



**Islamic Republic Of Afghanistan
Kabul Municipality**



**SAFETY AND ACCIDENT PREVENTION POLICY
DEPARTMENT OF HUMAN RESOURCE**

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Section 1

1. Introduction

1.1 Purpose and objectives

1.1.1 The safety and accident prevention policy herein set forth are for the purpose of preventing injury to persons and damage to property.



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1.1.2 To develop a high standard of safety throughout all operations within the Kabul Municipality and ensure that no employee is required to work under any hazardous or unhealthy conditions.

1.1.3 Kabul Municipality believes that each employee has the right to obtain personal satisfaction from his/her job. Because the prevention of occupational illness or injury is crucial to this belief, it will be given top priority at all times.

1.1.4 It is Kabul Municipality's intention to initiate and maintain complete accident prevention and safety training programs to each individual employed by Kabul Municipality, Kabul Municipality plays an important role in those programs. By accepting mutual responsibility to operate safely and healthfully, we will each contribute to the wellbeing of our co-workers.

1.2 Scope and Applicability

1.2.1 These accident prevention regulations shall be effective as of the date of issuance; it shall comply by every employee of Kabul Municipality under every circumstance where they are applicable.

1.2.2 Employees acting in a supervisory capacity shall require all employees working under their jurisdiction to comply with all applicable safety instructions and safe practices.

1.2.3 If a difference of opinion arises in the application or interpretation of these policies, the decision of the employee in charge of the job shall be followed.

1.2.4 Departments and divisions may promulgate additional safety regulations to be followed by those persons working or operating under the jurisdiction of those departments. Employees assigned to work at work sites outside their home department will follow the safety procedures of the site at which they are working. The jurisdictional department will instruct the employee in the safety procedures specific to their areas of responsibility.

1.3 Consequence of Violation and Policy Enforcement

1.3.1 Disciplinary action covering violations of these safety regulations can be carried out in accordance with personnel policies and Afghan Government laws the following steps shall be followed.

1.3.1.01 First Offense - Verbal warning and instruction on proper actions

1.3.1.02 Second Offense (within 12 months of the 1st offense) - Written reprimand, notation in personnel file, and instruction on proper actions

1.3.1.03 Third Offense (within 12 months of the previous offense) - Suspension without pay, written reprimand, and instruction on proper actions

1.3.1.04 Fourth Offense (within 12 months of the previous offense) - Termination of employment

1.3.2 Whenever there is a difference of opinion between the employee and the supervisor/foreman as to whether or not a particular assignment is safe, the judgment of the



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department head/supervisor/foreman will prevail. The employee may file a grievance regarding the situation in accordance with Kabul Municipality grievance procedures.

1.3.3 Oral notice will be given to an employee for violating safety or health standards. The violator will acknowledge the notice in writing and a copy will be retained in his/her personnel file. No specific details will be recorded on the first notice other than the reason for the violation.

1.3.4 No Kabul Municipality employee is exempt from these enforcement standards. A department manager may be found in violation of a safety or health standard as well as any other employee. Possible violations could include neglecting to ensure that employees are properly protected from accident or injury, or neglecting to maintain a safe work area.

1.4 Management Responsibility

1.4.1 Each section/ department head shall make certain a copy of the current safety policy are kept in a conspicuous place and available to all employees.

1.4.2 A safety and accident prevention committee shall be created to discuss safety issues and make possible accident prevention strategies, the committee shall be a combination of department heads and field supervisors.

1.4.3 Each manager shall attend quarterly meetings of safety committee to discuss accidents and near-miss reports. Any changes to the safety policy will be announced at this meeting. Meeting minutes will be recorded.

1.4.4 Management will schedule any training required by these regulations and keep records of training.

1.4.5 It is the manager's responsibility to have the appropriate items stocked in first aid kits for each workplace.

1.4.6 At least one out of three Kabul Municipality employees on job shall be trained and qualified in first aid to prevent further injury to the injured.

1.5 Supervisor/Foreman Responsibility

1.5.1 Each supervisor or foreman shall make certain that all employees under his or her jurisdiction are familiar with these regulations and their application and that each employee has received an initial orientation before beginning work. That orientation must be documented.

1.5.2 Ensure each employee supervised is competent and receives training on safe operation of specific equipment or tasks before starting work on that equipment or job.

1.5.3 Ensure each employee has been issued and trained in the care and use of personal protection equipment (PPE) before starting works requiring PPE. The proper care and use of all needed PPE will be the employee's responsibility.

1.5.4 Ensure that a complete daily walk-through safety check of work area is conducted and that any hazards are corrected. Identify and eliminate job hazards efficiently through job safety analysis procedures.



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1.5.5 Periodically observe work performance of employees for compliance with safety rules referenced and contained in this program and any department specific safety guidelines. Provide training and take corrective action as necessary.

1.5.6 Set good examples by following established safety rules and attending mandatory training.

1.5.7 Provide management with information suggesting work practice changes or equipment that would improve employee safety.

1.5.8 Inform and train all employees on the hazardous chemicals they may encounter under normal working conditions or during an emergency situation.

1.5.9 Conduct crew/leader meetings, possibly the first five minutes of each work shift, to discuss safety matters and work plans for the day. Discuss any accidents or near misses of previous day. Make written notes of any significant issues and forward with reports.

1.5.10 Participate in investigations and inspections on safety and health related matters.

1.6 Employee Responsibility

1.6.1 Each employee of Kabul Municipality shall be required to know and understand each of the safety regulations that apply to the work he or she is performing for the Kabul Municipality.

1.6.2 Report any unsafe or unhealthy actions or conditions to your supervisor or Safety Committee representative as soon as possible.

