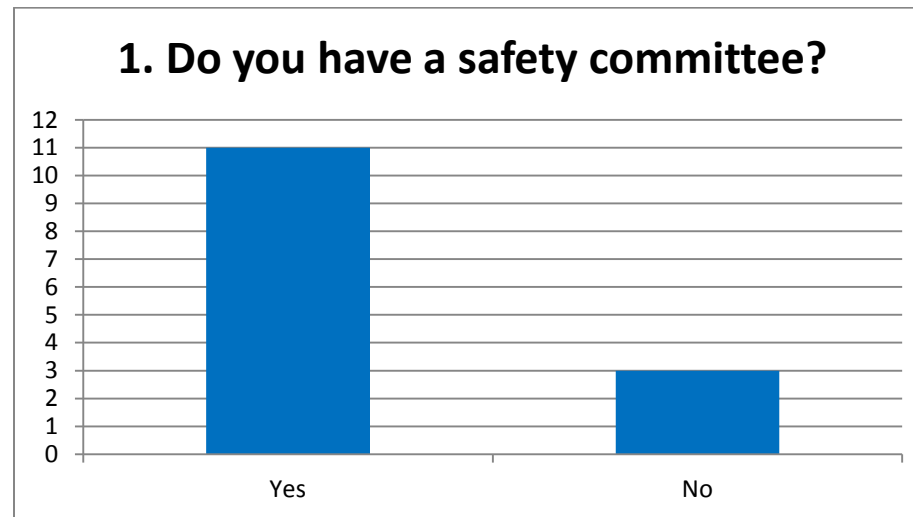


# Safety Policies Survey

April 2014



City	2. What are the primary duties of the committee?	3. Who is on the safety committee?
Alcoa	Attend each quarterly meetings Discuss safety activities & unsafe acts/conditions Encourage all employees to work safely Report Safety Committee actions to their department/division during normally scheduled safety training	A representative from all each city department/divisions
Athens	To make recommendations to the city manager regarding safety	Line employees. The Risk manager serves as an advisor
Bartlett	Reviewing current policies, accidents, injuries etc. Make recommendations on how to keep our employees safe and reduce claims	Department Directors of Public Works, Parks, Police, Fire and Codes. Myself at the designated City Safety Officer and our new Safety Coordinator. Each Department is forming their own departmental safety committee as well
Brentwood	Accident Review / Employee Awareness / Facility Inspection	Representatives from each department

Columbia	Provide a safe and healthful workplace through top management commitment and employee involvement	Benefits and Safety Administrator and representative from each department
Cookeville	Accident Review; Safety Policy development; Site Audits	The Safety Coordinator and a representative from each department
Germantown	Review accident & workers' comp claims, make recommendations regarding practices or procedures, make recommendations about safety purchases etc.	Representatives from all city departments
Kingsport	Each department has an accident review committee to evaluate accidents and claims within their department	Department manager and their appointed staff members
La Vergne	To act as a resourceful advisory group; providing intrinsic Safety insight via demonstrable and tangible observation to City Administration and the Board of Mayor and Aldermen group. The Committee provides a means for open communication dialogue regarding overall safety practices, in an effort to maintain optimal safety and wellness standards	Department Heads or designated Department Representatives
Maryville	Briefly-To review accidents/incidents and cause and effect of current claims and corrective action and review Dept. concerns or needs for tail gate sessions or training. Review any TOSHA or City guidelines and rules that are in question or that are new. Remind Representatives of important and required compliance. Look at calendar for training	A representative from each Dept.
Spring Hill	The committee meets to report safety concerns that might need to be investigated, as well as share information regarding safety policy updates, recent changes to laws affecting safety, etc. The committee also goes to different locations throughout the City to conduct periodic internal safety inspections	There is a representative from each department who serves on the safety committee



City	5. What are the safety director's duties?
Alcoa	Coordinate all aspects of the City's safety programs
Bartlett	Day to Day claims administration and investigation. Safety Training. We call the position Safety Coordinator. He also has some General HR duties as well
Cookeville	Investigate all accidents / injuries and coordinate care; develop and maintain safety policy; conduct work site safety audits; evaluate P.P.E. and recommend changes if needed; conduct and coordinate training
Germantown	Oversees Citywide safety program. Plans, develops and updates safety policies, programs and safety manual. Manages the workers' compensation program. Plans and implements safety training. Consults with all levels of department staff in assessing city-wide safety training needs. Coordinates OSHA visits and maintains all OSHA required records and documents. Coordinates ADA implementation when needed

