



# **SAFETY TRAINING PROCEDURES**

## **TRAFFIC SIGNALIZATION**

REVISED SEPTEMBER 2020



# ADMINISTRATIVE PROCEDURES

## SAFETY TRAINING POLICY AND PROCEDURES

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### **Purpose /Policy**

The City of Jackson requires all full-time and part-time employees, new hires included, to be trained in the handling of City heavy equipment, vehicles, mowers, heavy & light power tools, personal protective equipment (PPE), and equipment/tools utilized to perform the job duties for the purpose of annual training.

### **I. Background**

The Traffic Signalization Department, located at 74 Conalco Drive has issued the following equipment, power tools, etc.

### **Equipment**

Work Truck(s)

### **Personal Protective equipment**

Safety glasses

Gloves (cotton/leather)

High voltage gloves

Reflective safety vest

Safety harness

Traffic cones

### **II. Procedure**

Requirements to operate...

### **WORK TRUCK & BUCKET TRUCK**

1. All employees of the Traffic Signalization Department who operate trucks shall be trained sufficiently to meet the standards set by the City of Jackson and the Traffic Signalization Department.
2. There will be daily walk-a-round checklist for inspection of equipment prior to the day's use of the equipment. This checklist shall be kept on file.
3. All City vehicles, heavy and mobile equipment shall be scheduled for regular periodic maintenance by the City Garage.

4. All employees of the Traffic Signalization Department will go through annual training that aligns with the City of Jackson's policies and procedures annually.
5. There will be refresher safety and operational training for Traffic Signalization employees annually.

### **III. Certification of Training**

After remedial training, if an employee fails to qualify and cannot properly, safely, or comfortably use any of the required equipment, vehicles, or power tools, assigned to their job, the employee shall be given a 30 day period to qualify in certification. If after this 30 day period, the employee does not achieve the proper certification in training and the supervisor observes the employee cannot perform the job they were hired for, the employee is subject to disciplinary action up to and including termination for failure to meet standards.

The department shall maintain certification/training log for each employee. The log shall consist of the following:

- Employee's name, position title and list of equipment, tools or vehicles assigned to the employee;
- Certification/training hour forms;
- Inspection forms of equipment, tools or vehicles;
- Training sign-in sheets and all sign-in sheets must contain the following:
  - Name of training;
  - Instructor(s) name(s) who conducted the training
  - Date and time of training;
  - Location of training;
  - Signatures of all employees in attendance for the training;
  - Supervisor's approval of the employee's ability to perform his/her duties safely, accurately and efficiently as assigned to them.
- Sign-in sheets for trainings shall be kept as pertains to OSHA record keeping retention rules.
- Copies of all training sign-in sheets shall be sent to the Safety Officer in Risk Management.

### **IV. Condition of Vehicles, Equipment, and/or Power Tools**

Employees assigned tools, equipment, or vehicles shall keep all in good serviceable condition.

All tools, equipment, or vehicles shall be inspected daily.

All tools, equipment, or vehicles may be subject to inspection by any of the employee's supervisors at any time. Supervisors should plan periodic inspections and document their findings.

Failure to inspect, maintain or report any damage or problems with any assigned tools, equipment, or vehicles may result in disciplinary action.

Upon inspection of tools, equipment, or vehicles, there is evidence damage, the following procedures apply:

The employee shall notify his/her supervisor.

The employee shall complete an Accident/Incident Report (AIR) form. The supervisor shall sign the form and send it to Risk Management.

Pictures should be taken of the damage. Any documentation, such as previous inspection forms should be included and all sent with the AIR form to Risk Management.

In the event to damage to tools, equipment, or vehicles is determined the damage was a result of the employee's negligence, the employee may be subject to disciplinary action.

#### **Review of Policy and Procedures**

The Department Head will review the Safety Training Policy & Procedures annually and revise as necessary.

#### **Self-Cancellation**

The Safety Training Policy & Procedures will remain in force until revoked or superseded by competent authority.

**WALK-AROUND TRAINING RECORD**

Date	Name	Trainer	Department	Equipment Type

**Employee**

I have read and understand the equipment manual:            YES            NO

I understand all inspection requirements:            YES            NO

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

**Date:** \_\_\_\_\_