1.6.3 Report all injuries promptly to your supervisor, no matter how minor.

1.6.4 Report all near-miss accidents immediately to your supervisor

Section 2

2. General Safety

2.1. Personal Conduct

2.1.1 All employees shall conduct themselves in a manner that assures maximum safety to all persons affected by their actions.

2.1.2 At no time shall employees engage in practical jokes, scuffling, horseplay, or misuse of Kabul Municipality equipment.

2.1.3 The use of alcohol or drugs (except as prescribed by a qualified physician) during working hours is prohibited. Violation of this policy is sufficient cause for termination of employment.

2.1.4 Any source of ignition, including smoking, is prohibited in any area where a match, flame, spark or careless disposal of lighted material constitutes a fire hazard.



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2.1.4 Personal work clothing shall be suitable for the individual job and be of the type offering maximum protection from accidental injury. Use good judgment about loose clothing, jewelry, or hanging objects worn while working around moving equipment.

2.1.5 Hard hats will be worn in construction sites, in electrical substations, in any work area where there is a potential hazard from falling objects, and by all certified traffic flaggers.

2.1.6 Proper eye protection will be worn when you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.

2.1.7 Proper footwear will be worn as necessary for the particular job.

2.1.8 Gloves, aprons and/or other protective clothing will be used when handling chemicals, hot or cold materials or rough materials.

2. 2 Job Hazards

2.2.1 Every employee shall be alert for possible hazards that could result in an accident, and act promptly to eliminate the hazard. If the hazard cannot be corrected immediately, report the problem to the immediate supervisor.

2.2.2 Report all accidents, injury or non-injury, to your immediate supervisor. When you have been involved in an accident, a lesson has been learned. This lesson is of valuable use to others to prevent their suffering a similar accident. The investigation shall focus on finding the cause, so that future preventative measures can be explored.

2.2.3 Supervisors/foremen shall promptly investigate all reported hazards and accidents. Hazards that could cause or contribute to accidents shall be immediately corrected. After correction, a follow-up inspection and report shall be scheduled to assure that corrections remain effective.

2.2.4 A copy of each reported hazard or accident shall be sent to the Human Resources Director for coordination with other departments and review.

2.2.5 Each department within the Kabul Municipality shall have hazard control plans in place that coincide with specific jobs. All employees shall be trained in their individual work area hazards and be aware of said plan/policies.

2.3 Housekeeping

3.3.1 Loose materials or waste shall not be allowed to accumulate in the work area. This is particularly important in aisles and in the vicinity of ladders, ramps, stairs, machinery and equipment.

2.3.2 All aisles shall be clearly defined and kept free of any hazardous obstructions.

2.3.3 Aisles in storage areas shall be kept clear for easy access to fire-fighting equipment and to enable firefighters to reach a fire. Areas shall be kept clear around sprinkler control valves, fuse boxes and electrical panels. These areas shall be clearly identified.



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2.3.4 Oil, grease, gasoline and other slippery substances spilled on floors and walkways shall be cleaned up immediately. Approved non-combustible absorbents shall be used to dry up spills before cleaning. Flammable liquids shall not be used.

2.3.5 Tools shall not be allowed to accumulate unnecessarily in the work area or left on overhead platforms where they could be kicked off on persons or materials.

2.3.5 All materials shall be neatly stacked and easily reached by adequate aisles. Cross ties, separators shall be used to guard against falling.

3.3.6 Materials shall not be stacked within 24 inches of ceiling fire sprinkler heads and also shall not be stacked in such a manner as to project into aisles, to cause tripping hazards.

2.3.7 Combustible waste and flammable materials subject to spontaneous combustion shall be deposited only in non-combustible, metal containers with self-closing lids.

2.4 Personal Protective Equipment

2.4.1 Prescribed protective equipment shall be used at all times in work areas as designated by safety procedures.

2.4.2 Approved hard hats shall be worn when the employee is exposed to a potential hazard from falling objects, when working in a construction area or an electrical substation.

2.4.3 Approved hard hats will be required in work areas where possible hazards from falling objects are not present, but protection from bumping type injuries is required.

2.4.4 Kabul Municipality Safety policy require employees to wear steel-toe safety shoes where there may be a risk of foot injury and/or in any area that requires hardhats.

2.4.5 Goggles face shields and other suitable protection devices shall be worn when employees are exposed to possible flying particles or possible splashing from chemicals.

2.4.6 Approved respiratory masks shall be used when employees are exposed to concentrations of dust, fumes, vapors, gases or airborne pathogens.

2.4.7 Approved hearing protectors must be worn when working in areas having high noise levels.

2.4.8 Safety devices and guarding provided to protect the employee from injury shall be used at all times and shall not be removed or blocked by operating personnel.

2.4.9 Protective equipment shall be kept clean and free from damage. Frequent inspections shall be performed to assure protective equipment offers maximum protection. Damaged or defective protective equipment or clothing shall not be used and shall be replaced or repaired prior to use.

2.5 Handling of Materials

2.5.1 A caution zone job is where an employee's typical work activities include any of the specific physical risk factors listed below. Typical work activities are those that are a regular and



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foreseeable part of the job and occur on more than one day per week, and more frequently than one week per year. Heavy, frequent or awkward lifting follows these guidelines:

2.5.2 Lifting objects weighing more than 75 pounds once per day or more than 55 pounds more than 10 times per day.

2.5.3 Lifting objects weighing more than 10 pounds if done more than twice per minute more than 2 hours total per day.

2.5.4 Lifting objects weighing more than 25 pounds above the shoulders, below the knees or at arm's length more than 25 times per day.

