



Andy Schor, Mayor

**CITY OF LANSING  
EMPLOYEE HANDBOOK**



Andy Schor, Mayor

Welcome aboard!

I am delighted you are joining us. Your role is critical in fulfilling the mission at the City of Lansing. We are hopeful that your employment with the City will be rewarding, challenging and meaningful to you and your team.

We understand you will have some questions during your first few weeks of employment. Your department will assist you with answers to several critical matters. This Employee Manual is designed to provide you with a general overview of City policies and standards. These standards are essential tools for every City employee. The manual will provide you with clarity of the expectations we have for you as a City employee. As you review the manual, thumb through the topical search index to view highlights of the subject matter. Learn the important facts including standards set for your safety.

It is my desire that you will grow professionally as you receive and give your very best to the City. An atmosphere that creates a healthy workplace begins with you. I encourage you to make an effort to become the best at what you do for the City.

I hope you will take pride in the work you do to represent Lansing.

Sincerely,



**Andy Schor**  
Mayor of Lansing

	<b>Page Numbers</b>
FOREWORD	
DIVERSITY	1-5
• Equal Employment Opportunity Statement	
• Sexual Harassment and Non-Discrimination Policy and Complaint Procedure	
• Reasonable Accommodations under ADA	
EMPLOYMENT	6-8
• Background and Reference Checks	
• Sensitive Information Protection	
• Internal Transfers/Promotions	
• Progressive Discipline	
• Separation of Employment	
WORKPLACE EXPECTATIONS	9-35
• General Requirements	
• Confidentiality	
• Social Security Privacy	
• Ethics Manual	
• Outside Employment	
• Attendance and Punctuality	
• Computer Usage Policy	
• GPS Tracking	
• Employee Personnel Files	
COMPENSATION	36-38
• Classification and Compensation Plan	
• Payment of Wages	
• Time Reporting	
• Meal/Rest Periods	
TIME OFF/LEAVES OF ABSENCE	39-49
• Holiday Pay	
• Vacation	
• Sick Leave	
• Family and Medical Leave (FMLA)	
• Personal Leave of Absence	
• Sick Leave Donation Program	
• Bereavement Leave	
• Jury Duty	
TIME AND ATTENDANCE	50-60
• Timecard Online	
• Employee Online	
• Accessing Employee Information via the City's Intranet Site	
BENEFITS	61-62
• Medical and Dental Insurance	
• Flexible Spending Account	
• Group Life Insurance	
• 457 Plan	
• Workers' Compensation Benefits	
• Tuition Assistance	

<ul style="list-style-type: none"> <li>Employee Assistance Program (EAP)</li> </ul>	
SAFETY	63-70
<ul style="list-style-type: none"> <li>Forward</li> <li>Definitions</li> <li>Safety Policy and Responsibilities</li> </ul>	
Accident Reporting	71-81
<ul style="list-style-type: none"> <li>Reporting Near Misses &amp; Accidents/Incidents</li> <li>Sparrow Authorization Form</li> <li>Accident/Incident Form</li> <li>Reporting Near Misses &amp; Vehicle Accident</li> <li>Vehicle Accident Form</li> <li>First Aid</li> </ul>	
Personnel Policies	82-90
<ul style="list-style-type: none"> <li>Workers' Compensation Claim</li> <li>Drug Free Workplace</li> <li>Violence in the Workplace</li> <li>Smoke Free Workplace</li> <li>Building Security</li> <li>Driver's License Suspension</li> <li>Employee Suggestions</li> </ul>	
Emergency Plan	91-92
<ul style="list-style-type: none"> <li>Emergency Evacuation &amp; Fire Safety</li> </ul>	
General Safety Rules	93-101
<ul style="list-style-type: none"> <li>Physical Fitness and Proper Lifting</li> <li>Clothing</li> <li>Housekeeping</li> <li>Contractors</li> <li>Instruction/Education/Training</li> <li>Allergies &amp; Irritants</li> <li>Personal Protection</li> <li>Medical Surveillance</li> <li>Placing New Equipment Into Service</li> <li>Laboratory Safety</li> <li>Work Area Protection</li> </ul>	
Office Safety	102-103
<ul style="list-style-type: none"> <li>Office Safety</li> <li>Ergonomics</li> </ul>	
Chemicals and Physical or Biological Agents	104-110
<ul style="list-style-type: none"> <li>Hazard Communication Program</li> <li>Bloodborne Pathogens/Infection Control</li> </ul>	
Vehicle Safety Rules and Procedures	111-117
<ul style="list-style-type: none"> <li>General Vehicle Safety</li> <li>Driver's License</li> <li>Inspection of Vehicle and/or Equipment</li> <li>Seatbelt &amp; Harnesses</li> <li>Transporting Passengers Vehicle Inspections</li> <li>General Vehicle Practices</li> <li>Equipment Fueling</li> </ul>	

• Lift Trucks (Powered Industrial Truck/Fork Lift)	
• Heavy & Specialized Equipment	
• Backing up Heavy Equipment	
• Spotter Responsibilities	
• Fleet Services Garage Employees	
Tools & Equipment	118-125
• Material Handling & Storage	
• Hand Trucks	
• Uncrating and Unpacking	
• Loading Trucks	
• Material Storage	
• Storage Bins, Metal Racks, Pallet Racks	
• Ladders	
• Machine Tools & Equipment	
• Hand Tools	
• Electric Power Tools	
• Pneumatic (Air)/Hydraulic – Powered Tools	
• Machine Tools	
• Grinding Operations	
• Specific Hand/Powered Tools	
Hazardous Operations	126-137
• Lockout Tagout	
• Confined Space Entry	
• Traffic Control	
• Asbestos	
• Boat/Water Front Safety and Diving Operations	
• Ropes, Wires, Cables, Slings, Chains	
• Compressed Air	
• Compressed Gases	
• Welding, Cutting, & Brazing	
• Heating Materials	
• Working A lot & Aerial Lifts	
• Miss Dig	
• Distance to Energized Equipment/Conductors	
• Excavations and Trenches	

## FOREWORD

Whether you have just joined our staff or have been at the City of Lansing for a while, we are confident that you will find our City a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of the City of Lansing to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Department of Human Resources.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. In the event of any conflict, the provisions of applicable collective bargaining agreements and personnel rules control. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

# **DIVERSITY**

## **Equal Employment Opportunity Statement**

The City of Lansing provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, in accordance with applicable federal, state and local laws. The City of Lansing complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leave of absences, compensation, and training.

The City of Lansing expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the City of Lansing employees to perform their expected job duties is absolutely not tolerated.

## **Sexual Harassment & Non-Discrimination Policy and Complaint Procedure**

It is the policy of the City of Lansing to provide a work environment free of unlawful discrimination. Sexual harassment in the workplace is a form of unlawful discrimination. The City's 1978 Charter and the Human Relations Ordinance of 1981 clearly establish that the City's policy prohibits any illegal discrimination against any employee or applicant for employment with the City. It is the City's objective to ensure that no employee during the course of employment with the City should be subjected to illegal discrimination.

In order to enforce this policy, the City has developed a procedure for its employees should they believe they have been subjected to illegal discrimination. Any employee who believes they are subjected to any actions or conduct that they consider illegal discrimination, including sexual harassment, has an obligation to report the activity or conduct. Any employee in a managerial position who has knowledge of any conduct or activity that may constitute illegal discrimination also has an obligation to report said conduct or activity. This policy provides a clear and concise procedure for employees to submit their complaints and provides specific actions that the City will take upon receipt of the complaint. This policy is meant to apply to every office, agency, department and employee of the City.

### **DEFINITIONS**

1. Illegal employment discrimination consists of any employment decision, policy or practice that is impermissibly based on a person's religion, race, color, national origin, gender, sexual orientation, age, marital status, height, weight, arrest record, disability or genetic information. Illegal discrimination includes intimidation or harassment on the basis of a person's membership in any one of these protected classes.

2. Employment decisions, practices or policies include job advertisements, recruitment, pre-employment inquiries, hiring processes, job referrals, employment references, job assignments, promotions, pay, benefits, discipline, discharge, training and any term or condition of employment.
3. Discriminatory intimidation is defined as verbal or written statements or physical acts based on a person's membership in a protected class that puts that individual in fear of harm or create a hostile work environment.
4. Sexual harassment is considered a form of illegal discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, written or physical conduct when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions effecting such individual; or Such conduct interferes with an individual's work performance and/or creates an intimidating, hostile or offensive work environment. Examples of such behavior that have been found to constitute sexual harassment include but are not limited to derogatory comments or slurs based on sex, sexual jokes, too familiar remarks about appearance or body parts, unwelcome comments of a sexual nature, repeated unreciprocated requests for dates, sexual gestures, touching, hugging or kissing, graphic material, objects or written material of a sexual nature and the display in the workplace of sexually suggestive pictures, requests or demands for sexual favors, or unwelcome sexual advances.

Harassment that is based upon a person's membership in any protected class is also prohibited.

## **PROCEDURES**

### **I. General Provisions**

- A. Complaints or reports of illegal discrimination should be filed as soon as possible regarding the alleged conduct or activity.
- B. This internal complaint procedure is meant to provide employees with an opportunity to have their complaints resolved internally. If an employee elects to pursue a complaint of illegal discrimination by filing a complaint with the Michigan Department of Civil Rights or the Equal Employment Opportunity Commission, or through a civil court action, the internal complaint procedure may be suspended or terminated.
- C. It is the City's intent to handle all complaints and investigations as confidentially as possible.
- D. The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in an investigation.
- E. If, after investigating any complaint, the City determines that an employee has knowingly provided false information; disciplinary action may be taken against an individual who knowingly files a false complaint or who knowingly provides false information.
- F. If, after filing a complaint, an individual believes there are additional allegations of illegal discrimination or any alleged retaliation in response to the filing of the complaint, the individual must report the additional allegations of retaliatory conduct promptly.

All management and supervisory personnel are responsible for compliance with these policies.



## II. Complaint Procedure

A. Information/Inquiry Procedure. When an employee is not prepared to file a formal complaint but is seeking information or advice regarding any conduct or activity that they believe may constitute illegal discrimination, the individual may make inquiry to the Department of Human Resources. The Department of Human Resources will assign a member of the Department to promptly schedule a meeting with the individual to discuss the individual's concerns and provide counseling, advice or information as necessary. If information is provided wherein the Human Resources staff member believes that the conduct or activity may constitute illegal discrimination, the individual will be assisted in preparing a complaint pursuant to the formal complaint procedure.

### B. Formal Complaint Procedure.

1. Any employee who wishes to file a complaint of illegal discrimination may do so with their supervisor or with the Department of Human Resources. If the complaint involves a staff member of the Department of Human Resources, the complaint shall be filed with the Office of the City Attorney. If the complaint is filed with a supervisor, the supervisor shall immediately submit the complaint to the Human Resources Department.
2. Upon receipt of a complaint, the Department of Human Resources shall immediately institute an investigation. Upon completion of its investigation, the Department of Human Resources shall prepare a report with its findings and recommendations and submit it to the Mayor and the City Attorney for approval. The complainant will then be informed of the final determination.

Questions concerning the application of this policy should be directed to the Director of the Department of Human Resources.

## Reasonable Accommodation Policy

This policy is adopted pursuant to the Americans with Disabilities Act (ADA), Sections 503 and 504 of the Rehabilitation Act of 1973, the Michigan Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Act. It is the policy of the City of Lansing not to discriminate on the basis of disability against any qualified person. All decisions relating to employment including, but not limited to recruitment, selection, training, assignment, promotion, compensation, transfer, benefits, and education, will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation. This policy is applicable to all employment policies and practices.

### Definitions:

1. Reasonable accommodation means: a change in the work environment or in the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities. Reasonable accommodation is not required where the request is unreasonable or where undue hardship would result to the City of Lansing. Some examples of a reasonable accommodation may include:
  - a. modifications or adjustments to a job work station (i.e. ergonomics)
  - b. modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; or
  - c. modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
  - d. modifications or adjustments that enable a covered entity's employee with a disability to enjoy benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities; or
  - e. an adjustment to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of a qualified applicant or employee with a disability; or
  - f. the provision of a reasonable accommodation by removing barriers in a specific situation which prevent or limit the application process, recruitment, employment and/or upward mobility of a qualified person with a disability.
  
2. A qualified person(s) with a disability is:
  - a. An individual with a physical or mental impairment/characteristic that substantially limits one or more major life activities;
  - b. An individual having a record or history of such an impairment/characteristic; or
  - c. An individual regarded by others as having such an impairment/characteristic and is
  - d. An individual satisfies the requisite skill, experience, education and other job-related requirements of the positions, and is
  - e. An individual who can perform the essential functions of the position, with or without reasonable accommodation.

## **PROCEDURES FOR REQUESTING REASONABLE ACCOMMODATION**

1. Any applicant for employment or current employee may request a reasonable accommodation. To request an evaluation for a modification or adjustment, the individual shall obtain a Reasonable Accommodation Request Form from the Department of Human Resources or on the City's intranet. It is the responsibility of the applicant or employee to complete in full and submit the form to the Department of Human Resources, attaching any medical or other relevant documentation along with a completed Certification of the Release of Medical Information form to the request. Assistance in completing this form is available from the Department of Human Resources.  
*Because of the personal nature of this process every reasonable effort will be made to ensure confidentiality.*
2. The determination whether to provide an accommodation is made on a case-by-case basis. This is an interactive process through which the City of Lansing and the individual with a disability discuss and consider any reasonable accommodation(s). Consideration should be given to the preferences of the individual when deciding on any particular means of accommodation. However, the Department of Human Resources, in consultation with the affected Department, has the ultimate discretion to choose an effective accommodation(s). In addition, an individual with a disability may not be compelled to use an accommodation that is not necessary to perform the essential functions of the job.
3. Reasonable accommodation is not required where the request is unreasonable or where undue hardship would result to the City of Lansing.
4. After a completed Reasonable Accommodation Request Form along with a completed Certification of Release of Medical Information form and any necessary supporting documentation is received by the Department of Human Resources, the Department of Human Resources will determine whether or not the request meets the requirements for reasonable accommodation.
5. After a determination that a request meets the criteria for a reasonable accommodation review, the Department of Human Resources will work with the affected Department to determine whether an appropriate accommodation can be made which will effectively accommodate the individual.  
The following factors must be considered when reviewing a request for accommodation:
  - a. The essential functions of the position.
  - b. The substantial limitation(s) experienced by the individual in their performance of the essential functions of the position.
  - c. Identify possible reasonable accommodation options that may effectively overcome such limitations.
  - d. The financial and operational impact on the City of Lansing.
6. The Human Resources Department shall review the matter and inform all parties of his/her decision within thirty (30) calendar days of receipt. The Department will provide all necessary information to facilitate this review. The Director of Human Resources or designee may utilize appropriate resources to investigate potential or possible accommodations. This process would not obligate the City to utilize any potential accommodation that may cause undue hardship or which may be unreasonable. After review, a written decision will be issued to the individual and the affected Department.
7. The decision may be appealed to the Director of Human Resources. All appeals must be in writing, specifying the reason for the appeal and submitted within five (5) work days of notification of the decision. The decision of the appeal is final. The individual will be notified in writing of the appeal decision.

# EMPLOYMENT

## Background and Reference Checks

The City of Lansing conducts background checks and reference checks to ensure candidates are qualified for the positions. Additionally, we complete thorough checks to maintain a safe and productive environment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditional until a background check is completed that is acceptable to the City of Lansing. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

It is our policy to conduct background checks. If information obtained in a background check would lead the City of Lansing to deny employment, a copy of the report will be provided to the applicant. The applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The City of Lansing also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## Sensitive Information Protection

### Introduction

The Disposal Rule contained in the federal Fair and Accurate Credit Transactions Act (FACTA) requires the City of Lansing to protect sensitive information during disposal, including information typically retained as an employer in personnel, payroll and medical files and well as non-employee information obtained in the ordinary course of business conducted by the City. This policy sets forth the standards utilized by the City of Lansing in protecting sensitive information from unauthorized disclosure during disposal of documentation containing such information in accordance with the FACTA Disposal Rule.

### Disposal Standards

In compliance with the requirements of the Disposal Rule, The City of Lansing takes reasonable and appropriate measures to prevent the unauthorized access to or use of sensitive information during disposal of this information. These measures include:

- Using reliable methods - such as shredding, burning, or pulverizing, for the destruction of papers containing such information, so that the information cannot be read or reconstructed.
- Destruction of or erasing electronic files or media containing such information so that the information cannot be read or reconstructed.
- In the event a document destruction contractor is hired to dispose of such information, the City of Lansing will conduct due diligence in hiring the contractor and also monitoring the contractor's continued compliance with the Disposal Rule, as required by 16 CFR 682.3(3). Due diligence includes:

- Reviewing an independent audit of a disposal company's operations and/or its compliance with the Disposal Rule;
- Obtaining information about the disposal company from several references;
- Requiring that the disposal company be certified by a recognized trade association; and/or,
- Reviewing and evaluating the disposal company's information security policies and procedures.

## **Internal Transfers/Promotions**

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants.

The City of Lansing offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, although this does not mean that outside recruitment will not be considered.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

## **Progressive Discipline**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established by supervision.

The City of Lansing supports the use of progressive discipline where appropriate to address issues such as poor work performance or certain misconduct. Progressive discipline is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our support of the use of progressive discipline is consistent with our organizational values, and is considered a best practice in human resource management.

There are some work rule violations that are so serious that they warrant immediate suspension or discharge of the employee (for example, assault, destruction of City property, theft, etc.). Please refer to your collective bargaining agreement or Personnel Rules to review the steps of our progressive discipline policy and procedure applicable to you.

## **Separation of Employment**

Separation of employment within an organization can occur for several different reasons.

- 1. Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide at least two weeks' advance notice, preferably in writing, to facilitate a smooth transition out of the organization.
- 2. Retirement:** Employees who wish to retire are required to notify their department director and the City of Lansing Retirement Office in writing at least one (1) month before the planned retirement date.

3. **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource Department at the expiration of the third workday and initiate the paperwork to terminate the employee.
4. **Termination:** Employees of City of Lansing may be terminated due to disciplinary reasons. Please refer to your collective bargaining agreement or Personnel Rules regarding termination.

### **Return of City Property**

The separating employee must return all City property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee may be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

### **Accrued Leave**

Any accrued leave payable to the employee, will be paid in the last paycheck. Please refer to your collective bargaining or Personnel Rules for what types of accrued leave are eligible for pay out.

### **Health Benefits (Medical, Dental, Vision)**

Health benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided through the City of Lansing's third party administrator, InfiniSource. This information will be mailed to the home address you have on file with the Department of Human Resources. Employees will be required to continue to pay their share of the dependent health and dental premiums through the end of the month.

# WORKPLACE EXPECTATIONS

These General Requirements are applicable to all City of Lansing employees except those covered by Fraternal Order of Policy or International Association of Fire Fighter Agreements.

Employees who violate any General Requirements subject themselves to formal disciplinary actions, which may range from written reprimand through discharge, with or without a disciplinary layoff. The specific type of disciplinary action taken in each instance depends on the nature of the employee's offense, the circumstances and the manner it was committed and his/her disciplinary and work record. Subsequent General Requirements received from this office should be added to this memo.

This memo **MUST BE POSTED ON APPLICABLE BULLETIN BOARDS.**

- GR-1 Employees are required to report on time for work.
- GR-2 Unexcused absences are prohibited.
- GR-3 Excessive absenteeism is prohibited.
- GR-4 Insubordination is prohibited.
- GR-5 Traffic in and/or the consumption of an/or any one suffering from the immediate after effects of dangerous drugs or alcohol while at work is prohibited.
- GR-6 Misappropriation or unauthorized use of City money, property, equipment or supplies is prohibited.
- GR-7 Gambling on City time or property or during lunch or rest breaks is prohibited.
- GR-8 Inefficient, careless, inactive or unproductive work is prohibited.
- GR-9 Falsification of City records is prohibited.
- GR-10 Fighting, threatening or being disrespectful to other City employees or members of the public is prohibited.
- GR-11 Unsafe acts that can and/or do endanger the person or property of himself/herself or others is prohibited.
- GR-12 Improper personal conduct is prohibited.
- GR-13 Employees are not permitted, under any circumstances, to carry or have in their possession weapons, while either on City property or during work hours.

## Confidentiality

Our clients and other parties with whom we do business entrust the City with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to your Department Head and the Director of Communications.

# **Social Security Privacy Policy**

## Introduction

The Michigan Social Security Number Privacy Act requires the City of Lansing to establish a privacy policy protecting the confidentiality of social security numbers it obtains in the ordinary course of business. Accordingly, the City of Lansing has created this Social Security Number Privacy Policy to be utilized by all authorized individuals having access to information or documents containing social security numbers, including but not limited to, all employees, officers, agents, contractors and vendors.

## Privacy Policy

1. The City of Lansing ensures to the extent practicable the confidentiality of social security numbers.
2. The City of Lansing prohibits unlawful disclosure of social security numbers.
3. The City of Lansing limits who has access to information or documents that contain social security numbers to only those individuals authorized by appropriate supervisory personnel to access this information in the ordinary course of business in the performance of their assigned job duties.

## Policy Standards

In order to fully implement this policy, all individuals subject to this policy are required to adhere to the following standards:

- a. All paper documents containing a social security number or any portion of a social security number are to be kept out of view of anyone other than those with a current, legitimate business need to review the documentation.
- b. When not in use, all paper documents containing a social security number or any portion of a social security number are to be kept secured in a manner which prohibits unauthorized access.
- c. All electronic documents containing a social security number or any portion of a social security number are to be viewed only by an individual with a current, legitimate business need to view the electronic documents while they are in use. If interrupted while viewing such a document, the individual must close or minimize the document. Computer monitors must be set to switch to screen-saver mode and workstations must be set to lock after a reasonable period of inactivity.
- d. All portable data Storage devices (flash drive, disk, etc.) on which electronic documents containing a social security number, or any portion of a social security number are stored, are to be kept secured by the authorized user at all times.

## Disposal of Information & Documents

All information and documents to be disposed of, whether in paper or electronic form, shall be disposed of in accordance with the City of Lansing Protection & Disposal of Sensitive Information procedure.

## Penalty for Violation

This privacy policy is established in accordance with the provisions of the Social Security Number Privacy Act, P.A. 454 of 2004, M.C.L. 445.83. Violation of the Act is a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000.00 or both and violators are also subject to civil liability. Violations of this privacy policy will be subject to the appropriate penalty or penalties as prescribed by state law and/or as determined by the City of Lansing. Employees in violation of this policy will also be subject to disciplinary action, up to and/or including immediate termination from employment.



# Ethics Manual

To Employees of the City of Lansing:

On November 8, 1994, the voters of the City of Lansing amended Chapter 5 of Article 5 of the City Charter regarding the standards of conduct for elected officials and employees of the City. In addition, the amendment changed the membership of the Board of Ethics and expanded its duties.

On August 26, 1996, the City Council adopted a new Ethics Ordinance (Ordinance No. 953) which amends Chapter 290 of the City Code of Ordinances. This amendment puts into effect the requirements of the new Charter amendment passed in 1994.

This manual fulfills the requirements of the Charter to provide information to City officers and employees about standards of conduct, protection of the public interest, and conflict of interest. It also explains how an officer or employee can receive assistance from the Board of Ethics.

As elected officials and public employees, we recognize our important responsibility to serve the public fairly and without self-interest. We are part of a profession that has been both honored and condemned. In our daily tasks, we each have an opportunity to establish the trust and respect that is the best of our profession.

With the information provided by this manual, officials and employees together can provide quality service at the highest ethical standards that enable us and the citizens of Lansing to be proud of Lansing City Government.

## THE BOARD OF ETHICS

The Board of Ethics of the City of Lansing was established by the City Charter which was adopted by the voters of Lansing in 1978 and amended on November 8, 1994.

The Board consists of eight members; four of whom are appointed by the City Council and four by the Mayor.

The Board normally meets once a month. Special meetings may be held when called in the manner provided in the rules of the Board. The meeting schedule and agendas are posted in the City Clerk's Office. Proceedings before the Board are subject to the applicable state law regarding the conduct of public meetings. Records of the Board are placed on file with the City Clerk and are available for public review as required by state law.

The City Clerk serves as Secretary to the Board of Ethics and provides administrative support. All items to be forwarded to the Board or placed on the Board Agenda should be sent to the Clerk. Copies of Affidavits of Disclosure, Statements of Financial Interest and other forms used by the Board may be obtained from the Clerk's Office.

The City Attorney assists and advises the Board. Individuals desiring clarification or interpretation of the Ethics Ordinance and the Ethics Chapter of the City Charter may do so in writing to the City Attorney. The City Attorney will either provide a written response or refer the request to the Board of Ethics.

Additional copies of this manual are available in the City Clerk's Office and the Personnel Department.

### ETHICS ORDINANCE SUMMARY

The following is a summary of the basic provisions of the Ethics Ordinance.

This summary and the "Frequently Asked Questions" sections of this manual are not inclusive. The full text of the Charter Amendments and the Ethics Ordinance is included and should be read for *full* understanding of the provisions.

#### Purposes of Ordinance

- Identifies minimum standards of ethical conduct for public servants.
- Establishes penalties for public servants who violate the public trust.
- Provides a process for public servants to identify and resolve ethical issues.
- Intend to promote public confidence in the integrity of public servants.

#### Scope of Ordinance

You are covered by this ordinance if you are:

- a person who might offer a gift to a city officer or employee
  - a city officer
  - a city employee
  - a candidate for a city elective office
  - a member of the immediate family of any of the above
  - a business with which any of the above is associated

\*Conflict of interest questions raised by or about a City Councilmember, at a City Council Meeting, and related to an Agenda Item, will be determined by the City Council at that meeting.

## Prohibitions

### **If you are covered by this ordinance, you must not:**

Accept non-monetary gifts with a value greater than \$50 Offer or give (directly or indirectly) any gift, loan, services, etc., or other thing of value with the agreement or understanding that a vote or official action of an officer or employee will be influenced.

Solicit (directly or indirectly) any payment, gift, loan, contribution, services, etc., or other thing of value based on any agreement or understanding with a person, including any administrative board established under the City Charter with the agreement or understanding a vote or official action will be influenced .

Falsely represent personal opinions to be those of the governmental body of which you are a member or employee.

Divulge confidential information before it is authorized to be released.

Use the power of your office to intimidate or threaten other city employees or members of the public.

Use your position to obtain financial gain for yourself or for your immediate family or a business in which you, or they, are associated.

Use resources, property or funds under official control and care to obtain personal financial gain for yourself or immediate family members or business in which you, or they, are associated.

Act on behalf of the city by making any policy statements promising to authorize or to prevent any future action, agreement or contract when you have no authority to do so.

Engage in a business transaction that allows you to profit from confidential information you have obtained or may obtain because of your position or authority.

Participate in, vote on, or act upon contracts for making loans or grants of public funds, subsidies, issuing permits or certificates or any other regulations relating to any business you are associated with or have an interest in.

Participate in, vote on, or act upon any matter if you have a conflict of interest or have a financial interest, other than as a citizen of the city.

Assist or agree to assist, directly or indirectly, in the violation of this ordinance.

Penalties Violation of this ordinance shall be a misdemeanor.

► If you violate the ordinance, you can be penalized or fired, just as you can for any other employment violation.

This ordinance does not prohibit anything that is allowed by your collective bargaining agreement.

## **FREQUENTLY ASKED QUESTIONS ABOUT... GIFTS**

**What is the rule on accepting gifts while a city officer or employee?** First of all, let's define a gift. A gift is anything of value given without the expectation of receiving something in return. Gifts may include free meals, tickets to spectator events, free trips and services as well as actual cash gifts.

**What if I work in purchasing and a vendor gives me a box of candy at Christmas? Can I accept this?** Probably, this gift would be allowed under the \$50 gift exception provided you did not ask for

the gift, the total gifts from this vendor would not exceed \$50 in any year, and if there was no understanding with the vendor that your receiving such a gift would influence any decision relative to orders granted to the vendor.

**What if I am a city building inspector and, when I'm at a home, the owner gives me \$40 in cash? Can I keep this?** No. Even though this would be under the \$50 exception, clearly there is an implied expectation on the part of the homeowner that your acceptance of this gift might influence your inspection report. Further, the \$50 exception only applies to non-monetary gifts.

Examples of prohibited gifts: 1) A representative from a company that is applying for a grant from your department offers to give you an expensive present if there is an understanding or agreement that their official action will be influenced, and the value of the gift is greater than \$50.00. 2) A salesman that sells software to your department invites you to dinner at a fancy restaurant if there is an agreement or understanding that official actions will be influenced, and the dinner costs more than \$50.00. 3) A local theater sends free season tickets to you and all other high-ranking employees in your section just because you work there if there is an understanding that an official action will be influenced and the tickets are worth more than \$50.00.

**So, are there any gifts that I can accept?**

Employees can, of course, accept gifts from defined categories of relatives and spouses of such relatives or gifts that are clearly given because of a family or personal friendship.

Free attendance at city sponsored events such as the Human Services Fair, where lunch or other services may be included. Snacks like soft drinks, coffee, or donuts that are not offered as part of a meal. You may accept items of little inherent value, such as plaques, certificates, and trophies. Anything for which you pay market value is not a gift.

You may accept gifts between co-workers and supervisors of a department. Key factors are: was the gift solicited by you; was there an agreement or understanding that any decision you might make as a city officer or employee will be influenced; and is the gift over \$50 in value?

There may be more exceptions than this. If in doubt, ask the City Attorney about your specific case by calling 483-4320.

**FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL CONFLICTS OF INTEREST**

**I have stock in a corporation that is involved in a matter for which I have some job responsibility. Would my official participation in this matter be a problem?**

It might be. You may be prohibited from participating in decisions involving this corporation. The prohibition would also apply when you know that any of the following individuals or organizations has a financial interest in the corporation, even if you personally don't:

- your spouse
- your minor child
- an organization for which you serve as an officer, director, trustee, general partner, or employee; and
- a person or organization which you are negotiating with, and/or have an arrangement concerning prospective employment

If any of these conditions exist, you should file an Affidavit of Disclosure with the Board of Ethics. You also should report your association with this corporation on your annual financial disclosure form if you are a reporting individual.

**My wife is the owner of the major local supplier of cellular phones. I work in purchasing and specifically with the procurement of cellular phones for city departments. Am I restricted from doing business with my wife's firm?**

That depends. Are vendors for cellular phones selected by a blind bid process? Do you write the specifications for the bids? You should file an Affidavit of Disclosure with the Board of Ethics before proceeding.

**I work in the building department. I also operate a plumbing business in the evenings and on weekends. Someone told me that I have a big problem doing this. Is this right?**

What is your job in the building department? Do you inspect plumbing in residences? Would you be in the position of inspecting your own work? Depending on your answers to these questions, you may very well have a problem. To make sure you do not have a problem, submit an Affidavit of Disclosure to the Board of Ethics.

What kinds of decisions would the Board of Ethics make in these instances?

The Board might ask that you remove yourself from the decision making process for a specific issue; sell an asset which creates a conflict of interest; resign from an outside position or find that you do not have a conflict of interest.

## **FREQUENTLY ASKED QUESTIONS ABOUT IMPARTIALITY IN PERFORMING PUBLIC DUTIES**

**Do the provisions of the ethics ordinance concerning conflicts of interest cover all potential conflicts of which I should concern myself?**

No. There are many more and it would be impossible to describe all the potential conflicts that might arise. The Standards of Conduct Provision of the City Charter (Chapter 5, Section 5-501) goes even further than the conflict of interest provisions. Under Standards of Conduct, situations that give even the appearance of a loss of impartiality are subject to Board of Ethics scrutiny.

**What kinds of situations would come under this "appearance" provision?**

Situations in which you, as a city officer or employee, may be called upon to participate in a matter involving parties and you know that...

▶ the matter is likely to affect the financial interests of a member of your household; or

▶ one or more of the parties to the matter is represented by:

a person or organization with whom you have or seek a business relationship that involves something more than a routine consumer purchase;

a person who is a member of your household, or who is a relative with whom you have a close personal relationship;

a person or organization for whom your spouse, parent or dependent child is, to your knowledge, serving or seeking to serve as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee;

any person or organization for whom you have, within the last year, served as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee; or an organization, other than certain political organizations, in which you are an active participant.

**Give me some examples...**

Your spouse is the executive director of a non-profit organization that receives a large grant from the city each year. You review the grant requests and make recommendations on selection of recipients.

Your daughter is an electrician. You do electrical inspections in the same area as your daughter's business.

If I think something I am doing creates the "appearance" of a conflict of interest, what should I do? Discuss the matter with your supervisor and file an Affidavit of Disclosure with the Board of Ethics.

**FREQUENTLY ASKED QUESTIONS ABOUT MISUSE OF POSITION OR POWER**

**I know it would be wrong to use my employment with the city to further my own interests, but if I can do some good for my friends, relatives or nonprofit organizations, is there any harm in helping them?**

Definitely! The ethics ordinance states that city officers and employees may not use their public offices for the private gain of others, which means your own gain or the gain of individuals or organizations with which you are connected.

**My supervisor strongly suggested that I have my new home built by a local contractor. I happen to know that my supervisor's brother owns this firm. I'm afraid that if I don't use this firm, I may not get the promotion I've been working for. What should I do?**

Your supervisor may have violated a provision of the ethics ordinance. This provision states that no officer or employee shall use the power of his or her office to intimidate or threaten city employees or members of the public to gain personal, financial or political advantage.

