

**THREE LAKES WATER AND SANITATION DISTRICT
RESOLUTON 2023-12-2
A RESOLUTION ADOPTING THE PUBLIC ENTITY AND
MUNICIPALITY EMPLOYEE SAFETY MANUAL**

WHEREAS, the Three Lakes Water and Sanitation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) is charged with the responsibility for the management, control and supervision of all business and affairs of the District and, pursuant thereto, has the authority to adopt rules, regulations and policies for the District; and

WHEREAS, the Colorado Special Districts Property and Liability Pool (the “Pool”) has prepared a Public Entity and Municipality Employee Safety Manual (the “Manual”); and

WHEREAS, the District is firmly committed to the safety of our employees; and

WHEREAS, the District desires to adopt the Manual, subject to revisions recommended by legal counsel; and

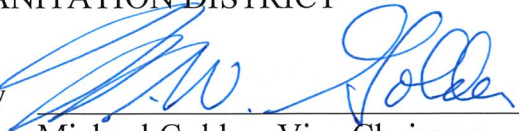
WHEREAS, the Board hereby finds and determines that adopting the Manual as set forth herein is necessary to the function and operation of the District and is beneficial to the District and its customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Three Lakes Water and Sanitation District as follows:

1. The Public Entity and Municipality Employee Safety Manual attached hereto as Exhibit A and incorporated herein by reference is hereby adopted subject to revisions recommended by legal counsel.
2. This Resolution shall take effect and be enforced immediately upon adoption by the Board.
3. If any section, subsection, sentence, clause or phrase of this Resolution is held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

ADOPTED this 11th day of December, 2023.

THREE LAKES WATER AND
SANITATION DISTRICT

By  _____
Michael Golden, Vice Chairman

Attest:

 _____
Scott Huff, Secretary

EXHIBIT A

Public Entity and Municipality Employee Safety Manual



Three Lakes Water and Sanitation District Employee Safety Manual

**A Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

Preface

Three Lakes Water and Sanitation District (TLWSD) recognizes that our important role in the community is shaped by our people. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by TLWSD's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

TLWSD is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and provide a safe working environment for all employees.

We value our employees not only as employees, but also as human beings critical to the success of their families, the local community, and TLWSD.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents or incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be strict compliance to all applicable federal, state, local and district policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, TLWSD will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, TLWSD subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention minimizes human suffering, promotes better working conditions for everyone and increases productivity. This is why TLWSD will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of TLWSD is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of TLWSD will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management will monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected by or associated in any way with the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at TLWSD must be involved and committed to safety. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood and serves an important purpose in the community.

Katie Nicholls, District Manager

Mike Gibboni, Superintendent

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Employee Safety Responsibilities

The primary responsibility of employees of TLWSD is to perform all duties in a safe manner to prevent injury to themselves and the public, protecting the health of employees and preventing damage to public and private property.

To ensure that quality service with safety and health in mind is a cornerstone of operation at TLWSD, employees *must* become familiar with, observe and obey TLWSD's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees *must* learn the approved safe practices and procedures that apply to their work. The protection of fellow employees and the public is the shared responsibility of every employee.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If employees have any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

Employees must report any fires, accidental damage to property, vehicle accidents, hazardous material spills, near misses or unsafe conditions/practices to an immediate supervisor.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

Employee Safety Rules

1. **Conduct:** Horseplay and practical jokes are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol, as designated by either state or federal law, on the premises or while on the job are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is also forbidden. Use of prescription drugs, which may affect your alertness or ability to work, must be reported to your supervisor. If such impairment becomes known to the employee in the course of work, the employee must immediately notify their supervisor and shall cease performing District functions until the employee can safely and completely perform their job.
3. **Housekeeping:** Always keep your work area clean and all materials properly stored. Place waste and debris in designated containers for proper disposal. The following areas must remain clear of obstructions:
 - Aisles and exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls and switches
 - Eye washes and safety showers

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. As directed by law, employees may need to share certain medical paperwork with the TLWSD to substantiate the injury, necessary care, and release to return to work.

TLWSD provides transitional return to work (light duty) jobs for those injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

5. **First Aid:** Anything other than treatment of minor cuts and scratches should be performed by certified or trained first aid personnel only. In the event of an emergency, call 911.
6. **Personal Protective Equipment (PPE):** Employees are required to inspect PPE prior to each use and may not use damaged PPE. You are required to maintain and keep PPE clean.
 - a) Safety glasses – must be worn at all times in designated areas in this facility.
 - b) Hard hats – must be worn at all times in designated areas.
 - c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
 - d) Welding equipment – appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
 - e) Respirators – only employees trained and authorized to use respirators are allowed to do so.
 - f) Hearing protection – required in areas where noise exposure is more than 90dBA (85dBA if you have already experienced hearing loss).