2.5.5 Where possible, mechanical equipment should be used to lift heavier materials.

2.5.6 All employees are responsible to know and practice proper lifting techniques.

3.5.7 Safety is the first priority in determining the methods and procedures used to handle and/or transport materials.

2.6 Motor Vehicles

2.6.1 Operators of Kabul Municipality-owned vehicles shall be responsible for checking all vehicles. Any safety defects found shall be reported and the vehicle will not be operated until the safety defect has been corrected.

2.6.2 Only fully qualified and properly licensed operators shall be permitted to drive or operate Kabul Municipality vehicles.

2.6.3 All drivers of Kabul Municipality vehicles shall comply with all the Government rules/regulations governing the safe and legal operations of vehicles.

2.6.4 Seat belts shall be worn and secured at all times when Kabul Municipality vehicle is moving.

2.6.5 The driver shall be responsible for assuring that all passengers are seated and properly secure before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles or any place not designed for a passenger.

2.6.6 Trucks, when used for transportation of employees shall be provided with facilities which will afford safe seating and the truck shall be protected on sides and ends to prevent falls from the vehicle.

2.6.7 All materials shall be tightly secured to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than 16 inches square. At night, red lights shall be used.

2.6.8 All drivers of Kabul Municipality vehicles shall strictly observe speed limits on public roads and highways.



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2.6.9 Speeds in parking lots, maintenance yards or in close proximity to persons or equipment shall be reduced as conditions warrant and are not to exceed 20 Km. p. h. Lower speed limits may be imposed in selected areas.

2.7 Fire Prevention

2.7.1 While the Fire Department has the primary responsibility for fighting fires, each employee has the responsibility of being alert for possible fire hazards. In the time period between reporting and arrival of fire equipment, the employee may be required to participate in initial firefighting activities.

2.7.2 As many employees as possible shall be trained in the proper use of fire extinguishers.

2.7.3 All fire-fighting apparatus shall be kept in a ready condition and be accessible at all times.

2.7.4 Types of Fires:

2.7.4.01 CLASS “A” FIRES - WOOD, TEXTILES, PAPER, and RUBBISH: The quenching and cooling of water is of the greatest importance. Fire extinguishers employing the following substances may be used: water through hose lines using stream or fog nozzles, soda-acid (chemical) pressurized water, knapsack A-B-C multi-purpose dry chemical pump extinguishers, hand and buggy type water extinguishers. Foam extinguishers may be used, but are not the most effective since foam does not have the cooling effect required.

2.7.4.02 CLASS “B” FIRES - FLAMMABLE LIQUIDS, GASOLINE, OILS, ETC.: Smothering or blanketing effect of the extinguishing agent is of the greatest importance, especially fires in pools, tanks, etc. Fire extinguishers employing the following substances may be used: foam carbon dioxide (CO₂) and dry powder.

2.7.4.03 CLASS “C” FIRES – ELECTRICAL EQUIPMENT: Fire extinguishers employing the following substances may be used on electrical equipment fires: dry powder rated for class B-C or multi-purpose dry chemical pump extinguishers rated A-B-C.

(IN CASE OF UNAVAILABILITY OF THE MENTION MATERIALS FOR FIREFIGHTING, THE EMPLOYEES ARE RESPONSIBLE TO CONTACT IMMEDIATELY WITH THE FIREFIGHTING DEPARTMENT OF THE MINISTRY OF INTERIOR, THE FIREFIGHTING AND OTHER EMERGENCY CONTACT NUMBERS SHALL BE AVAILABLE IN ALL WORK HAZARD AREAS)

2.7.5 When removing supplies of paints, solvents or other flammables from storage, only the minimum supply to do the job shall be taken. Any unused portions should be returned to storage area. All containers shall be properly labeled as to contents and hazards pertaining to contents.

2.7.6 Combustible products of rubbish waste or other residues shall not be allowed to accumulate. Oil soaked rags and similar materials subject to spontaneous combustion shall only be stored in non-combustible containers with self-closing lids.

2.7.8 Flammable liquids shall not be stored in aisles or walkways and shall be so located that there will be no interference with evacuation of the area in case of fire.



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2.7.9 Cigarette butts, matches or other similar materials shall not be discarded without fully extinguishing the substance.

2.7.10 Ashtrays, cigarette butts or matches shall only be disposed of in approved non-combustible containers.

2.7.11 striking of matches or other sources of ignition shall not be permitted within “NO SMOKING” areas.

2.7.12 all gasoline or flammable solvents or liquids shall not be stored inside building in other than approved flammable storage containers.

Section 3

3. Equipment Safety

3.1. Drill Presses

3.1.1 Stock to be drilled shall be secured to the press to prevent material from spinning during drilling.

3.1.3 The drill shall be completely shut down and stopped before attempting to clear jammed work.

3.1.4 When holes are to be drilled beyond the flutes of the drill, the drill shall be removed and cleaned out frequently to prevent jamming or freezing.

3.2 Abrasive Grinders

3.2.1 Sight protection shall be used at all times while operating grinding or polishing tools regardless of size, speed or whether the tools are equipped with transparent protection guards.

3.2.2 Grinders, polishers, buffers and other equipment generating dust should be equipped with local ventilation capable of removing all dust. When exhaust ventilation is insufficient to remove all grinding dust, the operator shall use approved respiratory equipment.

3.2.3 Hand-grinding operations shall not be attempted without using the machine tool rest. Adjust distance between wheel and tool rest to maintain 1/8” or less separation as the diameter of the wheel decreases with use. Distance between wheel and spark breaker must be kept adjusted not to exceed 1/4”.

d) Work shall never be ground on the side of the wheel. Grinding work on the side can weaken the wheel, may cause premature failure and could result in injury from wheel separation.