**A co-worker of mine has access to confidential information about a sensitive city matter. The local newspaper printed a big story about this matter and my co-worker admitted they were the source of the leak. Is this a misuse of access to this confidential information?**

Yes. This is a clear violation of the ethics ordinance.

**I work very hard but my department has some times of the year when we're really not very busy. I use these times to catch up on personal correspondence, update my resume, and other personal items. I figure that I might as well do something worthwhile to keep me busy. My co-worker filed a complaint with the Board of Ethics. What's wrong with what I did? I didn't receive any financial gain from it.**

Employees must use official time in an honest effort to perform official duties and to conserve government property (including equipment and facilities) and may not use city property for unauthorized purposes.

## **Give me some other examples of misuse of public office...**

1. Writing a personal complaint letter to a merchant on city departmental stationery.
2. Using your work telephone to schedule appointments for your second job.
3. Calling the traffic department to tell them they better do you a favor and void your brother's parking ticket.
4. Deliberately giving false information to callers because they are rude to you, or for any other reason.

## **CITY CHARTER ETHICS PROVISIONS**

### **CHAPTER 5. BOARD OF ETHICS**

#### **5-501 Standards of conduct.**

.1 The people of this City recognize that the continuation of the proper operation of the City requires that public officers and employees be independent, impartial and responsible to the people; that decisions and policies be made in the proper channels of governmental structure; that members of the public have access to information upon which decisions affecting their City are made; that public office and employment not be used for personal gain; that the integrity and operation of City government to be subject to scrutiny of the public; and that acts or actions not compatible with the best interests of the City be defined and prohibited.

.2 In order to provide an orderly procedure for consideration and review of the issues which may arise concerning questions of standards of conduct for public officers and employees, a Board of Ethics is created.

#### **5-502 Membership.**

.1 The Board of Ethics shall be, a review board and shall consist of eight members; four members shall be appointed by the City Council, one from each city ward, and four shall be appointed by the Mayor. The City Attorney shall assist and advise the Board and the City Clerk shall serve as Recording Secretary to the Board and provide such administrative services to the Board as may be necessary; however, neither shall be eligible for appointment as board members.

.2 Of the members appointed to the initial Board, the Mayor and the City Council shall each appoint members for a one-year, a two-year, a three-year, and a four-year term. A member shall hold office until a member's successor is appointed. Thereafter each Mayoral-appointed member and each Council-appointed member shall serve for a term of four years. An appointment to fill a vacancy shall be made by the Mayor to fill a vacant Mayoral-appointed member position and by the City Council to fill a vacant Council-appointed member position. Persons serving as members of the Board of Ethics on the effective date of this section shall continue as members until the expiration of their original terms.

.3 Members of the Board of Ethics shall be residents of the City and shall hold no elected public office and no other City office or employment.

.4 The Board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of City Council. Special meetings may be held when called in the manner provided in the rules of the Board. The Board shall select its own presiding officer from among its members.

.5 If any issue before the Board involves any member of the Board, such member may not participate in Board deliberations pertaining to the member's issue nor shall such involved member be eligible to vote on any actions concerning the issue.

.6 All City employees and elected or appointed officials of the City shall cooperate with any investigations by the Board; such cooperation shall include the compilation and production of any information requested by the Board during an investigation unless the information requested is exempt from disclosure under the applicable state law.

.7 If any issue before the Board involves the office of the City Attorney, the Board may engage the services of outside counsel upon terms and arrangements approved by City Council.

#### 5-503 Duties.

.1 At the request of a person, the Board of Ethics may render an informal opinion with respect to the prospective conduct of such person. An informal opinion need not be written and may be provided directly to the requestor of such opinion. All written opinions of the Board of Ethics shall be filed with the City Clerk and are open to public inspection. Written informal opinions shall be drafted in such a way as not to reveal information exempt from public disclosure under the applicable state law.

.2 The Board of Ethics on its own initiative or upon request may render and publish a formal opinion on any matter within the scope of the Board's authority which it may deem appropriate.

.3 The Board of Ethics does not have the authority to reverse or modify a prior action of the Mayor, City Council, or an officer or employee of the City. If the Board finds a prior action of the Mayor, Council, officer, or employee to have been ethically improper, the Board may advise the appropriate party or parties that the action should be reconsidered. Upon such advice by the Board, the action shall be reconsidered by the appropriate person or public body. If the Board determines an existing City contract to be ethically improper, after such determination and advice from the Board the City may void or seek termination of the contract if legally permissible. The Board may refer a matter to the City Attorney for review and consideration for appropriate action. Upon completion of review and consideration, the City Attorney shall report its findings to the Board.

.4 The Board of Ethics may recommend to the Council standards of conduct for officers and employees of the City and changes in the procedures related to the administration and enforcement of those standards.

.5 The Board of Ethics shall review, at least annually, any documents required to be filed under ordinances adopted by the City for the purpose of establishing standards of conduct for officers and employees.

.6 The Board, when it deems it appropriate, may request the City Attorney's Office for assistance in compelling the production of documents and witnesses to assist the Board in the conduct of any investigation.



.7 Within one (1) year from the effective date of this section the City shall provide an ethics manual for the use of all City officers and employees. Such manual shall first be approved by the Board of Ethics before distribution. Each City officer and employee shall acknowledge receipt of said manual.

.8 Proceedings before the Board are subject to the applicable state law regarding the conduct of public meetings. Records of the Board shall be filed with the City Clerk and are available for public review as required by state law.

#### 5-504 Protection of public interest.

.1 The City shall adopt, by ordinance, such standards for the conduct of public affairs as may be deemed necessary to protect the public, including the ordinances referred to in this section.

.2 The City shall adopt, by ordinance, no later than one year after the effective date of this section, restrictions similar to those enacted by the State of Michigan by statute,' prescribing standards of conduct for City officers and employees. To the extent permitted by law, the ordinance shall generally include, but not be limited to, prohibiting the use of City office or employment for the private benefit of any person; prohibiting the divulging of confidential information in advance of the time prescribed for its authorized release to the public; prohibiting the use of City personnel resources for private gain; prohibiting the profit from an official position and acceptance of things of value by City officers or employees; requiring the financial disclosure by City officers and employees; and requiring lobbyist disclosure for all City officers and employees.

.3 Any violations of ordinances dealing with matters in this section shall be punishable to the maximum extent permitted by law and may be made punishable by forfeiture of office or position.

#### 5-505 Conflict of interest.

.1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D), and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:

(A) The bidding of the contract;

(B) The negotiation of the contract;

(C) The solicitation of the contract;

(D) The entry into the contract;

(E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.

The above provisions shall not apply to individual or collective bargaining agreements pursuant to which a City officer or employee directly or indirectly receives income or benefits in the form of official remuneration as an officer or employee, or any City action pursuant to which a City officer or employee directly or indirectly receives income or benefit as a member of the public at large or any class thereof. At the first regularly scheduled City Council meeting following the filing of an affidavit pursuant to this section, the City Clerk shall notify the City Council of such filing. In particular cases and for good cause shown; the Board may waive the ten (10) day prior notice requirement contained herein.

.2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance shall fully disclose to the City Attorney the nature of the conflict.

.3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.

## CITY OF LANSING

### ETHICS ORDINANCE ORDINANCE NO. 953

Adopted by the Lansing City Council on August 26, 1996

An Ordinance to amend Chapter 290, Conflicts of Interest, of the Codified Ordinances of Lansing , Michigan 1988, to retitle the Chapter "Ethics"; to declare public office and public employment as a public trust involving a fiduciary duty; to establish a complaint procedure applicable to the Board of Ethics; to define certain prohibited transactions; to regulate the participation in government decisions; to provide for financial disclosure by elected and appointed officials; to adopt gift regulations; to require lobbyist disclosure by city officers and employees; to provide for education concerning the provisions of this chapter; and to provide whistle blower protection.

The City of Lansing Ordains:

Section One. That Chapter 290 of the Code of the City of Lansing be and hereby is amended to read as follows:

#### CHAPTER 290 ETHICS

##### 290.01. DECLARATION OF PURPOSE; FINDINGS.

The People of the City of Lansing declare public office and public employment are held as a public trust and any effort to realize personal gain through official conduct is a violation of that trust. It is the finding of Council that all city officers and employees are trusted with public functions for the good of the public, that their official powers are fiduciary and are to be used to protect, advance and promote the public interest and not their own; that the people of the City want legislation to ensure that conflicts of interest of officers and employees are eliminated to the fullest extent possible and. that violations of rules of ethical conduct are appropriately corrected.

##### 290.02. DEFINITIONS.

As used in this chapter:

(a) "Board of Ethics" means the Board of Ethics created under Chapter 5 of Article V of the City Charter.

(b) "Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, activity or entity, excluding a municipal corporation or governmental entity.

(c) "Business with which an individual is associated" means a business in which any of the following applies:

- The individual is an owner, partner, director, officer or employee;
- A member of the individual's immediate family is an owner, partner, director or officer;
- The individual or a member of the individual's immediate family is a stockholder of close corporation stock which is worth at least one thousand dollars (\$1,000) at fair market value or which represents more than a five percent equity interest; or
- The individual or a member of the individual's immediate family is a stockholder of publicly traded stock which is worth at least twenty-five thousand dollars (\$25,000) at fair market value or which represents more than ten percent equity interest, other than publicly traded stock under a trading account if the individual reports the name and address of the stockholder.

(d) "Business with which an officer, employee or candidate is associated" means a business with which the individual is associated.

(e) "Candidate" means an individual who is a candidate for city office, as defined in Public Act 388 of 1976, as amended, being M.C.L.A. 169.201 through 169.282.

(f) "Child" means a son or daughter, whether or not the son or daughter is the natural offspring of the legal parent or parents and whether or not the son or daughter is financially dependent on the parent or parents.

(g) "Confidential information" means information which has been obtained in the course of holding office or employment with the City, and which information is not available to members of the public under the Freedom of Information Act or other law or regulation and which the employee or officer has been instructed is being held confidentially. Any information which is disclosed in a meeting open to the public is deemed not to be confidential.

(h) "Gift" means a payment, subscription, advance, forbearance, rendering or deposit of money, services or anything of value, made without the exchange of reasonable consideration. Gift does not include anything of value received as a devise, bequest or inheritance or a loan or credit arrangement made according to reasonable and prevailing rates and terms, and which does not discriminate against or in favor of an individual who is an officer or employee because of such individual's status as an officer or employee. "Gift" does not include a contribution or expenditure required to be recorded or reported pursuant to Public Act 388 of 1976, as amended, being M.C.L.A. 169.201 to 169.282. "Gift" does not include a gift received from one or more of the following:

A relative within the fifth degree of consanguinity, under the civil law computation method, to the officer or employee, or the spouse of such a relative; or

A spouse of the officer or employee, or a spouse's relative within the fifth degree of consanguinity to the spouse, under the civil law computation method.

(i) "Governmental body" means an authority, department, commission, committee, council, board, bureau, division, office, legislative body or other agency (as defined in the City Charter) of the City.

(j) "Immediate family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

(k) "Loan" means a transfer of money, property or anything else of ascertainable monetary value in exchange for an obligation, conditional or not, to repay in whole or in part.

(1) "Officer or employee" means an elected or appointed officer or an employee of a governmental body of the City.

### 290.03. COMPLAINTS.

(a) Any person may file a signed written complaint with the City Clerk alleging a violation of Chapter 5 of Article V of the City Charter or of this chapter. Upon receipt of such a complaint, the City Clerk shall simultaneously forward the complaint to the Board of Ethics, the person named in the complaint and the City Attorney. The City Attorney shall provide the Ethics Board with a preliminary written analysis of the complaint no later than thirty (30) days from the date the complaint was filed with the City Clerk. At the next regular meeting following receipt of the City Attorney's analysis, the Board of Ethics shall review and consider the complaint and the City Attorney's analysis. At any time after such review and consideration, the Board of Ethics may do any of the following:

1. Request the City Attorney to investigate the complaint and report all findings back to the Board; or
2. Schedule the complaint for further review and consideration, or
3. Refer the complaint to the City Attorney for criminal prosecution consideration; or
4. Issue such reports, opinions and findings as the Board deems advisable under the circumstances and in accordance with the City Charter and ordinances; or
5. Dismiss the complaint based on any of the following grounds:
  - a) Lack of jurisdiction in the Board of Ethics;
  - b) Failure of the complaint to state a claim of a violation of the Ethics provisions contained in the Charter, law or ordinances;
  - c) Failure of the complainant to cooperate in the Ethic Board's review and consideration of the complaint; or
6. Take such other action which the Board deems necessary and as authorized by The Charter or Ordinance.

(a) Pursuant to Michigan Compiled Laws 15.243(b)(i) and (ii), each complaint shall remain confidential until the meeting at which the Board of Ethics receives the analysis of the City Attorney. Continued confidentiality of the complaint and any material resulting from the Board's review and consideration shall be determined on a case-by-case basis in accordance with the Michigan Freedom of Information Act or any successor law.

(b) No person shall knowingly make a false or misleading statement in any. complaint filed with the City Clerk pursuant to this Chapter.

(c) Except in the case of dismissal under Section 290.03 (a)(5)(a and b), the Board of Ethics shall not issue an opinion on any complaint without providing the person(s) charged with written notice of a complaint and a reasonable opportunity to be heard before the Board.

### 290.04 PROHIBITIONS.

(a) No person, including any administrative board established under Article V, Chapter 2 of the City Charter, shall directly or indirectly offer or give to any officer, employee or candidate; a member of the immediate family of any officer, employee or candidate; or a business with which any officer, employee or candidate is associated any gift, loan, money, goods, services, contribution, reward,

employment or other thing of value based on an agreement or understanding that a vote or official action or decision of an officer, employee or candidate would be influenced .

(b) No officer, employee or candidate; a member of the immediate family of an officer, employee or candidate, or a business with which an officer, employee or candidate is associated shall directly or indirectly solicit or accept any payment, gift, loan, contribution, money, goods, services, reward, employment or other thing of value based on any agreement or understanding with a person, including any administrative board established under Article V, Chapter 2 of the City Charter, that a vote or official action or decision of an officer, employee or candidate would be influenced thereby.

(c) It shall be presumed that a non-monetary gift having a value of less than \$50 does not evidence a violation of paragraphs (a) and (b) of this Section or of Code Section 206.15. Paragraphs (a) and (b) of this Section do not prohibit communication between an individual or organization and a candidate regarding the candidate's views, record or plans for future action regarding an issue or measure in an attempt to determine a candidate's viewpoints or how the candidate plans to act in the future, if such communication results in an endorsement of the candidate, a decision not to endorse the candidate, or a contribution or expenditure required to be recorded or reported under Public Act 388 of 1976, as amended.

(d) No officer or employee shall falsely represent his or her personal opinion to be the official position or determination of the governmental body of which he or she is a member or employee. This subsection shall not apply to statements by elected officials made in the course of fulfilling the responsibilities of their office or in running for election to office, nor shall it apply to the professional opinions of City officers or employees rendered in the course of performing their duties, provided that such opinions are clearly identified as professional opinions.

(e) No officer or employee shall divulge to any unauthorized person confidential information acquired in the course of holding his or her position in advance of the time prescribed by the governmental body of which he or she is a member or employee for its authorized release to the public.

(f) No officer or employee shall use, or allow others to use, the authority, title, or prestige of his or her public office for the attainment of the officer or employee's, or that of a member of his or her immediate family's private financial benefit in any manner that is inconsistent with public interests.

(g) An officer or employee shall not use personnel, resources, property or funds under his or her official care and control to obtain personal financial gain in addition to his or her official remuneration as an officer or employee for himself or herself a member of his or her immediate family, or a business with which either is associated.

(h) No officer or employee shall act as an attorney, agent or representative of a person other than himself or herself, before the governmental body of which such officer or employee is a member or employee. This provision shall not prevent an officer or employee from performing his or her responsibilities as an officer or employee.

(i) No officer or employee shall act on behalf of the City by making any policy statements, promising to authorize or to prevent any future action, agreement or contract, when such officer or employee has, in fact, no authority to do so.

(j) No officer or employee shall engage in a business transaction in which the officer, employee, a member of his or her immediate family, or a business with which either is associated, may profit from

his or her official position or authority, or benefit financially from confidential information which the officer or employee has obtained or may obtain by reason of that position or authority. This subsection shall not prohibit employment or a contract to conduct instruction which is not done during regularly scheduled working hours, except for annual leave or vacation time, if the officer or employee does not have any direct dealing with or influence on the employing or contracting person or entity in performing his or her official duties for the city.

(k) Except as otherwise provided by law, no officer or employee shall participate in, vote upon or act upon, contracts, the making of loans or grants of public funds, the granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to any business in which the officer or employee, or a member of his or her immediate family, or any business with which either is associated has a financial or personal interest, other than an interest as a citizen, officer or employee of the city.

(l) In addition to the provisions set forth in Charter Section 5-505.1, no officer or employee, shall fail to disclose in writing to the Board of Ethics a conflict of interest or any financial interest other than as a citizen of the city in any matter prior to any action by the city in that matter. Nothing in this Section shall prohibit the request of an informal opinion by an officer or employee from the Ethics Board regarding a potential conflict of interest. Neither the filing of a request for an informal opinion, nor the making of a statement concerning a potential conflict of interest pursuant to Section 290.05(a), shall create a presumption or inference that an officer or employee actually has a conflict of interest concerning the matter filed with the Ethics Board or disclosed on the public record.

(m) No person shall directly or indirectly solicit, agree, aid or assist any officer or employee to violate this Chapter.

(n) The provisions and prohibitions set forth in this Section 290.04 shall not be construed to prohibit or restrict city employees from negotiating, entering into or enforcing a collective bargaining agreement between the city and a labor union to which the employee belongs pursuant to State or federal law.

(o) The provisions and prohibitions set forth in this Section 290.04 are subject to the applicable provisions and procedures of the State Statute entitled "Contracts of Public Servants with Public Entities", being MCI. 15.321, et seq. as the same may be amended from time to time. In the event of a conflict between this Section 290.04 and the State Statute in any particular case, the State Statute shall prevail.

#### 290.05 PARTICIPATION IN GOVERNMENTAL DECISIONS.

(a) A member of City Council who is required to make a motion to recuse herself/himself, or who is the subject of a motion to recuse herself/himself, on any question before the Council shall, before the matter is brought to a vote, first make a disclosure for the public record to the Council President of the conflict of interest or the financial interest other than as a citizen of the city, if any, or alternatively explaining why, despite any potential conflict, such member of Council is able to vote and otherwise participate fairly, objectively and in the public interest. A statement shall be entered in full in the minutes or other official record of the legislative body. The Clerk shall forthwith forward any such statement on to the Ethics Board. Compliance with the provisions of this Section 290.05 (a) by an elected official shall be deemed compliance with Section 290.04(1).

(b) The provisions and prohibitions set forth in this Section 290.05 shall not be interpreted to prohibit or restrict an employee from engaging in negotiations, approval and enforcement of a collective bargaining agreement between the city and a labor union to which the employee belongs pursuant to State and federal laws.

(c) The provisions and prohibitions set forth in this Section 290.05 are subject to the applicable provisions and procedures of the State Statute entitled "Contracts of Public Servants with Public Entities" being MCL 15.321, et seq., as the same may be amended from time to time. In the event of a conflict between this Section 290.05 and the State Statute in any particular case, the State Statute shall prevail.

#### 290.06 INVESTIGATIVE ASSISTANCE.

All city officers and employees shall fully and truthfully respond to any inquiries by the City Attorney or the Board of Ethics in investigating any complaint of a violation of this Chapter. All city employees and elected or appointed officials of the city shall cooperate with any investigations by the Board of Ethics; such cooperation shall include the compilation and production of any information requested by the Board during an investigation unless the information requested is exempt from disclosure under the applicable State law.

#### 290.07 DISTRIBUTION OF COPIES OF CHAPTER.

The Department of Personnel and Training shall provide a copy of Chapter 5 Article V of the City Charter and of this chapter to each officer and employee of the City.

#### 290.08 STATEMENTS OF FINANCIAL INTERESTS.

(a) For purposes of this Section, the following persons shall be referred to as "reporting individuals":

(1) Each elected officer and

(2) Each appointed officer, including appointed officers of the Board of Water and Light, but excluding members of boards, commissions or agencies of the city.

(b) Each reporting individual shall file by May 1 of each year, a sworn written statement of financial interests in accordance with the provisions of this Section, unless he/she has already filed a statement in that calendar year.

(c) Statements of financial interest shall also be filed by the following:

(1) An elected officer at the time of filing her/his oath of office;

(2) A reporting individual whose appointment to office is subject to confirmation by the City Council at the time when her/his name is submitted to the Council for consideration;

(3) Any other person at the time he/she becomes a reporting individual.

(d) The Department of Personnel Services, the Finance Director's Office, City Council Staff and the Office of the Mayor shall cooperate with the City Clerk in notifying individuals of their obligation to file statements of financial interests and in effecting the filing of such statements.

(e) No appointed officer or employee shall be allowed to take the oath of office or shall enter into or continue her/his duties, unless he/she has filed a statement of financial interests as required by this Chapter.

(f) Statements of financial interests shall contain the following information:

(1) The name, address, and type of organization (other than the city) in which the reporting individual was an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity, and from which any income in excess of \$2,500 was derived during the preceding year.

(2) The identity of any capital asset, located within the City of Lansing, including the address or legal description of real estate from which the reporting individual realized a capital gain of \$5,000 or more in the preceding calendar year other than the sale of the reporting individual's principal place of residence.

(3) The name of any unit of government, other than the city, which employed the reporting individual during the preceding calendar year.

(4) The name of any person, business or organization from whom the reporting individual received during the preceding calendar year one or more gifts or honoraria having an aggregate value in excess of \$500, but not including gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under Public Act 388 of 1976, as amended.

(5) The name and instrument of ownership in any entity conducting business in the city, in which the reporting individual or a member of the individual's immediate family had a financial interest during the preceding calendar year. Ownership interests in publicly held corporations need not be disclosed.

(6) The identity of any financial interest in real estate located in the city or other jurisdictions within which the city may own real estate or public utility improvements, other than the principal place of residence of the reporting individual, and the address or, if none, the legal description of the real estate, including all forms of direct or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate.

(7) The name of, and the nature of the city action requested by, any person which has applied to the city for any license or franchise, or any permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the reporting individual or a member of the individual's immediate family has a financial interest in such person.

(8) The name of any person doing independent contracting business with the city in relation to which business the reporting individual had a financial interest during the preceding calendar year, and the title or description of any position held by the reporting individual in such person.

(g) Form for statement of financial interests. Typewritten or printed statements of financial interests are to be filed with the City Clerk. The statement shall be verified, dated, and signed by the reporting individual personally. It shall be submitted on a form approved by the Board of Ethics.

(h) Filing of Statements.

(1) The City's Finance Director and the Personnel Director shall certify to the City Clerk a list (current as of the prior January 1) of the names and mailing addresses of the persons who are required to file a statement of financial interests in the current year.



(2) The City Clerk shall, in writing, notify all persons required to file statements of financial interests under this Section. Notice shall be delivered by first class mail to the last known address appearing in city records.

(3) All statements of financial interests shall be available for examination and duplication by the public in the office of the City Clerk during the regular business hours of the City of Lansing, except as otherwise provided by law. Costs of duplicating the statement of financial interests shall be paid by the person requesting the duplication.

(4) No person shall use for any commercial purpose information contained in or copied from statements of financial interests required to be filed by this Chapter or from lists compiled from such statements.

(i) Failure to file statements by deadline.

(1) The City Clerk shall notify any person who fails to file such a statement by May 1 of each year, by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement on or before May 31, along with a -late filing fee of \$20.00. Failure to file by May 31 shall constitute a violation of this Chapter, except as provided in subsection (3).

(2) Any person who first becomes subject to the requirement to file a statement of financial interests within 30 days prior to May 1 of any year shall be notified at that time by the appointing or employing authority of the obligation to file and shall file his statement at any time on or before May 31 without penalty. The appointing or employing authority shall notify the City Clerk of the identity of such persons. If such person fails to file a statement by May 31, the City Clerk shall-notify such person by certified mail of her/his failure to file by the specified date. Such person shall file her/his statement of financial interests on or before June 15, along with a late filing fee of \$20.00. Failure to file by June 15 shall constitute a violation of this Chapter, except as provided in subsection (3).

(3) A person who is required to file such statements of financial interest may have one thirty day filing extension by filing a notice with the City Clerk by the date on which the statement of financial interest is due. Failure to file by the extended deadline shall constitute a violation of this Chapter.

(4) A statement of financial interest is considered filed when it is received by the City Clerk.

#### 290.09 LOBBYIST AND CONTRACTOR DISCLOSURE.

(a) All city officers and employees shall comply with the provisions of MCL 4.411, et seq., as the same may be amended from time to time, being the State act regulating lobbyists, lobbying agents, and lobbying activities, to the extent that the statutory provisions are applicable to the officers or employees activities.

(b) All contractors or vendors having contractual relationships or open purchase orders with the city shall fully disclose in writing to the City Clerk and the Board of Ethics the existence of any employment, partnership or ownership relationship the contractor or vendor has with a former employee or officer of the city if such relationship was created within one year from the date the officer or employee terminated employment with the city.

(c) The provision contained in Section 290.09(b) shall be included within every city contract and purchase order.

## 290.10 PENALTIES.

- (a) Violation by any person of any provision of this Chapter shall be a misdemeanor.
- (b) A violation of any provision of this Chapter may constitute a ground for forfeiture of office in proceedings brought pursuant to Charter 2-302.
- (c) The penalties prescribed in this Section shall be cumulative and not exclusive of each other.

## 290.11 EDUCATION.

The Board of Ethics shall develop a plan for implementation of a program to educate persons subject to the terms of this Chapter about their duties and responsibilities hereunder.

## 290.12 WHISTLE-BLOWER PROTECTION.

- (a) The provisions of the Whistle-Blower's Protection Act MCL 15.361, et seq. are intended to apply to employees who report a violation or suspected violation of this Chapter.
- (b) The city shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of employee, reports or is about to report, or is perceived to have reported or be about to report, verbally or in writing, a violation or suspected violation of this Chapter, unless the employee knows that the report is false, or because an employee is requested by the city, or any agency or officer thereof, to participate in an investigation, hearing, or inquiry held by the city, agency or official.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with these provisions are repealed.

Section 3. Should any Section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment unless given immediate effect by the City Council.

Section 5. This ordinance shall expire 10 years from the date of its passage by the City Council unless readopted prior to that time.

## **Outside Employment**

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the City's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City of Lansing in violation of the City's Ethics Policy 1 or the City's Ethics Ordinance No. 953, 8-26-96. This prohibition also extends to the unauthorized use of any property, tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the City of Lansing determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on, or because of work performed on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination in accordance with the applicable policies, personnel rules and collective bargaining agreements.

Affidavits of Disclosure must be filed by employees with the Board of Ethics under certain circumstances to ensure there exist no real or perceived conflict of interest as the result of the outside employment. Sworn employees of the Lansing Police Department are required to file a Request for Supplemental Employment and receive approval from the Chief of Police prior to engaging in outside employment.

## **Attendance and Punctuality**

Regular and reliable attendance is an essential job requirement of all City of Lansing positions. Vacation must be scheduled with one's supervisor in advance. Sick leave may be approved for use in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. **A no call/no show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.**

## **Computer Usage Policy**

The City of Lansing maintains its computer system and network for official purposes only. This computer hardware, software and data protection policy reflects the position of the City of Lansing regarding the use of hardware, software and data in all city offices and departments.

### **Scope**

This policy applies to officers and employees working for the City of Lansing on a permanent or temporary basis. It refers to all information resources owned or under control of the City, whether individually controlled or shared. Information resources include any information in electronic or audio-visual format, or any hardware or software that makes possible the storage and use of information. Included in this definition are electronic mail, local databases, externally-accessed databases, all city controlled web sites, CD-ROM, digitized video and photographs and all other digitized information.

## **II. DATA PROTECTION POLICY STATEMENT**

The City of Lansing depends heavily on computer use and information to conduct its business. It is essential that this information be accurate and protected from unauthorized destruction, modification or disclosure.

When using City computers, employees and officers must adhere to the same code of ethics and personnel policies that govern all other aspects of City government. Any actions performed or initiated through the City computer system must be done with integrity, honesty, and compliance with the City's rule of conduct.

The following rules for computer and data use are intended to supplement existing personnel policies by clarifying the expected conduct on employees when working with computers and computer data. If you have a question concerning any computer policy or its applications, consult your department head or the Department of Human Resources.

### **III. AUTHORIZED USE**

Computing resources are provided by the City to accomplish tasks related to the City's mission. These include correspondence, record keeping, administrative support activities, database access and maintenance and other uses specified by an employee's supervisor or job description.

### **IV. RESTRICTIONS**

All employees must use City computer resources solely for purposes for which they have been authorized. Computing resources may be connected to the Internet or a department or City network for the performance of authorized tasks. Accessing or attempting to access computer resources, the Internet or network to perform unauthorized tasks is not permitted. Employees shall only access data stored or entered in the City's computer systems from their assigned work site during their scheduled work hours and for an authorized purpose. This provision shall not apply to elected officials or Executive Management Plan employees.

Using a computer to access the accounts and files of others or to alter the work product of others without permission is prohibited.

Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by administrators is prohibited. Assisting others in violating these rules by sharing information or passwords is also prohibited.

The improper use or distribution of city owned data or information is prohibited.

The unauthorized use of computer resources, as well as providing false or misleading information for obtaining access to computing facilities, is prohibited. Employees shall not gain unauthorized access to City computing facilities or use City computer resources to gain unauthorized access to other institutions, organizations, or individual computers.

An employee may not authorize anyone to use his/her computer or access his/her database for any reason unless instructed to do so by his/her department head or supervisor. Employees must take all reasonable precautions, such as password maintenance and file protection measures, to prevent the use of his/her computer by unauthorized persons. Employees must not, for example, share a password or dial-in access number with any unauthorized person.

Any use of external networks connected to a department's network or the city's network must comply with the policies of acceptable use promulgated by the Mayor, the employee's department head and this policy statement.

City computer resources may not be used for non-work purposes, commercial activities, financial gain, or entertainment. However, games, entertainment or other programs may be used for education or training purposes if authorized by the department head or supervisor.

All employees who have been authorized to use City computing resources shall regard all personal or proprietary information, which may thereby become available to him/her as confidential. Written permission must be obtained from the appropriate person or body before copying, modifying or otherwise using any part of the information.

Employees shall not copy system files or attempt to access or modify such files or software or computer management programs and data except when authorized to do so by the employee's supervisor or department head.

Employees shall not attempt to modify or repair any computer equipment belonging to or under the control of the City unless authorized to do so by his/her department head or supervisor.

City computer equipment shall remain on City premises at all times, with the exception of laptop computers assigned for field use and other exceptions authorized by an employee's department head or supervisor.

No officer or employee shall install or use any encryption program unless specifically told to do so by his/her department head.

Employees shall only access data stored or entered in the City's computer systems from their assigned work site during their scheduled working hours and for an authorized purpose. This provision shall not apply to executive plan employees; non-bargaining unit employees designated by department heads; elected officials; City Council staff; or Mayoral staff.

## **V. SPECIFIC POLICY ELEMENTS**

### **A. Physical Protection of Information and Equipment**

All computer equipment is to be secured as best as possible when not in use or left unattended. Laptop computers shall not be left in unlocked vehicles.

Employees who will be out of the office for more than three (3) consecutive workdays shall give his/her assigned laptop computer to authorized personnel for secure storage. (Time out of the office includes, but is not limited to: vacation, sick leave, bereavement, compensation time and conferences.)

All non-server computers shall be logged off upon completion of use or at the end of the work shift.

The security of non-assigned computers shall be protected by logging off at the end of the work shift.

### **B. Deleting Data or Information**

All information or data that is removed from the computer shall be approved by the department head or supervisor. No information shall be permanently deleted from the system without prior authorization. Individual departments may authorize the routine deletion of specific categories of information. Backup and archiving procedures for the retention of deleted data may be established by individual departments.

### **C. Remote Access Policy**

Remote access to city computers by officers, employees and vendors shall be by prior approval of the department head.

#### D. Email

Email is to be used for conducting City business. Email is not to be used as a form of entertainment or as a forum for political, religious or any other personal expression inconsistent with work place responsibilities.

The email system and its contents are the property of the City of Lansing and employees have no expectation of privacy in its use or content. For example, a single email sent to just one person can be forwarded, without the permission of the sender, to hundreds of others either intentionally or inadvertently. Employees should also be aware that deleted messages are not always deleted completely. They may appear on backup tapes, on other computers or in other employee's email boxes. In addition, email exchanges are subject to release under the Freedom of Information Act.

Even though there is no expectation of privacy in City email, no City employee is to use his or her position or access rights to read another employee's email or personal files. The only people authorized to do this are individual department heads. The Director of Management Services may also, in consultation with affected department head(s), direct authorized persons to access individual email accounts.

#### E. Privacy Rights and Limitations

No privacy rights exist to any personal files or email created or received on city computer resources. As stated previously, City computer equipment is to be used to conduct City business and therefore any personal information stored or created on this equipment is subject to review and elimination by appropriate authorities.

The City of Lansing is a government unit and is therefore subject to the Freedom of Information Act (FOIA). As such, electronic information and email created in the performance of employee job duties may be considered a public record. Therefore, all computer files generated by city officers and employees are subject to review and possible release. Even personal email or files not related to the specific issue discussed in the FOIA request may be examined in the course of responding to a FOIA request.