7. **Asbestos:** If possible, do not remove or disturb asbestos or material suspected of containing asbestos. Materials that may contain asbestos include:
 - Adhesives and mastics
 - Ceiling areas
 - Duct work
 - Flooring
 - Floor tiles
 - Insulation
 - Lab fume hoods
 - Piping
 - Vented enclosures

Where contact with asbestos is unavoidable, wear required protective clothing and use proper procedures for hygiene and decontamination. Where applicable, make use of proper respirators for the level of exposure.

Employee Safety Rules

8. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

- Company vehicles
- Machine and power tools
- Paint sprayers
- Welders

When operating machines: do not wear loose clothing, tie long hair up and back, remove jewelry and roll sleeves all the way up or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

9. Tools – Hand and Power:

- Use all required PPE.
- Maintain tools in safe operating condition.
- Inspect tools and equipment guards before use for defects or wear. If a defect is found, cease use and notify a supervisor immediately.
- Never leave tools on stepladders, scaffolds, roofs or other place where they might fall.
- Impact-type hand tools, such as wedges and chisels, should be kept free of mushroomed heads.

10. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a stepladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder.
- Trained personnel should use only approved fiberglass ladders when working on or around electrical equipment.

11. Cranes/Hoists/Lifting Devices:

- Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- Never walk under a load suspended from a hoist or crane.
- Keep all personnel clear of the fall zone of the crane or hoist.
- Know the weight of material being lifted. Never overload a crane or hoist.

12. Powered Industrial Trucks:










- Only qualified personnel (trained and licensed) may operate powered industrial trucks.
- All vehicles must receive proper inspection prior to operation.
- Defective or damaged items must be reported to your supervisor for correction before use or operation.
- Equipment must be operated safely at all times, keeping the load under complete control.
- Operators may not permit passengers to ride on equipment unless it is designed with seats and seat belts to accommodate them.

Employee Safety Rules

13. Lockout/Tagout: prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, it means "Keep your hands off."

14. Hazard Communication: All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment*</p>  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

- A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access any SDS – ask your supervisor.
- Follow all label and SDS instructions – including amount instructions.
- Do not mix chemicals unless authorized to do so.
- Keep all chemicals in closed containers.
- Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights or arcing/sparking electrical equipment.
- Wear required PPE, and minimize contact with the chemical.
- Do not eat, drink or smoke while using chemicals, and always wash your hands after handling chemicals.

15. Health Hazards: Learn which health hazards are present in the workplace by reading the Hazard Communication Program. If you are concerned about a potential health hazard, contact your supervisor or Safety and Health Director so that an evaluation can be conducted and appropriate action can be taken for the safety of all employees.

16. Confined Space Entry: Only trained and authorized employees are permitted to enter confined spaces such as manholes, sewers, tanks, trenches or vaults. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit and have electrical, chemical, thermal, atmospheric or entrapment hazards).

Employee Safety Rules

17. Fire Prevention:

- Store all flammable liquids in approved safety containers with flame arrestors and spring-actuated caps.
- Keep acids and bases or oxidizers in separate cabinets.
- Store poisons separately.
- Keep fire equipment, such as extinguishers, accessible at all times.
- If your clothing catches fire, smother the flame by rolling on the ground. Never run, as this could cause the flames to spread.
- Never use oil or grease on oxygen equipment.

18. Emergencies:

Obtain and learn TLWSD's emergency response plan for fire, chemical release, severe weather, bomb threat or any other urgent situation. Learn the location of alarms, exits and meeting areas outside the building. The following general rules and actions apply in the event of an emergency.

