
2. Don’t twist your body to get into position.
3. Squat down, keeping your back straight and your knees bent.
4. Grasp the object firmly.
5. Breathe in to inflate your lungs (this helps support your spine.)
6. Lift smoothly with your legs, slowly straightening them. Then return your back to a vertical position.
7. Hold the object firmly and close to your body as you carry the load.
8. Turn by moving your feet, not by twisting your body.
9. The steps for setting an object on the ground are the same as above, but in reverse.

***Handling Heavy, Bulky Materials:***

1. Use dollies or hand trucks for moving materials packed in bulky burlap sacks, crates, boxes and barrels.

2. Store heavy, bulky materials on lower shelves, or on pallets. This eliminates the need to lift heavy objects over your head and makes materials easy to reach.
3. Avoid storing heavy or bulky items on top shelves.

***“Team” Lifting:***

Two or more people should work together any time an object must be placed high on a shelf or can’t be easily handled by one person.

1. If team lifting is required, personnel should be similar in size and physique.
2. One person should act as leader and give the commands to lift, lower, etc.
3. Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used when needed to prevent cutting shoulders and help reduce fatigue.

Lifting over your head is usually a two-person task. One person may be able to lift a box from the floor to waist level quite easily because this movement relies on leg muscles. It may take two people to lift the same box to an overhead shelf, because this motion uses weaker arm and back muscles. Remember, heavy or bulky items should be stored on lower shelves.

**400.16 Prohibited Actions**

1. Horseplay on the job will not be tolerated or condoned.
2. The use of headsets, earbuds, or the like by employees shall not be permitted.
  - Headset units provide mental distraction from the concentration required to perform most jobs.
  - State Law prohibits the use of these items while operating motor vehicles and machinery.
  - The ability to hear ambient sounds, including abnormal rattling and equipment noise is affected.
  - Verbal communication from other employees is impaired.
  - Hanging wires leading from the unit’s receiver to the headset can prove dangerous when near machinery.

Employees operating motor vehicles and machinery should exercise extreme caution when driving behind bicycle riders who are wearing headsets.

## **Section 500 -- Plan Implementation**

**500.00 Departmental Safety Meetings**

Safety meetings are often called “tailgate” meetings due to their informal nature. All departments shall have a minimum of one safety meeting per month. An extensive library of printed and film material is available through the South Dakota Safety Council and Safety Benefits, Inc. Upon request, Human Resources, department heads, or Safety Benefits, Inc. can be contacted to assist with safety programs. A log of each meeting must be kept by supervisors, including those in attendance, and forwarded to Human Resources on a monthly basis.

## **500.01 Clarification of Responsibilities**

### **A. Human Resource Director**

- Ensure new employees receive the Safety Manual at Orientation and are trained by supervisors within the first week, with a review of the safety manual. Keep records of training in employee personnel file.
- Work with department heads to schedule relevant training for supervisors and staff.
- Work with department heads to ensure departmental “tail gate” and safety training is active, and records are being maintained of such training.
- Maintain the accident record system, submit reports to SD Worker’s Compensation, investigate fatal or serious accidents, and verify corrective action taken by department heads to eliminate accident causes.
- Guide employees as needed when they go through the Worker’s Compensation process.
- Verify that proper corrective action has been taken by the department head on all violations of safety procedures, and that a record of such action is turned in to the Human Resources Department. When disciplinary action has been taken, file reports in employee’s personnel file.
- Present quarterly safety statistics to the Executive Safety Committee, and present an annual report regarding safety issues and statistics to the City Council.

### **B. Department Heads**

- Department heads are responsible for maintaining safe and healthy working conditions within their jurisdiction. It is expected that a sustained effort will be directed toward a proactive loss prevention program with the *prevention* of injuries, accidents, potential liabilities.
- Work with departmental Supervisors to keep departmental “tail gate” and safety training active, and ensure records are being maintained of such training.
- Work with supervisors to conduct department inspections for the purpose of discovering and correcting unsafe conditions or unsafe work practices.
- Conduct at a minimum, monthly safety training within the department, such as at staff meetings or tail-gate meetings, training on new equipment. Document attendance/participation and keep on file. You shall turn such documentation in to the Human Resource Director on a monthly basis.
- Complete necessary reports, investigate all accidents, secure supervisor’s accident reports, and verify that corrective action has been taken by supervisors to eliminate accident recurrence.
- Ensure that the Human Resources Director is notified of injuries, accidents, and near misses as they occur, and turn in to Human Resource Director the First Report of Injury, Release of Information Form, and Supervisor’s Investigation Report within 24 hours of the accident/injury.
- Ensure proper disciplinary action has been taken for violations of safety practices within 10 business days.