System administrators or other city personnel may also need to gather information from computers to ensure the continued functioning of computer resources or to investigate complaints. This may require the examination of activity logs, files, email, and printer listings to gather information necessary to diagnose and correct problems with system software or hardware. Individual computer files may also be examined to determine if policy violations have occurred or are occurring.

Privacy policies contained in other city documents should also be followed when working with computer data.

#### F. Password

The purpose of passwords is to protect the City's database and information from corruption or use by unauthorized individuals. The issuance of a password to an employee is not consent to develop or protect personal files.

All passwords are considered confidential information and may not be disclosed. A password may not be used by anyone other than the person(s) who has been authorized to use it.

All employees must notify their department head or supervisor if they believe their password is being used or has been compromised by others.

#### G. Virus Protection

City computers should be protected by software that scans for viruses. Virus detection helps avoid destruction of computer files and hard drives. However, since virus protection software is not 100% effective, it is extremely important to follow procedures to protect computer data. This is an important issue and if a damaging virus were to destroy a hard drive's contents, the cost to the City of Lansing could be thousands of dollars.

The following steps shall be followed when using software on City computers:

- The installation and use of software not owned by the City is prohibited without authorization from the department head or supervisor.
- Virus scanning programs shall not be disabled.
- Employees who are authorized to transfer data from demo disks or disks brought from home must follow the virus scanning and installation procedures established by their department.
- Any software downloaded from an outside source shall not be loaded without approval from the department head or supervisor.
- Network Security

Network security is dependent on employees. Each employee or group of employees has a set of specific rights on individual computers and file servers. Each Department may establish employee privileges based on an employee's job function. Specific user groups and access privileges may be defined by the department head, supervisor, or system administrator. These access privileges determine which files or data an employee may access.

#### I. Software Use

In cases where software is copyrighted or otherwise protected, employees may not copy or distribute the software unless authorized to make a back-up copy. Furthermore, it is illegal to facilitate access by others to copyrighted software.

It is the responsibility of each department that maintains a computer system to insure that all software on that system is appropriately licensed. It is the responsibility of the data processing department to insure that the software it installs is appropriately licensed.

The City forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using City equipment to make illegal copies of software is prohibited. City employees who violate this policy are subject to disciplinary action and/or legal action by the City. Individuals who violate U.S. copyright law and software licensing agreements may also be subject to criminal or civil legal action.

City employees are required to follow conditions or restrictions required by the licensing agreements for software programs purchased by the departments. For commonly used applications, the following conditions apply:

- It is illegal to copy a software program, such as WordPerfect, Lotus 1-2-3, Norton Utilities, and install that single program for simultaneous use on multiple machines. (Note: some software applications allow installation on a home computer as well as a work computer.)
- Unauthorized copies of software programs may not be used on City equipment. This applies even though you may not have made the illegal copy.
- The purchase of the appropriate number of copies of a software program is necessary for maintaining legal status, especially if you are using machines connected to a network.
- City employees are prohibited from assisting in making or using illegal copies of City-owned software.

- City employees are permitted to make an archival (back-up) copy of a software program.
- Internet Use

Internet access from City computers is to be used for City business. Individual departments may authorize and define business use.

No program or application shall be downloaded from the Internet and installed on City computers without prior permission of the department head or supervisor.

## **VI. VIOLATIONS**

The following list of policy violations is not all inclusive but merely illustrative:

- Knowingly accessing or attempting to access any computer system, data or information which an employee does not have permission or authority to access is a violation of this policy.
- Using, copying, modifying or transferring data that is not part of an employee's assigned responsibilities is a violation of this policy.
- Using computer hardware, data or information on City computers for personal or financial gain is a violation of this policy.
- Accessing a computer or network for the purpose of altering, damaging or destroying software, data or information, regardless of its location, is a violation of this policy.
- Giving access codes or passwords to any individual not authorized to receive them is a violation of this policy.

## **VII. RESPONSIBILITIES AND CONSEQUENCES OF NON-COMPLIANCE**

All officers, employees and temporary workers employed by the City are expected to comply with this policy. Any employee who violates this policy is subject to disciplinary action consistent with personnel policies and may be subject to criminal or civil prosecution under applicable laws. Any officer or employee who has reason to believe that a coworker may be misusing City computer resources or violating any aspect of this policy shall voice his or her concern to his or her department head or supervisor. Department heads and supervisors are responsible for addressing any policy violations of which they become aware. Department heads may refer the matter to the Department of Human Resources if appropriate.

## **VIII. POLICY MODIFICATIONS OR CHANGES**

Individual departments may make additions to this policy and exercise discretionary authority where indicated as long as the additional policies do not contradict or nullify this policy or other established personnel policies.

### **GPS Tracking**

#### **OBJECTIVE**

It is the policy and responsibility of the City of Lansing to provide for the safety of employees at work as well as to ensure the security of City-owned vehicles and equipment and engage in efficient and



cost-effective operations. Toward this end, Global Positioning System (“GPS”) tracking may be installed and activated on City-owned vehicles and equipment such: as laptops, cell phones, etc.

## **POLICY**

City-owned vehicles or other equipment may be equipped with GPS units or devices. This is to enhance the safety and security of people and property as well as to enhance the ability of the City to engage in efficient and cost-effective operations.

Operators of and passengers in City vehicles have no expectation or right to privacy in a City vehicle and should assume that the City vehicle they occupy is equipped with a GPS unit that is capable of monitoring their movements, activity and location. This is also the case with City-owned equipment provided.

Employees are not to violate this policy or remove, disable or otherwise tamper with a GPS unit or device. Doing so will subject the employee to disciplinary action up to and/or including possible termination of employment.

Questions concerning the application of this policy should be directed to the Director of the Department of Human Resources.

## **Employee Personnel Files**

Employee files are maintained by the Human Resource department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

# COMPENSATION

Pursuant to Chapter 286.05 of the City's Code of Ordinance, the Department of Human Resources is charged with establishing and maintaining a classification plan for all City positions covered by the chapter except for employees of the Board of Water and Light, 54-A District Court, Lansing Housing Commission, elected officials, the Deputy City Clerk and employees of the Mayor and City Council including Internal Audit and those otherwise covered by a collective bargaining agreement.

## Classification and Compensation Plan

The City of Lansing establishes and maintains a system for the evaluation and classification of positions. The Classification Plan is designed to classify and compensate positions according to their major characteristics so that similar duties and responsibilities of various positions are recognized and will be fairly and equitably compensated. All positions when established are assigned a specific classification level, title, and wage range which shall constitute the official classification and compensation plan. Each classification level carries minimum and maximum rates of pay with a provision for merit increases according to a uniform schedule. All new employees shall be assigned a classification and pay range in accordance with the Classification and Compensation Plan.

The authority to make recommendations concerning the classification of new positions and the reclassification of existing positions is vested in the Department of Human Resources except where modified by ordinance, personnel rules or collective bargaining agreements.

The Department of Human Resources researches the requirements of the positions and makes recommendations based on criteria established for City classifications. Although the City supports the development of job skills and competence, the acquisition of additional employment credentials does not lead to subsequent reclassification. All requests for reclassification of existing positions or classifications for new positions are referred to the Department of Human Resources through the employee or department head. Once a position has been evaluated and the appropriate classification level has been established according to classification review procedures detailed in applicable collective bargaining agreements or personnel rules, that position will not be eligible for further reclassification consideration for a one-year period from the date of the original submission. Additionally, new employees and employees transferred or promoted to a new position must wait at least one (1) year before requesting a reclassification of the position

## Working Out Of Classification

In special circumstances requiring immediate action, it may be necessary for an employee to be assigned work at a higher classification and compensated at a rate of pay within the range of that higher classification. Procedures and compensation for working out of class are specified in the applicable collective bargaining agreements or personnel rules on file in the Department of Human Resources.

After an employee has been temporarily assigned, the employee will be compensated, with the approval of the Director of Human Resources, at the base rate of the salary for the higher classification or at one pay step higher than the employee's pay step within his/her regular classification level, whichever is higher, for the remaining period of out of classification work unless otherwise specified by a collective bargaining unit agreement or personnel rules.

## Compensation Changes

All changes in compensation shall become effective the next full pay period following the effective date of the change.

When an employee is promoted or his/her position is reclassified upward, the employee shall receive the minimum rate of the new classification unless otherwise provided by a collective bargaining agreement or personnel rules. If said minimum is less than or equal to his/her former rate, the employee shall be paid at the next increment step above his/her former rate unless otherwise specified by a collective bargaining agreement or personnel rules. Merit increases shall be awarded pursuant to applicable collective bargaining agreement or personnel rules.

When an employee accepts a lateral transfer, the employee shall not receive a wage step increase. The employee shall be transferred at the same rate of pay and the existing merit increase date is maintained.

When an employee signs a posting and accepts a position at a level lower than his/her current classification, the employee shall be placed at the step in the new range which corresponds with the employee's current salary. Should an employee's current salary exceed the maximum of the range, the employee's salary shall be adjusted to reflect the maximum rate of the new range unless otherwise provided in an applicable collective bargaining agreement or personnel rules.

## Compensation

(A) No employee shall be paid less than the minimum rate or more than the maximum rate for their applicable classification.

(B) All new employees shall generally be compensated at the minimum rate of pay for their classification, unless the hiring department recommends to the Director of Human Resources, accompanied by the appropriate documentation of experience and education, the placement of a new employee at a higher rate of pay within the classification assigned, up to Step 4 of the pay scale. Placement beyond Step 4 requires approval by the Mayor based upon recommendations from the Director of Human Resources and the Finance Director.

(C) Increases for all personnel not covered by a collective bargaining agreement shall be as defined in the applicable personnel rules.

## **Payment of Wages**

Salary payment is made biweekly for base salary due up to the pay date. Paydays are biweekly on every other Friday. Please check with your timekeeper on your position pay date.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior biweekly period.

It is the City's policy that employee paychecks will be mailed to his/her home address. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

If the normal payday falls on a bank-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

In the event of a lost paycheck, the Human Resource department must be notified in writing, by the departmental timekeeper, as soon as possible and before a replacement check can be issued. Replacement checks will be issued on sooner than the Friday following the pay date. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department. You may access forms via the City of Lansing's Intranet site or Employee Online.

## **Time Reporting**

A work hour is any hour of the day that is worked and must be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The pay week covers seven consecutive days beginning on Saturday and ending on Friday. The usual pay week period is 40 hours.

Overtime is defined by your collective bargaining agreement or Personnel Rules and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time record weekly as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules must be appropriately recorded.

## **Meal/Rest Periods**

The scheduling of meal periods and breaks at the City of Lansing is set by the employee's immediate manager with the goal of providing the least possible disruption to City of Lansing operations.

### **Mandatory Meal Period**

Employee meal periods are important to City of Lansing productivity and employee health. The meal period will not be included in the total hours of work per day and is not compensable, unless provided by your collective bargaining agreement or Personnel Rules.

### **Impermissible Use of Meal Period and/or Rest Breaks**

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one long break, unless approved by your supervisor.

# TIME OFF/LEAVES OF ABSENCE

## Holiday Pay

The City of Lansing recognizes twelve paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day – FOP NS and FOP Supv ONLY
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- The day before Christmas
- Christmas Day
- The day before New Year's Day – except for FOP NS and FOP Supv

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

## Vacation

All full- and some part-time employees are eligible for vacation leave benefits. Vacation accrual will begin after one full year of service. Please refer to your collective bargaining agreement or Personnel Rules to determine vacation accrual. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should refer to their collective bargaining or Personnel Rules to determine when vacation time should be requested. All vacation requests must be approved by your supervisor. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements.

Vacation will be paid at the employee's base rate at the time the leave is taken. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

## Sick Leave

All full-time, regular employees accrue sick leave from the date of hire, on a pay period basis, for a cumulative total of 12 days per year.

Sick leave may be used for an employee's personal illness and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family in accordance with applicable collective bargaining agreements and Personnel Rules.

Sick leave may not be used before being accrued. If sick leave is exhausted, any available vacation hours may be used in its place, if allowable under your collective bargaining agreement or Personnel Rules.

## Family and Medical Leave Act

This procedure was developed to implement the Family & Medical Leave Act of 1993 (FMLA). The FMLA allows employees to balance their work and family life by taking reasonable unpaid leave for certain reasons. The FMLA is intended to balance the demands of the work place with the needs of families, to promote the stability and economic security of families and to promote national interests in preserving family integrity. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers and which minimizes the potential for employment discrimination on the basis of sex, while promoting equal employment opportunity for men and women.

The FMLA entitles eligible employees to take up to 12 weeks of unpaid job-protected leave (the City may substitute paid leave) each year for specified family and medical reasons.

### Employee Eligibility

To be eligible for FMLA leave, an employee must:

- Have worked for the City for at least 12 total months; and
- Have worked at least 1,250 hours over the previous 12 months.

### Leave Entitlement

The City shall grant an eligible employee up to a total of 12 workweeks of unpaid leave (use of paid leave will be required during any 12 month period for one or more of the following reasons:

- 1) Birth or placement of a child for adoption or foster care and in order to care for such child;
  - Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or adoption.
  - When both spouses work for the City, they are jointly entitled to 12 workweeks of family leave for the birth and care of a child or placement of a child for adoption or foster care and to care for such child.

- 2) To care for an immediate family member (spouse, son, daughter or parent) with a serious health condition;
- 3) When both spouses work for the City, they are jointly entitled to 12 workweeks of family leave to care for a parent with a serious health condition.
- 3) The employee is unable to perform the essential job functions because of a serious health condition, whether or not such serious health condition is work-related.
- 4) The employee experiences “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

The City shall grant an eligible employee up to a total of 26 workweeks of unpaid leave (use of paid leave will be required during any 26 month period for the following reason:

A spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

FMLA leave may be taken continuously, or on an intermittent basis as provided below.

Intermittent Leave:

Intermittent or reduced leave may be taken under certain circumstances.

- Intermittent or reduced schedule leave will be granted when medically necessary to care for a seriously ill family member or because of the
- the employee’s own serious health condition for medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- Intermittent or reduced schedule leave will be granted where the employee or the family member is incapacitated or unable to perform the essential functions of the job because of a chronic serious health condition.
- NOTE: Intermittent or reduced schedule leave is not available if the leave is requested for the birth or placement for adoption or foster care of a child.
- If intermittent leave is granted, the City of Lansing may require the employee to transfer temporarily, during the period the intermittent or reduced leave schedule is required, to an available alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position, in accordance with any applicable collective bargaining agreement or personnel rules.

### Calculation of 12 Week Benefit Period:

An eligible employee is entitled to a total of 12 workweeks of FMLA leave during any 12 month period. The City shall determine the 12 month period as follows:

- The 12 month period shall be a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave. Using the “rolling” 12 month measure, each time an employee takes FMLA leave the remaining leave entitlement would be any balance of 12 weeks which has not been used during the immediately preceding 12 months:

For Example: If an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken. If an employee used four weeks beginning February 1, 1994, four weeks beginning June 1, 1994 and four weeks beginning December 1, 1994, the employee would not be entitled to any additional leave until February 1, 1995. However, beginning on February 1, 1995, the employee would be entitled to an additional four weeks, etc.

- When an intermittent leave is authorized, only the amount of intermittent leave actually taken may be counted toward the 12 weeks.
- Should an employee be eligible for Short Term Disability Insurance, under the terms and conditions of his/her applicable collective bargaining agreement or personnel rules, and the employee elects to use a disability leave for the birth of a child, the City will count the disability leave as FMLA leave for a serious health condition. Further, the employee will only be able to use paid leave time as prescribed by the terms and conditions of the insurance policy, or applicable collective bargaining agreement or personnel rules.

### Serious Health Condition Defined:

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from) or any subsequent treatment in connection with such inpatient care;
- Continuing treatment by a health care provider; or
- Any period of incapacity requiring absence of more than three (3) calendar days from work that also involves continuing treatment by or under the supervision of a health care provider.

### Health Care Provider Defined:

- Doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; and
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice and performing within the scope of their practice, under state law; and



- Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice, and performing within the scope of their practice, as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ, Scientist of Boston Massachusetts; and
- Any health care provider recognized by the employer or the employer’s group health plan’s benefits manager; and
- A health care provider listed above who practices in a country other than the United States and who is authorized to practice in accordance with the law of that country.

Use of Accrued Leave Time:

The City will authorize paid FMLA leave, which will permit the use of accrued paid leave time under the following circumstances, in lieu of unpaid FMLA leave:

- An employee may use accrued vacation, personal or holiday leave time for all or part of any FMLA leave relating to the birth of or placement of a child for adoption or foster care.
- A female employee may use accrued sick leave for a period of six (6) weeks following the normal birth of a child and the father (**if, the spouse of the mother**) may use two (2) weeks of sick leave following the normal birth of a child. A female employee may use accrued sick leave for a period of eight (8) weeks following a cesarean section birth of a child and the father (**if, the spouse of the mother**) may use four (4) weeks of sick leave following a cesarean section birth of a child. An employee may use accrued vacation, personal or holiday leave for the balance of the remaining FMLA entitlement.
- An employee may use accrued vacation, personal, sick or holiday time for all or part of an employee’s FMLA leave needed to care for a family member’s or the employee’s own serious health condition.
- The employee may request the use of compensatory time and the City may grant such a request. However, the absence, which is paid from the employee’s earned compensatory time balance, may not be counted against the employee’s FMLA leave entitlement.
- An employee who has exhausted or declines to utilize accrued leave time, as set forth in this section, shall be granted an amount of unpaid FMLA leave to cover the employees continued absence from the work place, which when added to the paid FMLA leave equals 12 workweeks, consistent with the “rolling” 12-month calculation.

Continuation of Health Insurance and Other Employee Benefits:

The City is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee continues to work.

- The City may require employees to pay their share of health insurance premiums, as set forth in the applicable collective bargaining agreement, while on an FMLA leave or require the employee to pay for those health care costs upon returning to the work place. The City will have sole responsibility for making this determination and will notify the employee prior to

authorizing the FMLA leave of the determination. In making this decision, the City shall take into consideration whether the FMLA leave will be paid or unpaid.

- Should payments for shared health care premium cost be required while the employee is on an FMLA leave, the employee must make those payments in accordance with the procedure established by the Finance Department.
- If the City provides a new health care plan or benefits or changes health benefits or plans while the employee is on FMLA leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave. The City must provide notice of the coverage change to the employee.
- An employee may elect to terminate health insurance while on an FMLA leave. However, upon returning to work, the City must reinstate the coverage on the date the employee returns, without any qualifying period, physical examinations or exclusion of pre-existing conditions.
- An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using the FMLA leave.
- Should an employee fail to return to work following an FMLA leave, the City may recover health care premiums it paid to maintain health coverage for that employee.

#### Job Restoration Following an FMLA Leave:

Upon returning from an FMLA Leave, the employee shall be restored to his/her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. If deemed necessary, the Department of Human Resources, in consultation with the employee's department, may consider restoration to an equivalent position rather than the employee's original position.

The City may refuse to reinstate certain highly paid "key" employees (a salaried "eligible" employee who is among the highest 10% paid employees employed by the City within 75 miles of the employee's work) after using FMLA leave under the following circumstances:

- Job restoration must cause substantial and grievous economic injury to the City's operations
- The City must notify the employee of his/her status as a "key" employee at the time the employee requests FMLA leave;
- The City must notify the employee in writing served in person or by certified mail, as soon as the decision is made, that the City will deny job restoration and explain the reasons for the decision and notify the employee of the consequences for his or her health benefits; and
- The City must afford the employee a reasonable opportunity to return to work from FMLA leave after giving this notice.

## Employee Responsibilities

Employees requesting the use of FMLA leave will be required to provide the following:

- 1) 30-day advance notice of the need to take FMLA leave, when the need is foreseeable; Such notice shall be submitted to the immediate supervisor, who in turn shall notify the department head and forward the request to the Department of Human Resources.
- 2) The Department of Human Resources, in conjunction with the employing department shall determine whether the employee will be required to submit a medical certification supporting the need for a leave due to a serious health condition affecting the employee or an immediate family member. Should a certification be required, the Department of Labor form WH-380 must be completed by the treating physician and submitted to the Department of Human Resources within 15 calendar days of receiving notice.
- 3) If the City has reason to doubt the validity of the certification, the City may require a second or third medical opinion to support a request for leave.
- 4) The City may require recertification of a qualifying condition under some circumstances at any reasonable interval, but not more often than every 30 days, at the employee's expense unless the City provides otherwise.
- 5) When the FMLA leave is needed to care for an immediate family member or for the employee's own serious health condition, and is planned-for medical treatment, the employee must try to schedule treatment so as not to disrupt the employer's operation.
- 6) The City may require a fitness-for-duty medical evaluation prior to returning the employee to work from FMLA leave at the City's expense.

## Management Responsibilities:

- 1) The City will provide an employee with a written response to a request for FMLA leave. This response addresses the following issues where appropriate and provides the employee with notice of their FMLA rights:
  - a) Date employee requested FMLA leave;
  - b) Reason for FMLA leave;
  - c) Date FMLA leave is to commence and date FMLA leave is expected to terminate;
  - d) Whether the employee and the reason for the request qualifies for FMLA leave and whether leave will be counted toward the FMLA 12 workweek entitlement period;
  - e) Whether the employee will be required to furnish medical certification of a serious health condition and the date by which certification must be received;
  - f) Whether substitution of paid leave will be required and under what conditions;
  - g) Whether the employee will be responsible for payment of premiums for health insurance during FMLA leave and confirmation that the employee understands the procedure for initiating the payments;

- h) Notification that a 30-day grace period to make required premium payments has been designated and that failure to make payments could result in the termination of health insurance. Should the City elect to terminate health insurance, coverage must be reinstated on the date the employee returns to work;
  - i) Whether the City agrees to pay the employee's share of the health insurance premiums while the employee is on leave and notification that the employee will be expected to reimburse the City upon returning to work;
  - k) Whether or not a fitness-for-duty evaluation will be required;
  - l) Whether the employee is classified as a "key" employee and whether restoration of employment will be denied;
  - m) Whether City has determined whether restoration of employment will be denied;
  - n) Whether the employee will be required to furnish the City with periodic reports of his/her status and intent to return to work not less than every 30 days or at another interval appropriate for the particular situation as determined by the City; and/or
  - o) Whether the employee will be required to furnish the City with recertification at periodic intervals or no later than every 30 days relating to a serious health condition, as identified by the employee's physician.
- 2) The City will ensure that all departments post a notice approved by the Secretary of Labor explaining rights and responsibilities under the FMLA, and will make copies of this procedure available to employees.
  - 3) The City shall keep and preserve records pertaining to their obligations under the Act.

Should you or your staff have any questions regarding the application of the Family & Medical Leave Act as it applies to eligible employees, please contact the Department of Human Resources.

## **Personal Leave of Absence**

The policy below is the revised personnel procedure formerly numbered 13 – Procedure for Authorizing Leave of Absence. This revised policy replaces the Procedure for Authorizing Leave of Absence – XIII with an issue date of October 9, 1985.

The purpose of standardizing personnel procedures is to ensure that all employees are treated fairly and consistently in the application of rules and regulations that directly impact their employment relationship with the City. The purpose of this correspondence is to set forth the procedure and conditions under which "Leave of Absence" requests shall be granted for all city employees.

- (1) Department Heads and/or the Director of Human Resources may authorize a leave of absence in accordance with the provision of the applicable bargaining unit agreement or personnel rules. The Department of Human Resources shall be notified in writing of all leave of absence requests. A Change of Status Notice and supporting documentation must be submitted to the Department of Human Resources indicating the duration of and reason for the leave of absence. Should extensions be approved, a Change of Status notice must be submitted for each extension specifying the duration of the extension.

- (2) An employee requesting a leave of absence must exhaust all accumulated time (i.e. sick leave, vacation leave, personal leave, comp time, saved holiday time, etc.) prior to being placed on a leave of absence without pay.
- (3) Employee Fringe Benefits coverage while on an approved leave of absence shall be governed by the provisions of the applicable bargaining unit agreement or personnel rules.
- (4) Leave of absence and subsequent extensions shall be granted only when the temporary absence of the employee will not adversely affect the operations of the department.

### **Sick Leave Donation Program**

The purpose of this procedure is to summarize the method by which the City will credit an employee with leave time that has been donated in accordance with the applicable Bargaining Unit Contract or Personnel Rules. Members of Teamster Local #580, Supervisory and CTP; Teamsters Local #214, Supervisory and Non-Supervisory, UAW Local #2256, F.O.P. 911 Operators Division, Non-Bargaining Unit and executive Management Plan employees may donate and receive sick leave donations, as designated as follows, across bargaining unit and non-bargaining unit lines. This means that employees in these groups will be allowed to donate time to individuals in any of the other groups when an employee is in need of donated leave time:

1. In accordance with the applicable Bargaining Unit Contract or Personnel Rules, an employee becomes eligible for sick leave donation when he/she is off work and sick leave time is exhausted.
2. Requests for "Sick Leave Donation" are submitted in writing to the Department of Human Resources. Requests must include the following information:
  - A. The name of the employee eligible to receive sick leave donation,
  - B. The name and signature of the employee requesting to donate leave time, and
  - C. The amount and type of leave time designated for donation.
3. The Employee Benefits Administrator will verify that the employee to whom the leave time is being donated is eligible for sick leave donation in accordance with the applicable Bargaining Unit Contract and/or Personnel Rules and verifies that the employee requesting to donate leave time has the amount and type of leave time available for donation within his/her leave time bank(s).
4. Donated leave time will be credited to an employee's sick leave bank on a pay period basis so long as the employee receiving the donation continues to qualify for sick leave donation.
5. The Employee Benefits Administrator will determine in consultation with the appropriate department the number of donated hours required to complete the balance of the pay period.

6. Sick leave donations will be considered on a “first submitted, first used: basis until a sufficient number of hours have been donated to complete the balance of the pay period, or until all donated leave time has been exhausted, whichever comes first.
7. If the last donated time request is in an amount in excess of what is needed to complete the balance of the pay period, the employee to whom the time is being donated will be credited with the total amount of the donated time request. In the event the employee returns to work and no longer qualifies for sick leave donation, the hours credited to the employee sick leave bank will remain available for the employee’s use.
8. The Employee Benefits Administrator will enter into the payroll system the leave time donated by each selected employee for that pay period, reducing their leave balances by the amount and type of leave time donated.
9. After reducing the leave balances of those employees donating the time, the employee receiving the sick leave donation will have credited to his/her sick leave bank the number of leave hours donated.
10. Upon returning to work an employee no longer qualifies for sick leave donation. Each employee who has placed a request to donate leave time that has not been allocated to the employee due to the employee’s return to work, will not receive a deduction to their balances and remains available for their own use.
11. Any written request to donate leave time received after the employee returns to work will be rejected by the Employee Benefits Administrator and the employee offering the donation will be so notified.

### **OTHER SICK LEAVE DONATION TYPES**

#### **Council Staff Sick Leave Bank**

In accordance with the City of Lansing Council Staff Personnel Rules, Council Staff members may donate excess accrued compensatory time that would normally be lost at the end of each calendar year to a Council Staff Comp Time Bank. Official records of this bank shall be maintained by the Department of Human Resources. Upon finding of hardship by the City Council in any particular case, the City Council may approve, by resolution, an allocation from the time bank for a Council Staff member.

#### ***F.O.P. Non-Supervisory Sick Leave Bank***

The City shall establish a bargaining unit sick leave bank to be used by non-supervisory employees who have exhausted their own sick leave bank. Upon retirement, any member of the non-supervisory bargaining unit will be allowed to donate accumulated sick leave hours to the sick leave bank. The total accumulation in the sick leave bank will be limited to 2,000 hours at any time. Should the bargaining unit sick leave bank become exhausted any member of the bargaining unit may donate sick leave time from their personal sick leave bank.

Deductions from the sick leave bank will be limited to situations of serious or catastrophic illness or injury.

***I.A.F.F.***

The City shall establish a bargaining unit sick leave bank to be used by 40 hour bargaining unit employees who have exhausted their own sick leave bank and all other accrued time which employee could access. Upon retirement, any member of the bargaining unit will be allowed to donate accumulated sick leave hours to the sick leave bank. The total accumulation in the sick leave bank will be limited to 2,080 hours at any time. Should the bargaining unit sick leave bank become exhausted any member of the bargaining unit may donate sick leave time from their personal sick leave bank. The IAFF Local 421 Executive Board will review applications for use of the sick bank hours to make a determination as to whether or not the reason for the request constitutes a serious or catastrophic illness or injury. The IAFF Local 421 Executive Board will make the final determination as to the approval or disapproval of the request.

### **Bereavement Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted pursuant to your collective bargaining agreement or Personnel Rules.

### **Jury Duty**

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The company will pay regular full-time employees for time off for jury duty.

# Time and Attendance

Some City of Lansing employees are required to enter their time via Timecard Online. You will be notified by your timekeeper if you are such an employee.

To begin, make sure you are logged into your Timecard Online through IFAS. You will need to enter your ID number and your password. If you are a new employee, your password is your social security number. If you have forgotten your password, please contact the IT Department for a replacement.

Here is an overview of Timecard Online.

board - Windows Internet Explorer  
http://ifas.lansing.local/ifas7/home/default.aspx

Lansing  
Documents online | Employee Online | **Timecard Online** | Timekeeper | Jim's Stuff

Lansing

**Employee Info** Leave Info  
ID: 01662 Selected Period: This Payroll - 1530006 Batch: TCARD1530  
Name: CAMPBELL, JAMES D. 2/28/2015 - 3/13/2015 Dept: 07

**PAYROLL TECHNICIAN**  
TC Status: Open Paystring: 6503911 /702000/ //100/PAYRTECH // 00  
Hrs/Day: 8.00 Position: PAYRTECH Supervisor: Undefined

Hr Code	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	This week Job Total	All Jobs
80 HOURS									
VULP									
SHUT DWN									
DIF ACCT									
SICK USD									
VAC USED									40.00
PL USED									
COMP USD									

On this screen you will see your id#, name, and the current pay period.



The hour codes that you can use are listed on the left, and the dates are listed also.

The status of your timecard is shown here, and can be "open" (ready to key in hours), "submitted" (card has been submitted but not approved by supervisor), "approved" (submitted and approved by supervisor) or "rejected" (card was submitted, but rejected by supervisor. Please discuss with supervisor).

board - Windows Internet Explorer  
 http://ifas.lansing.local/ifas7/home/default.aspx

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ihboard

Lansing

Documents online Employee Online **Timecard Online** Timekeeper Jim's Stuff

Lansing

Employee Info **Leave Info**

ID: 01662  
 Name: CAMPBELL, JAMES D

Vacation: 283.72000 Sick: 927.75000 Personal: 0.00000 Comp: 9.62000 Hol: 0.00

**PAYROLL TECHNICIAN**

TC Status: **Approved** Paystring: 6503911 /702000/ //100/PAYRTECH // 08

Hrs/Day: 8.00 Position: PAYRTECH Supervisor: Undefined

Hr Code	Sat 12/21	Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	This week Job Total	All Jobs
80 HOURS									
VULP									
SHUT DWN									
DIF ACCT									
SICK USD			1.00					1.00	1.00
VAC USED									
PL USED									
COMP USD									

Local intranet | Protected Mode: Off

Leave balances are shown on the Leave Info tab.