3.3 Powered Machine Tools

3.3.1 Powered machine tools include all power driven tools and equipment used in the cutting, shaping, forming or polishing of materials.



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3.3.2 Material to be worked on shall be secured prior to bringing the material in contact with machinery under power. Movable material shall be secured by jigs, fixtures or other hold-down devices prior to contact with machine cutting surfaces.

3.3.3 Burrs, sharp edges or projections that could cause injury or difficulty in processing shall be removed prior to performing additional operations.

3.3.4 Cutting edges of tools shall be kept sharp at all times and checked for defects before each operation.

3.3.5 Cutting tools shall not be set or adjusted while the machinery is in operation or when the power is on.

3.3.6 Operators shall allow all machinery to stop turning of its own accord. Hand pressure shall never be used to slow down or stop turning machinery.

3.3.7 Materials or stock being processed or worked shall not be measured or calibrated while in motion. Measurement of material in machinery shall only be accomplished when the machinery is stopped with the switch in the “off” position.

3.3.8 Machinery shall only be operated at the recommended speeds for the material being worked and shall not be speeded up to expedite operations.

3.3.9 The speed of machinery or rate of material feeding shall not be changed while material is being worked.

3.3.10 Operating personnel shall remove chuck keys, wrenches and drifts from the machine and place them in a safe location before starting the operation. Adjustments with these devices shall not be attempted while the machinery is in motion.

3.4 Portable Power Tools

3.4.1 Portable power tools receive power from electricity, air pressure, explosive charges or rotating flexible cable. Portable power tools are frequently more hazardous to use than stationary equipment because their mobility and smaller size make protective guarding difficult.

3.4.2 Cords, hoses and cables supplying power to portable power tools shall be routed in such a manner as to prevent tripping hazards.

3.4.3 Operating personnel shall avoid abusing power supply lines of portable equipment. Excessive scraping, kinking, stretching and exposure to grease and oils will damage lines, cause premature failure and possible injury to the operator or fellow workers.

3.4.4 Cords, hoses and cables shall be frequently inspected to detect wear or deterioration. Defective power supply lines shall be replaced before use.

3.4.5 At no time will electrical power equipment be operated without proper grounding. All electrical cords and cables shall be of the type that includes a third wire ground.



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3.4.6 Operation of electrical tools in wet or damp areas is strictly prohibited except in unusual emergency circumstances. When operation is required in wet or damp conditions, extreme care will be exercised to assure effective grounding of equipment and proper use of protective equipment.

3.4.7 Electrical cords shall be frequently inspected for damaged or frayed surfaces. Damaged or frayed electrical cords shall not be used until repaired or replaced by maintenance personnel.

3.5 Mechanized Equipment

3.5.1 Mechanized equipment in use by the Kabul Municipality ranges from grass cutting to heavy construction equipment. The following general rules apply to all types' of mechanized equipment.

3.5.2 Only fully trained, properly authorized personnel shall be permitted to operate mechanized equipment.

3.5.3 Operators shall never leave their equipment with the engine running. When leaving the equipment, the engine shall be completely shut down and all blades and lifts lowered to the full "down" position.

3.5.4 No person shall ever attempt to get on or off moving equipment. Unauthorized persons shall not be permitted to ride on equipment at any time.

3.5.5 Each individual job condition shall determine the safe operating speed. The speed shall be the minimum required for safe operation and to minimize dust. When excessive dust or glare is present, operators shall wear protective goggles.

3.5.6 Particular care shall be exercised in starting, turning and stopping of equipment. Operators shall exercise maximum caution to avoid contacting electrical lines with equipment.

3.5.7 Servicing of equipment shall not be performed while the equipment is running or in operation.

3.5.8 Fuel for equipment shall be kept in safety cans plainly marked (i.e., Gasoline, Diesel, 2-Stroke, etc.) and the fuel shall be kept isolated from all possible sources of ignition. Servicing shall not be attempted until the engine has cooled.

3.5.8 Maintenance or adjustments of equipment shall only be performed by maintenance personnel. When performing maintenance, the equipment shall be completely shut down with all lifts or blades lowered to the full "down" position.

3.6 Mechanical Handling Equipment

3.6.1 Mechanical materials-handling equipment such as hand trucks and forklifts shall be used when loads are too heavy or bulky to be carried efficiently or safely by hand.

3.6.2 Hand trucks shall be pushed rather than pulled. Truck handles that expose hands to possible injury shall be equipped with knuckle guards.



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3.6.3 On handling equipment, the load center of gravity shall be kept low by placing the heavier objects on the bottom and lighter objects at the top.

3.6.4 Side stakes, straps or lashing materials shall be used on high loads where there is a possibility of material toppling. Maximum load limits shall be established for material handling equipment and strictly enforced.

3.6.5 Floors and other surfaces used in transporting materials shall be kept free of slippery substances, cracks, bumps and other defects that interfere with the safe movement of materials.

3.6.6 Equipment shall not be moved until the load is properly stacked and secured.

3.6.7 Operators shall be particularly careful when approaching doorways, aisle crossings and other intersections.

3.6.8 When self-propelled equipment is parked, the brakes shall be set and the ignition turned off with the transmission placed in low gear or park position.

4.5.9 Forklift operators shall travel with forks close to the floor to prevent accidental damage of other materials when turning too sharply. When traveling with a load, forks close to the floor will prevent obstruction of vision. When the load obstructs the forward view, the operator shall only travel in reverse for a clear field of vision.

3.6.9 Forklift operators will refuse to lift or move unsafe loads. If an operator believes the load is too heavy or improperly stacked, he will refuse the load and report to his supervisor.

3.6.10 Forklifts and other equipment shall not be left unattended while the equipment is running. When leaving the equipment, the engine shall be shut down and the lifts lowered to the floor.