- a. In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the fire department. If in doubt about the severity of an injury or emergency, call 911.
- b. Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
- c. When the evacuation signal is given, all employees should immediately turn off equipment, close doors and evacuate to their designated evacuation areas using stairwells instead of elevators. Attendance will be taken to account for all personnel. Stay with the group until further instruction.
- d. If you have a visitor, escort him or her to the designated meeting area. Never re-enter the building after an evacuation until you have been instructed by management.
- e. Do not attempt to fight any fire which is uncontained, too hot, too smoky or if you are too frightened.
- f. To use a fire extinguisher, remember PASS:
 - P = Pull (the safety pin)
 - A = Aim (at the base of the fire)
 - S = Squeeze (the lever)
 - S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low
- Keep yourself between the fire and an exit
- Do not turn your back on a fire
- Immediately report the use to your supervisor

Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

19. Public Vehicles and Driver Safety:

You cannot operate a vehicle for TLWSD unless you can present a valid driver's license. If your license is suspended or revoked, report the condition to your supervisor immediately. Follow these rules when on the road in a TLWSD vehicle.

- a. Verify that the vehicle is in safe operating condition before use, and report any defects immediately. Cease use of vehicle if it is not fit for driving.
- b. Avoid parking in high-risk areas.
- c. When possible, position the vehicle so that backing will not be necessary.
- d. Only employees authorized by TLWSD are permitted to operate vehicles.
- e. No side trips or personal use of vehicles is permitted.
- f. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion. Employees who drive personal vehicles or rental vehicles for TLWSD business must also wear safety belts and harnesses where provided.

Employee Safety Rules

- g. All local and state traffic regulations and signs must be followed.
- h. No unauthorized riders, hitchhikers, etc., are allowed.
- i. All moving violations must be reported to your supervisor.
- j. Any accident, regardless of the extent of the damage, is to be investigated by a police officer with jurisdiction in the area. Accident report forms and instructions are located in the glove compartment of each vehicle.
- k. Driving while under the influence of alcohol or other drugs is forbidden.

A Commercial Drivers' License (CDL) is required for employees that operate motor vehicles designed or used to transport passengers or property in the following instances:

- When the vehicle weighs more than 26,000 pounds;
- When the vehicle is designed to transport 16 or more passengers, including the driver; and
- When the vehicle is transporting hazardous materials and is required to display a placard.

Employees with a CDL are subject to drug and alcohol testing.

20. Electrical Safety: Employees who work on or near exposed energized parts are required to be trained in safe electrical practices that pertain to their job assignments.

- a. Whenever possible, all work on electrical equipment or circuits must be done with power off.
- b. Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
- c. Report all electrical problems and suspected problems to your supervisor.
- d. All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.
- e. Inspect all plugs, cords and portable equipment prior to use. Any non-current carrying metal parts of portable and/or plug connected equipment must be grounded or protected by a system of double insulation.
- f. Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs. Worn, frayed or damaged electrical cords or connections may not be used and must be tagged "Danger: Out of Service, Do Not Use."
- g. Extension cords are to be used only for temporary applications, never for more than 90 days. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs, mats or through walls.
- h. Ground fault circuit interrupters should be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.
- i. Outlets at construction sites that are not part of the permanent wiring of the building or structure must have ground fault circuit interrupters that comply with the National Electric Code requirements. It should be de-energized when not in use.
- j. Any personal electrical devices must be approved by TLWSD prior to use.

21. Laboratory Safety: Workers in the laboratory must attend training that describes the laboratory standard, hazardous material handling and waste disposal regulations, where to find chemical safety information, emergency procedures and required laboratory safety plans. See your supervisor or Safety and Health Director for the Laboratory Chemical Hygiene Safety Plan. The following guidelines always apply in the laboratory:

- Never smoke, eat or drink in the laboratory.

Employee Safety Rules

- Properly label hazardous waste for disposal.
- Do not store food in refrigerators with chemical, biological or radioactive materials.
- Use proper laboratory hoods to control chemical fumes, mist, vapors and biological and radioactive agents.
- Always wear proper personal protective equipment as required when handling chemicals.

22. Lifting:

- a. Do not unnecessarily place objects on the ground if they must be picked up again soon after.
- b. Use a mechanical device to lift heavy objects when possible.
- c. Avoid lifting above shoulder height.
- d. If you need help moving material, request assistance.
- e. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet and lifting with your legs, keeping the load close to your body.
- f. When you turn holding an object, move your feet, and do not twist.
- g. Minimize your risk of injury by getting proper exercise and building up leg and abdominal muscles.

23. Falls: Take proper precautions to prevent falls. Use caution on stairs and on surfaces containing ice, snow, rock, oil, water or any other slippery materials. Indoors, clean up spills immediately and keep walkways clear of cords, loose materials or other objects.