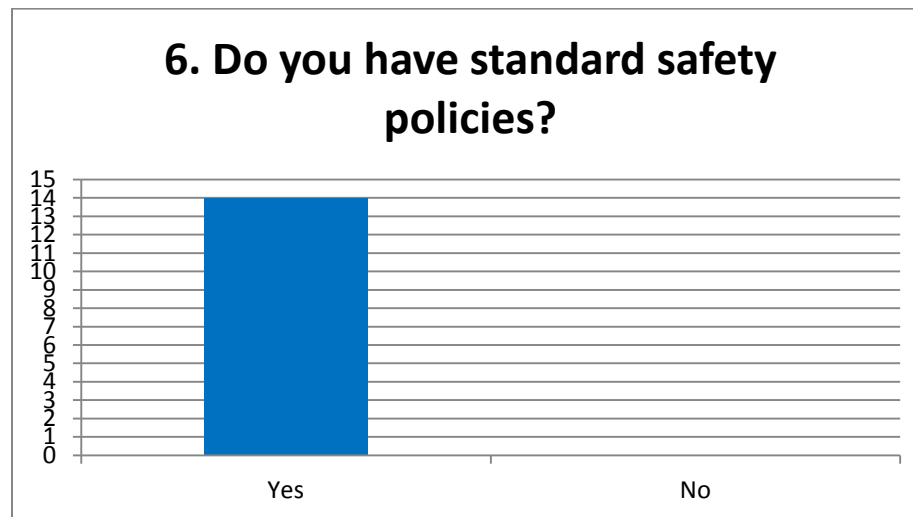
Johnson City	TOSHA compliance, including inspections, training, guidance and counseling regarding TOSHA requirements
Kingsport	The Risk Manager is responsible for the self-funded workers' comp, health insurance and large SIR liability program, overseeing claims administration/ documentation, procurement of property and other insurance policies, providing recommendations, training, auditing, evaluation and support to city and school departments
La Vergne	To ensure compliance with required State and Federal OSHA guidelines and other Occupational Safety Standards. Provides oversight and direction for Safety related educational activities and intervention in conjunction with other city officials. Works collegially with state and federal offices accordingly
Maryville	<p>Risk Manager / FLSA Status: Exempt. General Definition of Work: Performs intermediate administrative work planning, coordinating and administering various insurance coverages and programs, preparing and maintaining appropriate files and records, preparing reports and related work as required. Work is performed under the limited supervision of the Human Resources Director.</p> <p>Essential Functions: The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.</p> <p>Plans, implements and coordinates safety programs and required training; develops loss control policies and safety procedures; maintains, coordinates and implements safety training to meet OSHA and TOSHA requirements and standards. Monitors, investigates, processes and tracks all claims for general liability, E&amp;O, auto liability, Auto Phy Dam and workers compensation. Coordinates departmental needs for building care requests. Inspects City property, assets and total operation of the City identifying and classifying risks; analyzes risks and potential liabilities and recommends cost effective methods of managing and correcting risks/liability. Schedules random drug tests monthly; processes billing and allocation to departments; arranges all required post-accident drug tests and initial care. Reviews City</p>

insurance for coverage and process renewals. Processes and monitors legal claims and lawsuits. Maintains and verifies all certificates of insurance for all sub-contractors, vendors, etc. used throughout the year for all City departments. Develops and facilitates monthly safety team meetings with department reps; provides updates monthly to representatives concerning new standards and safety procedures, analyzes claims for corrective action. Analyzes inquiries and complaints concerning potential liability claims from citizens and property owners.

Knowledge, Skills and Abilities: Thorough knowledge of risk handling techniques and methods; thorough knowledge of property/casualty insurance coverages and insurance contract language; thorough knowledge of research methods and techniques, and methods of report presentation; ability to identify risks and determine situations in which the City might be exposed to financial loss and how these situations can be eliminated or reduced; ability to analyze, interpret and report research findings; ability to interpret and make decisions in accordance with laws, regulations and policies including OSHA and TOSHA; ability to express oneself clearly both orally and in writing; ability to establish and maintain effective working relationships with employees, municipal officials and the general public.