3.6.11 Gasoline powered equipment shall not be fueled in buildings, but only at authorized, outdoor points. Equipment shall not be serviced, cleaned or repaired while the equipment is running.

3.7 Mechanical Lifting and Aerial Equipment

3.7.1 Mechanical lifting devices and aerial equipment includes a wide variety of cranes, derricks, hoist, slings, baskets and platforms. Their use is subject to certain hazards, impossible to safeguard by mechanical means. The safe operation of mechanical lifting devices requires intelligence, care and observance of safety rules.

3.7.2 Operation of mechanical lift devices or aerial equipment shall be restricted to personnel who have been trained in the safe use of each type of equipment.

3.7.3 Operators shall never leave a crane, hoist or derrick while the load is still suspended unless the load is suspended over a barricaded area or is blocked up or otherwise supported from the ground.

3.7.4 Before entering or leaving the vehicle, each operator shall assure that boom baskets and platforms do not contact electrical equipment.



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4.6.5 Operators of all vehicles equipped with aerial baskets and outriggers shall lower the outriggers to a firm foundation before the aerial equipment is operated.

3.7.6 Before moving the stabilizers, outriggers or hydraulic jacks, the operator shall determine that no one is in a position to be injured. Before operation, outriggers' brakes shall be checked for safe operation prior to lifting a load.

3.7.7 Service of equipment shall never be performed while the equipment is in operation. Maintenance shall be performed by only qualified maintenance personnel and checked for performance after repair.

3.7.8 Vehicles with aerial equipment shall not be moved from one working location to another with the equipment in the raised position.

3.7.9 Drivers of aerial equipment trucks shall be constantly alert to the fact that the vehicle has exposed equipment above the truck and allow for necessary clearance.

3.7.10 the specified safe loading capacity shall not be exceeded. The manufacturer's suggested safe load requirements shall be observed for all loads to be lifted.

3.7.11 All controls shall be checked daily before operation to assure that they operate freely and properly.

3.7.12 Upper and lower controls are required for extensible and articulating boom platforms that are primarily designed as personnel carriers. Both controls must be operable and the lower control must be able to override the upper control.

3.7.13 Belting off to an adjacent pole, structure or equipment while working from an aerial lift shall not be permitted.

3.7.14 Personnel shall never be lifted off the ground without being secured to the equipment by an approved body belt and lanyards.

3.7.15 An aerial lift truck may not be moved when the boom is elevated in a working position with men in the basket, except where the equipment is specifically designed for such an operation.

3.8 Hand Tools

3.8.1 Many persons are under the impression that hand tools are simple devices not requiring caution or training in safe operation. This impression is false. Hand tools are responsible for a wide variety of industrial injuries and property damage.

3.8.2 The use of tools shall be confined to the purpose for which intended.

3.8.3 Protect tools from corrosion damage. Wipe off accumulated grease and dirt. Moving and adjustable parts shall be frequently lubricated to prevent wear and misalignment.



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3.8.4 All damaged or worn tools shall be promptly repaired. All tools with mushroomed heads split or defective handles shall be repaired prior to use. Temporary or makeshift repairs shall be prohibited. Discard all tools that cannot be safely repaired on the job.

3.8.5 When not in use, tools shall be stored in suitable boxes or containers. Loose tools shall not be stored on ledges or where they will roll off benches or tables. Tools shall be picked up when a job is completed and not be allowed to accumulate in the work area.

3.8.6 Metal hand tools are good conductors of electricity. Do not use conducting tools around electrical facilities. Insulated tools approved for electrical work shall be tested frequently for proper insulation.

3.8.7 Select the correct size and type of wrench for each job. Wrench handles shall not be extended with pipe or cheaters because the jaws will spread.

3.8.8 Use personal protective equipment where applicable

3.9 Battery Maintenance

3.9.01 When performing battery charging or battery maintenance activities, operators are exposed to possible hazards from burns and explosive gases. To reduce exposure to other personnel, all battery charging operations shall be separated from other activities, except when fast-charging an installed battery.

3.9.02 Batteries of the unsealed type shall be located in enclosures with outside vents or in well ventilated rooms and shall be arranged so as to prevent the escape of fumes, gases, or electrolyte spray into other areas.

3.9.03 Ventilation shall be provided to ensure diffusion of the gases from the battery and to prevent the accumulation of an explosive mixture.

3.9.04 Racks and trays shall be substantial and shall be treated to make them resistant to the electrolyte.

3.9.05 Floors shall be of acid resistant construction unless protected from acid accumulations.

3.9.06 Facilities shall be provided for flushing and neutralizing spilled electrolyte and for fire protection.

3.9.07 Metallic objects shall not be placed on uncovered batteries.

3.9.08 Face shields, aprons, and rubber gloves shall be provided for and worn by workers handling acids or batteries.

3.9.09 Facilities for quick drenching of the eyes and body shall be provided within 7.62 m of battery handling areas.

3.9.10 Filler caps shall be in place when batteries are being moved.



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3.9.11 Facilities for flushing the eyes, body and work area with water shall be provided wherever electrolyte is handled, except when employees are only checking battery electrolyte levels or adding water.

3.9.12 Carboy tilters or siphons shall be used to handle electrolyte in large containers.

4.8.13 Battery handling equipment which could contact battery terminals or cell connectors shall be insulated or otherwise protected.

3.9.14 Batteries shall be free of corrosion buildup and cap vent holes shall be open.

3.9.15 When a jumper battery is connected to a battery in a vehicle, the ground lead shall connect to ground away from the vehicle's battery. Ignition, lights and accessories on the vehicle shall be turned off before connections are made.