24. Staying Safe: Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules as well as all customer rules and procedures, working in a manner that reflects positively on TLWSD. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

Safety Coordinator Responsibilities

The District Manager is designated as the Safety Coordinator. The Superintendent is designated as the Associate Safety Coordinator. The Safety Coordinator is responsible for implementation and compliance with the Safety and Health Policy of TLWSD and is accountable for results as measured by criteria, such as incident rates.

Other responsibilities include:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
2. Make regular shop, warehouse, office and job site tours and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participate and follow the safety and health programs.
4. Plan, coordinate, perform or delegate all safety training and testing given to supervisors and employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
5. Review disciplinary actions with the employees.
6. Personally perform safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees or others. Make or obtain required corrections to maintain a safe workplace and ensure compliance.
7. Conduct regular safety meetings with employees to promote safety awareness and compliance with the Safety and Health Policies.
8. Ensure safety awareness among workers through regular meetings.
9. Ensure compliance with safe work practices and the TLWSD safety rules. Take appropriate disciplinary action to ensure compliance.
10. Investigate accidents and assist with completion of accident report forms when required.
11. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.
12. Ensure that specific programs (i.e., hazard communication, protection from bloodborne pathogens, hearing conservation, forklift safety/operator certification) are implemented and complied with consistently.

Safety & Health Committee Responsibilities

In order to promote better communication between employees and management, a Safety & Health Committee has been established for TLWSD operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

ORGANIZATION: The Safety & Health Committee will consist of:

- Safety Coordinator
- Associate Safety Coordinator

The Employee Safety & Health Committee will meet biannually, when there are less than 10 employees, should TLWSD have more than 10 employees they will meet quarterly. The meeting will be chaired by the Safety Coordinator or Associate Safety Coordinator. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and time determined by the Safety Coordinator.

FUNCTION: The Safety & Health Committee has the following functions:

1. Conduct safety/housekeeping inspection(s) of one or more departments as part of each meeting.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and near-miss incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review and comment on safety suggestions submitted by employees.
5. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
6. Review safety impacts of equipment/facility changes and multi-shift operations.

Take into account an employee's personal experience with safety when selecting Safety and Health Committee members. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the committee.

Volunteers or individuals who show they have an interest in safety are also good candidates. Likewise, individuals with a good safety record can bring their own experience to the group.

Rotate membership so that members exposed to Safety & Health Committee issues are circulated back into the workforce and others are brought in.

Occasionally, specialists or consultants may be added to the committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

The Safety & Health Committee should also be involved with developing safety incentive programs and in recognizing individual employees who have contributed to safety efforts and positive results.


Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

Offsite Visits

1. Employees of TLWSD are required to follow all safety and security procedures during offsite visits.
2. If your host does not advise you regarding safety hazards, consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. On stairs, maintain three-point contact (hand on rail and feet on stairs);
 - When visiting manufacturing or construction sites, eye protection, hearing protection and hard hats are frequently required. Ideally, this equipment will be in the possession of the TLWSD employee and not provided by the host.

If you will be touring a factory, construction site or other similar venue that is out of the course of your normal day dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

Workplace Violence



TLWSD has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination.

- Any employee who feels that they have been threatened should immediately report their concern to their supervisor and the District Manager.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources. Always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Reporting Injuries

1. All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. As required by law, employees must also give their supervisor any relevant paperwork received at the appointment.
2. Any work-related injury must be reported to your supervisor, and to the District Manager. A written statement of the injury event must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
3. In the case of an occupational disease, employees must give notice to TLWSD when they are informed by a competent medical authority of the nature and work-related causes of the illness.
4. After each practitioner appointment, the employee must report to his/her supervisor and the District Manager to review his/her progress.
5. TLWSD provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
6. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
7. Employees are urged to report hazardous conditions and near-miss incidents to their supervisors before injuries result.
8. Any attempt to defraud TLWSD with a false workers' compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

Emergency Action Plan

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/police/ambulance 911
 - District Manager 970-627-3544
 - Superintendent 970-531-8106
- Know where the stairwell exits are located.
- In the event of any emergency, do not take elevators – use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring — you will not get in trouble.
- Know where emergency equipment is located: Emergency equipment such as fire extinguishers, first aid kits and PPE are located at the WWTP as well as the district shop and in district vehicles

FIRE:

1. EVACUATION

- Employees will be notified of a fire alarm either by the fire alarm system or by text or call.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs/exit. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations.
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories and offices to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, personnel should report to nearest parking lot for a headcount. Operations personnel should gather and be accounted for by the Superintendent or Lead Operator. Administrative personnel should gather and be accounted for by the District Manager.
- If any employee is missing, an immediate report should be made to the District Manager or Superintendent as applicable, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the District Manager.
- In the event of inclement weather, the District Manager or Superintendent as applicable will make arrangements for all personnel to move to shelter.

2. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire

**When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the District Manager where the emergency is located. He/she will relay this information to the fire department.

Emergency Action Plan

3. **MEDICAL EMERGENCY:** (chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911.
- Call the operator ("0") and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids unless properly trained and equipped.
- Send one to two persons (greeters) to the building entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- The District Manager will make any necessary notifications to family members of the person suffering the medical emergency.

4. **SEVERE WEATHER:**

- The District Manager or Superintendent as applicable will monitor a weather alert radio. If a severe weather report is issued, she/he will inform all employees.
- Employees will shut down office equipment and will be instructed where to go for safety.
- The District Manager or Superintendent as applicable will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to office areas. A general announcement will also be made.

5. **WORKPLACE VIOLENCE:**

- Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to human resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area, immediately notify the District Manager and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

Emergency Contact Information



FIRE DEPARTMENT: Grand Lake Fire Protection District

TELEPHONE: 970-627-8428 (non-emergency) 911 (emergency)

POLICE DEPARTMENT: Grand County Sheriff's Office

TELEPHONE: 970-725-3311 (non-emergency) 911 (emergency)

EMERGENCY MEDICAL SERVICES (AMBULANCE): Grand County EMS

TELEPHONE: 970-887-2732 (non-emergency) 911 (emergency)

HOSPITAL: Middle Park Health

TELEPHONE: 970-887-5800 (non-emergency) 911 (emergency)

Fire Prevention Plan & Electrical Safety

1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas. Do not throw matches, cigars, cigarettes, etc., into wastebaskets – use only ashtrays made of non-combustible material.
2. No candles or open flames are allowed within the facility.
3. Contractors performing hot work in or around the facility (welding, grinding, flame cutting, brazing, soldering, etc.) must contact the Superintendent for approval prior to the start of the work.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their work area for extended periods of time.
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact human resources for guidance.
6. Electrical safety:
 - With the exception of independently fused, multi-tap cords for computers, extension cords are not allowed.
 - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
 - Turn electrical appliances off with the switch, not by pulling out the plug.
 - Turn all appliances off before leaving for the day.
 - Any electrical problems should be reported immediately to the District Manager.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both TLWSD and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

TLWSD has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

TLWSD wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return-to-work program, which includes transitional or light duty work. The return-to-work program is temporary, not to exceed six months.

Employee Procedures:

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign a report of injury or illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a return-to-work evaluation form. Regardless of the choice of physicians, the return-to-work form must be completed for each practitioner visit. TLWSD will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to 60 days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of six months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences TLWSD approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a family medical leave request form and submit it to the human resources department. You must also have your practitioner complete both the return-to-work evaluation form and return to work request / physician's authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a return-to-work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Employees must cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor, or the District Manager.

Hazard Communication

1. All TLWSD employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards and general safe handling guidelines. At TLWSD, the SDS collection is located at the WWTP lab. Employees are free to use the SDS as needed.
3. General rules for handling chemicals in our work environment are:
 - Read all label warnings and instructions.
 - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
 - Follow instructions for quantity – more is not always better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then, be sure to report the injury.
 - Any questions or concerns regarding chemicals should be reported to human resources.

Ergonomics, Office Safety and Security

Ergonomics:

Musculoskeletal disorders can result from repetition and inadequate rest, forceful exertions, awkward and extreme positions of the body and sustained or static positioning. Assess and correct your workstation to avoid undue stress on muscles, bones, ligaments, tendons and nerves.

1. Sit with your lower back against your chair, your upper legs parallel to the floor and your feet flat on the floor or on a footrest.
2. Adjust your table and chair so your elbows are bent at right angles and your forearms are approximately parallel to the floor.
3. Keep your wrists straight by using a wrist rest.
4. Keep your mouse at the same height as your keyboard.
5. Position your monitor an arm's length away at eye level.
6. Use a document holder to position work at eye level close to the screen.
7. Adjust your lighting and monitor to prevent glare, or use an anti-glare filter.
8. When performing tasks involving repetitive motions or awkward positions, take periodic stretching breaks or alternate with other tasks.