SunGard Dashboard - Windows Internet Explorer  
 http://ifas.lansing.local/ifas7/home/default.aspx

City of Lansing

Home | All | Documents online | Employee Online | **Timecard Online** | Timekeeper | Jim's Stuff

Timecard Online

City of Lansing

**Timecard Entry**

Employees: 0

ID:   
 Name:   
 Part1:   
 Part2:

Showing: 1 - 0

Employee Info **Leave Info**

ID: 01662  
 Name: CAMPBELL, JAMES D

Vacation: 283.72000 Sick: 927.75000 Personal: 0.00000 Comp: 9.62000 Holiday: 0.00000

**PAYROLL TECHNICIAN**

TC Status: **Approved** Paystring: 6503911 /702000/ //100/PAYRTECH // 08

Hrs/Day: 8.00 Position: PAYRTECH Supervisor: Undefined

Hr Code	Sat 12/21	Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	This week Job Total	All Jobs
80 HOURS									
VULP									
SHUT DWN									
DIF ACCT									
SICK USD			1.00					1.00	1.00
VAC USED									
PL USED									
COMP USD									

Local intranet | Protected Mode: Off

There are two weeks in each pay period, page 1 is the first week. Click on the "next" button to go to the next page to key in hours for week two.

board - Windows Internet Explorer  
 http://ifas.lansing.local/ifas7/home/default.aspx

Customize Dashboard IFAS Bi-Tech Customize D... IFAS Bi-Tech Dashboard

Lansing  
 Documents online Employee Online Timecard Online Timekeeper Jim's Stuff

Lansing

Employee Info Leave Info  
 ID: 01662 Name: CAMPBELL, JAMES D  
 Vacation: 283.72000 Sick: 927.75000 Personal: 0.00000 Comp: 9.62000 Hol: 0.00

PAYROLL TECHNICIAN  
 TC Status: **Approved** Paystring: 6503911 /702000/ //100/PAYRTECH // 08  
 Hrs/Day: 8.00 Position: PAYRTECH Supervisor: Undefined

Hr Code	Sat 12/21	Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	This week Job Total	All Jobs
80 HOURS									
VULP									
SHUT DWN									
DIF ACCT									
SICK USD			1.00					1.00	1.00
VAC USED									
PL USED									
COMP USD									

To key in hours, simply find the type of hours you wish to use on the left side, and put the hours under the appropriate date. The entry shown above will show you that 1 hour of sick time was used on December 23<sup>rd</sup>.

board - Windows Internet Explorer  
 http://ifas.lansing.local/ifas7/home/default.aspx

Suggested Sites Group Health Insurance - ... IFAS Bi-Tech Customize D... IFAS Bi-Tech Dashboard Web Slice Gallery

Lansing  
 Documents online Employee Online Timecard Online Timekeeper Jim's Stuff

Lansing

Employee Info Leave Info  
 ID: 01662 Name: CAMPBELL, JAMES D  
 Selected Period: This Payroll - 1530006 Batch: TCARD1530  
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PAYROLL TECHNICIAN  
 TC Status: **Open** Paystring: 6503911 /702000/ //100/PAYRTECH // 09  
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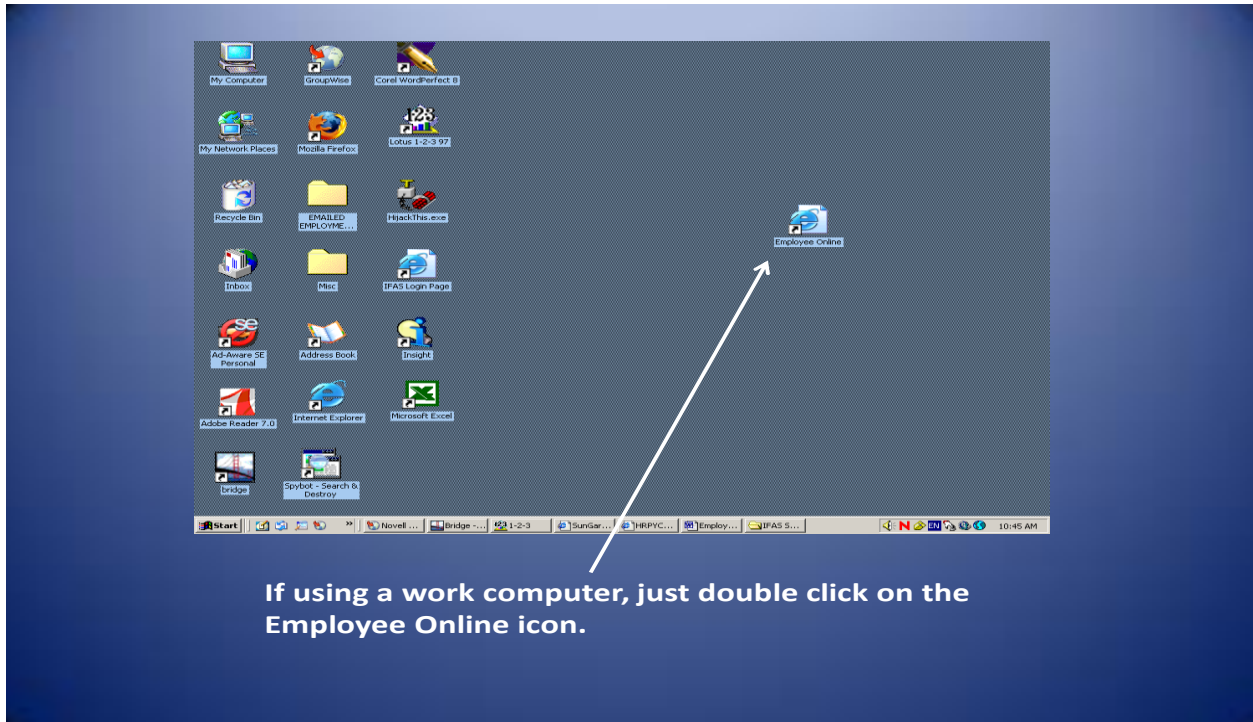
Hr Code	Sat 2/28	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	This week Job Total	All Jobs
80 HOURS									
VULP									
SHUT DWN									
DIF ACCT									
SICK USD									
VAC USED									40.00
PL USED									
COMP USD									

Once all hours are keyed in, hit the submit button and your timecard will be forwarded to a supervisor for review and approval. Your timecard is now finished.

If you have any questions, please contact your departmental timekeeper.

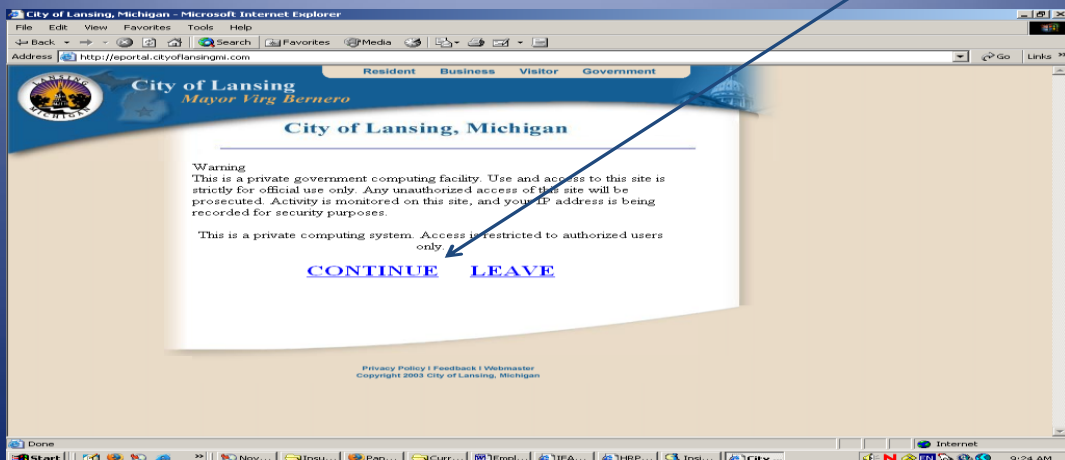
# EMPLOYEE ONLINE

You will find various information on Employee Online. Below is a presentation on how to access Employee Online.

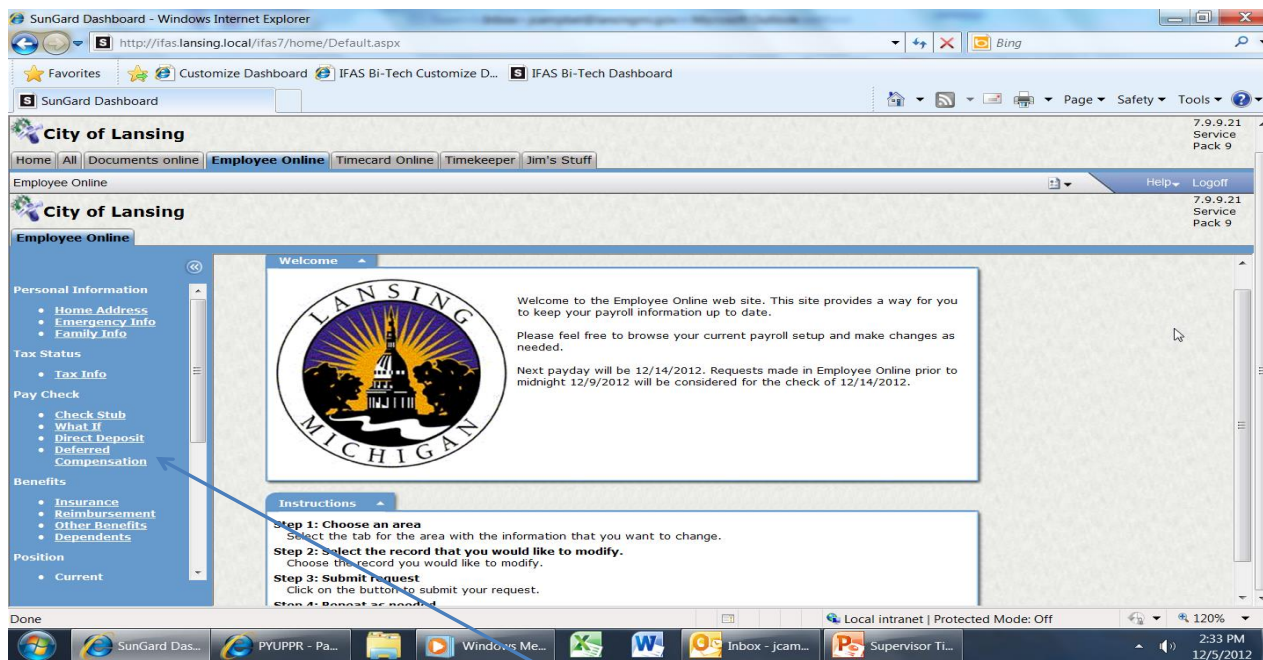
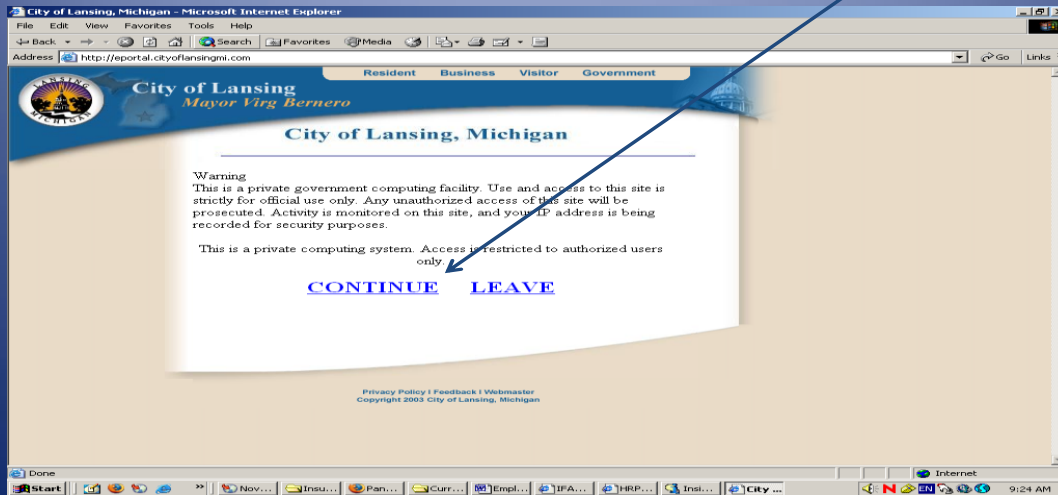


If using a work computer, just double click on the Employee Online icon.

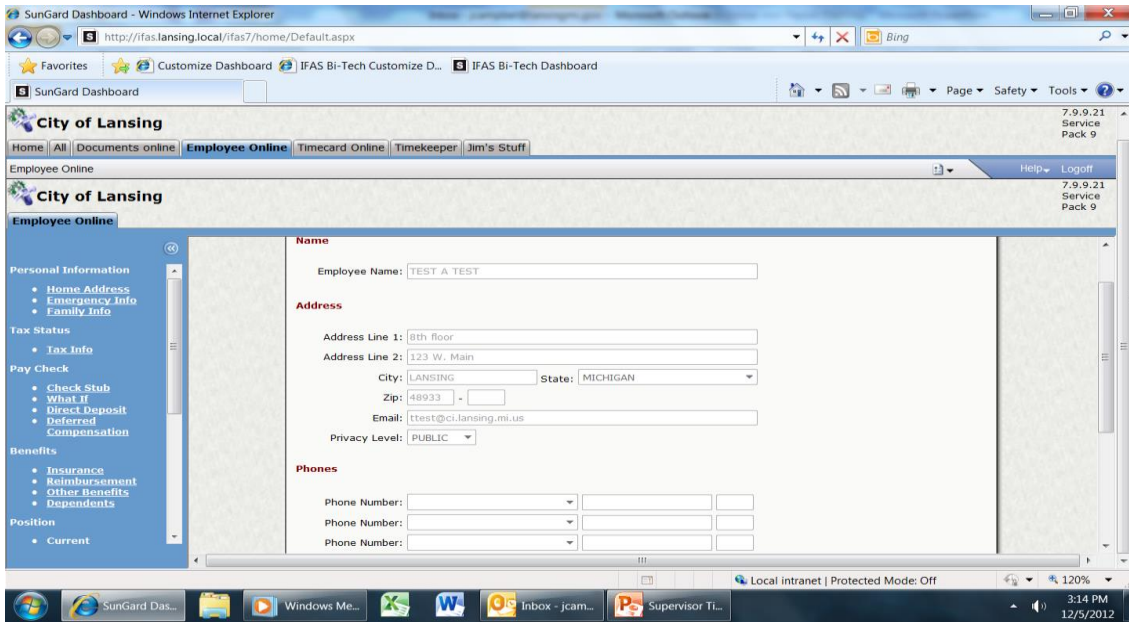
When accessing Employee Online from a home computer, you must use Internet Explorer. Type this web address: *[eportal.lansingmi.gov](http://eportal.lansingmi.gov)* Your first screen will look like below. Just click "continue" to move on to the login screen.



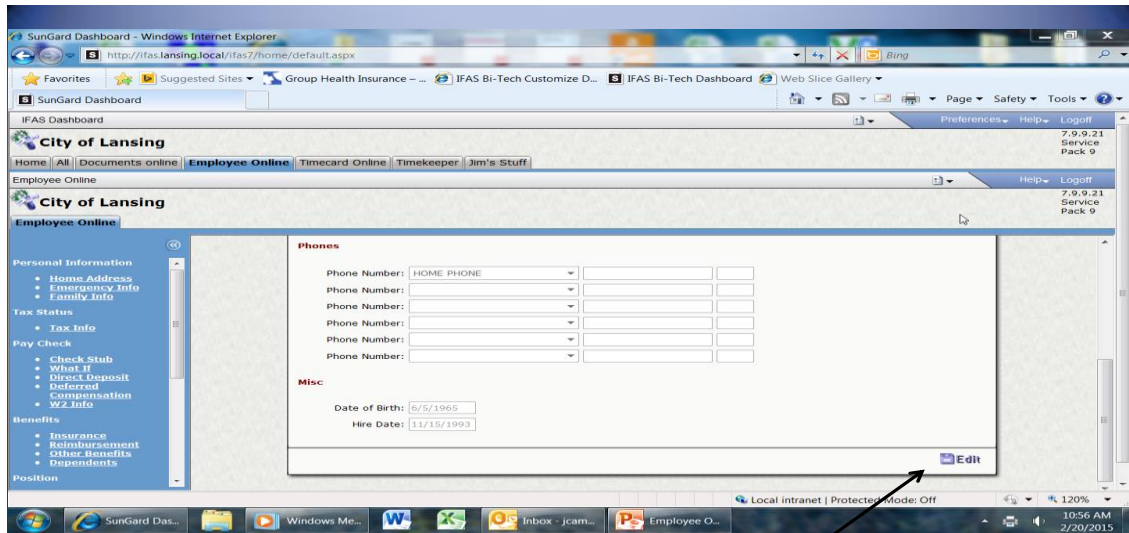
When accessing Employee Online from a home computer, you must use Internet Explorer. Type this web address: *portal.lansingmi.gov* Your first screen will look like below. Just click “continue” to move on to the login screen.



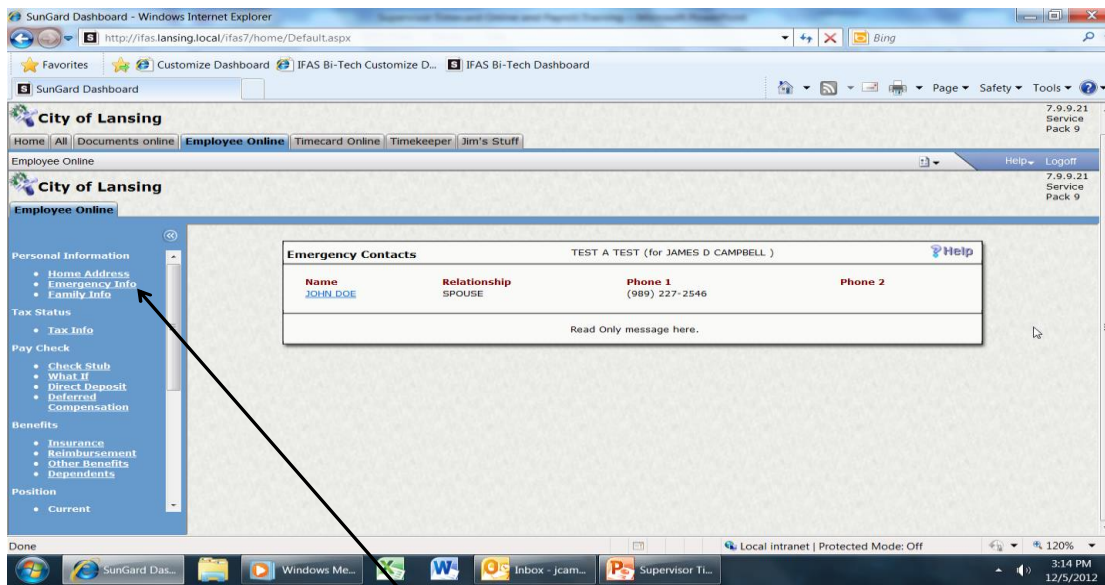
This is the main screen of Employee Online. On the right you will find a hierarchy of links to view your personal information including home address, emergency contact information, tax information, and your check stubs. Simply click on the link to move back and forth between screens.



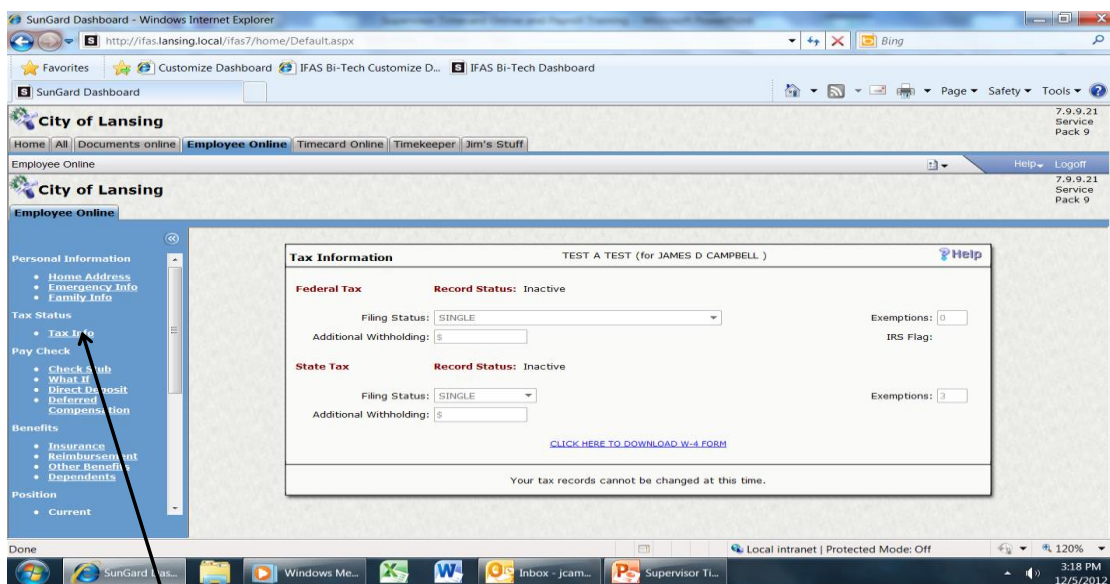
This is the home address screen. This will show the address that we currently have on file for you. All of your checks/W-2's will be mailed to this address.



If you wish to change your address, click on the "edit" button, update the information, then click "save".



We encourage you to add an Emergency Contact. To do so, click on the “add” button and make the addition/change.



This is Tax Info section. This will show the number of exemptions you are currently claiming for your Federal and State taxes. If you wish to make a change, you will click on the “edit” button, make the change and “save” the changes.

**City of Lansing**  
Employee Online

**Check Stub** JAMES D CAMPBELL

Check Date	Check Number
11/30/2012	363753
11/21/2012	360910
11/16/2012	361548
11/22/2012	359391
10/30/2012	357182
10/03/2012	356363
09/21/2012	354162
09/07/2012	353473
08/24/2012	352489
08/10/2012	350245
07/27/2012	349382
07/13/2012	347136
06/29/2012	346131
06/15/2012	343848
05/01/2012	342975
05/18/2012	340718
05/04/2012	339845

This is the check stub section of Employee Online. If you wish to view and/or print copies of your check stubs, just click on the appropriate check date.

**City of Lansing**  
Employee Online

**WHAT IF CALCULATOR**

Description	RESULTS		
	Baseline	What If	
GROSS DOLLARS	<input type="text"/>	EARNINGS	
PRETAX PRETAX1	<input type="text"/>	PRETAX DEDS	
PRETAX PRETAX2	<input type="text"/>	TAXABLE EARNINGS	
TAXES NEW PRETAX	<input type="text"/>	FICA EARNINGS	
FIT STATUS	<input type="text"/>	FED WITHHOLDING	
FIT EXEMPTIONS	<input type="text"/>	FICA WITHHOLDING	
FIT ADDITIONAL	<input type="text"/>	MEDI WITHHOLDING	
SIT STATUS	<input type="text"/>	SIT WITHHOLDING	
SIT EXEMPTIONS	<input type="text"/>	ESTIMATED NET	
SIT ADDITIONAL	<input type="text"/>		
POSTTAX DEDUCTION 1	<input type="text"/>	<i>Estimates will be based on checks in month.</i>	
DEDUCTION 2	<input type="text"/>		
DEDUCTION 3	<input type="text"/>		
DEDUCTION 4	<input type="text"/>		

**Create Baseline**

This screen is an estimation tool only. It cannot calculate exactly what will appear on your next check.

The "What If" button will assist you in obtaining what your paycheck would look like "IF" you made a certain change. Click on the "create baseline" to add your wages to the calculator, then make the appropriate change. The system will then give you an approximate idea of what your check would look like if you made this change. (Please note, this feature is not currently in operation.)





The next few selections are for information only. The Direct Deposit and Deferred Compensation button will show what you are currently doing for both. You can NOT make changes to this screen. Any changes will need to be done with the Payroll Department.

**If you have any questions concerning Employee Online, you may contact your timekeeper, or Lisa Thelen at (517) 483-4014 or Jim Campbell at (517) 483-4003.**

## **Accessing Information via the City's Intranet Site**

There is a host of information for employees via the City's Intranet site. You can access this site on any City of Lansing computer. There should be an icon on the City's computer desktop screen labeled "City Intranet". The web address is [http://intranet/col\\_intranet/](http://intranet/col_intranet/). You may access different departmental information, find a quick link to Employee Online, Timecard Online, a City directory and email access.

If you click on Department Listing, then Human Resources you will find different categories that you may be interested in viewing such as Change of Address procedures, Policies and Procedures, Forms, Labor Relations, Payroll, and Benefits, to name a few.

# **BENEFITS**

For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees upon hire, or contact the Department of Human Resources.

## **Medical and Dental Insurance**

The company currently offers regular full-time employees enrollment in medical and dental insurance coverage options. The effective date of coverage for health care is the first day of the month following their hire. The effective date of coverage for dental is after they have been employed for 30 days and then the first day of the month following their 30 day waiting period.

Employees have up to 30 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Department of Human Resources to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each fiscal year during open enrollment, employees may change medical and dental elections for the following calendar year. Open enrollment is held during the month of May, for an effective date of July 1<sup>st</sup>.

The Department of Human Resources is available to answer benefits plan questions and assist in enrollment as needed.

## **Flexible Spending Account**

As part of the company's Flexible Benefits Plan (AFLAC), we currently offer an employee-funded flexible spending account (FSA) to regular full-time employees hired on or before January 1 of a calendar year. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

## **Group Life Insurance**

The company offers regular full-time employees who have been employed by the City of Lansing for 30 days an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit of \$50,000.

Optional coverage for spouse and dependents, at specific rates, will be made to employees during their orientation session.

## **457 Plan**

The company offers a voluntary pretax salary reduction plan in which regular full-time and regular part-time and UAW seasonal employees, who are 21 years of age or older, may elect to participate beginning with the first payroll period administratively feasible after employment.

Further details about the Plan may be obtained from the Department of Human Resources and the Plan document.

## **Workers' Compensation Benefits**

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

## **Tuition Assistance**

Some bargaining groups and Personnel groups may be eligible to receive some tuition assistance. Please refer to your collective bargaining agreement or Personnel Rules, under which you are employed, for your specific benefits under this plan.

## **Employee Assistance Program (EAP)**

Through the employee assistance program (EAP), CARES provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the City of Lansing by CARES, a division of Sparrow Health. The telephone number to schedule an appointment is (517) 364-2626.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the City of Lansing only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.



# City of Lansing

## Safety

## Orientation

## Manual



## **FORWARD**

The rules and standards contained herein are considered by the City of Lansing to be the minimum requirements and the City of Lansing may, in certain cases, impose additional requirements to further insure safe and healthy working conditions for its employees. The rules contained in this manual are general and intended to cover normal, day- to- day operations.

Occupations and operations of a specialized nature will be covered by additional rules, policies, and procedures developed jointly by the Safety Administrator and the operating department.

Employees will have an opportunity to recommend changes to this City Safety Rulebook by submitting to the attention of the Safety Administrator in the Department of Human Resources who will review the recommendations with the applicable safety committee and management members.

## DEFINITIONS:

- 1 **Accident**--an unplanned event, which frequently results in injury or damage, and is invariably, preceded by an unsafe act(s) and/or unsafe condition(s).
- 2 **Approved** -- when used in connection with methods, tools or equipment refers to the methods, tools or equipment approved by the City through committee, departmental/divisional action or in a safety rule.
- 1.3 **Authorized employee** -- an employee who has the authority from the City to perform specific duties under certain conditions or who is carrying out orders from responsible authority.
- 1.4 **Barrier** -- a physical obstruction such as tapes, ropes screens, cones, flags or other devices intended to warn and limit access to a hazardous area.
- 1.5 **Combustible liquid** -- any liquid having a flash point at or above 100 degrees Fahrenheit.
- 1.6 **Confined space** -- A space that has **all** of the following: Is large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and is not designed for continuous employee occupancy.
- 1.7 **De-energized** -- disconnected from all sources of energy, including electric, hydraulic, kinetic, pneumatic, chemical, thermal, or other form of energy.
- 1.8 **Employee** -- any person engaged in, directed by, and/or compensated for work by the City of Lansing.
- 1.9 **Employee in charge** -- any person, regardless of classification, who is directly in charge of a specific job or jobs.
- 1.10 **Flammable liquid**-- any liquid having a flash point below 100 degrees Fahrenheit.
- 1.11 **Hard Hat** - all hard hats must meet ANSI standards Z89.1-1989 or Z89.2-1971 for impact protection. High visibility colors are suggested.
- 1.12 **Hazardous condition** -- is a situation or procedure, which increases the normal risk of accidents. This includes unsafe or defective tools, defective equipment, unsafe procedures or practices of any City employee or other person.
- 1.13 **Hearing protection** - There are many types of hearing protection, such as foam plugs, ear muffs and hearing bands. All the different types provide excellent hearing protection. When choosing hearing protection, you should look for the NRR (Noise Reduction Rating). This number refers to the amount of noise the hearing protection will reduce the surrounding work environment. In general, the higher the NRR the better. The type of hearing protection (ear plug, ear muff or ear cap) that works best depends upon the preference of the worker.
- 1.14 **Leg protection** - To prevent injury to the legs, special chaps or leggings should be worn. The most common types are made of kevlar or ballistic nylon. When choosing protective clothing, look for equipment which meets American Pulpwood Association (APA) guidelines.

- 1.15 **Lockout-Tagout** -- means the placement of a lock and/or tag on the energy-isolating device for worker's protection.
- 1.16 **Safety Data Sheet** -- Sheet(s) (SDS) prepared by a chemical manufacturer or distributor defining a chemical product's ingredients and other pertinent information including: chemical/physical properties, fire/explosion data, health effects/first aid information as well as proper storage, handling and disposal information.
- 1.17 **Minimum working distance** -- minimum safe distance from an energized conductor including any extension due to tools, clothing or equipment in use.
- 1.18 **Near Miss** -- is an incident wherein no injury results but the potential for injury exists.
- 1.19 **Non-respirable Atmosphere** -- means an atmosphere containing insufficient oxygen (less than 19.5%) or an elevated level of contaminants that may render a person incapable of self-rescue.
- 1.20 **Pre-job planning** -- an informal discussion of the work to be accomplished and the safety measures to be incorporated. Normally conducted by the supervisor or employee in charge/tailgate conference.
- 1.21 **Process space** -- means a tunnel, process equipment shaft or enclosed space.
- 1.22 **Qualified employee** -- an employee who by reason of experience or training is familiar with the operation to be performed and the hazards involved.
- 1.23 **Respirable atmosphere** -- air with at least 19.5% oxygen and the contaminant level does not render a person incapable of self rescue
- 1.24 **Safety Footwear** - When choosing proper footwear, make sure the footwear is Z41-1991 compliant. Shoes that meet this standard have been tested for both impact and compression resistance. In addition, footwear may also provide special protective qualities such as being conductive, metatarsal protection, electrical hazard protection or puncture resistance. All footwear meeting the ANSI specifications will be marked with what portion of the standard it complies with. In addition, American Society for Testing and Materials (ASTM) has recently published F1818, Standard Specifications for Foot Protection for Chain Saw Users. This standard has specific criteria for footwear intended to minimize foot injuries caused by accidental contact with a running chain saw.
- 1.25 **Safety hazard report** -- a form used to report any safety hazards and/or unsafe work procedures or conditions to supervision.
- 1.26 **Safety glasses and face shields** - Safety glasses are considered to be primary protection and must be worn when eye injury is possible. Proper safety eyewear will meet ANSI Z87.1-1989. Face shields may be worn to protect the face from wood chips and other small objects. However, face shields are secondary protection and safety glasses or goggles (primary protection) must be worn.



- 1.27 **Safety rule** -- is a rule of safe working practice designed to prevent injuries and accidents. A safety rule shall be applied so that its application does not increase the probability of injury or accident.
- 1.28 **Safety watcher** -- is person specifically delegated work site safety responsibilities by supervision.
- 1.29 **Shall, Must, Will** -- mean mandatory. **Should and May** -- mean recommended.
- 1.30 **Supervisor** -- is any member of the management team or an individual acting as a supervisor.
- 1.31 **Working aloft** -- Work performed from trees, towers, ladders, platforms, buildings, aerial lift devices, including work performed from areas on vehicles/equipment surfaces not considered normal walking surfaces such as, but not inclusive of, hoods, roofs, etc.
- 1.32 **Work site** -- means immediate area where work is being performed.

## Safety Policy

It is the intent of the City of Lansing to provide a safety and health program conforming to the best practices of organizations of this type. To be successful such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between employees and their co-workers. Only through such a cooperative effort can an effective safety and health program be established and preserved.

The safety and health of every employee is the highest priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in the company.

Safety, hazard prevention, and risk control are the direct responsibility of all supervisors and employees, and no individual(s) may pose a threat to the health and safety of other individuals in the workplace. Employees should consider safety as a fundamental part of their job and should always consider the consequences of their acts as they perform their job duties. All safety rules shall be followed and personal protective equipment must be used as directed.

The City of Lansing's accident prevention program requires that Managers and Supervisors give safety their personal attention, effort and support. Accidents are not inevitable--they can be controlled and prevented. Safety must be an important consideration in every on the job decision and plan. An aggressive accident prevention program will enable the City to reach its goal of reducing injuries, illnesses and equipment damage.

All work related near misses, personal injury, and vehicle accidents shall be reported to the employees' direct supervisor immediately. A written report shall be submitted to the supervisor and forwarded to the Department of Human Resources within 24 hours.

All near misses, injuries, occupational illnesses, vehicle accidents, and incidents will be investigated. Appropriate corrective measures will be taken to prevent reoccurrence, and to continually improve the safety of our workplace.

Reports are sent to the Department of Human Resources attention:

Health & Wellness Administrator:

Office: 517-483-4012

Fax: 517-377-0039

Email: [kathy.woodman@lansingmi.gov](mailto:kathy.woodman@lansingmi.gov)

Safety Administrator:

Cell: 269-339-1544

Email: [ajhale@compone.net](mailto:ajhale@compone.net)

## Responsibility

### Employee Responsibility

- (a) Every employee has a personal responsibility for safety. Before starting a job, the employee shall determine that the task can be performed without injury. When a hazardous condition or practice is identified, it must be reported to the supervisor.
- (b) Employees shall: Not operate tools or equipment without proper safety training  
Inspect all protective equipment, tools, and devices for damage or defect before using and report problems immediately to supervision. Learn and follow all City safety guidelines, rules and procedures. Whenever necessary for safe job performance, ask the supervisor to explain any safety rule, practice or procedure.

Resolve questions about the interpretation or application of a safety rule or procedure before continuing the job. Allow the final interpretation of a rule or procedure to rest with the supervisor. Follow the department/division's specific safety procedures if work or inspection of any premises occurs when an employee is alone.

Establish communication regarding how a job is to be performed safely when two or more employees are working together. Perform all work procedures with full consideration for the safety of other employees and the public. Not engage in horseplay, practical jokes, clowning, or other "rough stuff".

Report promptly and in writing to supervision any personal condition, which may impair work performance or anyone's safety. All injuries occurring on the job and any illness associated with the job shall be reported promptly and in writing on the City's Employee Injury report form to the supervisor.

- (c) During working hours and/or while on City premises, City policy strictly prohibits the use and or possession of alcoholic beverages, illicit drugs and/or controlled substances.
- (d) When taking prescribed medication which impairs or may impair the employee's ability to perform their job duties, it shall be reported immediately to supervision.
- (e) Failure to comply with safety and health rules and regulations may result in disciplinary action up to and including discharge.

