

# **SAFETY MANUAL**

## **THE SUNDAY ARTISAN MARKET**

According to OSHA, 96% of accidents are caused by unsafe practices by people, or by unsafe conditions. That means that **most accidents can be avoided**.

The Sunday Artisan Market is committed to notice and correct unsafe conditions and practices at the market. We expect you to use safe practices and common sense in your behavior, and in your display setup.

As renters, we do not have control over the property or the market building, but it is nonetheless in our interest to make the city aware of unsafe conditions so that corrections can be made.

These are our guidelines for safety at the market. Good safety procedures will protect the public and the market vendors alike. It is understood that it is impossible to attempt to write guidelines for every workplace scenario. We therefore count on everyone to be observant and to take action when needed.

### **WE ARE RENTERS**

We rent part of the Farmers Market pavilion from the City of Ann Arbor. Our contact is the Department of Parks and Recreation. There is no one in their office on Sunday, but we have emergency contact phone numbers on site. Please see the market manager, the president, or a board member if there is a problem with the facility that must be taken care of immediately. This includes the office not being open during the hours of our contract (9 am to 4:30 pm). Other problems with the facility itself can usually be dealt with by the office attendant during market hours.

### **FIRE CODE**

- a) Requires that walkways and sidewalks be kept clear
- b) Requires that exits, egresses and driveways be kept clear.

### **DISCERN THE SERIOUSNESS OF EMERGENCY**

If you (as a vendor) observe any unsafe situation or practice, please notify the market manager. **If the issue is serious** and warrants police or fire response, do not waste time finding the manager; call 911 immediately.

- a) **SERIOUS INJURY or DANGER:** Call 9-1-1 immediately.
- b) **MINOR INJURY or PROBLEM:** Get help; identify others on site who can be helpful. Use first aid supplies in office.

### **NOTES:**

- A fire extinguisher is in the office, on the east wall.
- A first aid kit is on a shelf, above the microwave.
- A defibrillator is in the office corridor, on the wall.
- A volunteer vendor "safety monitor" has been chosen and is usually present at the market. This person will briefly inspect the market in the morning, and will bring to the attention of the market manager any unsafe conditions that are observed.
- Vendors with medical experience will be identified and a list will be kept on site. Injuries must be documented. Forms are available in the office.

## **SOME TYPES OF UNSAFE SITUATIONS INCLUDE:**

### **1. FALLS**

#### **a) LADDERS**

- There are ladders on site, and many vendors have their own ladders.
- When using a ladder over 3 feet tall, please have a second person hold the ladder.
- Always place ladder on level ground, and not within 5 inches of the curbs.
- Use both hands when ascending and descending ladders and always face the ladder.
- Do not climb higher than the second step from the top of a stepladder.
- Standing on chairs is always risky. Do not use chairs, boxes, etc. in lieu of ladders.

#### **b) FALLS, SLIPS, TRIPS**

- Please report unsafe curbs and unlevel sidewalks to the office attendant and to the market manager.
- Vendor must keep personal and business property out of the aisles and sidewalks, and in a place where it is not a hazard.
- Falls and injuries at the market should be reported to the City's Department of Parks and Recreation. See the office attendant.

### **2. UNSAFE DISPLAYS**

Vendors' displays must be safe. There are two common types of unsafe display practices:

**a)** Displays that are not secured. Displays can and should be secured to the pavilion structure, or to the underside of the roof, with rope or bungee cords. Some displays can be tied to the vendor's vehicle.

**b)** Displays on tables can be unstable if too high, or if tables are on an unlevel surface, etc. Wind is an unexpected and frequent factor. Everything should be anchored in anticipation of gusts of wind.

Vendors with unsafe displays will be asked to reconfigure their displays.

### **3. CHEMICALS AND SMOKE**

**a)** Many people in the public are sensitive to chemicals, including fragrances, cleaning agents, smoke, etc. Please do not use chemicals, fragrances, cleaning agents, spray paint or lacquer, incense, or other chemicals or allergenic agents at the market.

**b)** There is no smoking in the market area. This is posted.

### **4. OPEN FLAME**

The use of open flame is prohibited. (This includes blow torches. Demonstrations by glass blowers are therefore not allowed.)