Education and Experience: Bachelor's degree and considerable experience in municipal risk management or equivalent combination of education and experience. Physical Requirements: This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently sitting and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using measuring devices, operating motor vehicles or equipment and observing

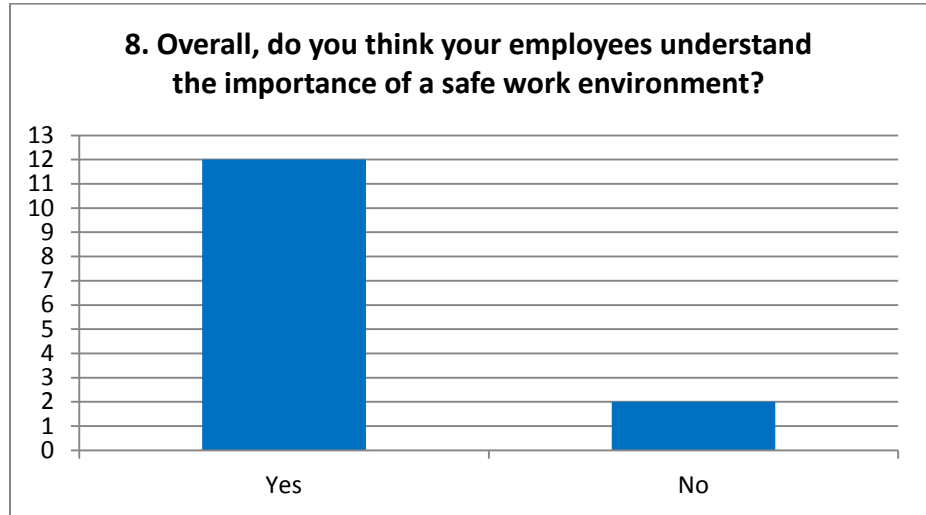
	general surroundings and activities; worker is frequently exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).
Morristown	To train employees on safety issues and to inspect/observe projects in the field



City	7. How do you document these policies and communicate them to your employees?
Alcoa	Through the safety committee and safety training
Athens	Training
Bartlett	Located in our Personnel Policy Manual. Also through the Safety committees
Brentwood	Employee Handbook and Safety Handbook
Columbia	Safety Handbook and training
Cookeville	Each department has a safety manual in written form. Employees are informed through their chain of command

Germantown	Certain safety policies are mandated through federal & state laws. These are reviewed and discussed on an annual basis in the Central Safety Committee. Departments are then required to discuss them with their staff
Johnson City	Currently through training. Plan to post on employee intranet in near future
Kingsport	The overall safety policy is provided to each employee when updated or when a new employee is hired, with the employee signing off understanding and receipt. Departmentally oriented policies are developed with the assistance of Risk Management, and individual departments keep training records. Overall safety training is provided by, or coordinated by, the Risk Management office
La Vergne	Each department handles respective area policy updates and communication. Safety Director works with departments on overall city wide safety initiative communication. New Hire Orientation provides overview on various topics
Maryville	Safety Manual to each Dept Head and also it is on line. Departments can have SOG 's and SOP's and in most cases do
Morristown	Employees are trained on a routine basis and given written information if applicable
Oak Ridge	Each department covers safety policies/guidelines with new hires and they are updated as new information/processes come about
Spring Hill	Safety policies are disseminated through safety committee members. They are expected to receive information at each SAFety Committee meeting, and then carry the information to their department





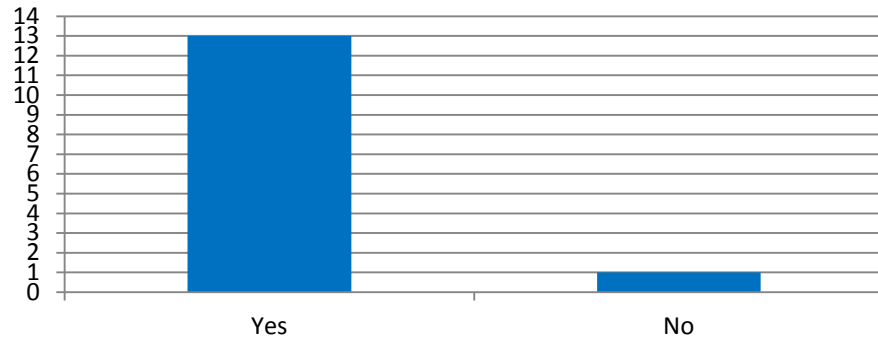
City	9. (If yes), How do you create this culture among your employees?	10. (If not), Why do you think this is?
Alcoa	Our safety committee members plays an important role in this process	N/A
Athens	Through department head initiated training and instruction.	
Bartlett	Communication is key! We have to strong support from the Administration (Mayor, City Administrator)	N/A
Brentwood	Management Commitment, Safety Committee	N/A
Columbia	N/A	Don't think enough importance is given to it by Department Head
Cookeville	First and foremost, gain the trust and confidence of the workforce. Face to face communications and showing the employees that they are my chief concern. Understand their duties and responsibilities to better evaluate their needs regarding safety. If they understand the "why" then they will take care of the "how"	
Germantown	It's important for front line employees to see their crew leaders, supervisors and department heads demonstrating regular safety procedures and	N/A