### Supervisor's Responsibility for Safety

- (a) The supervisor shall be responsible for the consistent enforcement of all safety rules contained herein and safe work practices on the job.
- (b) The supervisor shall consider hazards or conditions that could arise on the job, and conduct adequate briefings. This shall also include routine inspection of tools and equipment.
- (c) Immediate action shall be taken by the supervisor to stop an unsafe act or correct a hazardous condition.
- (d) The supervisor shall assure that each employee is instructed in work procedures, tools and equipment for any operation they are to perform and that such instruction is documented. The department and/or division shall maintain documentation.

## **Safety Hazard Report**

- (a) Employees shall report any safety hazards and/or unsafe work procedures or conditions to supervision immediately.
- (b) If the employee is not satisfied, the “Employee Report of Safety Hazard” form will be filled out with recommendations, and given to the supervisor. Copies shall be forwarded to the Safety Administrator and department/division head immediately.
- (c) Action by supervision shall be immediate on reported safety emergencies, and documented with a copy sent to the Safety Administrator. Resolution or plan of action on this and other problems should be reported back to the Safety Administrator within two weeks.
- (d) If the employee making the original report feels the resolution of the problem is not adequate, an appeal can be made to the Union-Management Joint Safety Committee (If applicable) via the Safety Administrator.

# Accident Reporting

## Accident Reporting/Employee

- (a) An employee who suffers an on the job injury/illness shall immediately report such injury/illness to their immediate supervisor or designee.
- (b) After the injured person has been provided care, the work area shall be secured for the investigation that should follow immediately.
- (c) The Safety Administrator may assist with the investigation. Report serious or fatal injuries to the department head and Safety Administrator immediately.
- (d) All work related personal injury/illness and vehicle accidents shall be reported to the Safety Administrator in a manner prescribed by and on forms approved by that department. Accidents shall be reported in writing within 24 hours to the Safety Administrator.
- (e) Serious accidents, incidents that involve sending three or more employees to the hospital, or a fatality must be immediately reported to the Safety Administrator.
- (f) If medical treatment is required as a result of a work-related injury it shall be obtained in a manner prescribed by the Human Resources Department policies and procedures. Supervisor or designee shall complete the appropriate referral form for medical treatment and accident report.
- (g) The employee in charge of the job shall obtain the complete facts of the accident and assure that the required reports are made.
- (h) Lansing Police shall be called for accident investigation when an accident involves **City vehicles**. Both drivers shall exchange registration and insurance information. The employee involved shall fill out the City Vehicle Accident Report form and submit it to the department/division and Safety Administrator within 24 hours.
- (i) Accidents involving Commercial Driver's License drivers shall follow of this part.
- (g) The driver shall also submit to a drug and alcohol screen if necessary.

## Accident Reporting/Supervisor

An investigation may be prompted by an injury to an employee, an incident that caused delays or damaged material or equipment, a machine breakdown, or just some condition that is noticed and do not think is as it should be. In any event, the supervisor's investigation procedure is the same.

Questioning properly gets answers.

### Use the "W" questions: WHY, WHAT, WHERE, WHEN, WHO, AND HOW.

- Order of questioning will vary.
- Backtracking is frequently necessary.
- Find out "What happened."
- Then question "Why it happened."
- This helps decide "What should be done."
- Don't write down answers, except as notes, until you have reached this point.

- Then complete the accident investigation form.
- Identified and recognized hazards shall be corrected immediately if a hazard exposure to employees exists. If exposure is controlled the hazard shall be corrected within 30 days of identification.
- If not feasible: an action plan describing responsible persons, estimated timetables regarding corrective actions is due within 30 days of identification.

### **Accident Investigation & Reporting/Public**

- (a) All accidents including those where an injury did not occur shall be investigated by the immediate supervisor to provide a record of the incident when an accident occurs to members of the public on City property or a works site.
- (b) Employees shall offer assistance by summoning an ambulance if necessary, and gathering all information concerning the accident including witness' names, addresses and phone numbers. Forms provided by the City shall be used and one copy shall be sent to the Department of Human Resources.
- (c) All public claims and documents pertaining to an incident or accident shall be forwarded to the City Attorney's office.

**Instruction on how to fill out the COL Accident/Incident Form:**

All near misses and personal injury/illness must be recorded and reported. The document used to report near misses and personal injury or illnesses is located on the City's Intranet and called City of Lansing (COL) Accident/Incident Form. All COL Accident/Incident Forms must be filled out by the employee completely and then given to the supervisor to complete their section and follow up investigation. The completed form must be filled out and filed with the Department of Human Resources within 24 hours of the accident or incident.

All forms need to be filled out completely and all employees seeking medical services must have the Sparrow Authorization Form filled out by their supervisor. This form must accompany them to one of the Sparrow medical treatment facilities listed in the authorization form in order for authorized treatment to be provided.

# SPARROW OCCUPATIONAL HEALTH SERVICES AUTHORIZATION FOR SERVICES

Occupational Health Services takes the last Drug/Alcohol Test at 4:30pm. Please have your employee here prior to 4:30 pm to ensure that there is enough time to complete the testing process.

Sparrow Occupational Health Services Medical Arts Building 1322 E. Michigan Ave, Suite 101 Phone: 517-364-3900, Option 1 7am – 5pm, Monday through Friday
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<b>****AFTER-HOURS SERVICES****</b> See maps and locations on the back of the form <b>Sparrow Urgent Cares</b> (non-emergent injuries) 4:30 pm to 8 pm <b>Sparrow St. Lawrence Emergency Department</b> After 8pm for non-emergent injuries or anytime for serious injury
---

<b>SECTION 1: AUTHORIZING COMPANY</b>			
CITY OF LANSING, MICHIGAN 124 W. MICHIGAN AVENUE, 8 <sup>TH</sup> FLOOR CITY HALL LANSING, MI 48933			
Department:		Telephone Number:	
Signature of Authorizing Person:			Date:
<b>SECTION 2: BILLING INFORMATION</b>			
Workers Compensation Carrier: <b>COMP ONE</b>		WC Contact Name: <b>WC CLAIMS PROCESSING</b>	
Street Address: <b>PO BOX 2530</b>	City: <b>OKEMOS</b>	State: <b>MI</b>	Zip <b>48805</b>
Phone: <b>517-913-1701</b>		WC Claim No. (if known):	
<b>SECTION 3: PATIENT INFORMATION</b>			
Employee Name:			
Date of Birth:			
<b>SECTION 4: SERVICES AUTHORIZED</b>			
SPARROW OHS REQUIRES APPOINTMENT FOR INJURIES OVER 24 HOURS POST INCIDENT CALL 364-3900 FOR AVAILABILITY			
Nature of Injury:			Date of Injury:
Time of Injury:	First Aid Treatment:		
<b>SUBSTANCE ABUSE TESTING (MUST BRING VALID PICTURE ID)</b>			
<i>REASON FOR DRUG/ALCOHOL TESTING:</i> Pre-placement Random Post-Accident Reasonable Suspicion Return to Duty Follow-Up			
Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Breath Alcohol Test DOT NON-DOT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Urine Drug Test DOT NON-DOT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>EMPLOYEMENT PHYSICAL EXAMINATIONS (Appointments are required)</b>			
Pre-Placement Physical <input type="checkbox"/>	Material Handling Capacity Test <input type="checkbox"/>	TB Skin Test <input type="checkbox"/>	
Annual Physical	Chest X-ray for Positive PPD <input type="checkbox"/>	Audiogram <input type="checkbox"/>	
DOT Physical Initial Recertification	Respirator Fit Testing	Vaccination Assessment	
Fitness for Duty Exam	Other:		
Surveillance Exam, Type of Surveillance: _____ Initial Periodic Post Exposure Exit			
<b>SECTION 5: INSTRUCTIONS FOR PATIENT</b>			
<p><input type="checkbox"/> Please give 24 hours' notice if you are unable to keep your appointment by calling 517-364-3900. A Late Cancellation/No Show Fee will be assessed if you miss your appointment without giving proper notice. <input type="checkbox"/> Please bring eyeglasses, contact lenses, or hearing aids to your physical exam appointment <input type="checkbox"/> Please do not bring small children to your appointment unless you bring someone who can care for them while you are being treated. There are areas of the clinic where you may not bring children for their own safety. <input type="checkbox"/> If you are under 18 years of age you will need a parent or legal guardian to sign our Consent Form prior to your treatment. <input type="checkbox"/> DOT/CDL EXAMINEES – Please bring any and all relevant medical information with you to your appointment (example Hemoglobin A1C Results, CPAP Report, Current Medication List)</p>			



# AFTER HOURS



# LOCATIONS:

**Emergency Department Sparrow**

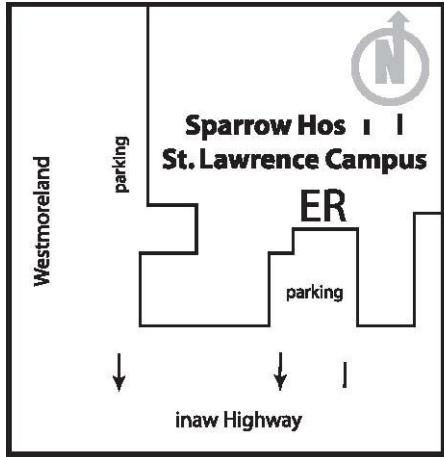
**St. Lawrence Campus 1210 W.**

**Saginaw, Lansing Phone: 517.364.7000**

**AFTER HOURS PAGER FOR DRUG SCREENS AND ALCOHOL TESTING PAGE: 360-2165**

## **GRAND LEDGE URGENT CARE**

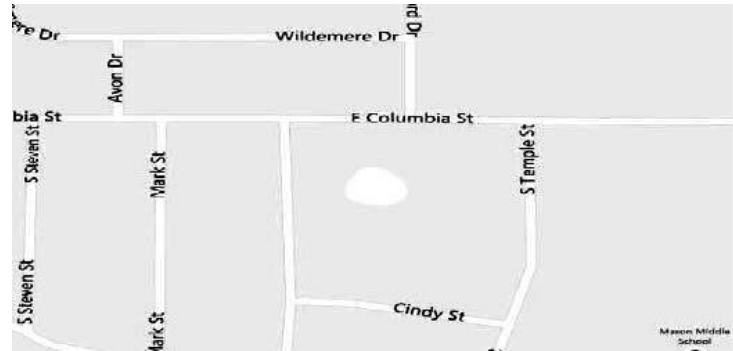
1015 Charlevoix Drive Grand Ledge, MI 48837 (517) 627.0100 Mon-Fri 4:30 p.m. - 8 p.m. Sat/Sun/Holidays 8 a.m. - 8 p.m.



## **EAST LANSING URGENT CARE**

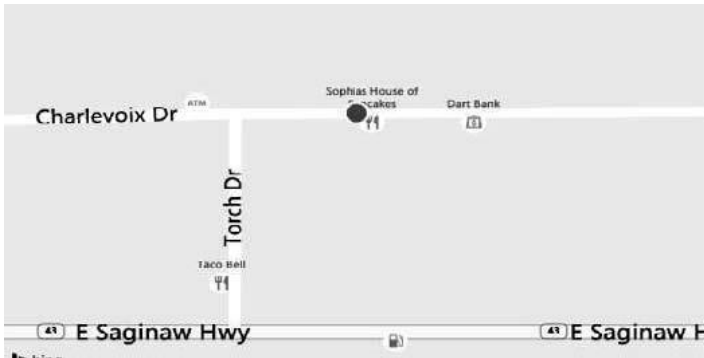
2682 E. Grand River Ave. East Lansing, MI 48823 (517) 333.6562 Mon-Fri 4:30 p.m. - 8 p.m. Sat/Sun/Holidays 8 a.m. - 8 p.m.

## **MASON URGENT CARE**



## **GRAND LEDGE URGENT CARE**

1015 Charlevoix Drive  
Grand Ledge, MI 48837  
(517) 627.0100  
Mon-Fri 4:30 p.m. - 8 p.m.  
Sat/Sun/Holidays 8 a.m. - 8 p.m.



800 E. Columbia Mason, MI 48854 (517) 244-8900 Mon-Fri 4:30 p.m. - 8 p.m. Sat/Sun/Holidays 8 a.m. - 8 p.m.



# OCCUPATIONAL HEALTH MAIN LOCATION:

## **OCCUPATIONAL HEALTH SERVICES**

1322 E. Michigan Ave, Suite 101 Lansing, MI 48912  
(517)364-3900 Mon-Fri 7 a.m. - 4:30 p.m



## City of Lansing Accident/Incident Report Form

LAST NAME OF INJURED PERSON:	FIRST NAME:	DATE OF BIRTH:	SEX:	JOB TITLE:
INCIDENT DATE/TIME/SHIFT:	EMPLOYEE NUMBER:	DAY OF THE WEEK:		DEPARTMENT NAME /DIVISION:
DATE AND SHIFT REPORTED:	DATE OF HIRE:	TIME SINCE START OF SHIFT:		WAS THE EMPLOYEE WORKING OVERTIME? ( ) YES ( ) NO
LOCATION OF INCIDENT:		INJURY:		
NAME OF SUPERVISOR/MANAGER:		SENT OUT FOR TREATMENT - WHERE:		DATE/TIME OF TREATMENT:
TYPE OF TREATMENT: ( ) Report Only ( ) Near Miss ( ) First Aid ( ) Recordable ( ) Restricted Work (Check all that apply) ( ) Lost Time ( ) Exposure ( ) Fatality ____/____/____ date				HR USE
D E S C R I P T I O N	CLEARLY DESCRIBE THE SEQUENCE OF EVENTS LEADING UP TO THE INCIDENT, HOW THE INCIDENT OCCURRED, AND THE OBJECT OR MATERIALS INVOLVED: (Need More Space Open Blank Page and Attach)			
F A C T O R S	W I T N E S S	WHAT PERSONAL, JOB, OR SYSTEM FACTORS CONTRIBUTED DIRECTLY TO THE ACCIDENT? WITNESS STATEMENT? (Need More Space Open Blank Page and Attach)		
S U P E R V I S O R	Supervisor Report and Corrective Actions		PERSON RESPONSIBLE TO OVERSEE CORRECTIVE ACTION	TARGET DATE
				COMPLETE DATE
SUPERVISOR/MANAGER:		DATE:	EMPLOYEE'S SIGNATURE:	
REVIEWED BY DEPARTMENT OF HUMAN RESOURCES:		DATE:	REVIEWED BY SAFETY ADMINISTRATOR/ SAFETY COMMITTEE:	



### **Instruction on how to fill out the Vehicle Accident Form:**

All near misses and vehicle accidents must be recorded and reported. The document used to report near misses and vehicle accident is located on the City's Intranet and is called the COL Vehicle Accident Form. All COL Vehicle Accident Forms must be filled out by the employee completely and then given to the supervisor to complete their section and follow up investigation. The completed form needs to be sent to the Department of Human Resources within 24 hours of the accident or incident.



# CITY OF LANSING VEHICLE ACCIDENT REPORT

## IF YOU HAVE AN ACCIDENT

- **DO:**
  1. Call 911 immediately if damage or injuries are involved and request medical assistance and an officer to file a report on behalf of the City of Lansing. If the vehicle cannot be driven, call the Fleet Services garage supervisor and they will arrange for a tow truck. If the accident occurs after hours, contact the on call Fleet Services supervisor, if you do not know the number the 911 dispatch can assist, they will have the number. All City vehicles involved in any accident need to report directly to the Fleet Service garage following the accident.
  2. Call or radio your supervisor.
  3. Obtain the other driver's license number, insurance information from their Insurance verification information and a description of the vehicle from their registration card.
  4. Give other driver your name, address and license number and show him/her the State of Michigan No Fault Insurance Certificate, which can be found in the vehicle's glove compartment.
  5. If safe, take photos of all four corners of all vehicles, license plates, skid marks, all angles of the roadway approach and persons in the vehicles involved in the accident.
- **DO NOT:**
  1. Admit any responsibility or make any statements about the accident to anyone other than:
    - Police Officer
    - Your Supervisor
    - Human Resources Department

**Remember you are an employee of the City of Lansing and need to act professionally at all times.**

City employees will complete all applicable sections of this form. Supervisor will complete this form if the injured is unable. Submit this form to your **supervisor the same day but no later than the next business day** after the accident.

Supervisors/Managers will complete an initial investigation, review this form for completeness, and submit to the Human Resources Department **within 24 hours** of the accident for review.

### POLICE:

Name: \_\_\_\_\_ Badge No. \_\_\_\_\_  
 Dept. \_\_\_\_\_ City: \_\_\_\_\_  
 Who Received Ticket? \_\_\_\_\_

### INJURED PERSONS:

1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Nature and Extent: \_\_\_\_\_  
 \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Nature and Extent: \_\_\_\_\_  
 \_\_\_\_\_

### ACCIDENT:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM  
 Location: \_\_\_\_\_  
 \_\_\_\_\_

### YOUR VEHICLE:

Vehicle: \_\_\_\_\_  
Year Make Body Style  
 License No. \_\_\_\_\_ Vehicle No. \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Driver: \_\_\_\_\_  
 Driver's License: \_\_\_\_\_  
 Damage: \_\_\_\_\_  
 \_\_\_\_\_  
 Passengers: \_\_\_\_\_

### OTHER VEHICLE:

Driver's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ # Passengers: \_\_\_\_\_  
 \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_  
 Vehicle: \_\_\_\_\_  
Year Make Body Style  
 Vehicle License Plate No. \_\_\_\_\_ State: \_\_\_\_\_  
 Owner of Vehicle: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Insurance Co. \_\_\_\_\_  
 Policy No. \_\_\_\_\_  
 Damage: \_\_\_\_\_

### WITNESSES:

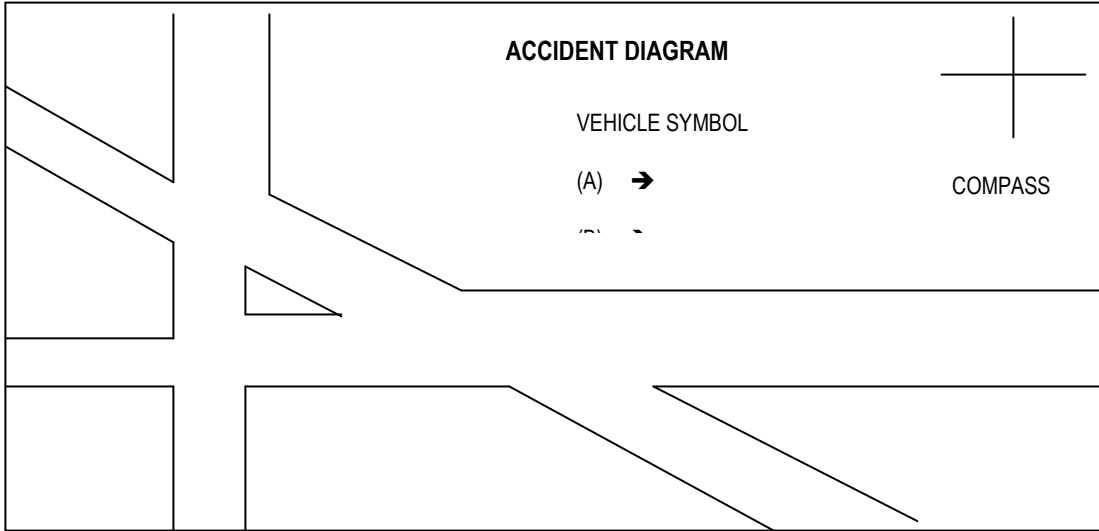
1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Witness Statement: \_\_\_\_\_  
 \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Witness Statement: \_\_\_\_\_  
 \_\_\_\_\_

**WAS AMBULANCE CALLED?** Yes  No

# INSTRUCTIONS FOR FILLING OUT ACCIDENT DIAGRAM

- Indicate compass direction on diagram
- Name streets or roads and (if any) railroad tracks
- Indicate direction and position of each vehicle involved in the accident
- Use the letter (A) to designate City vehicle and (B), (C), etc., for other vehicle(s)



Where were you going to at the time of the accident? \_\_\_\_\_

Road Type:       Residential    Business/Commercial    Industrial    Freeway    Highway    Alley  
 Parking Lot    Rural Road

Describe what occurred: \_\_\_\_\_

Weather Conditions:    Clear       Overcast/Foggy       Light Rain       Medium Rain       Heavy Rain       Standing Water

Were seatbelts being worn?   Yes \_\_\_\_\_ No \_\_\_\_\_

Was CDL holder driving?    Yes (If yes, complete the following section)    No

Was there a fatality?    Yes    No      Was CDL holder ticketed?    Yes    No      Was any vehicle towed?    Yes    No

Was anyone taken to the hospital for their injuries?    Yes    No, if yes to any of these questions: Was the CDL holder tested?    Yes    No

## Signatures

**Employee:** By signing this document you are confirming that the information provided is accurate and complete.

\_\_\_\_\_  
Employee/Driver

\_\_\_\_\_  
Date

**Supervisor:** By signing this document, you are confirming that you have reviewed the information on this form with the employee for thoroughness and accuracy.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**Supervisor Comments** (include info. For Accident Review Committee to consider): \_\_\_\_\_

## **First Aid**

- (a) First Aid is the care given to an injured party in order to prevent an injury from becoming aggravated or from worsening. Usually includes an assessment of the seriousness of an injury. First Aid employees are not allowed to treat or apply care behind their scope or level of training.
- (b) Emergency or serious injuries include, but are not limited to:  
severe burns, severe fractures, shock, seizure, shortness of breath, uncontrollable bleeding, chest pain, head injuries, smoke inhalation or loss of consciousness.
- (c) Employees should never minimize the seriousness of an injury or illness and if in doubt as to whether to seek medical attention, do so. Employees should not attempt to render first aid unless appropriately trained, otherwise injuries may be aggravated. Do not move the victim unless there is immediate danger to life.
- (d) For a life-threatening injury employees should call for an ambulance 911 or 9-911. Be sure to give name, telephone number calling from, location, nature of injuries, what is being done and the number of persons injured. Do not hang up the telephone before the 911 operator hangs up.
- (e) Employees shall know where first aid, firefighting, and emergency protective equipment are located.
- (f) On projects, jobs, and activities considered to be “construction” there shall be at least one person on site certified in administering first aid. As required by the Construction Safety Manual and MIOSHA Construction Standard Part 1 ( R 408.40114)

## **First Aid Kits**

- (a) In order to prevent infection or other complications, minor cuts, scratches, burns, etc. shall be treated immediately and reported within 24 hours to the immediate supervisor.
- (b) First aid kits, where provided, shall be kept stocked with appropriate items, as approved by the City’s medical provider and the Safety Administrator, to provide initial treatment. At no time shall aspirin, cold tablets, salt tablets or any other similar medication be dispensed.
- (c) On projects, jobs, and activities considered to be “construction” there shall be at least one first aid kit available on site. As required by the Construction Safety Manual and MIOSHA Construction Standard Part 1 General Rules (R 408.40114)

## **Personnel Policies**

### **Workers' Compensation**

#### Employees Rights

##### **Medical Care**

You are entitled to reasonable and necessary medical care for work-related injuries or diseases. Employers or their insurance carriers are required by law to provide these services. During the first 28 days of treatment, your employer has the right to choose the physician. After 28 days you are free to change physicians, but you must notify your employer of the change. If you receive treatment from a physician of your choice, you shall obtain and promptly furnish a report to your employer. If your employer refuses to provide medical care, you should contact Michigan's Workers' Compensation Agency at its toll-free telephone number: 1-888-396-5041.

You should not receive a bill from a health care provider for treatment of a covered work-related injury or illness. If you do receive such a bill, you should contact your employer or the employer's insurance carrier.

##### **Wage Loss Benefits**

You are entitled to weekly workers' compensation benefits if you suffer a wage loss for more than seven consecutive days. These benefits may be claimed as long as a disability and wage loss continue.

##### **Vocational Rehabilitation**

If you are unable to perform the work that you have done previously, you are entitled to vocational rehabilitation. The number one goal is your return to work with your employer. If you cannot do this or require assistance in finding a new job, vocational rehabilitation services can help.

### **Drug-Free Workplace**

The City of Lansing has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the City of Lansing is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the City of Lansing. The Human Resource department is responsible for policy administration.

##### **Employee Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.



# City of Lansing Drug Free Workplace Policy

## I. PURPOSE AND INTENT

In November of 1988, the President of the United States signed into law what is commonly called the "Drug Free Workplace Act". The purpose of this policy is to implement the requirements of the Act to cover all persons who work for the City of Lansing in an employment capacity. The City acknowledges that it receives \$25,000 or more in Federal funds. It is intended that this policy will provide a drug free workplace for City of Lansing employees. It shall be the responsibility of Department Heads, Division Heads and supervision to administer and enforce the provisions of this policy.

## II. POLICY

The City of Lansing recognizes that substance abuse is a serious problem that may affect, now, or at some future time, the health, safety, and work performance of its employees and is dangerous for user and non-user alike. Employees may confidentially seek advice, and assistance from the City's designated Employee Assistance Provider or the Department of Human Resource. Accordingly, it shall be the policy of the City of Lansing to maintain a drug free workplace and to:

- A. Implement a drug free awareness program to inform employees of the dangers of drug abuse in the workplace;
- B. Encourage employees through the use of substance abuse awareness and education programs to voluntarily seek substance abuse counseling and information on a confidential basis;
- C. Authorize appropriate leaves of absence for employees to participate in rehabilitative programs, approved by the City, in accordance with City policies, procedures and applicable collective bargaining agreements;
- D. Encourage the use of established community resources and the City's Employee Assistance Program (EAP) as sources of rehabilitative care for employees whose substance abuse habits have caused or contributed to job problems;
- E. Address drug abuse violations in the workplace through the use of disciplinary procedures found in collective bargaining agreements, City Personnel Rules for Exempt Employees and/or the City's General Requirements.

## III. RESPONSIBILITY

It shall be the responsibility of all employees to understand and be familiar with this policy. Employees must abide by the intent of the Drug Free Workplace Law to ensure that the City's workplace is drug free. In accordance with the Drug Free Workplace Law:

- A. Employees shall not report for work impaired or under the influence of alcohol, controlled substances, or illegal drugs, or use alcohol, abuse controlled substances, or use illegal drugs during a work shift (including paid breaks and/or unpaid meal break when employee is returning to work). Violation of this rule may be grounds for discipline up to and including discharge;
- B. Employees shall not manufacture, distribute, dispense, possess, use, or bring on to City property and/or controlled substance except when the controlled substance is prescribed for the employee's treatment. Violation of this rule may be grounds for discipline up to and including discharge;
- C. Employees shall not manufacture, distribute, dispense, possess, use, or bring on to City property and/or to their work area any alcoholic beverage. Violation of this rule may be grounds for discipline up to and including discharge;
- D. Employees shall notify supervision when taking prescribed medication, as directed by their treating physician that may impair job performance. Violation of this rule may be grounds for discipline up to and

including discharge. No employee who complies with this requirement with respect to a prescribed medication can be disciplined or required to attend an employee assistance program on account of that particular prescribed medication.

- E. Felony conviction for manufacturing, distributing, dispensing, using or possessing a non-prescribed controlled substance or illegal drug while on or off duty may be grounds for discharge. Employees must notify supervision within five (5) days following the conviction of any criminal statute violation occurring in the workplace.



## **City of Lansing Workplace Violence Prevention Policy**

Andy Schor, Mayor

It is the policy of the City of Lansing to provide a safe work environment, free from recognized hazards, including workplace violence. The City maintains a "Zero-Tolerance" standard for workplace violence whether actual, threatened, verbal or physical. Violent or intimidating behaviors, gestures, acts or verbal assaults will not be tolerated and will be immediately investigated with necessary action taken in response to any reported threats or apparent acts of violence. This policy applies to all City of Lansing employees.

### **Definition**

#### *Workplace Violence:*

Includes, but is not limited to, physical or verbal threats, assaults, batteries, harassment, stalking and other forms of intimidation actual or implied. It is defined as any act, gesture or statement that is interpreted by any employee as threatening or intimidating; any act or omission that is physically damaging to employees or members of the public while in the workplace, on City property, or that is related to City business or policy, regardless of the location of such acts.

### **Reporting Violent or Threatening Behavior**

All employees have a responsibility to, immediately, report any act or potential act of violence or threatening behavior committed in the workplace to or by other employees or members of the public. Any employee who fails, on a timely basis, to report threats or acts of violence shall be subject to immediate disciplinary action, up to and including discharge, pursuant to applicable City policy and procedures, personnel rules, City General Requirements and/or collective bargaining agreements. Any employee who has knowledge of, witnesses or experiences a violent or threatening behavior or situation shall call:

1. 9-1-1 (dial 9-9-1-1 from internal phone) if you feel in eminent danger, and
2. Your Supervisor, or
3. Department of Human Resources (483-4010)

*All supervisors shall immediately report violent or threatening behavior to the Department of Human Resources after taking action necessary to ensure safety.*

### **Assessment of Reported Behavior**

The Director of Human Resources or designee will immediately initiate an appropriate process to investigate all complaints of activities, which include behaviors detailed above. The Director of Human Resources or designee shall assess the severity of the reported behavior. The Director of Human Resources or designee will confer with other appropriate City officials, which may include

Lansing Police Department personnel, to complete the investigation.

Any employee, who engages in conduct in violation of this policy, whether verbal or physical, shall be subject to disciplinary action, up to and including discharge, pursuant to applicable City policy and procedures, personnel rules, City General Requirements and/or collective bargaining agreements.

All investigations will be conducted with sensitivity and confidentially, to the extent that it does not hinder the investigation.

**Resolution**

The Director of Human Resources or designee, the Lansing Police Department ( if participating in the investigation) and the appropriate Department Director will consider all information gathered in the investigation and determine the proper resolution to the reported threatening or violent situation. All controls appropriate to ensuring the protection of City employees, citizens and facilities will be implemented.

**Retaliation**

The City prohibits any form of retaliation against an employee for filing a good faith complaint under this policy, or for assisting in an investigation.

**False Accusations**

If after investigating any complaint, the City determines that an employee has intentionally made a false accusation or knowingly provided false information, disciplinary action up to and including discharge will be administered pursuant to City policies & procedures, personnel rules, City General Requirements and applicable collective bargaining agreements.

**Education and Training**

Employee education and training are important aspects in the prevention of violence within the workplace. The City will provide awareness training to all employees and supervisors, which includes dissemination of this policy.

**Employee Assistance**

If found during or after any investigation, that a City of Lansing employee or department requires professional counseling services, the City shall consult with the Employee Assistance Program provider. Employees may also contact the Employee Assistance Program provider for services independently of this process.

**General Reminder**

It is the City's responsibility to provide a safe working environment for all employees by maintaining a "Zero-Tolerance" Violence Policy.

If any City employee has questions or concerns related to this policy, please contact the Department of Human Resources at (517) 483-4010.

Issued: 04/17/2002  
Reissued: 08/01/2003  
Revised: 07/16/2007  
Revised: 12/21/2015  
Revised: 03/16/2017

## **Violence in the Workplace**

It is the policy of the City of Lansing to provide a safe work environment, free from recognized hazards, including workplace violence. The City maintains a “Zero-Tolerance” standard for workplace violence whether actual, threatened, verbal or physical. Violent or intimidating behaviors, gestures, acts or verbal assaults will not be tolerated and will be immediately investigated with necessary action taken in response to any reported threats or apparent acts of violence. This policy applies to all City of Lansing employees.

### **Definition**

*Workplace Violence:* Includes, but is not limited to, physical or verbal threats, assaults, batteries, harassment, stalking and other forms of intimidation actual or implied. It is defined as any act, gesture or statement that is interpreted by any employee as threatening or intimidating; any act or omission that is physically damaging to employees or members of the public while in the workplace, on City property, or that is related to City business or policy, regardless of the location of such acts.

### **Reporting Violent or Threatening Behavior**

All employees have a responsibility to, immediately, report any act or potential act of violence or threatening behavior committed in the workplace to or by other employees or members of the public. Any employee who fails, on a timely basis, to report threats or acts of violence shall be subject to immediate disciplinary action, up to and including discharge, pursuant to applicable City policy and procedures, personnel rules, City General Requirements and/or collective bargaining agreements. Any employee who has knowledge of, witnesses or experiences a violent or threatening behavior or situation shall call:

1. 9-1-1 (dial 9-9-1-1 from internal phone) if you feel in eminent danger;
2. Supervisor, or
3. Health & Wellness Administrator (483-4012), or
4. Director of Human Resources (483-4010), or
5. Safety Administrator (269-339-1544)

*All supervisors shall immediately report violent or threatening behavior to the Department of Human Resources.*

### **Assessment of Reported Behavior**

The Health & Wellness Administrator will immediately investigate all complaints of activities, which include behaviors detailed above. The Health & Wellness Administrator shall assess the severity of the reported behavior. The Health & Wellness Administrator will confer with the Director of Human Resources or designee and other appropriate City officials, including the Lansing Police Department, to complete the assessment.

An employee who engages in such acts of violence, whether verbal or physical, shall be subject to immediate disciplinary action, up to and including discharge, pursuant to applicable City policy and procedures, personnel rules, City General Requirements and/or collective bargaining agreements.

All investigations will be conducted with sensitivity and confidentially, to the extent that it does not hinder the investigation.

### **Resolution**

The Human Resources Director or designee, in conjunction with the Health & Wellness Administrator, and, if necessary, the Lansing Police Department and the appropriate Department Director will consider all information gathered in the assessment and determine the proper resolution of the reported threatening or violent situation. All controls necessary to ensure the protection of City employees, citizens and facilities will be implemented.