Office Safety:

1. Never leave file drawers open or open multiple file drawers at once. Never climb on open file drawers.
2. Do not place computers or other large equipment close to the edge of a desk or counter.
3. Stand away from the path of the door swing, and open doors with caution.
4. Use caution on stairs. Falls on stairs often happen because of distraction in conversation or when a person turns to another while descending.
5. Do not stack heavy or bulky objects on top of cabinets.
6. Use sharp objects such as razor blades, knives, scissors and paper cutters with caution.
7. Do not store frequently used objects above shoulder height or below knee height.
8. Never reach into office machines without turning them off and unplugging them if possible.
9. Keep your work area free of trip hazards such as storage in walkways, cords across aisles and damaged floor coverings. Avoid using extension cords.
10. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
11. Never use defective or broken equipment. Report these problems to your supervisor.

Security:

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to the District Manager or Superintendent as applicable, and immediately report any theft to the District Manager.
3. When parking, remove all valuables from sight and lock car doors
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, PDAs and other small electronic devices before leaving your workspace for extended periods of time.

Employee Safety Rules

7. If you are working alone and are in the office before or after regular business hours, on weekends or on holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone, and do not hesitate to call 911 if you feel threatened.
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.
8. Weapons, including firearms, knives with blades longer than two inches, bows and arrows, pepper spray (mace, tear gas, etc.) and clubs are not allowed on TLWSD property.

Considerations Following a Serious Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for fellow employees as well as management. The following are guidelines that may reduce the effects on fellow employees and minimize the impact from regulators.

1. Be prepared to talk to local police officials, district attorney investigators, coroners and compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful, but do not speculate or offer unsolicited opinions, information or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. Always operate under the assumption that regulatory agencies will investigate, and take steps to be sure that your entire facility is as prepared as possible.
2. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support.
3. Get all witnesses' names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
4. Render safe any hazards created by the accident scene. (i.e., material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming an attraction to onlookers.
5. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
6. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
7. Follow TLWSD's procedure for bloodborne pathogens in cleaning any bodily fluid spills.
8. Consider meeting with employees in small groups to discuss:
 - a) The serious accident that occurred;
 - b) That all the necessary steps were taken to care for the person involved;
 - c) That an accident investigation is being performed;
 - d) That all employees will be kept informed;
 - e) The availability of the employee assistance program (EAP) (if applicable); and
 - f) Provide encouragement and request that employees work safely
9. Request your supervisors be alert for employees who may not be paying full attention to their jobs, and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
10. If your company has a physician on contract, have him/her follow the case.

Bloodborne Pathogens and Silica Exposure

Bloodborne Pathogens

- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
- Because we cannot tell by looking at a person if he or she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- In the event of a person losing bodily fluids, stay away from the area and warn others to do the same. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
- In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself unless you are authorized to do so. Call human resources immediately for instructions or call-in authorized personnel for back up.

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica. OSHA sets its permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 $\mu\text{g}/\text{m}^3$). Employees must follow TLWSD's written exposure plan for respirable silica at all times. Employees who are exposed to levels of respirable silica at or above the 50 micograms per cubic meter of air (50 $\mu\text{g}/\text{m}^3$) for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to employees exposed to silica levels at or above 25 $\mu\text{g}/\text{m}^3$ for 30 or more days a year.

Vehicle Use Policy

To: All drivers of TLWSD

Effective:

- This policy applies to:
 - Vehicles owned, leased or rented to TLWSD.
 - Personally owned vehicles driven by employees on behalf of TLWSD.

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and TLWSD.

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an, 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for TLWSD business:

- Your Personal Auto Liability insurance is the primary payer. TLWSD's insurance is in excess of your coverage.
- You should carry at least \$250,000 per person for bodily injury, \$500,000 per accident for bodily injury and \$100,000 per accident for property damage or a \$500,000 combined limit per occurrence liability coverage. Evidence of insurance coverage is to be provided to TLWSD each year by a copy of your policy's declaration page or a certificate of insurance.
- TLWSD is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to the District Manager as soon as possible.

By signing this document, you are agreeing that you have read and understood the vehicle use policy and will comply with all the stipulations.

Employee Signature

Date

Employee Acknowledgement Form

TLWSD is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community and our organization.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and TLWSD policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, TLWSD will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, TLWSD subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds TLWSD in higher regard with customers and increases productivity. This is why TLWSD will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of TLWSD is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of TLWSD will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at TLWSD must be involved and committed to safety. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of 's employee safety handbook. I have read and understood all policies, programs and actions as described and agree to comply with these set policies.

Employee Signature

Date