	reminding their staff that safety is a requirement of employment. Safety measures are discuss routinely during supervisors and managers meetings	
Johnson City	Requires commitment at every level of supervision. Also requires consistent enforcement. We also allocate claim costs back to departments/divisions based upon their claim history	N/A
Kingsport	Our Board of Mayor and Aldermen have shown an increased interest in safety and safe outcomes, which has increased its importance to division heads, thereby allowing the safety culture to be disseminated among the employees with more support and emphasis	N/A
La Vergne	By providing continuous education opportunities. Incorporate meaningful and tangible processes; Employee Health Safety and Wellness Fairs, Internal and External Hands-On Training, Providing reward incentives for improved and/or increased safety and quality assurance efforts	N/A
Maryville	Good communication and rapport with Department employees and Dept Heads and along with an open door policy and being visible and trying to reinforce safety and a safe working environment at all times	N/A
Morristown	This is emphasized during training to managers, supervisors and employees. If something needs to be corrected all parties are communicated with to make sure that they understand the proper procedure	N/A
Oak Ridge	Monthly safety meetings, TOSHA visits, TML inspections, immediate follow up with all work related incidents	N/A
Spring Hill	N/A	Varies

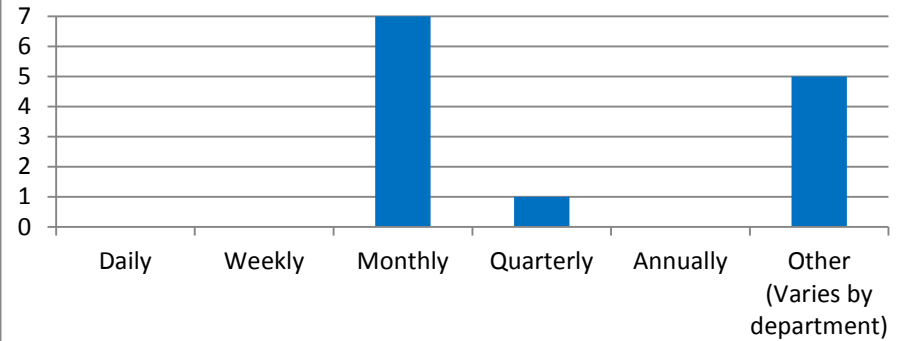
City	11. What are department heads' specific safety responsibilities?
Alcoa	They have to buy into our safety programs and review and approve all our safety manuals
Athens	Maintain a safe environment for their employees and work with the Risk Manager to encourage safe practices
Bartlett	Each has responsibility of their Department. They are my first point of contact if I have a question or concern
Brentwood	Ensure employees are complying with safety policies. Accident investigation and corrective action. Providing PPE and Employee Training
Columbia	Basically to oversee
Cookeville	Empower their subordinate supervisors to uphold safety policy
Germantown	Department heads are ultimately responsible for the safety of their employees. They are required to attend the quarterly Central Safety Committee meeting and relay safety concerns back to their staff. Several departments have their own training coordinator who is responsible for departmental designated safety training
Johnson City	Supervisors are the key persons in the City's safety program and, as such, have direct responsibility for the safety of individuals under their immediate supervision. Supervisors' responsibilities include, but are not limited to: <ul style="list-style-type: none"> <li>• Accident Prevention Investigation – Investigate the cause of every accident, whether or not it results in an injury, and determine how it could have been avoided.</li> <li>• Emergency Preparedness – Become familiar with the Emergency Preparedness program, assist in training personnel, and execute the procedures of the program in the event of an emergency.</li> <li>• Hazard Communication – Require that personnel who handle chemicals or hazardous materials comply with the requirements of the Hazard Communication Standard.</li> <li>• Housekeeping – Provide and maintain a safe and secure working environment.</li> <li>• Incident Reporting – Immediately report to the Risk Management Department any hazardous conditions, as well as all incidents which result in property damage, safety equipment alteration/damage, and/or injury to employees or others.</li> <li>• Inspections – Organize and conduct periodic safety inspections of all work areas, including equipment and materials, in compliance with legal and safety standards.</li> <li>• Safety Apparel/Equipment – Require that personnel wear/use the appropriate safety apparel/equipment.</li> <li>• Safety Discipline - Require that personnel comply with established safety procedures and rules, and administer discipline when appropriate.</li> <li>• Safety Education – Know the hazards of the work area and teach personnel their responsibilities in the safety program, as well as the safe working practices and safety rules for their jobs.</li> <li>• Safety Meetings – Hold periodic safety meetings with personnel</li> </ul>

