SAFETY

All employees have a responsibility to themselves for their own safety. By observing that responsibility, they fulfill the responsibility to their family, fellow workers, the community and the state of Indiana. Therefore, they must observe safe practice rules and follow instructions relating to the efficient performance of their job. No job is so important or service so urgent, that time cannot be taken to perform the work in a safe manner. It is impossible to establish safety information which applies to every situation. There is no substitute for **...**

USING SOUND JUDGEMENT AND GOOD COMMON SENSE.

**Drivers should be aware of the following:**

1. Work in a safe, productive manner and maintain safety awareness at all times.

2. Ensure a safe, productive snow event by getting adequate **sleep or rest prior to starting a plow shift.**

3. Properly inspect, maintain and operate assigned vehicle/equipment and report defects.

4. Handle snow and ice chemicals by the guidelines set up in the MSDS book that should be available at all unit buildings.

5. Operators will exercise care to prevent damage to signs, delineator posts, guard rails, bridge rails, mailboxes, or guide posts. Vertical posts should be mounted at each end of the plow, with uninhibited visibility for the operator.

6. Suitable ladders or rolling stairs shall be provided on all snow removal vehicles to enable safe movement up and down the spreader box. When climbing hands should grasp the rails, not the rungs. Rings should be removed because of potential danger of being caught on ladders.

7. When plowing bridges and overpasses, caution will be exercised to prevent snow from falling on roads underneath the overpass.

8. Increase the visibility of the lights by cleaning off salt residue and crusted snow and ice regularly.

9. Watch ramps; be sure to provide a safe sight distance.

10. When stopping at intersections, be sure the plow doesn't extend into the intersection. Begin slowing a distance back from the sign/ signal because a loaded plow truck will not stop as easily as an unloaded one.

11. Raise plow when crossing railroad tracks.

12. Report accidents and injuries **immediately**.

13. Complete safety forms as required, Indiana Department of Transportation's SUPERVISOR'S INVESTIGATION REPORT, VEHCLE AND EQUIPMENT ACCIDENT REPORT AND PERSONNEL INJURY REPORT as required.

14. **Make a concerted effort to be aware of all other possible safety hazards**.

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