### **5. SPEED LIMITS, PARKING AND DRIVING**

**a)** Please observe 5-mph limit in the parking lots.

**b)** When backing into a parking space, have a spotter (a second person to watch). People and children walk in our parking lots. Backing up a vehicle is always risky.

### **6. EXTENSION CORDS**

Heavy-duty extension cords should be used for space heaters, etc. Please check the limitations of your extension cord.

## **7. TOOLS**

- a) Some vendors use tools at the market. Tools, especially power tools, should be operated away from public walkways. Noise levels of tools must be considered.
- b) Eye protection may be needed with the use of certain tools.

## **8. ANIMALS/PETS**

If an unruly dog, running through the market or barking madly, creates havoc, the owner should be persuaded to remove the dog from the area. The risk to visitors and to our vendors' displays is obvious. Sometimes two dogs threaten to fight. The manager can sometimes handle this by talking to the owners, but generally the police should be called, especially if the owners are uncooperative. The possibility of a dog bite, personal injury, or property destruction (resulting from running or fighting dogs) should not to be taken lightly.

## **9. FIRES, STORMS**

- a) **FIRE PLAN:** Call 9-1-1. There is a fire extinguisher in the office. From May through October, there is running water in the market. Use at your discretion.
- b) **STORMS, TORNADOES:** Any vendor should report approaching bad weather (info gathered on phone or other devices) to the market manager and/or the office attendant immediately. Announcements can be made on the P.A. system. Vendors may decide to pack up early. Early packup is always permissible when bad weather is approaching. In some cases, tables can be covered and adequately protected. In case of high winds or tornadoes, please take shelter in the building(s) or your vehicle. Depending on the severity of a storm, it is always better to abandon your property than to risk your life. In 26 years at the market, we have never had a life-threatening storm. But we have had storms that have caused damage and have necessitated early packup.

## **10. VIOLENCE**

In the case of violence, threats of violence, or display of a weapon, the police should be called immediately. We may also call the police in the case of a "suspicious character" hanging around. The simple presence of police is often enough to encourage a person to "move along" and can also prevent a criminal act. To date, the only incidents have been shoplifting (rare) and a close call in 2016 when a stranger started to walk away with a vendor's bin of merchandise (saying, "Oh, I thought you needed help").

## **11. DANGEROUS PERSONAL BEHAVIOR**

In compliance with City policy, drinking is not permitted on the premises. Threats and violence are prohibited, and are covered by city ordinances. Acceptable behavior is generally agreed upon. Please use common sense, and we will not have to expand this section of the safety manual.

**THE SUNDAY ARTISAN MARKET MANAGEMENT HAS THE RIGHT, AND THE OBLIGATION, TO:**

- a) Distribute this safety manual to all vendors; furnish a digital or printed copy when requested
- b) Conduct a regular safety inspection of the market area and vendors' displays
- c) Take prompt corrective action when unsafe conditions or actions are observed. This includes booth displays, driving and parking, use of ladders, etc.
- d) Inform a vendor if a report has been made against him/her.
- e) Investigate reports from vendors or visitors regarding unsafe conditions, accidents, and near misses.
- f) Document incidents and keep the reports in the "incident file."
- g) Ask a vendor to leave the market if there is non-compliance with safety guidelines
- h) Report, to the Department of Parks and Recreation, unsafe conditions on site, including the building, stalls, parking lots, and sidewalks. Furnish the city with report of any injury, through the office staff.
- i) Maintain a list of vendors who are physicians, nurses, or have first aid and/or EMS training.
- j) Know the location of fire extinguisher(s), defibrillator, and first aid kit.
- k) Deal with vagrants and suspicious people in the market area
- l) Understand how to use the P.A. system, and make sure the office staff knows how to use the P.A. system
- m) Have on hand the phone number for the market office, and our contact person in the Department of Parks and Recreation.

**THE SUNDAY ARTISAN MARKET VENDORS HAVE THE OBLIGATION TO:**

- a) Follow safe practices
- b) Report unsafe conditions and practices
- c) Report accidents and injuries
- d) Report questionable people in the market area

**SAFETY IS EVERYONE'S RESPONSIBILITY**

If you have a suggestion that could reduce the potential for accidents at the market, please talk to the market manager, the safety monitor, or a board member.

**Thank you for your help and cooperation!**

**\*Note:** You may request a digital copy of this safety manual.  
Limited print copies are also available.