**Retaliation**

The City prohibits any form of retaliation against an employee for filing a good faith complaint under this policy, or for assisting in an investigation.

**False Accusations**

If after investigating any complaint, the City determines that an employee has falsely accused or provided false information, disciplinary action up to and including discharge will be administered pursuant to City policies & procedures, personnel rules, City General Requirements and applicable collective bargaining agreements.

**Education and Training**

Employee education and training are important aspects in the prevention of violence within the workplace. The City will provide awareness training to all employees and supervisors.

**Employee Assistance**

If found during or after any investigation, that a City of Lansing employee or department requires professional counseling services, the City shall consult with the Employee Assistance Program provider.

**General Reminder**

It is the City's responsibility to provide a safe working environment for all employees by maintaining a "Zero-Tolerance" Violence Policy.

If any City employee has questions or concerns related to this policy, please contact the City Health & Wellness Administrator at the numbers listed below:

Health & Wellness Administrator – 483-4012

Department of Human Resources – 483-4010

## Smoke-Free Workplace

Smoking in all City-owned, managed, operated and/or leased, facilities and worksites is prohibited by City of Lansing Ordinance, the Ingham County Clean Air Regulation and previously issued City of Lansing personnel procedure. This Smoking Prohibition Policy is being issued in order to explain the City of Lansing smoking prohibition.

Smoking Prohibition In accordance with the requirements of City of Lansing Ordinance No. 883, 6-6-94, smoking is prohibited in any City-owned, managed, operated and/or leased facility. In accordance with the Ingham County Clean Air Regulation, smoking is also prohibited in all enclosed areas within any City of Lansing worksite, **including vehicles**. Smoking is **only** permitted in smoking areas outside buildings designated at the discretion of management, so long as the designated smoking area is located at least 20 feet from an entrance. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in an appropriate container. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it may be eliminated.

Application of Prohibition This Smoking Prohibition Policy applies to all City of Lansing employees, officials, department heads and visitors to City of Lansing managed, operated and/or leased facilities or worksites.

### Definition

- 1) “City owned, managed, operated and/or leased facility” includes but is not limited to, private enclosed offices, open space offices, conference rooms, break rooms, lounges, libraries, mail rooms, elevators, supply or equipment storage areas, inside loading dock areas, reception areas, rest rooms, hallways, stairways, garages and all lobbies and enclosed entrances (source: Lansing Code, Chapter 676.04(b)(4).
- 2) “Smoking means inhaling, exhaling, burning or carrying any lighter cigar, cigarette, pipe, or other lighted smoking device (source: Ingham County Clean Air Regulation and Lansing Code, Chapter 676.04(b)(5).
- 3) “Worksite” includes but is not limited to common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities (source: Ingham County Clean Air Regulation).

### Violations

Any violations of this policy will be handled through disciplinary action up to and including discharge. In addition, individuals found in violation of the Ingham County Clean Air Regulation and/or Lansing Code, Chapter 676.04(b) (5), will be guilty of an infraction punishable by a warning followed by progressive fines. Retaliation is also a violation of the Ingham County Clean Air Regulation.

## BUILDING SECURITY

ENTRANCE: All persons entering the City Hall or Police Building, excluding employees displaying City of Lansing employee identification badges, shall be required to pass through a security alarm entry point that may include stationary and handheld metal detectors. No one will be allowed to enter the buildings with a weapon unless they are a law enforcement officer with proper identification.

### PROHIBITED WEAPONS:

- A. Handguns, Rifles, and all other types of firearms.
- B. All Knives regardless of length, including Leatherman-type tools.
- C. Any other object or substance capable of inflicting serious injury, including pepper spray.

TRIPPED ALARM: Persons who set off the metal detector alarm or are suspected/identified to be carrying weapons must:

- A. Show identification that they are a law enforcement officer or show written authorization from a Department Head to possess a prohibited weapon.
- B. Empty their pockets or otherwise be subject to search to ensure that no weapons are being brought into the building.
- C. Leave and not return until they are able to pass through the security alarm or be checked with the handheld detector without setting off the alarm or can otherwise meet the requirements of this section.

PROPERTY BASKETS: Shallow bowls/baskets will be available for persons to place their articles in to be checked prior to going through the alarm or being checked with handheld wands.

SEARCH OF BAGS/BRIEFCASES: Searches of purses, briefcases, bags and other containers will be conducted to ensure no weapons are being brought into the building.

## City of Lansing Driver's License Suspension Policy

There are positions within the City of Lansing that require employees to maintain a valid Michigan driver's license or endorsement. When an employee's license is suspended, restricted or lost and the employee's position with the City requires a driver's license or endorsement, that employee may be subject to layoff for failure to meet the minimum requirements of his/her position until the license is restored.

First and foremost, employees are expected to avoid circumstances that lead to loss of driving privileges. The City of Lansing receives information regarding employees' driver's license status. However, the employee will always receive notice of the suspension before it is reported to the City including specific notice from the Secretary of State or general notice provided on a ticket or fee notice that a suspension will result if payment is not made by the due date. An employee who has their driver's license suspended must inform his/her supervisor immediately, who will then report it immediately to the Labor Relations Specialist. **Under no circumstances is an employee to drive a City vehicle without a valid driver's license.** An employee who fails to report a suspended license or who drives a City vehicle without a valid driver's license will be subject to disciplinary action, up to and including discharge.



When the suspension of a driver's license is reported, the supervisor will meet with the employee to determine an appropriate course of action, in consultation with the Department of Human Resources. If the use of a City vehicle is essential to the employee's job duties, the employee will immediately be placed on "lay-off" status for "failure to meet minimum job requirements." Several factors will be examined before determining a course of action, including, but not limited to:

- Nature of the suspension
- Anticipated duration of the suspension
- Plan for resolution of the suspension

Upon resolution of the suspension, the employee may be returned to duties upon presentation to the City of proof that driving privileges have been restored and upon verification of driving privilege restoration by the City.

The above policy applies to an employee who has had their driver's license suspended and has no alternate recourse other than completion of the suspension period.

In situations where an employee has lost their driver's license due to their own action/inaction, (e.g., failure to pay a fine, failure to attend classroom instruction, etc.), the employee will not be allowed to work. Additionally, failure to rectify the problem and present proof of restoration of driving privileges within three (3) work days of driver's license suspension will result in the employee being considered to have voluntarily resigned from the City.

## Safety Suggestion Form

The guidelines for our company safety program include providing the opportunity for all employees to make suggestions and recommendations concerning safety and health.

To submit a safety suggestion or report an unsafe condition in the work environment, complete this form and forward it to the Department of Human Resources. (This form is for items not requiring a work order.)

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

Description of potentially unsafe condition: \_\_\_\_\_

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Causes or contributing factors: \_\_\_\_\_

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Your suggestion for improving safety: \_\_\_\_\_

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Has this issue been reported to a supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide the supervisor's name:

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Printed Employee Name (Optional):

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Department and Division or site Location:

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It is illegal for an employer to take action against any employee for exercising his/her right to communicate unsafe conditions.

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Action taken to correct unsafe condition or information provided to employee as to why condition was unsafe: \_\_\_\_\_

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Date of response to employee: \_\_\_\_\_

# **Emergency Evacuation**

## **Fire Protection/Emergency Evacuation**

(a) Each occupied City facility shall have a Fire/Emergency Protection Plan which shall include the following parts:

1. Evacuation procedures that shall be posted on the bulletin boards for employee and visitor information.
2. Employees shall be familiar with the fire alarm signal, how to send and receive fire emergency notifications, and applicable evacuation procedures.
3. All employees shall maintain clear access to fire-fighting apparatus and designated exits.
4. Periodic drills shall be held to practice evacuation procedures.

(b) Supervision shall assure employees know the evacuation plan, the evacuation procedure and location of alarm boxes.

(c) Employees shall not use elevators in the event of a fire when evacuating a building.

(d) Employees shall always evacuate when an alarm is activated and escort visitors from the building.

(e) Employees shall not re-enter an evacuated building until they have been instructed by supervision.

(f) Employees with special needs may contact the Safety Administrator and/or a confidential coworker for evacuation accommodations

## **Fire Safety Responsibility and Fire Protection (non-fire personnel)**

(a) Employees may combat small fires with an available and appropriate fire extinguisher if it can be done safely. The City Fire Department shall be called for all fires or suspected fires.

(b) Supervision shall assure that all employees know the location of all firefighting apparatus and understand emergency procedures for reporting fires and evacuation.

## **Inspection of Fire Extinguishers**

(a) Extinguishers shall be visually inspected monthly and serviced by qualified personnel annually. (Monthly = Located where designated, hose, gauge, pin, tag, obvious defects, etc.)

(b) A partially or completely discharged extinguisher shall be removed from service and replaced with a fully charged extinguisher of equal rating.

(c) Approved fire extinguishers shall be located in accordance with state law and city fire codes, as required by Department of Labor-Part 8, Rule 808(1). They shall bear a label clearly indicating the type of fire on which they are to be used and the respective rating.

(d) An extinguisher shall be located where it will be readily seen and accessible along normal paths of travel.

(e) In a location where a visual obstruction cannot be avoided, a sign, color symbol or other means shall be used to indicate the location.

(f) Extinguishers shall be mounted securely on a wall or column or at an appropriate place in a vehicle or on portable equipment.

(g) Access to firefighting equipment shall be kept clear at all times.

### **Fire Control, Prevention and Evacuation**

(a) Signs shall be posted forbidding smoking or open flames in all areas containing fast burning combustible materials or flammable vapors. Examples of such areas include record storage areas, oil and paint storage rooms, various areas in garages, fuel dispensing areas, and hydrogen storage or compressed gas storage areas.

(b) Employees shall not smoke or use open flames (matches, torch, welding, etc.) at any posted location.

(c) Fire exits, and the access thereto, shall be clearly marked with signs. They shall be kept free of obstructions, and kept unlocked in the exiting direction at all times.

(d) Supervisors shall give occupants of City buildings instructions on the building evacuation procedures.

(e) Periodic drills shall be held for fire and other plans of evacuation.

(f) Supervisors should assure that employees know: the evacuation plan; the evacuation procedure from a building; and the location of alarm boxes or means of reporting a fire or emergency.

# General Safety Rules

## Physical Fitness and Proper Lifting

### Basic Rules for Back Health

- (a) Employees should lift with their legs as much as possible and warm up before performing physically demanding tasks.
  - Always think before you lift. Bend your knees both when picking objects up and when setting them down.
  - Avoid twisting, bending at the waist, and excessive reaching while handling heavy objects.
  - Ease into physically demanding tasks. Change your posture frequently and don't overdo it.
  - When standing for long periods, place one foot on a low stool to reduce stress on your back.
  - Always take the shortest feasible route.
  - Always use three points of contact when climbing (ie. Ladders, stairs, into or out of a vehicle.) Three points of contact means 2 hands and a foot, or 2 feet and a hand.
- (b) Employees shall lift heavy materials with the appropriate equipment (hoist, block, winch, etc.)
- (c) Employees should: carry large and bulky loads in such a way as to permit an unobstructed view; get help for heavy awkward loads; never twist while lifting or carrying a load; never change direction by planting the foot and turning the body.
- (d) One employee should give directions for the group when two or more are lifting or pulling together.
- (e) Employees should: avoid straight-arm lifting and carrying; keep load chest-high when possible; not to lift or place an object over shoulder height, without assistance.

### Clothing

- (a) Employees shall wear clothing appropriate for the job to be performed at all times.
- (b) Employees shall wear a shirt at all times. Torn, ragged or sleeveless shirts specifically "tank tops" shall not be permitted. On most job duties, shorts shall not be permitted.
- (c) The employee shall wear work clothes provided by the City unless otherwise approved by Supervisor
- (d) Clothing seriously soiled by grease, oil or flammable solvents must be changed.
- (e) Dangling sleeves or any loose ends shall not be permitted when working on or near machine tools or moving or rotating equipment.
- (f) Close fitting or guarded clothing shall be worn.
- (g) Footwear appropriate for the job being performed shall be worn at all times.
- (h) Safety toe shoes/boots shall be worn when the possibility of a crush type injury exists. Toe protectors shall be provided where injury may occur and safety toe shoes/boots are not normally worn.

## **Housekeeping**

### **Employees shall maintain the workplace or area as follows:**

- (1) Stack, pile or place materials, including scrap and debris, in proper containers in a manner that does not create a hazard. All City facilities, aisles, passageways, storerooms and service rooms shall be kept clean and orderly.
- (2) Place garbage capable of rotting or becoming putrid in a covered container.
- (3) Container contents shall be disposed of at frequent and regular intervals.
- (4) Maintain the floor of a work area, passageway or aisle in a manner that does not create a hazard to other employees, i.e. free of accumulations of scrap, debris, water or grease and other slip/trip hazards.
- (5) Drainage shall be maintained by raised floors, platforms or mat used where a wet process is involved. Where an employee is required to work on a wet surface in a wet process the surface shall be slip-resistant.
- (6) Spilled grease and oil shall be immediately wiped up or absorbent material shall be used to minimize a slipping hazard. Mark the location of oil spills, drip pans, and "Oil Dry" on floors with traffic cones until area is dry or made safe.
- (7) Clean work areas promptly after a job is completed and when necessary, while the work is in progress.
- (8) Remove nails from boards before storing or discarding.
- (9) Employees shall wear gloves when handling rough and sharp materials.
- (10) Dispose of smoking materials (cigarettes, pipes, ashes, etc.) in provided ashtrays or containers. Smoking is permitted in designated and/or signed areas only.
- (11) Vehicles shall remain clean and orderly at all times. Trash, disposable cups, food items, etc. will not be allowed to accumulate.

### **Contractors and Visitors**

- (i) The contractor or contractor's representative shall be warned of identified equipment and work location hazards known to the City of Lansing. However no representation shall be made that all hazards have been identified or that the worksite is guaranteed as a safe work location.
- (j) Each contractor shall adhere to the terms of the agreement, all City of Lansing safety rules and regulations, all safety and health standards affecting the workplace including but not limited to the Michigan Occupational Safety and Health Act (MIOSHA), and where applicable, the federal Occupational Safety and Health Act (OSHA). Failure to comply shall constitute a breach of contract.
- (k) Hazardous waste shall be disposed of in accordance with applicable EPA/MDEQ regulations.
- (l) Only those persons employed by the City shall be permitted on City work sites. On those sites, employees shall adhere to safety rules and protective equipment requirements of the City. All visitors shall be accompanied by a City representative to advise of hazards and promote compliance.

- (m) Work sites and operations shall be arranged, guarded and maintained so as not to constitute a hazard to the general public.
- (n) Particular attention shall be given when working in areas where children may be present.

### **Instruction/Education/Training**

- (a) All employees shall receive instructions on how the job is to be performed, and may be required to show competence, to the supervisor or designee before engaging in work activities or using tools and equipment in the performance of jobs in the City of Lansing.
- (b) Instruction that includes safe work practices and proper use of personal protective equipment shall be required for all employees as directed by departments/divisions and the Safety Administrator.
- (c) Employees whose work involves entering manholes, water shutoffs, tanks, vessels or any other type of confined entry shall attend Confined Entry Procedure review sessions annually.

### **Allergies and Irritants**

- (a) Employees can prevent irritations or dermatitis (skin disease) by avoiding direct, unprotected contact with chemicals, solvents, poisonous plants, waste materials and other liquids and solids.
- (b) Employees shall use personal protective clothing provided such as gloves, aprons, face shields/glasses and protective creams to reduce skin contact. Sun-block and hats are recommended for use by employees who generally work outside.
- (c) Upon exposure to a skin irritant, employees should wash thoroughly several times with water and soap; then protect themselves from further exposure. Employees are required to report the exposure to their supervisors immediately. If symptoms become more serious or do not improve, make arrangements with supervision to consult with the City's medical provider.
- (d) Employees working in areas where they are likely to come in contact with poison ivy and poison sumac shall learn to identify these plants. Skin cream provided by the City should be used to protect exposed skin surfaces .
- (d) Avoid breathing smoke from burning brush as fumes may contain residue from poisonous plants and cause irritation.
- (f) How to prepare and prevent bee and hornet stings:
  - Be Aware. Honey bees nest in trees. Wasps and yellow jackets nest in the ground, trees, roof eaves or similar environments. Be vigilant during ground inspections prior to lawn mowing incidents, during river-walk and other structure inspections.
  - Stings. If you are stung by a honeybee the stinger will remain in your skin.
  - Wasp, yellow jackets, hornets do not leave a stinger behind. Move away from the nest area immediately. The stinger of the honeybee releases a substance that will attract other bees to you. Once you are away from the nest, and then remove the stinger as quickly as possible.
  - After the sting, you may apply ice and take Benadryl or other antihistamine. If you develop any of the warning signs below, seek help immediately.

- If you are high risk for another sting or if your reaction included dizziness, fainting or trouble breathing or swallowing, ask your doctor for an Insect Allergy Kit.

**Follow up with your doctor if symptoms do not improve.**

**Contact Doctor. Promptly if:**

- Spreading of areas of itching, redness, or swelling
- New or worse swelling in the face, eyelids, lips, mouth, throat, or tongue
- Trouble swallowing or breathing
- Dizziness, weakness, or fainting
- Signs of infection
- Spreading redness
- Increased pain or swelling
- Fever over 100F
- Colored fluid draining from the wound.

**First Aid Instructions**

1. If itching is a problem, avoid things that heat up your skin (hot showers or bath's, direct sunlight) since this will make itching worse.
2. An ice pack will reduce local areas of redness and itching. Lanacaine cream or Solarcaine spray (product containing benzocaine) will reduce itching.
3. If large areas of the skin are involved and if not other antihistamine was prescribed, oral Benadryl may be used to reduce itching. This over the counter drug may make you sleepy.
4. If the area becomes red, wash with soap and water daily. Apply antibiotic cream.
5. If oral antibiotics have been prescribed, be sure to take them as directed until they are finished.

**Personal Protection**

**General -- All employees shall wear and use safety equipment, tools, apparel, and devices for personal protection when directed.**

No protective equipment shall be reissued to another employee unless it has been properly sanitized.

**Head Protection**

(a) City-approved head protection shall be worn when the probability exists that an injury may occur as the result of falling or flying objects, contact with electricity, contact with chemicals or hair entanglements or as directed by supervision.

**Examples of activities requiring head protection are as follows:**

1. Administrative, engineering and inspection personnel while on the job site or any construction or maintenance project.
2. All Public Service Department personnel while on the job site for street maintenance, curb and gutter construction, storm and sanitary sewer maintenance or other construction and maintenance projects.
3. All Parks and Recreation Department personnel while on the job site for any park construction project, tree trimming and removal activity, tree planting activity, or cemetery excavation.
4. All Traffic Division personnel while on the job site for the installation and maintenance of traffic control devices and traffic enforcement officers using scooters.



5. Any employee when working with or near construction equipment such as digging, hoisting or towing equipment.

6. Any employee, who by the nature of the work could sustain a head injury due to falling or flying objects, low clearances, etc.

(b) Visitors to hard hat areas shall also be required to wear head protection or be restricted to a non-hazardous area.

(c) Headgear shall be regularly inspected and immediately replaced if there is any sign of defect or deterioration.

### **Eye and Face Protection**

(a) Approved eye and face protection shall be worn whenever the probability exists that an injury may occur as the result of the work being performed or as directed by supervision. Approved eye protection shall have ANSI Z87.1 marking placed on the eye wear by the manufacturer.

**Examples of activities requiring eye and face protection are as follows:**

#### **1. Employees when doing the following shall wear safety glasses with side-shields:**

- a. Vehicle and equipment maintenance;
- b. Building and facility maintenance personnel when the operation presents the possibility of an eye injury;

#### **2. Goggles or glasses with face-shields shall be required when:**

- a. Drilling, chipping and breaking concrete;
- b. Engaged in tree trimming and removal;
- c. Grinding, milling, or drilling with power tools;
- d. Using metal cutting lathes, shapers, drill presses, power hacksaws and other metalworking tools;
- e. Using power woodworking tools -- either fixed or portable;
- f. Using compressed air for cleaning;
- g. Using punches, chisels or other impact tools;
- h. Operating powered grounds-keeping equipment;
- i. Cleaning parts or equipment with steam, soap or solvents.

#### **3. Full-face shields shall be used in conjunction with safety glasses when:**

- a. Operating brush chippers and stump cutters (plastic or mesh);
- b. Handling acids, caustics and other harmful agents (plastic);
- c. Arc and gas welding as well as cutting operations as required (along with properly colored lenses);
- d. Maintaining acid battery storage and performing maintenance (plastic).
- e. Operating a pressure washer to clean objects and vehicles.

#### **4. Contact lenses are not considered protective equipment.**

### **Hearing Protection**

(a) When employees are subjected to sound exceeding the levels set by MIOSHA health standards, as directed by labels on tools and equipment, or as directed by supervision, hearing protection shall be worn by employees to reduce exposure to excessive noise levels.

(b) Types of operations that may require the use of hearing protection are brush-cutting, working with compressed air, grounds-keeping equipment, fire vehicle pump apparatus, chain saws, etc. or any place that is posted with a hearing protection sign.

### **Respirators & Breathing Apparatus**

Departments and Divisions of the City of Lansing shall protect employees exposed to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Refer to the applicable City of Lansing Respiratory Protection Plan for further guidance and information.

### **Foot Protection**

(a) Footwear appropriate for the job being performed shall be worn at all times. Safety toe shoes/boots with the appropriate marking are recommended when the possibility of a crush type injury exists. Toe protectors shall be provided where injury may occur and safety toe shoes/boots are not worn.

(b) The wearing of cowboy boots, sandals, cloth, or canvas shoes, soft leather sports shoes designed for jogging, basketball or tennis, or other sports footwear of similar construction is prohibited for employees engaged in outdoor service, maintenance, custodial, repairs, and most plant operations.

1. These employees are expected to wear substantial leather shoes or boots which provide adequate support and stability for all environments in which they work.

2. Inappropriate footwear presents a high risk of sprains from unstable or uneven surfaces, puncture wounds from stepping on sharp objects, or bruises and fractures from impacts.

3. In special circumstances, a supervisor may modify this rule when an employee is assigned a task for which rubber soled shoes may be more appropriate, such as those employees involved in recreational programs when working in constantly wet areas.

(c) Rubber boots and other specialized footwear as may be deemed appropriate by supervision for certain jobs.

### **Hair Protection**

(a) Head coverings such as hats, caps, and hair nets shall be worn or hair shall be tied back by all employees with long hair where there is danger of exposing the hair to any moving part of equipment, hooks, and machinery or when directed by supervision.

### **Hand Protection**

(a) Appropriate gloves shall be worn when the possibility of injury exists from cuts, burns, or handling hazardous chemicals. When protective gloves are provided, they shall be worn by all employees when engaged in work requiring such protection.

(b) When gloves are impractical, protective creams where provided, shall be applied to the skin when working with substances known to be skin irritants.

(c) Gloves are not to be worn where their use may cause hand(s) to be caught in moving machinery

(d) Rings are not to be worn when using tools, machinery or ladders or in any circumstances where there is a possibility of catching the ring. Rings can be worn if covered with a glove or taped.

### **Body Protection**

(a) If required work causes an employee's clothes to get wet due to a condition other than the weather or perspiration the department responsible for completing the work shall provide the employee with the appropriate personal protective equipment such as jackets, sleeves, coats or aprons which will repel or prevent the substance from penetrating to the employees skin.

(b) Where unprotected abrasive blasting occurs the department shall provide heavy canvass or leather gloves and aprons appropriate to the activity to protect from the impact of abrasives.

(c) If an employee's clothing becomes contaminated with blood, other potentially infectious materials, harmful chemicals, or any hazardous material, the employee shall be required to change the contaminated clothing.

### **Medical Surveillance**

(a) Employees engaged in certain operations will be offered medical surveillance. In some cases it shall be a requirement of the job.

(b) Hepatitis vaccination shall be required for fire and may be a condition of employment for police, court officers and central garage employees. Employees must provide evidence of all three-vaccination treatments.

**NOTE: Employees receiving a workplace exposure to body fluids shall report such incident immediately to supervision and the Human Resources, Safety and Training Department; and submit to treatment in line with established medical protocol.**

(c) Any employee required to wear a respirator in the course of the job shall submit to and pass a physical examination performed by the City's medical director to determine their ability to wear such equipment prior to assignment. The respirator user's medical status shall be reviewed periodically.

(d) Those employees engaged in asbestos maintenance or abatement work shall be medically assessed prior to assignment to that job, annually, and within 30 days after an employee is no longer engaged in an occupation exposed to airborne concentrations of asbestos fibers.

(e) Employees required to be exposed to lead, lead dust, or firearms discharge smoke more than once in a six month period shall submit to blood lead level monitoring.

### **Placing Equipment in Service**

(a) When new equipment, apparatus or systems are to be placed in service for the first time, special precautions shall be taken.

(b) Such equipment shall be carefully tested or inspected to determine that it is not faulty and shall perform its function in a safe and reliable manner. This rule also applies to equipment to be returned to service after major repair or modifications and shall apply to both electrical and mechanical installations.

(c) Should a potential hazard be determined to exist, supervision shall be notified before proceeding to place equipment in service. Practical safety precautions shall be taken and personal protection shall be used, as needed, when placing equipment in service.

(d) Additional protection, instruction or procedures may be required the first time equipment is placed into service.

## **Laboratory Safety**

- (a) Employees shall never smoke, eat, or drink in the laboratory.
- (b) Employees should exercise great care in noting odors or fumes. Use a wafting motion of the hand.
- (c) Using mouth suction to fill pipettes with chemical reagents shall never be done by employees (use a suction bulb or other mechanical device).
- (d) Employees shall never “force” glass tubing into rubber stoppers due to the possibility of breakage.
- (e) Employees shall use only heat-resistant items such as safety tongs, mittens, aprons, and gloves when handling hot materials.
- (f) All containers containing hazardous substances shall be labeled.
- (g) Employees shall confine long hair and loose clothing.
- (h) Employees shall use a safety shield or screen whenever there is potential danger that an explosion or implosion of apparatus might occur.
- (i) Proper eye protection devices (safety glasses w/side shields) shall be worn when employees are engaged in, supervising, or observing activities involving potential hazards to the eye; this also applies to anyone entering, walking through or working in the laboratory.
- (j) Goggles and face shields shall be worn by employees when further protection is needed over safety glasses, or when the possibility of splashing exists.
- (k) All hot plates and open burners shall be turned off when leaving the laboratory.
- (l) Fume hoods shall be used for hazardous substances and doors kept all the way down when required. Check hoods for proper draw on a regular basis (for example, monthly).
- (m) The means of access to an exit shall be maintained at all times.
- (n) Employees shall not store food in refrigerators with hazardous materials.
- (o) All hazardous waste shall be properly labeled for disposal.
- (p) Chemicals shall never be flushed ‘down sinks not designed for hazardous waste disposal.

## **Work Area Protection**

- (a) Adequate lighting shall be used at all work locations. Flashlights can be used until lighting is provided.
- (b) Before starting work, the supervisor or employee in charge shall inspect the area to assure that personal protection is adequate.
- (c) Only personnel authorized by the City shall be permitted in a City work area. Only workers with proper authorization may enter or exit a danger area to carry out necessary duties.
- (d) Any openings in barriers shall be immediately restored. Openings shall be barricaded to prevent any persons from falling

- (e) Employees below any elevated work level shall remain clear and alert to falling objects, and employees working above shall be aware of persons below and take precautions to protect their safety.
- (f) Proper personal protective equipment shall be worn in areas where overhead work is being performed.
- (g) Energized electrical equipment shall be barricaded adjacent to work area.
- (h) Employees should avoid putting materials and tree limbs on the sidewalk or street unless barricaded to passersby until removed. Materials and debris shall be kept within the barricaded work area.

### **Public Safety**

- (a) Work sites shall be defined by the use of signs, tape, fencing, barricades, flags, vehicles or any combination thereof.
- (b) Particular attention shall be given when working in areas where children may be present.
- (c) Any incident resulting in personal injury or property damage to the general public shall be reported to supervision immediately.

## Office Safety

### Office Safety

**To promote office safety, check out the following precautions you should take while doing everyday tasks.**

- (a) Electrical cords, phone cords, etc., shall be arranged so as not to constitute a tripping hazard.
- (b) Never run, always walk in the hallways
- (c) Replace frayed electric cords.
- (d) Floors shall be kept in a slip-resistant condition. Water, oil or other liquids, dirt or any other debris spilled on floors shall be immediately cleaned up.
- (e) Hold on to handrails as you walk down stairs.
- (f) Only one drawer in a file cabinet shall be opened at a time. Drawers shall be kept closed when not in use.
- (g) Do not place file cabinets near doors or in high traffic areas of the office.
- (h) Supplies, records, etc., shall be stored so as not to constitute a fire hazard or an obstruction to a fire exit or the access thereto.
- (i) Place heavy loads on the bottom shelves of file cabinets and open one drawer at a time when retrieving items.
- (j) Scissors, paper cutters and other pointed or sharp objects shall be used only as intended. They shall be maintained in a safe condition and stored when not in use. Hand operated paper cutters shall be equipped with a guard to keep fingers away from the cutting surface.
- (k) The cutting knife of a paper cutter shall never be left raised while unsupported; it shall always be closed and hooked when not in use.
- (l) Office furniture and equipment shall be maintained in a safe condition. Hazardous furniture or equipment shall be removed from service until repaired or replaced.
- (m) Loose objects such as pencils, paper clips, papers etc., shall not be left on floors or stairs.
- (n) Doors should be opened slowly to avoid striking anyone on the other side. Door openings shall never be blocked by any object.
- (o) Employees should use a handrail when going up or down stairs and stay to the right when walking, especially at blind corners.
- (p) Conservative shoes are recommended to prevent slipping on floors or stairways. Do not run.
- (q) Employees shall not use boxes, furniture or other makeshift platforms to reach objects. A ladder or stool designed for that purpose shall be used.
- (r) Employees should not lean back or sideways on chairs or stools to a point where all legs or casters are not in contact with the floor.
- (s) The tops of file cabinets shall be kept clear of any loose items or materials, such as catalogs or manuals, which may fall, if not supported with bookends.
- (t) All power-operated office machines shall be grounded through the use of a three-wire cord and outlet or by a separate ground wire.
- (u) Any defects in cords or machines shall be promptly reported and repaired.
- (v) Where flammable liquids must be kept in office buildings, they shall be kept in approved containers and storage places.
- (w) Broken glass, sharp objects and emptied pressurized containers shall be cleaned up immediately and disposed of in a manner so as not to create an additional hazard.
- (x) Desk spindles shall not be used with point exposed. They shall be bent in a 90- degree angle.
- (y) Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves. No overhead stacking/storing is allowed unless a guard bar or rail is in place on the front of the shelf.
- (z) Employees shall report loose tile, loose/missing electrical covers and poorly lighted areas to their supervisor who will make arrangements for repair.
- (aa) When carrying a load, employees should position the load so that it can be seen over.

(bb) When operating machinery, loose jewelry or ties shall be secured or removed and long hair tied back.

### **Ergonomics**

Departments should insure, as much as possible, that work stations are designed to allow maximum flexibility to suit body size and personal preferences.

1. Seating should be adjustable when possible for body height, back height, and tension to maximize a comfortable working position.
2. Screens should be adjusted and positioned as much as possible around eye level for the user.
3. Keyboards that are detachable should be positioned by the user before use to prevent flexing of the wrists while typing.
4. It is recommended that adjustable copy stands be used to hold input materials at eye level to reduce eyestrain and fatigue. Paper clipped to notebooks and books can be utilized to create a copy stand.
5. A footrest is recommended for users so that their feet will be supported. Books or boxes may be used.
6. Users should be aware that frequent position changes are recommended after continuous VDT/CRT work requiring more than five hours of viewing time, constant rapid muscular action, fixed positions for extended periods of time, or for jobs that are highly repetitive.
  - a. Employees should work with supervision to schedule non-VDT work breaks for alternative tasks (filing, taking phone calls, etc.) when conditions warrant.
  - b. Every 15 or 20 minutes of VDT work employees should shake out hands and wrists, change position, and stretch muscles to help eliminate fatigue from staying in one position.

# Physical, Biological Agents, or Chemical Exposure and Chemical Storage

## Hazard Communication Program

### General

The following hazard communication program has been established for the City of Lansing. This program as well as the local area supplements will be available for review by all employees.

### Hazard Determination

The City of Lansing will rely on Safety Data Sheets obtained from product suppliers to meet hazard determination requirements.

### Labeling

A. The person responsible for seeing that all containers entering the workplace are properly labeled will be described in the local hazardous communication supplement. Per the GHS/MIOSHA Labeling Requirement.

B. All labels shall be checked for:

- Identity of the material.
- Appropriate hazard warning for the material.
- Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)

C. Each employee shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

### Safety Data Sheets (SDSs)

- A. The local Superintendent/Manager shall be responsible for compiling and maintaining the master SDS file for each workgroup or location of responsibility. The file, along with supplemental hazardous communications information will be kept in/at a readily accessible location described in the Hazardous Communication Supplement for the designated location.
- B. Contact the Superintendent/Manager or City Safety Administrator if a hazardous material is discovered in the work space, may pose a hazard to the employee of the local workgroup or another workgroup and an SDS cannot be located.
- C. Additional copies of SDSs for employee use are located in the Superintendent/Manager's office.
- D. SDSs shall be available for review to all employees during each work shift. Copies will be available upon request to the local Superintendent/Manager or the Safety Administrator.
- E. Posters identifying the person responsible for maintaining SDSs and where the SDSs are located are posted and shall be described in detail in the local hazardous communication supplement. Posters notifying employees when new or revised SDSs are received will be located in the same location(s).
- F. If a required SDS is not received, the supervisor, superintendent/Manager or Safety Administrator shall be notified and they shall contact the supplier, in writing, to request the SDS.