3.9.1 Parking brakes shall be applied before batteries are charged or changed.

3.9.17 Chargers shall be turned off when leads are being connected or disconnected.

3.9.18 Battery charging installations shall be located in areas designated for that purpose.

3.9.19 Charging apparatus shall be protected from damage by trucks.

3.9.20 When batteries are being charged, the vent caps shall be kept in place to avoid electrolyte spray. Vent caps shall be maintained in functioning condition.

3.9.2 Adequate ventilation shall be provided during charging.

3.9.22 Installed batteries shall be secured to avoid physical or electrical contact with compartment walls or components.

3.9.23 Smoking and open flames shall be strictly prohibited while working in or around batteries. Electrical equipment used shall be explosion proof and effectively grounded at all times.

3.10 Welding and Brazing

3.10.01 Welding or open flames shall be prohibited where flammable gases or liquids may be ignited until the possibility of explosion or fire has been eliminated. In confined spaces where ventilation is inadequate, welding itself may produce flammable or explosive gases.

3.10.02 Welding, open flames or external heat shall not be brought into contact with a vessel that may have contained a flammable substance until that vessel has been thoroughly purged or filled with an inert gas or water.

3.10.03 Oxygen cylinders and valves shall be kept free from oil and grease. Oxygen under pressure can release sufficient heat to ignite and explode oil and grease on contact.

3.10.04 Heating and welding of galvanized and cadmium-coated material shall only be done under controlled, ventilated conditions. The fumes shall be vented away from the operator and persons within the vicinity.



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3.10.05 Before starting a welding operation, welders shall protect themselves with suitable protective equipment. Welders shall wear helmets, shields, aprons, gloves, gauntlets and other protective equipment as required. Goggles, helmets and shields shall be carefully selected for proper lens shade.

3.10.06 Arc welders shall place protective screens around the work area to prevent eye flash burns to other personnel in the area. Welders shall protect their eyes when chipping scarf or metal fragments.

3.10.07 Cylinders shall be handled with extreme care. Cylinders shall be stored in the upright position and securely lashed to prevent falling. Compressed gas cylinders shall never be treated roughly. Any damage, suspected or obvious, shall be reported immediately.

3.11 Compressed Air and Gas Safety

3.11.01 For general shop and field use, compressed air shall be adjusted for not more than 30 PSI of pressure. For equipment operation requiring higher pressures, only the minimum pressure required to operate the equipment shall be used.

3.11.02 Do not use compressed air to clean dirt or debris from equipment. Do not direct compressed air from hoses/nozzles towards persons. Compressed air shall never be used to clean workbenches or other surfaces.

3.11.03 Compressed gas cylinders shall only be stored in designated areas away from external heat. The storage area should be away from traffic to minimize possible danger from damage.

3.11.04 All cylinders should be stored upright in racks and securely lashed to prevent falling. Adapter covers shall remain in place until removed for use.

3.11.05 Oxygen cylinders in storage shall be separated from fuel/gas cylinders and combustible materials by a minimum distance of **6 meters** or by a noncombustible barrier at least **1.5 meter** high.

3.11.06 Oxygen cylinders shall be kept free from oil and grease. Oxygen under pressure will produce sufficient heat to cause explosion or fire when released under pressure.

3.11.07 Cylinders shall never be dropped or treated roughly. Any damaged cylinders, suspected or obvious, shall be reported immediately.

3.11.08 When moving cylinders, adapter covers shall be in place to protect valves. In moving cylinders, valves or caps shall not be used as hand holds.

3.11.09 For raising or lowering, use a suitable sling, boat, cradle or platform. Cylinders shall not be raised by electric magnets.

3.11.10 When transporting cylinders by hand truck, or truck, the cylinders shall be securely lashed to prevent falling.



3.12 Compressed Air Tools

3.12.01 In compressed air tools; air is supplied under high pressure. Only the best quality air hoses, equipped with secure couplings, shall be used.

3.12.02 Air supply hoses shall be protected from damage from vehicles or materials at all times. When used across walks or roadways, hoses shall be enclosed in channel-ways.

3.12.03 Operators shall turn the air pressure off at the inlet control valve before changing or connecting compressed air tools.

3.12.04 Pressure hoses shall be connected by safety chains to prevent hose whipping in the event couplings become disconnected or break.

3.12.05 Compressed air tools shall never be pointed at other personnel.

3.12.06 Always wear personal protective equipment when using compressed air tools.

3.13 Explosive Activated Tools

3.13.01 Explosive or powder-activated tools represent hazards normally encountered from ammunition or other explosives.

3.13.02 Only fully trained and authorized personnel shall operate explosive actuated tools. Authorized personnel shall only be designated after being trained in explosive tools.

3.13.03 Loaded tools shall never be carried away from the work site. Tools shall always be left unloaded until ready for use.

3.13.04 Fasteners of any kind shall not be forced into masonry closer than 10 Cm to the edge, unless special guards are used to prevent flying particles. Fasteners shall not be fired into steel closer than one-half inch to an edge or joint.

3.13.05 No tool of this type shall be used to fire projectiles into hardened steel, high tensile steel, cast iron, glazed brick, tile, marble, glass or other extra hard materials.

3.13.06 Powder-actuated tools shall not be used in flammable or explosive area.

3.14 Stationary Equipment

3.14.01 Each department supervisor/foreman will be responsible for the training of employees on equipment used or worked on by them.

3.15 Mobile Equipment

3.15.01 Every department supervisor/foreman will be responsible for the training of employees on any and all equipment used in their respective departments..



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Section 4

4. Work Area Safety

4.1 Work Area

4.1.01 Employees shall not be required to work in areas or situations where they may be adversely affected by working under these types of conditions (i.e., extreme heights, underground, closed areas, etc.) without proper protective devices.