### **C. Supervisors**

- Provide job training and safety instructions to all employees on an initial and ongoing basis. Also focus attention upon potential hazards, changes in work condition, or procedures, etc.
- Promptly investigate accidents, immediately complete required reports, and ensure proper action has been taken to correct safety issues.
- Participate in all City of Spearfish Safety Programs and stay abreast of all current safety practices.
- Maintain high standards in housekeeping in the workplace.
- Ensure the workplace (i.e. buildings and equipment) are maintained, that safety hazards are eliminated, and that monthly inspections are completed and documented.
- Assist the department head in developing safety rules.

### **D. Employees**

- Actively support and participate in safety promotion and educational training provided.

- Think about your safety and the safety of others as you approach each task.
- Make efforts to maintain health and fitness so that you are able to perform the duties of the job in a manner that limits or eliminates a safety risk to yourself or others.
- Perform all tasks in a safe manner for accident/injury prevention and take no unnecessary risk.
- If you do not have the appropriate tools to complete a job safely, take the time to get the tools before you continue the task.
- Address unsafe conditions prior to beginning the task, and report to the supervisor all unsafe practices or conditions if you need assistance in eliminating them.
- Assist other departments if you see unsafe behavior or unsafe conditions, by reporting it to the appropriate staff or supervisor.
- If unsafe conditions cannot be corrected, the supervisor will reschedule the task until conditions are satisfactory. If a supervisor is not on site, the employee should notify the supervisor of your concern.
- Be alert for unsafe conditions in the community or environment that may impact the task assigned.
- Report all accidents and injuries that occur, immediately to the supervisor.
- Cooperate and assist in investigation of accidents.
- Understand that negligent behavior or conscious disregard of safety rules may result in disciplinary action as well as make the employee ineligible for coverage of injuries through the South Dakota Workers Compensation Plan, and medical issues may become the financial responsibility of the employee.

#### **500.02 Safety Committees**

The Executive Safety Committee will be composed of the department heads, City Administrator, and the Human Resource Director. Departmentally, a Safety Committee should be established to promote safety within each department of the City. Departmental Safety Committee recommendations should be reported to Department Head.

Executive Safety Committee Responsibilities:

- Meet on a Quarterly basis (more often if needed) and maintain records of meetings.
- Review accident/investigation statistics for the previous calendar quarter.
- Review the trends of circumstances and causes of accidents, injuries and general liability claims – statistics only, not confidential names. Make recommendations based on those trends for preventative measures.
- Represent the Safety Committee within your department, and actively promote safety in all areas of your work environment. Develop and recommend improvements to the safety program.
- Schedule and conduct periodic safety inspections and recommendations for correction of unsafe conditions and practices within your division.
- Review Safety Policies and Procedures within your department.
- Listen to suggestions by employees and report them to the committee for consideration.

## **Section 600 -- Accident & Incident Investigation**

#### **600.01 Investigation Procedures**

An accident investigation will be performed by the supervisor/employees at the location where the accident occurred. Supervisors will investigate all accidents, injuries and occupational diseases using the following investigation procedures and have the proper forms completed:

- Implement temporary control measures to prevent any further injuries to employees or bystanders.

- Keep in mind the purpose of investigation is to determine cause and prevent similar incidents for the future. Investigations are not intended to place blame, but to record facts.
- Review the equipment, operation, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues or further details to the accident's causes.
- Employees shall cooperate with the investigation process in an honest and forthright manner whether they are the injured party or witness to the incident.
- Investigate causal conditions and unsafe acts of employees or others at the site; make conclusions based on existing facts.
- Provide recommendations for corrective actions and indicate the need for additional or remedial safety training.
- For injury to a worker, complete the First Report of Injury Form, Release of Information Form and Supervisors Investigation Report and turn into Human Resources no later than three business days after the incident.
- General liability claims include injuries to citizens and property damage to City property or a citizen's property. When a general liability claim occurs supervisors will complete an incident report form and turn it in to the department head. If a vehicle is part of the general liability claim the police department must be contacted to file appropriate reports. The department head will ensure all reports are completed and turned into the Finance Office who will file the claim with the City's insurance representative. The Finance Office will keep a file containing all correspondence on each claim.
- Outside law enforcement agencies will be used when appropriate to conduct investigations to reduce the appearance of bias.
- If a City employee is involved in a vehicle accident please follow the City's Drug and Alcohol-Free Workplace Plan for post-accident testing.
- All staff shall respect the privacy of injured parties, and are asked to refrain from discussing the accident/incident to other non-involved parties. A formal investigation may be required. Written documentation by those involved will be the official record.