## **Employee Information and Training**

- A. The Department of Human Resources shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new employee will attend two (2) hazard communication training classes. The initial class will be held during the City Hall Human Resources Orientation session (or Seasonal Orientation if applicable) and shall provide the following information and training:

### **Information:**

- 1. The requirements of the MIOSHA Part 92 Hazard Communication Standard
- 2. Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS

### **General New Hire Training:**

- 1. General methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- 2. General measures the employees should take to protect from these hazards
- 3. Details of the hazard communication master program--including explanation of labeling system and SDSs and how employees can obtain and use hazard information.

The job specific training shall be held at the local work site and shall include the following information and training:

### **Information:**

- 1. Notification of all operations in their work area where hazardous chemicals are present
- 2. Location and availability of the local written hazard communication program, the list of hazardous chemicals, and the SDS
- 3. Physical and health hazards of the hazardous chemicals

### **Training:**

- 1. Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- 2. Measures the employees should take to protect from these hazards
- 3. Details of the hazard communication program--including explanation of labeling system and SDSs and how employees can obtain and use hazard information.

- C. The employee shall be informed that:

- (1) The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
- (2) As an alternative to requesting an SDS from the Superintendent/Manager, the employee can seek assistance from the Department of Human Resource 517-483-4012.

- D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance shall be given information in the same manner as during the hazard communication training class.

## **Hazardous Non-routine Tasks**

- Occasionally, employees are required to perform non-routine tasks (i.e., clean reactor vessels, enter confined spaces, etc.). Prior to starting work in such areas, each employee shall be given training on the hazards of the area or procedure.

### **This information will include:**

- Specific chemical hazards.
- Protection/safety measures the employee can take to lessen risks of performing the task. Measures the company has taken to eliminate or control the hazard, including:
  - air monitoring,
  - ventilation requirements,
  - use of respirators,
  - use of attendants to observe procedures, and
  - emergency procedures.

It is the policy of the City of Lansing that no employee shall begin performance of a non-routine task without first receiving appropriate safety and health training.

Hazardous non-routine tasks at each facility shall be listed and described in the local hazardous communication supplement available at the assigned worksite.

## **Multi-Employer Worksites -- Informing Contractors**

Occasionally, the City of Lansing may expose an employee of another employer to a hazardous chemical that we use, or store. If this situation is recognized, the following information shall be supplied to that Employer by the City of Lansing Department designee responsible for coordinating the work or project:

- The hazardous chemicals they may encounter.
- Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
- The container and pipe labeling system used on-site.
- Where applicable SDSs can be reviewed or obtained.

Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer:

- When this occurs, we shall obtain from that Employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

Responsibility for obtaining this information shall be described in the local hazardous communication supplement:

- This person shall be responsible for ensuring that such information is provided and/or obtained prior to any services being performed by the off-site employer.
- To ensure that this is done, the mechanism described in the local hazardous communication supplement shall be followed.

## **Pipes and Piping Systems**

Information on the hazardous contents of pipes and piping systems shall be identified by:

WWTP

- Gas= red
- Compressed air =yellow

Does not match requested markings communicated to contractors (Miss Dig and ANSI A13.1-1981)

- Yellow = Oil and Gas
- Orange = Phone and TV
- Red = Electric
- Blue = Water
- Green = Storm drain
- Brown = Sewer

\*No potable water designation

\*No compressed air (pressures exceeding 25 psig)

### List of Hazardous Chemicals

A list of all hazardous chemicals used by the City of Lansing’s specific departments and work groups are available in the local hazardous communication supplement. Further information regarding any of these chemicals shall be obtained by reviewing its respective SDS.

The list shall be alphabetical by the manufacturers name and shall include the emergency contact number, and any “slang” or nick-name given to the material that is used on site.

Materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list. A separate list of all materials we consider to be "consumer use" materials shall be maintained.

### Program Evaluation

At least annually, the program shall be evaluated for effectiveness and appropriate maintenance. Based on results of evaluation, it will be determined if additional training is necessary, the SDS’ records are up to date and available, and the labeling system is followed. Specific focus shall be placed on employee information and knowledge to ensure appropriate hazard communication is occurring.

### Compliance Check list:

The following checklist will help to ensure you are in compliance with the rule:

- Obtained a copy of the rule.....\_\_\_\_\_
- Read and understood the requirements.....\_\_\_\_\_
- Assigned responsibility for tasks. ....\_\_\_\_\_
- Prepared an inventory of chemicals.....\_\_\_\_\_
- Ensured containers are labeled.....\_\_\_\_\_
- Obtained SDS for each chemical.....\_\_\_\_\_
- Prepared written program.....\_\_\_\_\_
- Made SDSs available to workers.....\_\_\_\_\_
- Conducted training of workers.....\_\_\_\_\_
- Established procedures to maintain current program.....\_\_\_\_\_
- Established procedures to evaluate effectiveness.....\_\_\_\_\_

**Do not use any known hazardous material or unlabeled material without consultation with the supervisor and/or SDS on proper use and handling.**

### Storage/Handling/Labeling and Use of Materials

#### Flammable and Combustible Liquids

#### Flammable and combustible liquids shall:

- 1) Be stored and dispensed from approved containers;
- 2) Be stored in areas or rooms and in quantities in accordance with local and state fire codes;
- 3) Never be stored near or exposed to open flames or other sources of ignition;
  - When employees are transferring or dispensing flammable liquids from one container to another, appropriate bonding or grounding strap shall be used to connect the containers.

- Smoking or other sources of ignition shall be prohibited during transfer or dispensing operations.
- A fire extinguisher shall be available greater than 25 feet but not less than 75 feet away from activity.

### **Refueling areas:**

- 1) Fueling shall be done by using only approved pumps, hoses, nozzles and portable containers;
- 2) Smoking or other sources of ignition in the refueling area shall be prohibited;
  - a. within 25 feet of a refueling pump or island
  - b. while refueling portable or auxiliary engines.
- 3) Extra caution shall be taken while refueling portable or auxiliary engines so that the fuel does not splash or drip on hot engine parts.

### **Hazardous Materials**

- Hazardous materials shall be handled and used only by authorized persons who are trained and instructed in their handling and use.
- Persons handling or using hazardous materials shall wear appropriate personal protective equipment such as, but not limited to, eye protection, face protection, respiratory protection and hand and body protection.
- Containers, other than the original, being used to store hazardous chemicals shall be properly labeled as to their contents.
- Hazardous materials may be found in the following forms :
  1. Liquids - solvents, fuels, acids, etc.
  2. Gases - chlorine, butane, LPG, etc.
  3. Dusts and mists - paint spraying, insecticide spraying, asbestos, dust
- Hazardous materials can cause injury or illness in the following manner:
  1. Direct contact with the skin,
  2. Eyes,
  3. Absorption through the skin,
  4. Inhalation
  5. Ingestion

### **Chemicals**

- (a) Chemical containers shall be clearly labeled to identify the contents.
- (b) Properly marked first aid and eyewash stations/showers will be located where the possibility of chemical splashing exists.
- (c) Adequate ventilation shall be required when using materials that may produce hazardous, poisonous or corrosive fumes or these materials shall be used under a fume hood.
- (d) As directed by SDS, labeling or supervision, employees shall use personal protective equipment identified.
- (e) Chemicals and chemical waste shall be properly handled and disposed of by trained employees as a precaution to prevent injury or damage.

### **Cleaning Solvents**

- (a) Only solvents provided by the City of Lansing shall be used for cleaning purposes.

**NOTE: Gasoline or naphtha shall never be used as a cleaning or degreasing agent.**

- (b) Safety Data Sheets for new or re-purchased items that fall under the “Right to Know” definition shall be available at the worksite.

(c) All containers, including temporary containers, shall be plainly labeled to identify the contents per GHS/MIOSHA Labeling.

(d) Employees shall not use cleaning solvents in confined areas without adequate ventilation without approval from Department Supervision and the Safety Administrator.

(e) Flammable solvents shall be handled only in approved safety containers. No smoking or open flames shall be allowed where flammable solvents are being used.

### **Paint/Epoxies/Varnish**

(a) Adequate ventilation shall be maintained to keep employee exposure to fumes below recommended safe limits. If safe limits cannot be maintained NIOSH approved respiratory protection as provided by the City will be used.

### **Chlorine**

(a) Persons handling chlorine shall have annual chlorine training which shall include:

- Personal Protection Equipment
- Safe procedures for loading and unloading of cylinders
- Connect and disconnect of the system.

(b) When a leak is discovered or strongly suspected,

- Only qualified persons equipped with proper breathing apparatus shall be permitted to enter the area.
- Isolation of the area shall be achieved immediately. **Call 911 immediately.**

(c) No person shall work alone when:

- Loading or unloading cylinders
- Connecting or disconnecting a chlorine system

### **Waste Chemical Disposal**

All Chemicals shall be disposed according to Federal, State and Local Regulations. If you have any questions as to the potential hazard of a chemical, please contact:

**Safety Administrator City Wide (x4007) or Supervisor**

We shall also ensure that all chemicals are disposed properly.

**ALL WASTE CHEMICAL CONTAINERS SHALL BE LABELED CORRECTLY  
Per. GHS/MIOSHA Standards.  
IDENTIFYING THE CHEMICAL CONTENTS.**

**Please note that absolutely no items from our homes shall be brought into any City owned buildings for disposal.**

### **Latex Paint Disposal Procedure**

Latex Paint can be placed in the regular trash, but it must be solid. To solidify latex paint, you must:

- Remove the lid
- Add enough cat litter to the paint to absorb all of the liquid
- Make sure the cat litter is mixed down to the bottom of the can
- Leave the lid off, place the paint can in a sunny location, out of the reach of children and animals, and let it sit until it hardens
- Once the paint. cat litter mixture is hard, it can be thrown in the trash

If you have a full can of paint, simply take a box and line it with a trash bag. Solidify half of the paint with cat litter in the box and solidify the remaining paint with cat litter, right into the can following the instructions above.

Under no circumstances can enamel paint be thrown in the trash or poured down the drain. It must be disposed of properly as a hazardous waste.

### **Blood Borne Pathogen Exposure**

If an exposure to blood or other potentially infectious material occurs through, but not limited to, puncture wounds from needles, bites and scratches, inflicted from unknown carriers, clean-up, or other body fluid exposures, the following actions will be immediately followed:

- Wash the exposed area with soap and water as soon after exposure as possible.
- Seek immediate medical evaluation through the City's medical provider.
- The City of Lansing's medical providers will provide follow-up treatment and counseling.

### **Cleaning up potential body fluids**

#### **Appropriate Disinfectants**

##### **Bleach**

One of the most commonly used chemicals for disinfection is a homemade solution of household bleach and water. Since a solution of bleach and water loses its strength quickly, it should be mixed fresh before each clean-up to make sure it is effective.

**\*\*\*If blood is visible or suspected call your supervisor to have a qualified cleaning company complete the cleanup\*\*\***

#### **Clean-up Procedure Using Bleach Solution**

1. Block off the area of the spill from patrons until clean-up and disinfection is complete.
2. Put on disposable latex gloves to prevent contamination of hands.
3. Wipe up the spill using paper towels or absorbent material and place in a plastic garbage bag.
4. Gently pour bleach solution onto all contaminated areas of the surface.
5. Let the bleach solution remain on the contaminated area for 20 minutes.
6. Wipe up the remaining bleach solution.
7. All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected by saturating with bleach solution and air dried.
8. Remove gloves and place in plastic garbage bag with all soiled cleaning materials.
9. Double-bag and securely tie-up plastic garbage bags and discard.
10. Thoroughly wash hands with soap and water.

#### **Recipe for Bleach Disinfecting Solution**

9 parts cool water

1 part household bleach

Add the household bleach

to the water. Gently mix the solution.

# Vehicle Safety Rules and Procedures

## Vehicle Use Policy

### Reference City of Lansing Vehicle Usage Policy No. 15

#### Guidelines for Accident Prevention

The following are procedures to identify accident producing situations where pre-planning may enable a City driver to respond appropriately.

- (a) Intersections- Approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers in the intersections. Complex traffic movement, “blind” intersections, or failure of other driver to conform to law or traffic control devices will not remove City driver responsibility to prevent an accident. When the other driver indicates possible problems by reason of excess speed, crossing the lane in turning or coming from behind a blind spot, City drivers must take these actions into consideration to avoid a potential accident.
- (b) Backing- Whenever possible, position vehicle so that backing is not necessary. Whenever possible get another person to help guide the maneuver. A driver is not relieved of the responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances (walking around the vehicle, position and check mirrors, etc)
- (c) Front End Collision- Maintain safe following distances at all times. Be prepared for possible obstructions in the roadway. Do not overdrive headlights in periods of low light. The vehicle should be able to stop within the forward distance illuminated by the vehicles headlights.
- (d) Rear end Collisions- Maintain a margin of safety in following distance. Rear end collisions preceded by a roll back, abrupt stop at a grade crossing, when a traffic signal changes, or when the driver ahead fails to signal a turn at an intersection can be prevented. Use turn signals to indicate intentions and slow down gradually.
- (e) Passing- Use good judgment in determining whether to pass. Anticipate unexpected maneuvers by vehicle being passed or on the part of oncoming traffic. If a pass cannot be made in total safety, do not pass.
- (f) Being passed- “Sideswipe” and “cut off” type collisions can be prevented by slowing down or moving to the right where possible.
- (g) Lane Encroachment- Be willing to yield to other vehicles or wait for a break in traffic. Make extra allowances in areas of limited sight distances. Drop back when it is apparent the other driver is forcing the issue or contesting a common portion of the road.
- (h) Opposing Vehicles (head-on and Sideswipe)- Maintain speed and alertness to your surroundings to be able to take evasive action when a vehicle enters your traffic lane. Signal the opposing driver with lights or horn if possible to warn of possible encroachment.

- (i) Turning- Avoid squeeze plays at left or right turns involving other vehicles, scooters, bicycles or pedestrians. Always signal, properly position vehicle for turn, check rearview mirrors, and check pedestrian lanes. U-turns that result in an accident are preventable.
- (j) Pedestrians- Traffic regulations and court decisions generally favor the pedestrian. Be aware of pedestrians taking unusual routes through traffic. School zones, shopping areas, residential streets must be traveled at reduced speeds to equal the particular situation. Many bicycles, motor scooters and similar equipment may be operated by young and inexperienced operators. Keeping within posted speed limits is not taking proper precaution when unusual conditions call for a voluntary reduction of speed.
- (k) Weather- Adjust driving to adverse weather conditions (rain, snow, fog, sleet or icy pavement). Be sure wipers are working properly and all windows are kept clean.
- (l) Fixed Objects- Check and properly judge clearances. Take extra precautions on new routes, resurfaced pavements under viaducts, inclined entrances, marquees projecting over traveled sections of road and similar situations.
- (m) Properly block wheels, turn them into the curb, and lock the vehicle when parking.
- (n) Miscellaneous- Take extra precautions with a projecting load, secure loose objects, loose tarpaulins, covers, chains, and doors.

### **Driver's License**

- (a) Operators of City-owned vehicles or City employees using personal vehicles on City business shall possess a valid Michigan Operator's license and shall obey all state and local traffic laws and ordinances.  
Every operator of City of Lansing Vehicles shall be registered with the Safety Administrator which consists of being in the City of Lansing's Secretary of State Driver's License subscription service.
- (b) A Commercial Driver's License (CDL) and proper endorsements shall be required for operators of:
  - 1. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds;
  - 2. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds;
  - 3. A vehicle designed to transport more than 15 persons (including the driver); and any size vehicle which requires hazardous materials placards;
- (c) Operators of vehicles classified as motorcycles (including scooters operated on the roadway) shall obtain a motorcycle endorsement as required by Michigan Law.

### **Inspection of Vehicle and/or Equipment**

- (a) The operator shall be responsible for the proper inspection of the vehicle. The inspection shall occur before the vehicle is moved from its parking area. Defects or damage shall be reported to supervision as soon as discovered. Defects of damage which in the opinion of management would render the vehicle unsafe to operate shall be corrected before the vehicle is returned to service.



- (b) Vehicles with steering and brake defects shall not be driven.
- (c) All load and lifting limits shall be posted on equipment
- (d) Inspection form, check list instructions or any form provided for a vehicle shall not be removed unless directed by supervision.
- (e) Pre-trip inspections will be carried out, in accordance with, the Commercial Driver's Licensing procedure, on those vehicles requiring such an inspection.

### **Seat belts & Shoulder harnesses**

- (a) All occupants of City owned vehicles and privately owned vehicles being used on City business shall comply with the Human Resources Procedure 15 – Vehicle Use Policy Section P which states “All drivers and passengers in city vehicles (both front and back seats) must wear a properly adjusted and fastened safety belt at all times.”
- (b) The City employee operating such a vehicle shall be responsible for compliance by all other occupants.

### **Transporting Passengers**

- (a) Employees shall be transported in City vehicles only as directed by supervision and shall ride only in a truck cab, crew compartment or other approved places. No other positions shall be permitted (such as running boards, trailers, and beds of pickup trucks).
- (b) No one shall get on or off the truck while it is in motion.
- (c) Employees should get on and off the truck at the right or curb side (passenger side) when practical.
- (d) No unauthorized personnel shall be transported in a City vehicle or in a private vehicle when on City business.
- (e) Employees shall always stay clear of trailers maneuvering in loading areas or yards.
- (f) A City of Lansing vehicle shall only transport a number of passengers equal to the number of manufacturer installed seat belts in the vehicle (motorcycles excluded).

### **General Vehicle Practices**

- (a) Cell phone and personal music/media device use- may be used when necessary for conducting City business. To decrease the risk of accident or injury, users must follow these guidelines:
  - i. Only make calls when stopped and out of traffic;
  - ii. If possible use a hands free model or attachment;
  - iii. Do not use while fueling vehicle;
  - iv. Do not use while operating equipment, apparatus or when using vehicle for safety purposes (i.e. raising or lowering dump or trailer, hooking up to trailer, using vehicle as a traffic deterrent or barrier, etc.)
- (b) Operators shall turn engines off, lock ignition, remove keys, put vehicle in gear or park and set the emergency break securely every time upon leaving the vehicle, except for diesel powered units. An exception shall be permitted when auxiliary equipment is needed, such as emergency equipment, warning devices, or radios.
- (c) When parking downhill or on a grade, operators shall turn the wheels toward the curb. When parking uphill on a grade wheels shall be turned away from the curb.

- (d) Employees shall not permit the public to climb on vehicles and equipment or handle tools or other City apparatus.
- (e) Projecting loads shall have a warning flag placed at the end of the load.
- (f) All items on or in the truck cab or bed shall be secured for unanticipated shifting of movement due to turns, fast stops, accelerations, etc.
- (g) Truck bins and truck cabs shall be kept free of dirt and unnecessary items.

### **Equipment Fueling**

- (a) There shall be no smoking or other forms of ignition present when employees are handling any type of combustible fuel.
- (b) Firefighting equipment shall never be removed from any fueling location.
- (c) Engines and lights shall be shut off prior to fueling.
- (d) Flammable liquid fuels such as gasoline and cleaning solvents shall be stored only in standard safety containers approved for that purpose. Fueling of storage containers shall occur on the ground and not in truck beds or trunks.
- (e) To prevent a static spark, contact the nozzle, spout or metal part of the can with the equipment before removing cap from the fuel tank. The pouring spout should be kept in contact with the tank while pouring.
- (f) Mobile equipment shall be moved outdoors before fueling.
- (g) If fuel is spilled on equipment, the spilled fuel shall be completely cleaned up, evaporated or free from ignition before starting equipment.
- (h) As much as possible, employees should not fuel or “refuel” hot equipment. Use extreme caution when equipment is still “hot” to prevent a fire.
- (i) Employees shall be sure hose and nozzles are disconnected from vehicle or equipment before pulling away from the refueling station.

### **Lift Trucks (Powered Industrial Trucks)**

- (a) Operators shall have a valid forklift license, issued by the City, in order to operate a forklift or other vehicles equipped with “forks”.
- (b) The license shall be in the possession of the operator when operating this type of equipment.
- (c) The lift truck shall not be driven in aisles, etc., with the load elevated, and shall always be driven at safe speeds.
- (d) Employees shall not stand under elevated loads.
- (e) All loads shall be securely balanced and loose materials restrained.
- (f) Operators shall not pick up loads with one fork unless it is with a special sling arrangement.
- (g) Operators shall not allow other people to ride on lift trucks or forks.

- (h) The operator shall face or look in the direction the forklift is traveling. Look to the rear before backing up, always approach doors, blind corners, and intersections cautiously.
- (i) When a load on a fork truck obstructs the vision of the operator, the operator shall drive in reverse.
- (j) Operators shall not brake more sharply than necessary.
- (k) Operators shall always back down inclines in low gear and never turn sideways on an incline.
- (l) A truck shall not be left unattended with motor running.
- (m) The operator shall keep to the right in operation whenever possible. The truck shall be slowed down and horn sounded at cross aisles and exits.
- (n) Parked lift trucks shall have the mast tilted forward and forks flat on the floor. Forks on a moving truck shall be elevated only high enough to clear obstacles on the floor.
- (o) Before loading or unloading any vehicle with a lift truck, the vehicle's brakes shall be set and wheels blocked to prevent movement.
- (p) No fork truck shall be driven onto any vehicle without a visual safety inspection of the condition of the dock plate and flooring of said vehicle.
- (q) Rated working height and weight limitations of the truck shall not be exceeded.

### **Heavy and Specialized Equipment**

- (a) Only qualified and authorized employees shall operate motorized equipment, which shall be equipped with the triangle "Slow Moving Vehicle" warning sign.
- (b) The manufacturer's recommendations regarding operation, maintenance, adjustments, and repairs shall be followed.
- (c) Before starting, the operator is responsible for the inspection and testing of controls, brakes, hydraulic lines, connections, cables, etc.
- (d) Before operating, the operator shall assure everyone is clear of the machine and work area.
- (e) Operators shall be familiar with the location and content of the manufacturer's informational manuals.
- (f) Traveling speeds shall be consistent with posted signs and state and local regulations.
- (g) Outriggers shall be firmly placed when extended and they shall be inspected to be sure they are secure.
- (h) A machine shall never be left unattended with the motor running.
- (i) After parking the machine, the blade, scoop, etc., shall be secured by resting it at ground level. When required, the machine shall be blocked and the ignition key removed.
- (j) Before any maintenance or repair work begins, proper safeguard procedures shall be taken for any power driven equipment.
- (k) All activating apparatus shall be tagged and blocked to prevent the equipment from accidentally being started or put in motion.

(1) Where required, danger signs shall be posted to restrict the area and equipment.

### **Backing up heavy equipment**

Keeping employees out of harm's way requires ongoing education, supervision, and vigilance: there simply is no single fail-safe solution. However, the City's Safety Administrator and Risk Manager advise employing the following strategies to help reduce the risk of a back-over tragedy occurring:

(a) Ensure employees are properly supervised and protected at all times, especially wherever motor vehicles might be present. A Spotter shall be designated and used at all vehicle backing situations.

(b) Spotters and operators shall agree upon designated hand signals before attempting back up activities.

(c) Always assume pedestrians could be present and carefully check the street, driveway, and area around your vehicle before backing.

(d) When backing up, always know where all employees are and have them stay in your full view and well away from the vehicle.

(e) Look behind you as you back slowly with windows rolled down to listen for employees and pedestrians who may have entered the activity zone. Be prepared to stop.

(f) Remember that the blind spot behind your vehicle can be especially large: use extreme care whenever you back up.

### **Spotter Responsibilities**

1. Communicates with Operator.
2. Spotter is responsible for safety of individuals in the area.
3. One signal person shall be utilized. Position for Spotter shall be rear passenger or drivers side of vehicle and in the clear site of the operator.
4. Additional spotters may be used but they are to report progress to the primary spotter only. At no time are they expected to communicate with the operator.
5. Leave all windows down, radios at lowest volume, and spotters in view.
6. Operator is to proceed as directed and prepared to stop at any time.
7. Continue until spotter has directed to an appropriate position.
8. Shut down vehicle as necessary.

### **Fleet Services Garage Employees Work Practices**

(a) Only authorized personnel wearing required safety equipment will be allowed in the garage servicing areas.

(b) Safety glasses with side-shields will be required in the service garage. Employees shall use any other protective equipment as required.

(c) Only authorized employees who have been trained in their use shall use tools and equipment; and defective tools, equipment and hazardous conditions shall be reported immediately to supervision.

(d) Employees shall not smoke or create a spark or flame within 50 feet of an exposed flammable liquid or articles that have been wetted by a flammable liquid.

(e) Cloth shoes, open sandals and exposed rings and necklaces shall not be worn in the work area. A ring may be worn if covered by a glove or tape.

(f) Belts shall be serviced only when the motor is shut off and without turning the engine over.

- (g) An employee shall not place any body part under a vehicle supported only by a jack, overhead hoist or chain fall. No vehicle shall be serviced with the motor running unless 2 wheels are chocked from front and rear or parking brake set or other vehicle restraint controls provided.
- (h) Only qualified employees who demonstrate their ability to service multi-piece or single piece rim wheels safely to management shall service such rims.
- (i) Hydraulic lifts shall be inspected annually by an outside servicing company.

**Authorized personnel shall conduct monthly inspections. Any defects or problems with hydraulic lifts shall be reported to supervision immediately.**

## **Tools & Equipment**

### **Material Handling and Storage Handling**

- (a) All material handling equipment shall have adequate capacity for the load to be lifted. Load capacity shall be posted on the machine and the operator shall assure that the load is within the limits designated by the posting. Supervision shall determine that the operator is qualified and licensed, if required, in the use of the lifting equipment.
- (b) Employees shall not stand under suspended loads. Employees should never remain in a position where a suspended load will pass over their head.
- (c) Employees shall stand clear of moving equipment or backing trucks and trailers, especially loads with overhanging ends, which may swing in a wide arc if the truck is turned.
- (d) Loads lifted shall be controlled to regulate swinging.
- (e) All aisles, walkways and normal vehicle routes shall be kept clear of stored materials, equipment, etc.

### **Hand Trucks**

- (a) Hand trucks shall be maintained in good repair and parked where they shall not create a hazard or interfere with operations.
- (b) Hand trucks not equipped with brakes shall be blocked to prevent movement.
- (c) Balance the load as much as possible when using a two-wheel hand truck so that the weight rests in the axles, not on the handles.

### **Uncrating and Unpacking**

- (b) Employees shall follow manufacturer's printed instructions on cartons and crates.
- (c) Employees should protect themselves and others when cutting banding. A safety-type band cutter shall be used to keep ends from flying apart.
- (d) The employee shall safely remove all staples and nails that may pose a hazard after uncrating.

### **Loading Trucks**

- (a) Employees shall secure the load to prevent shifting.
- (b) Long objects protruding beyond a truck or trailer bed shall be identified with a red flag or lantern.
- (c) Employees who use a Powered Industrial Truck shall be authorized, trained and permitted before using equipment.

### **Materials Storage**

- (a) All items shall be properly stored in the provided areas, compartments and canisters.
- (b) The handling and storage of construction materials will be in compliance with Part 8 Handling and Storage of Material, MIOSHA Construction Standard.
- (c) Oils, grease, paints and flammable materials shall never be stored in open containers in compliance with MIOSHA Part 75 Flammable & Combustible. Liquids and Labeled in compliance with MIOSHA Part 92 Hazardous Communication

- (d) Barrels and drums with dispensing spigots shall be placed on a drum truck or with appropriate blocking when placed on their sides.
- (e) Material weight shall be equally distributed.
- (f) Sheeted/flat materials shall be safely secured when placed on edge and leaned against walls or railings.

### **Storage Bins, Metal Racks, Pallet Racks**

- (a) Materials shall be stored in such a manner that they do not constitute a hazard to anyone.
- (b) Only light material shall be stored on the top of bins or metal racks. Top racks used for storage must be equipped with a barrier edging.
- (c) Bin and shelve racks shall never be used as ladders
- (d) Stored materials shall be placed in such a way that they do not constitute a falling hazard and shall not block aisles, walkways or vehicle travel routes.
- (e) Material stored on racks shall be within weight limits for the racks as determined by the manufacturer.
- (f) Materials on racks shall be kept at least 18 inches from any sprinkler heads and at least a 6-inch space shall be maintained between rows of adjacent racks.

## **Ladders MIOSHA Part 03 Fixed Ladders, Part 04 Portable Ladders and CS MIOSHA Part 11 Fixed and Portable Ladders**

### **General Use**

- (1) A ladder shall not be placed in front of any door which opens toward the ladder unless the door is blocked open, locked, guarded by a person or protected by a barricade.
- (2) A ladder shall not be placed on a box, barrel or other unstable base.
- (3) A climber shall face the ladder when ascending or descending.
- (4) A ladder shall not be used as a brace, skid, guy, gin pole, gang way, or for any other use than that for which it is intended.
- (5) A person on a single or sectional ladder shall not over-reach, nor do any pushing or pulling that may cause the ladder to move or topple. If both shoulders are outside the side rail, the user is over-reaching.
- (6) The user shall not stand astride a ladder and another object.
- (7) A single or sectional ladder manufactured pursuant to these rules shall not be used by more than 1 person at a time.

### **Step Ladders**

- (1) A step ladder which is being used shall be opened fully and its spreaders locked.
- (2) Each leg of a step ladder shall be in contact with solid footing. A board or plank may be used to secure footing on uneven ground.
- (3) If a step ladder does not have a guard rail, the top step and cap shall not be used to work from or to climb on.
- (4) A folded stepladder shall not be used as a straight ladder by leaning it against a wall or other support.
- (1) When carrying objects up ladders, 1 hand should be kept free to maintain balance and security.
- (5) The bracing on the back legs of a stepladder shall not be used for climbing, except as provided in MIOSHA Part 03 Fixed, 04 Portable Ladders and Construction Part 11 Fixed/Portable Ladders Standards R 408.10431.

## **Straight and Extension Ladders**

- (1) A straight, sectional or extension ladder shall be placed so that the side rails have a secure footing. Where the surface is uneven, boards, planks, or leveling jacks may be used to create an even surface. A straight, sectional, or extension ladder shall have safety feet. The ladder shall be placed as to prevent slipping or it shall be lashed or held in position.
- (2) A portable non-self-supporting ladder should be erected at a pitch of 75 ½ degrees for maximum balance and strength. This shall be accomplished by placing the base out from the wall or other support ¼ of the working length of the ladder.
- (3) Ladders shall not be tied or fastened together to provide longer sections other than with the hardware provided by the manufacturer.
- (4) A person using a straight or extension ladder shall not stand on the top 2 rungs or within 3 feet from the top of the ladder.
- (5) If the top of the ladder is secured to an object, the user may secure himself to the ladder by placing 1 leg over the second rung above the rung on which he is standing.
- (6) When using a ladder to go from 1 landing to another, the ladder shall extend above the upper landing by not less than 3 feet.
- (7) The top rest for a straight or extension ladder shall be reasonably rigid and shall have ample strength to support the applied load.

## **Ladder Maintenance**

- A ladder shall be inspected prior to use.
- A ladder shall not be painted. Rungs and steps shall be kept clean and free of grease and oil.
- The side rails and legs of a ladder shall be kept free from splinters.
- The joint between the side rail and step shall be kept tight and metal hardware and fittings secured.
- Metal Ladders shall be free of any faults or defects to Rungs and Side Rails that would deem the ladder un-safe to use
- A rope used on a ladder shall not have a long or loosely twisted lay,
- A Rope shall be free of burns and cuts and shall
- A Rope shall not show evidence of weakness resulting from fraying, wear, mildew or rot.
- Frayed rope ends shall not be allowed.
- Ladders shall not be used in excess of their rated capacity.

**NOTE:** A ladder that has any of the following faults and defects shall be immediately tagged **DANGEROUS-DO NOT USE**” and shall be withdrawn from service:

- (a) Broken, worn, or missing rungs, cleats, or steps.
- (b) Broken or split side rails.
- (c) Broken or bent guides or iron spreaders.
- (d) Broken or bent locks.

## **Machines, Tools and Equipment**

- Read and understand the Operation Manual and all safety labels before operating this machine.
- Only a trained person is to be permitted to operate this machine.
- Training shall include instruction in operation under normal conditions and emergency situations.
- This machine is to be serviced only by trained and authorized personnel. Follow City of Lansing lockout procedures before servicing.



- Never reach into the machine for any reason unless the machine is at a COMPLETE STOP and Locked Out.
- Never leave the machine stopped in such a manner that another worker can start the machine while you are working on or within the machine.
- Never change or defeat the function of electrical safety interlocks or other machine "shutdown" switches.
- Before starting this machine, check that: - All persons are clear of the machine. – No maintenance work is being performed on the machine. - All guards are in place.
- Routine inspections and corrective/ preventative maintenance measures shall be conducted to ensure that all guards and safety features are retained and function properly.