4.1.02 Always store materials in a safe manner. Tie down or support piles if necessary to prevent shifting, falling or rolling.

4.1.03 Shavings, dust, scraps, oil or grease should not be allowed to accumulate.

4.1.03 Any refuse must be removed as soon as possible. It is a safety and fire hazard.

4.1.04 Remove any loose materials from stairs, ramps, walkways, platforms, etc.

4.1.05 Do not block traffic lanes, aisles, fire exits, stairs, etc.

4.1.06 Avoid shortcuts – use stairs, walkways, ramps, ladders, etc.

4.2 Office and Clerical Safety

4.2.01 Personnel should not run on walkways or stairways. All personnel shall enter and leave buildings in an orderly manner.

4.2.02. All personnel shall observe safe lifting and carrying procedures, when moving boxes, office machines or other heavy materials. Large boxes or materials shall be moved with mechanical equipment or repacked in smaller parcels. Bulky materials shall not be carried when the view ahead is obstructed or when the materials interfere with stairway handrails.

4.2.03 Water, oil or other slippery substances shall be removed at once to eliminate slipping hazards. Extension cords, wastebaskets and other materials shall be kept out of walkways or aisles to prevent tripping hazards. Standing on chairs, boxes or makeshift supports to reach overhead objects is prohibited. Doors shall always be opened with caution to avoid striking someone on the other side. Keep to the right when walking to avoid collisions. Handrails should be used at all times when ascending or descending stairways.

4.2.04 Desk and filing drawers shall be kept closed at all times when not in use. Caution should be observed in opening top file drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time. When possible, drawers of file cabinets should not open towards a workspace (i.e., desk, chairs, etc.).

4.2.05 Spindles and other sharp or pointed objects on desks to fasten papers are prohibited. Special care must be observed in disposing of broken glass or other sharp objects.

4.2.06 Cigars, cigarette stubs or matches shall be disposed of in appropriate area in designated areas.



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4. 3 Elevated Positions

4.3.01 Employees shall use approved safety belts, lifelines or other devices that are adequate for maximum protection while working at heights. No person, material or equipment shall be lifted from the ground by supports inadequate for the job. The supports or lines shall be approved supports, sufficiently strong and properly secured in place.

4.3.02 All ladders used shall be of good quality, securely placed, held or tied to prevent slipping or falling. Ladders shall not be placed in front of doorways unless the door is open, locked or guarded. Employees shall face the ladder when ascending or descending. Materials that interfere with the free use of both hands shall not be carried up or down the ladder.

4.3.03 Wooden or non-conducting ladders shall be used by electrical workers and others working near electrical equipment. Straight and/or extension ladders shall have safety feet.

4. 4 Underground Installations

4.4.01 Underground installations include tanks, pits, pipes, sewers or any underground facility workers may enter to perform maintenance or inspections.

4.4.02 Warning signs and barriers shall be placed around open manholes to provide sufficient warning of the opening and to prevent unauthorized traffic from entering the area.

4.4.03 Workers shall not enter sewers or other underground installations without leaving a safety observer in attendance on the outside. The safety observer shall frequently monitor the operation and approaching traffic.

4.4.04 Before entering underground structures, the atmosphere of the structure shall be tested with an approved testing device (tested and calibrated within the required time period) to detect the presence of explosive gases, Hydrogen Sulfide or oxygen deficiencies.

4.4.05 Personnel shall not enter or work in underground facilities where concentrations of fumes, vapors, gases or oxygen deficiencies are present, without protective devices.

4.4.06 Smoking, open flames and spark-producing equipment shall not be permitted in or within 6.5 meters any manhole.

4.4.07 a lifeline must be worn at all times by persons working in a manhole.

4.5 Sewers, Pits and Treatment Plants

4.5.01 Hydrogen Sulfide is normally present in sewer lines and treatment plants. Hydrogen Sulfide is extremely toxic when inhaled and explosive when mixed with air.

4.5.02 Methane Gas is highly flammable, explosive and displaces oxygen in confined or poorly ventilated areas.

4.5.03 Carbon Dioxide is formed in large quantities in the sludge digesting process. While not explosive, Carbon Dioxide is an asphyxiating gas and should not be inhaled.



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4.5.03 The gases produced by digesting sewage sludge may be explosive, toxic or suffocating.

4.5.04 Before working in any confined space, the air shall be tested by approved testing devices and retested at periodic intervals to assure that hazardous accumulations of gas do not occur. Forced air ventilation shall be used when necessary to prevent accumulations of hazardous gases.

4.5.05 All personnel working in or around sewage facilities shall be familiar with the proper use and care of protective equipment.

4.5.06 Sewage normally contains harmful bacteria capable of causing serious disease if precautions are not observed.

4.5.07 All cuts, scratches and breaks in the skin shall be cleaned and treated immediately.

4.5.08 Food and beverages shall not be permitted in areas where they may become contaminated. Laboratory glassware shall never be used to drink from.

4.5.09 Smoking, open flames and spark producing equipment shall be strictly prohibited where flammable or explosive gases are present.

4.6 Electrical Facilities

4.6.01 Only qualified and properly authorized maintenance personnel shall be permitted to install and maintain electrical facilities and equipment.

4.6.02 Personnel working with electrical circuits shall not wear rings, watches or metallic objects that could act as conductors of electricity. Hard hats will be worn in areas of high voltage.

4.6.03 Metal ladders and non insulated tools shall not be used while working with electrical circuits and equipment.

4.6.04 Electrical equipment and lines shall always be considered “live” until proven “dead.” Before beginning work, each electrical circuit shall be inspected and tested and, where possible, isolated from the power source. Extreme care shall be exercised as wires designed to operate at ground potential may become energized by faulty or inadequate connections.