**600.02 Disciplinary Action Resulting from Safety Violations:**

The City expects each employee to follow and support the safety program. If infractions occur, it is important that procedures be in place for both the City and the employee to resolve such issues. Gross or repeated negligence or refusal to follow safety rules can be cause for disciplinary action and/or termination.

**GENERAL INFORMATION**

**Supervising Others**

Whether you are a supervisor or not, there are times when you train or supervise new staff members, particularly temporary or seasonal workers. Remember to convey to them the importance of a positive attitude and no-nonsense approach to the Safety Program and City policy. Instruct them to perform their duties safely and to follow safety procedures needed to complete individual tasks. New employees are sometimes shy about asking questions that may be important to safety issues. Cover the subject thoroughly and ask for input. It is important these employees are properly trained and sign off on training.

**Return to Work**

The City of Spearfish strives to assist employees to return to work at the earliest possible date following injury or illness. This policy is not intended to supersede or modify the procedures applicable to employees eligible for

reasonable accommodations, covered under the Americans with Disabilities Act (ADA), or leave benefits under the Family Medical Leave Act (FMLA).

After an injury or illness, an employee may not return to work without a release from the treating physician. If the treating physician allows the employee to return to work with restrictions, the City will review the restrictions to determine if a transitional position is available and falls within the City's needs.

The City defines transitional work as temporary, modified work assignments within the worker's physical abilities, knowledge, and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. The City will not guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

To request a transitional assignment, the employee must have their physician review their position description and complete a Provider Information and Restriction Form. Human Resources will review the Provider Information and Restriction Form and work with the department head to see if transitional work falls within the City's needs. If it is determined that transitional work is available, the Human Resource Director, supervisor, and the employee will review work restrictions and assigned duties.

#### **SAFETY RESOURCES & FURTHER INFORMATION**

The Human Resource Director, Safety Benefits, Inc., the South Dakota Safety Council, supervisors, and the department heads are some of the resources for safety training and information.

Employees are encouraged to continually further their knowledge and training on safety issues pertaining to their employment and respective duties.

If you feel a safety issue is important, discuss it with supervisors and co-workers BEFORE an accident happens. It is both admirable and effective to pay attention to detail, be a responsible proactive employee, and take precautionary and/or corrective action before someone gets hurt. Your attention to safety details is important for you, for your family, for your coworkers, and for their families. We may never know how many injuries we prevent by never taking short-cuts, but a healthy and active workforce is the result.

Employees are responsible to conduct themselves in a safe manner and to protect themselves at all times from unnecessary risks. The City of Spearfish will strive to maintain a safe, healthy, and proactive safety environment for all employees. We all share the goal of keeping everyone safe, free from injury, and concerned about the welfare of all. Together we can prevent accidents and strive towards ZERO lost time for employees, and continued long-term use of our equipment and resources. Together we can respond appropriately when accidents occur.

A safety manual and/or program cannot possibly cover all aspects of operations and employee conduct. It is a guideline pointing employees and supervisors towards proper conduct, actions, protective work environment, and equipment. Safety is an ongoing component of each and every task. Please be sure to seek out additional information if you have any questions regarding safety.



**CITY OF SPEARFISH**  
**Employee Safety Manual Review Acknowledgement**

The undersigned EMPLOYEE and Human Resource Director hereby acknowledge the employee has reviewed this Safety Manual, have had the opportunity to ask questions, and they comprehend the goals and directives of the Safety Program of the City of Spearfish. All employees have access to the Safety Manual through the City of Spearfish intranet as a resource for future review.

- It is also understood this manual is not the entire scope of the safety program. A safety program is considered an ongoing learning process and work in progress with a goal of protecting employees, the general public, and City of Spearfish from unnecessary risk factors, personal injury and liability exposure. Safety training is essential and a condition of employment with the City of Spearfish and is to include but is not limited to:
  - Additional training may be specific and unique in nature to an employee’s job duties and specific to each department.
  - Learning by each employee through working with supervisors, and taking responsibility for self-directed learning by educating themselves through use of written directions and following manuals that are provided for the safe operation and handling of new tools, power equipment of all types, materials handled, and supplies purchased in performance of a wide variety of job duties, projects and assigned tasks that may or may not be covered in this manual. This may require each employee to acquire safety manuals and instructions, read and adopt specific practices that may be written on, attached to, or purchased with a variety of tools, equipment and supplies (i.e. paints, cleaning supplies, chemical materials etc.) encountered in the daily performance of duties. It being understood that each tool, chemical, piece of equipment etc. has its own safety guidelines and procedures for operation. Some self-learning may be needed to supplement training provided by supervisors. This may include cross-training between various departments to benefit the City of Spearfish and its employees.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resource Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_