### **Hand Tools**

- Employees shall keep tools and equipment in good condition, use them only for the purpose for which they are designed, and store them in designated areas.
- Employees shall inspect all tools before using. Any tool with defects shall be removed from service immediately.
- Employees shall remove from service mushroomed heads located on impact tools such as chisels, drills, hammers and wedges. Hammers, axes, shovels and similar tools shall not be used if the handles are loose, cracked or splintered.
- Adjustable wrenches with spread jaws or pipe wrenches with dull teeth shall not be used.
- Pipe or other extensions, to increase leverage, shall only be used by employees on wrench handles designed for such extension.
- Employees shall never use metal rulers, metal tapelines or tapelines containing wires around electrical conductors or equipment.
- Tools shall never be thrown or tossed to an employee and shall be restrained to prevent falling to any lower levels. Hand lines and tool bags shall be used to transport tools.

### **Electric Power Tools**

- Employees shall be instructed in the use of any portable powered tool prior to being allowed to use it and shall inspect the tool before use for frayed cords, cracked housing, etc.
- All employees shall be properly clothed and shall use appropriate protective equipment (goggles, gloves, etc.) when operating power actuated tools.
- All power tools shall be maintained in good operating condition and shall be serviced only by qualified employees.
- All electric hand tools used are required to be Underwriter's Laboratories approved three-wire cord with the ground wire solidly connected to the tool frame; or Underwriter's Laboratories approved double insulation with the tool housing separately insulated.
- Electrical cords shall be UL approved type and maintained in good condition. Worn or frayed cords and broken plugs shall not be used.

- Extension cords with attachments and electric hand tools with cords shall not come in contact with energized or operating equipment and machinery.
- Ground fault circuit interrupters shall be used where the potential for grounding or water is present

### **Pneumatic Air/Hydraulic-Powered Tools**

- Pneumatic/hydraulic powered tools shall be equipped with a tool retainer.
- Hose and hose fittings used with pneumatic powered tools shall have a pressure rating not less than the supply source.
- Hose connections shall have a positive locking action and the connecting sections shall have a safety chain to restrain any whipping action if the sections become disconnected.
- An air supply line shall be regulated to maintain the pressure at not more than the pneumatic tool rating.
- Nozzles on air tools shall not be covered or adapted from the original design without the approval of supervision.

### **Machine Tools**

- (a) All such tools shall be shut off, when not operating.
- (b) Adjusting, gauging or work being done shall not be permitted while the machine is running. Guards may be removed only after the machinery is locked out.
- (c) When operating, do not place hands between the tool and the material, always keep hands clear.
- (d) Employees shall always check to make sure the rated speed of the grinder motor does not exceed the rated speed of the wheel. Operators shall stand to one side, out of line of flying particles until the wheel reaches top speed.

### **Grinding Operations**

- (a) All employees involved in grinding operations shall wear approved eye and face protection.
- (b) All activities involving dry grinding, buffing, and polishing of ferric and non-ferric metals shall utilize an enclosure or suitable hood connected to an exhaust system for the purpose of preventing contaminants from entering the breathing zone of employees.
- (c) Grinding wheels shall be inspected by the user prior to being used. Those found to be defective shall not be used. Grinding wheels and discs shall not be used at speeds, which exceed their rating. All guards shall be in place and properly adjusted prior to grinding operations. Discard any wheel, which has been dropped.
- (d) Bench and pedestal grinders shall be securely attached to the surface on which they are placed. On bench grinders the following adjustments shall be maintained at all times:
- Tongue Guard – 1/4 inch from wheel
  - Tool Rest- 1/8 inch from wheel

### **Specific Hand/Powered Tools**

#### **(a) Hand Saws**

1. Saws shall always be kept sharpened and properly set so they will not jump out of the cut.
2. Employees shall keep hands free from under cutting edge of saw when making saw cut.

3. Employees shall not “ride” the saw with both hands when completing a cut.

4. Handsaws not in use shall be carried in scabbards attached to the harness.

#### **(b) Axes**

1. Before use, an axe shall be inspected to be sure it is sharp, the head is firmly secured and the handle is in good condition.

2. A clear working space shall be provided. The user shall check for any small brush or branches that might interfere with the swing of the axe. Overhead obstructions shall be cleared.

3. The user shall always work from a good firm footing.

4. Before swinging an axe, employees shall assure that other workers are in the clear.

5. Carry axes carefully, preferably grasping the handle close to the head of the axe.

6. Axes shall never be taken aloft except by employees who have received specialized training (forestry, fire Human Resources).

#### **(c) Sledges and Wedges**

1. Employees shall use only equipment in good condition. Weakened sledge handles shall be replaced and mushroomed heads on wedges shall be replaced.

2. Workers not engaged in actual use of equipment shall stand clear of any operation in progress, outside of the designated work zone or danger area.

#### **(d) Chain Saws Introduction**

Chain saws are one of the most widely used power tools at home and in the workplace. They also have the potential to be among the most lethal.

Most chain saw injuries involve contact with the cutting chain, which results in severe injury to the hands, legs, feet and head.

Preventing such injuries in the workplace requires a joint effort on the part of both employee and employer. Employees should use proper personal protective equipment, chain saws with the latest safety equipment and proper techniques when cutting. Employers must provide training and supervision.

#### **Training and Supervision**

Chain saw operators shall receive training prior to use. The most effective training includes a combination of classroom and hands-on instruction. Depending on the experience of the chain saw operator, training should include instruction on:

- safe working techniques
- basic information about the chain saw, components, design, design and limitations
- stopping and starting
- cleaning and servicing
- kick back prevention
- chain sharpening
- PPE use and limitations

#### **General Safety Precautions**

Before using a chain saw it is important to read the owner’s manual and familiarize yourself with safe operation. Giving a chain saw to an inexperienced worker without proper training and personal protective equipment is an injury waiting to happen. Before each use, check that:

- No employee shall be allowed to operate a chain saw under any circumstance without proper personal protective equipment which includes:
  - Hard hat,
  - Safety glasses,
  - Ear protection,
  - Approved chaps,
  - Substantial footwear
  - Chain saw is in good general condition (no leaks or damage)
  - The throttle, safety throttle lock and stop switch operate correctly
  - The chain brake works
  - The chain is lubricated, sharp and tensioned correctly
  - The sprocket and bar are in good condition
  - The idle is properly adjusted

When starting a chain saw, it should always be started on the ground or on a well-supported and stable surface. Drop starting a chain saw is dangerous and prohibited by MIOSHA and City of Lansing Safety Rules. A drop start is done by thrusting the saw down with your left hand and pulling the starter cord up with your right hand.

A chain saw operator shall clear working space of all brush and obstacles. When felling trees, always check area for clearance. The operator shall have a preplanned escape route

- Cutting above the shoulder shall be limited to members of the Forestry Department only.
- A chain saw shall not be raised to or lowered from a height with the motor running.
- A separate work rope shall support a chain saw that is used in a tree, especially when working from an aerial lift. When the saw is attached to a work rope, the assisting workers shall maintain control of the work rope while the saw motor is operating.

The chain saw shall be shut down whenever a saw is carried. Whenever possible, use the bar cover. A saw should be carried by its front handle with the chain bar pointing to the rear. Do not carry the chain saw on your shoulder. If you lose your balance, you will not be able to use your arm to break your fall. After completing work, the following maintenance needs to be completed:

- Clean the saw, especially the air filter, cooling inlets, and sprocket.
- Reverse chain bar, top to bottom, to prevent wear and burring
- Clean chain break
- Clean out chain bar groove
- Sharpen saw chain

### **Chain Saw Kickback**

Kickback occurs when the upper portion of the tip comes in contact with another object or the chain is pinched in a cut. As a result the chain saw will violently jump or kick back towards the operator. To prevent kickback injury the following precautions should be taken:

- Buy chain saws with or install chain brake (preferably inertia activated)
- Check brake mechanism before each use for effective operation
- Use a low kickback chain (meets American National Standards Institute B175.1-1991 Safety Requirements for Gasoline Powered Saws)
- Sharpen the saw chain frequently; a sharp saw chain is safer than a dull one (if wood shavings become dusty the chain is dull and needs to be sharpened)
- Hold chain saw firmly
- Check chain tension
- Never bend over the saw, if you stand up straight and to the left of the bar any kickback should go over your right shoulder
- Wear protective equipment -especially head protection and chain saw chaps or leggings

- Don't cut above shoulder height
- Never hold saw with one hand or by one handle
- Always begin the cut at peak revs
- Clear brush and debris from area

**(e) Power-Driven Winch**

1. Winches are designed primarily for handling heavy loads, and shall be used whenever practicable.
2. The employee directing the over-all operation shall be in a position that can be clearly seen and understood while giving instructions.
3. Always check the position of a winch line and the security of chains and other slings before applying a load or moving the truck. Do not overload at any time.
4. Gloves shall be worn at all times when handling winch lines.
5. Overloading devices shall be used on all winch line operations.
6. All workers shall stand clear of any winch line before it is placed under strain. Ample warning of a hoist about to go into operation shall be clearly given by the employee in charge of the operation.
7. Employees shall always avoid contact with energized wires or equipment.
8. Winch equipment shall be inspected frequently. Maintenance work shall be performed promptly and as needed

**(f) Powered Grounds Equipment:**

1. Employees shall be instructed in the use of powered grounds-keeping equipment prior to operating such equipment. Training shall include but not be limited to:
  - Fueling
  - Starting engines
  - Striking a foreign object or vibration
  - Clearing a clog or jam
  - Pre-mow inspection
  - Mowing rules
  - Electrically powered equipment
  - Walk behind mowers
  - Riding vehicles
  - Shredder baggers and compost mills
  - Edger Trimmer
  - Rotary Tillers
2. Employees shall wear approved eye and hearing protection when operating powered Grounds-keeping equipment. Toe protection shall be required for walk-behind mowers and for any riding mower whose blade does not automatically shut off upon operator exiting the machine.
3. Powered grounds-keeping equipment shall be shut off or disconnected during lubrication and maintenance, except when it is necessary to make adjustments with the power on. Qualified personnel shall perform maintenance.
4. All powered grounds equipment shall have the appropriate hazard labels according to MIOSHA Part 54 Powered Grounds-Keeping Equipment.

# Hazardous Operations

## Lockout Tagout Procedure for the City of Lansing Hazardous Energy Control Policy

This Policy refers to specific practices and procedures to safeguard all employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

### Lockout Procedure

Lockout protects employees who service and maintain equipment by placing a lock on a device that prevents the energy from reaching the machine that is being serviced or maintained. This lock ensures that the equipment cannot be turned on while the work is occurring. Tagout is the placement of a tag on the energy isolating device to warn others that you are working on the equipment and it shall not be started.

#### This procedure applies to:

- Employees who service and maintain equipment.
- Any employee who may reasonably be expected to face comparable risk of injury due to electric shock or other electrical hazards.
- Employees who are exposed to parts of electric circuits operating at 50 volts or more.

### General Rules

This section explains minimum rules that can be applied to any City of Lansing Department in a general sense. Divisions and Departments of the City of Lansing may and are encouraged to devise specific Lockout directives and procedures for specific equipment and activities as long as the directives or procedures are written, appropriate, and communicated to all affected employees prior to start of work. In the absence of specific directives or procedures the following General Rules apply:

#### For Electrical Hazards

1. Announce lockout to all affected personnel.
2. Turn power OFF at main panel.
3. Lockout power in OFF position.
4. Put key in pocket.
5. Clear machine of all personnel.
6. Test lockout by hitting RUN button or release stored energy.
7. Block, chain or release stored energy sources.
8. Perform work.
9. Clear machine of personnel before restarting machine.
10. Take the key from pocket.
11. Unlock the lockout device.
12. Turn power on at main panel.
13. Announce machine is ON to other personnel.

#### For Pneumatic and Pressurized Liquid Hazards

1. Announce lockout to all affected personnel.
2. Shut off two valves both upstream and downstream of area to be worked.
3. Lock out valves. Put key in pocket.
- 3a. Double block and bleed pipes in both directions if work area is a confined space.
4. Clear or bleed liquid or gas from pipes.

5. Perform work.
6. Return plumbing to pre-service state.
7. Clear workspace of employees, tools and equipment.
8. Announce re-pressurization of system to all affected employees.
9. Recharge system.

### **For Kinetic or Gravitational Energy**

1. Announce lockout to all affected personnel.
2. Remove kinetic or gravitational energy to as low a state as possible. (Lower to ground, run cycle to lowest point, etc.)
3. Install blocks, jack stands, blocks, chains, cables, or other appropriate items to ensure moving parts or items will not move or shift.
4. Lock as applicable. Put key in pocket.
5. Perform work.
6. Clear workspace of employees, tools and equipment.
7. Announce lock out removal to all affected personnel.
8. Remove blocks, jack stands, blocks, chains, cables, or other appropriate items.
9. Return equipment to service.

### **Lock Removal**

Locks may only be removed by the person who applied the lock. If extenuating circumstances are realized and a lock needs to be removed by someone other than the person who applied it, the person's immediate supervisor along with the Safety Administrator shall evaluate the hazards, communicate intentions to all effected employees and remove the lock. All other incidents of lock removal may be subject to progressive disciplinary action including termination of employment.

### **Confined Space Entry Procedure**

**(MIOSHA Part 90 and 490 Confined Space and Permit Required Confined Space )**

**No employee shall enter areas defined below without Authorization and Training:**

1. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY; and
2. Is large enough and so configured that a person can bodily enter into and perform assigned work; and
3. Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
4. May have a CONTAINS OR HAS POTENTIAL HAZARDOUS ATMOSPHERE that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue caused by:
  - A. Flammable gas
  - B. Airborne combustible dust
  - C. Atmospheric oxygen concentration below 19.5 or above 23.5%
  - D. A toxic atmosphere or substance
  - E. Danger of engulfment

### **GENERAL CONFINED SPACE ENTRY PROCEDURE**

1. There shall be no unauthorized entry into a confined space by any person.
2. An authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements:

- A. It does NOT contain or potential atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
- B. The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe Environment and Signed by Certifier.

3. If the conditions in #2 have been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed.

4. If conditions in #2 are not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

#### **THE SPACE:**

- A. Contains or has a potential to contain a HAZARDOUS ATMOSPHERE.
- B. Contains a material that has a potential for ENGULFING an entrant.
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
- D. Contains any other recognized serious safety or health hazard.

**Follow the City of Lansing's Confined Space entry procedures as described in the City of Lansing's Permit Required Confined Space Program.**

#### **Traffic Control Safety & Temporary Traffic Control (TTC)**

**\*\*\*For more guidance and information consult the Michigan Manual of Uniform Traffic Control Devices \*\*\***

All employees and support staff in a City of Lansing work zone shall follow the rules and requirements set forth here.

All workers shall wear fluorescent colored high –visibility apparel (Class II for Daytime, Class III for Night) containing retro-reflective material that is visible at 360 degrees through full range of body motion. The use of colors such as strong yellow-green for the worker apparel may help differentiate the worker from the orange colored work vehicles, signs, drums, etc.

#### **I. Fundamental Principles-**

A. Safety and accessibility of motorists, bicyclists, pedestrians (including persons with disabilities as per ADA) and workers shall be considered at all times.

- 1. Commercial vehicles might need to follow different route due to bridge, weight, clearance, or geometrical restrictions.
- 2. Hazardous materials vehicles
- 3. Coordination with railroad crossings if applicable.
- 4. Emergency/ Enforcement vehicles

B. Guidelines and/or general plans should be developed for Temporary Traffic Control (TTC)

C. Road user movement should be inhibited as little as practical.



D. All signs and direction control devices shall be in place before detour or temporary route is opened to traffic.

E. Avoid frequent speed limit changes. Reduction should be no more than 10 mph.

1. If more than 10 mph's is needed additional driver notification is required.
2. Speed should be stepped down in advance of location requiring lower speed

## **II. Traffic Control Zone**

A. Designated by a "Work Zone Begins" and "End Road Work" signs –or- "Begin Work Convoy" and "End Work Convoy" signs if activities are conducted by more than 1 moving vehicle.

B. Divided into 4 sections: Advance Warning area, Transition Area, Activity Area, Termination area

## **III. Advance Warning Area**

A. Dedicated to informing road users of upcoming work or incident areas.

1. Examples could include: single sign, high intensity rotating, flashing, oscillating or strobe lights, on a vehicle, or a series of signs
2. Distances: a) Freeways = 0.5 miles  
b) Urban streets = 1<sup>st</sup> warning sign 4-8 times the speed limit in feet  
c) Low speed residential streets = no less than 100 feet  
d) Rural highways = 8 to 12 times speed in feet with a minimum of 2 advanced warning signs
3. Recommended Sign Placement (see table 6C-1, Appendix D)

## **IV. Transition Area**

A. Section of road where road users are re directed out of their normal path.

B. Usually by way of tapers and channelization.

C. Moves with mobile operations. (Still required)

## **V. Activity Area**

A. Where work activity takes place

B. Made up of work space traffic space and the buffer space

1. Work space = closed to road users, set aside for workers, equipment, materials, and shadow vehicle (if applicable)
2. May be stationary or move as work progresses
3. Beginning of channelization (end of taper)
4. Traffic Space = portion of road where road users are routed through activity area
5. Buffer space = lateral or longitudinal area that separates road user flow from work space recommended to provide some recovery space for an errant vehicle.
  - a) No activity or storage of equipment, vehicles, or material shall be occur

## **VI. Termination area**

A. Return road users to normal path

B. Usually identified by "End Road Work" signs or speed limit sign

## **VII. Tapers**

A. Created by installing channelizing devices to move traffic out of or into normal path

B. Influencing factors including but not limited to: interchange ramps, crossroads, curves, etc must be considered

- C. Appropriate length determined by MMUTCD tables 6C-3 and 6C-4
- D. Maximum distance between channelizing devices in a taper should not exceed 1.0 times the mph speed limit.
- E. A merging taper shall be long enough to enable merging drivers to have adequate advance warning and sufficient length to adjust their speed and merge into a single lane before the end of the transition.
- F. The one-lane, two-way taper is used in advance of an activity area that occupies part of a two-way roadway in such a way that a portion of the road is used alternately by traffic in each direction. \*\*Traffic should be controlled by a traffic regulator or temporary traffic control signal (if sight distance is limited), or a STOP or YIELD sign. A short taper having a maximum length of 30 m (100 ft) with channelizing devices at approximately 6.1 m (20 ft) spacing's should be used to guide traffic into the one-way section.

### **VIII. High Visibility Safety Apparel**

- A. For daytime and nighttime activity:
  - B. Must meet the requirements of ISEA “American National Standard for High-Visibility Apparel” and labeled as meeting the ANSI 107-2004 standard performance for Class 2 risk exposure.
  - C. The apparel background (outer) material color shall be either fluorescent orange-red or fluorescent yellow-green as defined in the standard. The retro reflective material shall be orange, yellow, white, silver, yellow green, or a fluorescent version of these colors, and shall be visible at a minimum distance of 300 m (1,000 ft). The retro reflective safety apparel shall be designed to clearly identify the wearer as a person.
    - a. For nighttime activity, safety apparel meeting the requirements of ISEA “American National Standard for High-Visibility Apparel” and labeled as meeting the ANSI 107-2004 standard performance for Class 3 risk exposure should be considered for traffic regulator wear (instead of the Class 2 safety apparel in the Standard above).

### **Asbestos**

- (a) Asbestos was used in numerous applications such as pipe insulation, sprayed on thermal or acoustical treatment of walls and ceilings, and brake shoes. Asbestos fibers are hazardous if they become airborne and are breathed.
- (b) Do not work on any asbestos containing materials without contacting your supervisor who will contact the Administrative Services Department for approval and direction.
- (c) The Safety Administrator shall approve any procedures for removal, handling or containment of materials containing asbestos.

### **Boat/Water Front Safety and Diving Operations**

- (a) Boats and barges shall be operated only by knowledgeable people as specified by the OSHA CFR Part 1504, “Safety and Health Regulations for Long shoring”
- (b) Employees shall wear weight appropriate Coast Guard Class II approved life jackets or personal flotation devices when working in watercraft or around water where drowning hazards exist.
- (c) Life rings shall be available at City of Lansing structures within 50 feet of the water where drowning hazards exist.
- (d) Safe loading of watercraft shall be observed at all times.

- (e) Only knowledgeable employees as specified by MIOSHA Part 31 for “Diving Operations” shall conduct diving operations

### **Rigging, Hoisting and Crane Operations**

- (a) Hoists, chain falls and cranes shall bear a permanent tag or marking stating the lifting capacity of the device and this capacity shall not be exceeded.
- (b) The user shall inspect ropes, slings, hooks and other fittings for kinks, cuts, wear, weak points and load limit tag before using. Defective materials shall be discarded.
- (c) The hook of a hoist or chain fall shall be replaced if either of the following conditions exists:
  1. The throat opening on a hook to which a load is attached is more than 15% greater than the manufactured size, that is, any noticeable wear, stretch or variance from original size.
  2. The hook has more than a ten degrees twist from a vertical centerline drawn through the hook socket.
- (d) Inspection of supporting members for chain falls, etc. shall be performed prior to using to assure adequate strength for the load.
- (e) Proper rigging procedures shall be followed.
- (f) Hooks shall have a safety device to prevent accidental detachment of the load.
- (g) Employees shall stay clear or from under any part of the load being lifted or transported.
- (h) Slings being used to attach a load to a hoist or chain fall shall be inspected for wear prior to use. If any defects are found the sling shall not be used.
- (i) Proper clearance shall be maintained when working near energized electrical equipment.

### **Ropes, Wire Ropes, Cables, Slings, Chains**

#### **Ropes**

- (a) New rope shall be inspected by the user throughout its length before being placed into service and shall be inspected on a periodic basis.
- (b) Rope reinforced with metal strands shall not be used.
- (c) Wet rope shall not be stored where it may freeze.
- (d) Rope shall not be left in contact with heat sources or be exposed to acid or acid fumes.
- (e) When lengths of rope must be joined, a square or reef knot shall be used.
- (h) Ropes frequently used shall be inspected before using and all ropes shall be inspected for deterioration, wear, age and general condition. Defective ropes shall be immediately discarded.
- (i) Ropes used in specialized applications, such as, but not limited to, forestry or personnel lifting during confined entry may have more intensive inspections and rules related to their use, in addition to these general rules.

## **Wire Rope**

(1) Wire rope shall be taken out of service if any of the following conditions exist:

(a) In running ropes, 6 randomly distributed broken wires in 1 lay or 3 broken wires in 1 strand in 1 lay.

(b) Wear of 1/3 the original diameter of outside individual wires. Kinking, crushing, bird-caging, or any other damage resulting in distortion of the rope structure, except for deformation caused by normal methods of attachment to drums, hooks, shackles, or other accessories.

(c) Evidence of any heat damage from any cause.

(d) Reductions from nominal diameter of more than 1/64-inch for diameters up to and including 5/16-inch, 1/32-inch for diameters 3/8-inch to and including 1/2-inch, 3/64-inch for diameters 9/16-inch to and including 3/4-inch, 1/16-inch for diameters 7/8-inch to 1-1/8-inches inclusive, 3/32-inch for diameters 1-1/4 to 1-1/2 inches inclusive.

(e) In standing ropes, more than 2 broken wires in 1 lay in sections beyond end connections or more than 1 broken wire at an end connection.

(f) Wire rope shall not be used if, in any length of 8 diameters, the total number of visible broken wires exceeds 10% of the total number of wires, or if the rope shows other signs of excessive wear, corrosion, or defect.

(2) The defective portion of a wire rope and any areas of deformation caused by normal methods of attachment of a wire rope shall not be used for other load carrying service.

(3) A wire rope used for hoisting, lowering, or pulling shall consist of 1 continuous piece without a knot or splice, except an eye splice at the end of a wire rope.

(4) If wire rope clips are used to form eyes in a wire rope, MIOSHA CS Part 8 Handling and Storage of Material (R 408.40834) shall be followed as to numbers and spacing to be used. The "u" section shall be on the dead end side.

(5) An eye splice made in any wire rope shall have not less than 4 full tucks.

(6) A wire rope eye shall be equipped with a thimble if the eye is placed over or around an object with a sharp corner.

(7) Protruding ends of strands in splices on slings and bridles shall be covered or blunted.

(8) Shock loading is prohibited.

## **Cables and Wire Rope Slings**

(a) New cable/sling shall be inspected before being placed in service and shall be inspected on a periodic schedule. A kinked cable shall never be placed in service.

(b) A kinked cable shall be destroyed.

(c) Slings shall be inspected before being used to attach loads to a hoist.

## **Chains**

- (a) Chains shall be used around sharp edges and used where rope would cause undue kinking or cutting (do not use chain in place of wire rope to extend a wire rope in a winch application).
- (b) Inspect new chain before putting it in service. Never splice a chain by inserting a bolt between two links. Never put a strain on a kinked chain. Check for wear, cracks or elongation of links, and the load limit tags. Discard if necessary.
- (c) In addition chains shall be inspected for:
  - 1. Excessive corrosion;
  - 2. Diameter reducing in link bearing areas; and
  - 3. Defective weld joints on links.
- (d) Care shall be taken to avoid “shock” tension being applied on chains.
- (e) All lifting chain shall be of alloy welded construction, proof test, and certified with a load limit tag, and shall be inspected with documentation annually.
- (f) All overhead-lifting chains shall have a load limit tag.

## **Compressed Air**

- (a) Employees shall not exceed air pressure of 30 PSI (pounds per square inch) when compressed air is used for cleaning, chip blowing, etc.
- (b) Compressed air shall not be directed at the skin and shall not be used to clean clothing while it is being worn.
- (c) When using compressed air, proper protective equipment (safety goggles, face shield, gloves, hearing protection, etc.) shall be worn.
- (d) Hoses and hose couplings shall be checked for loose connections, defects, etc., before using.
- (e) Only air hoses and couplings with safety chains or the equivalent designed for compressed air, shall be used in connection with compressed air lines.

## **Compressed Gases**

- (a) Compressed gas cylinders can be explosive if the regulator is damaged. Therefore cylinders shall not be dropped, struck, rolled or exposed to excessive heat (direct sunlight, radiators, and furnaces, etc.)
- (b) Compressed gas cylinders shall not be stored or used at a temperature exceeding 125 degrees Fahrenheit and shall be stored and transported in an upright position with caps in place and under well ventilated conditions (not in basements or pits unless forced ventilation is provided as specified by the department of public health-MIOSHA, Part 12) Welding and Cutting.
- (c) When not in use, compressed gas cylinders shall be stored as follows:
  - 1. Oxygen cylinders shall not be stored with fuel gas cylinders;
  - 2. All empty cylinders shall be marked or tagged as empty and secured;
  - 3. Protective valve caps shall be in place during storage or shipment;
  - 4. Oxygen and fuel gas cylinder storage areas shall be separated by 20 feet unless separated by a non-combustible wall five feet high;
  - 5. Cylinders shall be secured by a chain or other device to prevent them from falling.

- (d) Oil shall never be applied to lubricate valves on compressed gas cylinders
- (e) No one shall stand in front of a regulator when compressed gas cylinders are being opened.
- (f) Only persons instructed in the use of compressed gases shall use or handle compressed gases. The user will inspect all hoses and fittings for holes and thread conditions before connections are made.
- (g) Warning signs stating “danger”, “no smoking”, etc. shall be placed in areas where flammable gases are stored or permanently located.
- (h) Cylinders shall be marked so that they are easily identified.
- (i) When regulators are used on compressed gas cylinders, the gauge pressure shall be released before the cylinder valve is opened.

### **Welding, Cutting and Brazing**

- (a) Only employees properly trained or tested and authorized by supervision, wearing the appropriate personal protective equipment, shall use arc and gas welding and cutting equipment. (MIOSHA Part 12 Welding and Cutting).
- (b) Welding shall not be performed on closed vessels such as drums and automotive gasoline tanks or any other tank that has contained flammables until it has been thoroughly cleaned, filled with water and adequately vented. Properly trained and authorized welders shall only perform Work of this type.
- (c) Tanks, containers or pipelines shall not be welded or cut until proof is obtained that it is free from any explosive mixture (cleaning; blanking, disconnecting, venting, air testing and/or, etc.)
- (d) Appropriate protection or tagging shall be placed on the opposite pipe end that is being welded.
- (e) Fire extinguishers of the proper class and rating shall be readily available during the welding and cutting operations.
- (f) Protective equipment to be worn includes eye protection, face protection, hand, arm and body protection. Clothing should be free of excessive oil or grease.
- (g) Adequate ventilation/exhaust shall be provided when welding in confined spaces or while brazing, cutting or welding any zinc, brass, bronze, galvanized or lead-coated material to eliminate the hazard or a suitable respirator shall be worn.
- (h) The welder shall shield or barricade the welding operation to protect other employees from the harmful rays and sparks produced by the process and to prevent ignition of flammable materials.
  - (1) A torch shall not be re-lit from hot work, and only an approved igniter shall be used to light the torch.
  - (2) Hot materials should be labeled “HOT” until cooled to prevent accidental burns to other persons in the area.
- (k) Regulators shall be equipped with check valves to prevent accidental backflow of gases. Regulators, valves, cylinders or hose connections shall not be allowed to come in contact with oil and grease or other contaminants.

## **Heating Materials**

- (a) Metals, insulating compounds, asphalt, tar, etc., shall be heated and handled in such a manner as to prevent burn and fume hazards to the employees working around the materials. Protection may include, but is not limited to, respirators, gloves, ventilation, barriers, signs, enclosures, etc.
- (b) Gauntlet gloves shall be worn while heating or handling hot materials.
- (c) Torches, igniters and heated materials shall be kept within the barricaded work area to guard against spills. When necessary to leave molten materials unattended, adequate safety precautions shall be taken.
- (d) Adequate ventilation shall be maintained to keep fume concentrations from reaching a hazardous level.

## **Working Aloft and Aerial Lifts**

**Working aloft includes work performed from ladders, platforms, structures and aerial basket devices.**

### **Working Aloft**

- (a) Employees shall not place portable ladders until dangers have been assessed in the work area and neutralized.
- (b) Employees shall only climb to a working position aloft by means of approved ladders.
- (c) While working aloft on a structure, an approved platform equal to a safety factor of four times the bearing weight shall be used or a safety belt and strap or rope lifeline shall be worn. Construction of scaffolds shall comply with MIOSHA Standard Part 12 Welding and Cutting
- (d) Safety straps or lifelines shall be secured around the rigid part of a structure, never around energized installations.
- (e) Employees shall not climb by any means besides ladders without specific permission of the supervisor.
- (f) When aloft, tools and materials shall be secured at all times. Tool bags and hand lines shall be used when sending tools and equipment to an employee who is aloft. No object shall be thrown to a worker aloft, or dropped to a worker below.
- (g) At the work level, adequate protection shall be made to protect the level immediately below from falling objects.

### **Aerial Lift**

- (a) Employees shall be; authorized, trained, and certified with a City of Lansing or MIOSHA Permit, familiar with and follow the manufacturer's instructions before operating a powered aerial lift, bucket truck, or other mobile lift.
- (b) Outriggers shall always be extended and positioned accurately. When necessary, pads shall be placed to support the outriggers on uneven ground, soft ground, snow, and iced ground. The operator shall be certain other workers are clear before extending the outriggers

- (c) Power tools must be kept in their basket sheath when not in use.
- (d) Only the number of persons for which a basket is designed shall be permitted to work from a basket. Employees shall be secured to the bucket with the approved safety harness and fall protections.
- (e) Entrance and exit from the basket shall be at ground level or the rest position, and riding in the basket with the boom extended shall not be permitted.
- (f) When working aloft employees shall always be looking in the direction of the boom movement to avoid any basket or boom contact.
- (g) The bucket shall be controlled by the operator in the bucket at all times except in an emergency or when testing bucket operations from the pedestal.
- (h) An aerial device shall be inspected and tested at least annually for permanent deformation and cracks by using 1 1/2 times the rated load; and for defects by visual inspection during and following the load test.
  - (1) Field inspection and tests will be performed only by an authorized and trained employee or outside service
  - (2) Lift controls shall be tested each day before use to determine that the controls are in a safe working condition. An aerial device with defective controls shall

### **Miss Dig**

- (a) Employees shall follow the “Miss Dig” staking request procedures prior to excavating.
- (b) The supervisor or employee in charge shall advise equipment operators of the available information that relates to the depth and location of utility services.
- (c) Employees shall use hand digging to locate underground utilities. not be used until repaired.

### **Distance to Energized Equipment/Conductors**

- (a) Workers (except for qualified tree trimmers or forestry workers) shall not approach any exposed energized equipment or conductors closer than the distance specified below. The distance specified must be increased by the appropriate amount whenever conducting tools or materials are used to extend the reach of a worker.

### **VOLTAGES WITH BOOM RAISED BOOM LOWERED & NO LOAD IN TRANSIT**

- To 50 kv 10 feet 4 feet
- Over 50 kv 10 feet + 4 inch 10 feet per each 1 kv over
- 50 kv
- 50 to 345kv 10 feet
- 346 to 750 kv 10 feet

### **Excavations and Trenches**

- (a) The sides of an excavation or trench more than five (5) feet deep shall be properly sloped unless supported by a City provided and approved support system in accordance with MIOSHA Construction Standard, Part 9 Excavation, Trenching and Shoring.
- (b) Portable trench boxes or sliding trench shields may be used for the protection of



personnel in place of a shoring system or sloping. Where such trench boxes or shields are used, they shall be designed, constructed, and maintained in a manner that provides protection equal to or greater than the sheeting or shoring required for the trench.

- (c) An excavation less than five (5) feet in depth shall also be effectively protected when examination of the ground indicates hazardous earth movement may be expected (wet conditions, dissimilar soils such as gravel on clay, etc.)
- (d) Soil and spoil shall be placed at least four (4) feet away from the edge of the trench.
- (e) A City of Lansing Construction Safety Program must be present on site and all requirements contained therein shall be followed.