4.6.05 All electrical cords and portable extension cords shall be equipped with a non conducting plug and outer socket shell. All electrical cords shall be equipped with the three-prong grounding plug.

4.6.06 Electrical cords shall be heavily insulated and not subjected to excessive bending, stretching and kinking. All cords and wires shall be frequently inspected for signs of defects. Damaged or frayed electric wires, cords and plugs shall be immediately replaced by properly trained maintenance personnel determined by specific department policy.

4.6.07 Adequate warning signs and barriers shall be installed in plain sight, in all areas where hazardous electrical facilities exist.



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4.6.08 Overloading of electrical circuits is extremely hazardous and shall not be permitted at any time. The replacement of fuses or circuit breakers with makeshift materials or over-capacity fuses is strictly prohibited.

4.6.09 The type of circuit and other conditions shall determine the type of protective equipment required. Rubber gloves, sleeves, blankets, mats and insulated platforms shall be used as required.

4.6.10 All insulated protective equipment shall be continuously inspected for defects or damage. Any defective equipment shall be replaced before use.

4.6.11 Testing schedules for insulation qualities shall be established for protective equipment and strictly complied with. All users shall verify that equipment has been satisfactorily tested prior to use.

4.7 Traffic Control

4.7.01 The intent of this section is to create a safe work area for those employees with their work locations being in/on any street, road, alley or highway.

4.7.02 When it is necessary for an employee or vehicle to work in/on any street, road or highway, proper traffic control will be in place. This control shall consist of coning, coning and flagmen, emergency lighting, signs, or if needed, all of these methods.

4.7.03 At locations where flagging or coning is established, there will be an employee with Afghanistan Traffic Department Flagman certification.

4.7.04 On-site orientation – The employer must conduct an on-site orientation when flaggers start a new job. This orientation must include, but not be limited to, the flagger's role and location on the job site, equipment, traffic patterns, communications and hazards specific to the work site.

4.7.05 Additional warning sign – On roads allowing speeds of at least 45 mph, the employer must provide an additional warning sign marked "Be Prepared to stop" or "Flagger Ahead". (This is in addition to the advanced warning signs required by the Manual on Uniform Traffic Control Devices.)

4.7.06 Highly visible clothing during daylight hours – While flagging during the day, a flagger must wear:

4.7.4.01 A high visibility-warning garment

4.7.4.02 A high visibility hard hat

4.7.07 High visibility clothing during nighttime hours – While flagging at night, a flagger must wear:

4.7.7.01 A high visibility warning over white coveralls or other coveralls

4.7.7.02 A high visibility hard hat that is iridescent or marked with reflectorized material



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4.7.08 During inclement weather, yellow rain gear may be substituted for white coveralls. The rest – Employers must ensure that:

4.7.8.01 Flagger workstations are illuminated at night.

4.7.8.02 Warning signs reflect the actual condition of the work zone.

4.7.8.03 Flaggers are not assigned other duties while flagging.

4.7.8.04 Flaggers does not use devices (i.e., cell phones, pagers, radio headphones, etc.) that can distract their vision, hearing or attention. Devices such as two-way radios used by flaggers for communications, directing traffic or ensuring flagger safety are acceptable.

Section 5

5. Safety Inspection Procedures

5.1 Kabul Municipality is committed to aggressively identifying hazardous conditions and practices that could result in injury or illness to employees and will take immediate action to eliminate those hazardous conditions. In addition to investigating accidents for their causes and reviewing injury/accident records, management and the Safety Committee shall have implemented several methods for identifying hazardous conditions before they result in injury to employees/workers.

5.2 Annual Site Survey: Once a year an inspection team made up of members of the Safety Committee will conduct a thorough walk through inspection of each work site. They will list any safety hazards or potential hazards at the walk through. Results of these inspections will be used to control obvious hazards, target certain work areas for more intensive investigation, and assist in revising checklists used during regular monthly safety inspections and as part of annual review of the effectiveness of our safety and accident prevention program.

5.3 Periodic Change Survey: Any time a new piece of equipment is received, a change is made in work procedures or changes are made to building structures that may have safety ramifications, Safety Committee representatives shall examine the changed conditions. They will make recommendations to eliminate or control hazards that may be created as a result of the change. Equipment Rental will coordinate with the Safety Committee.

5.4 Monthly Safety Inspection: Each month before the regularly scheduled Safety Committee meeting, each member will inspect their area for hazards using the standard Safety Inspection Checklist, developed for Kabul Municipality, regarding their safety concerns. The committee member will report any hazards or concerns expressed to the whole committee for consideration. Results of area inspections and any actions taken shall be posted in affected areas. Committee members may, periodically, agree to inspect each other's areas to provide a different perspective. The standard Safety Inspection Checklist made for Kabul Municipality will be updated as needed.

5.5 Job Hazard Analysis: Work areas or tasks may be identified as potentially hazardous as the result of a review of injury records, a note on the annual site survey or a reasonable concern expressed by a Kabul Municipality employee. In that case, a hazard analysis will be scheduled as



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soon as possible. A group from the Safety Committee will conduct the study. The job will be modified as needed to control or eliminate the hazard and employees will be trained in revised operation.

6. Policy Exemptions

6.1 Kabul Municipality is not responsible to apply this policy to its contractors; Kabul municipality only monitors the safety misusers, which are applied for the work implemented on behalf of Kabul Municipality.

7. Policy Evaluations

This policy should be regularly evaluated to ensure it is enabling and effectively moving Kabul Municipality towards its sustainability goals.