Kingsport	They are responsible for, with assistance as needed by Risk Management, specific safety policies applicable to their individual operations, as well as ensuring employees are trained and follow the policies. Reports of recordable injuries and illnesses are made to the BMA on a monthly basis, and department heads are responsible for reporting on the results of the injury/illness investigation, as well as steps taken to eliminate or reduce the potential for repeat accidents
La Vergne	To lead by example and to provide appropriate resources and other educational opportunities for staff members. To stay current in their safety knowledge as related to various work activities
Maryville	They are the liaisons to their departments for our safety environment and making sure all supervisors establish good lines of communication and are making sure we do abide by all applicable safety guidelines and operating procedures. You will have to ask the Department Heads their individual responsibilities
Morristown	To ensure that supervisors are aware of proper safety procedures. Also to issue disciplinary actions when appropriate if proper procedures are not followed
Oak Ridge	Department Heads are to make sure that all safety measures are followed and to address when issues arise
Spring Hill	They are to appoint a department member to the Safety Committee. They are also responsible for ensuring safety practices are enforced

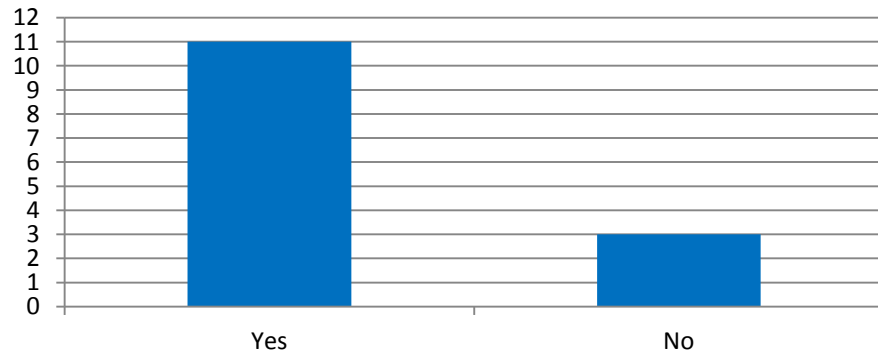
### 12. Do you have regular departmental safety meetings?



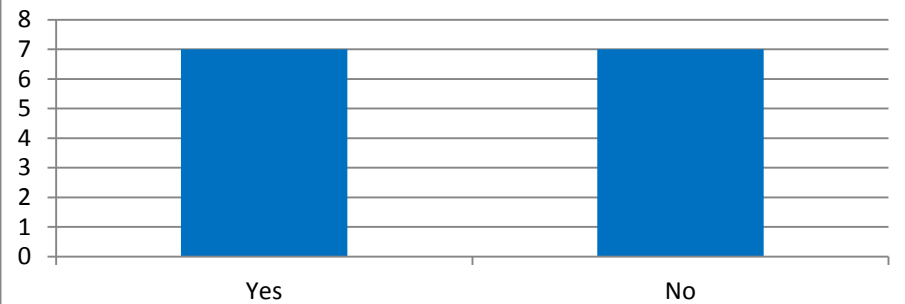
### 13. (If yes), how often are these meetings held?



### 14. Do you have a progressive discipline policy for safety-related issues?



### 15. Do you have mandatory safety orientation for new employees (other than specific job training)?





City	17. (If yes), please list the incentives that you offer:	18. Which incentives have you found to be most successful?
Columbia	Cash prize for safety suggestion / Internal training for AED, CPR	
Germantown	Employees earn a "Bonus Day" if they can work a quarter without using sick leave	Time off works well