

TOWN OF SPENCER

SAFETY POLICY

City employees are responsible for performing their assigned job duties in a safe manner regardless of whether there are written rules and procedures. Should there be any doubt about performing a job safely, the employee's supervisor must be contacted concerning the safe method.

It is the policy of the Town of Spencer to provide a safe and healthful workplace free from recognized hazards which may cause serious injury to employees. This is accomplished by maintaining a comprehensive safety program which involves the Mayor, or his designee, supervisors and employees.

All city employees must comply with the basic safety responsibilities associated with their work assignments. These safety requirements are considered vital to employee safety and proper job performance. Failure to comply with job safety requirements often results in the job not being performed right, and may expose employees and the public to conditions which could produce personal injury, property damage and financial loss.

Employee safety is of utmost importance to the Town of Spencer. If jobs cannot be done in a safe manner, they must not be done except in cases involving hazardous operations which must be undertaken in the interest of public safety and well being.

It is the intent of the Town of Spencer to provide a safe workplace in compliance with applicable standards, codes and regulations. Employees will be properly trained concerning their job procedures and required to follow the appropriate procedures. Failure to follow safety rules and procedures will result in appropriate disciplinary actions.

The Town of Spencer believes its employees are its most valuable resource and will do all that is within reason to protect them. With the cooperation of all employees, the city will achieve its safety objectives.

Mayor

A. Authority/Responsibility for Safety

Basic safety responsibility is a function of management, supervisors, and the individual employee. Each individual employee has the responsibility to ensure that the safety requirements associated with their job are followed. If the safety requirements cannot be followed, each individual employee has the authority to not perform the assignment until his or her supervisor has provided a method for accomplishing the task safely.

1. Management

a. Responsibility. The Mayor, or his designee, is responsible for providing a safe and healthful workplace free from recognized hazards which may cause serious injury. It is his/her responsibility to participate in safety activities; set the proper example for employees by following appropriate safety rules and procedures; encourage employees to follow safety rules and procedures; and effectively enforce safety rules and procedures.

b. Authority. The Mayor, or his designee, has the authority to provide a safe and healthful workplace by using city resources to do what is reasonable to properly protect people, property, and the environment.

2. Department Heads

a. Responsibility. All department heads are responsible for assuring that their assigned employees perform their assignments in a safe manner by following the specified safety rules and procedures. They are to accomplish this by:

- (1) providing the necessary tools, equipment and facilities necessary to perform the job safely.
- (2) providing the necessary rules and procedures for assigned tasks.
- (3) educating and training employees concerning job safety rules and procedures.
- (4) routinely inspecting workplaces to detect potential safety hazards so effective corrective action can be taken.
- (5) enforcing safety rules and procedures.

b. Authority. Each department head has the authority to assure that his/her assigned employees are provided the necessary tools, equipment, facilities, rules and procedures, education and training, to perform their job duties safely. They are authorized to routinely inspect their workplace and correct any defects observed. Each department head has the authority and is held accountable for enforcing safety rules and procedures.

3. Employees

a. Responsibility. All employees are responsible for performing their job duties in a safe manner by following the specified safety rules and procedures. Each employee must:

- (1) not perform jobs unless he/she has been authorized to perform them and has been properly trained.
- (2) wear the prescribed personal protective equipment.
- (3) review each assignment prior to performing it to ensure it

can be performed safely.

(4) must not perform jobs unless they can be performed safely.

b. Authority. Each employee has the responsibility and authority to follow the safety rules and procedures pertaining to his or her job.

B. Safety Committee

The City of Smithville has established and maintains a safety program that is designed to protect people, property, the environment, and comply with all applicable federal laws. This objective is accomplished, in part, through the use of a Safety Committee with representation from every department of city government. The Safety Committee is responsible for the following activities:

1. **Safety Activities.** To oversee the entire safety program and ensure that the program is pertinent, interesting, and effective.
2. **Rules and Procedures.** To assure that safety rules and procedures are maintained and effectively communicated to all department heads and employees.
3. **Education and Training.** To assure that existing and new employees are effectively trained to perform their assigned jobs in a safe manner.
4. **Inspections and Audits.** To assure that effective monthly inspections and audits are conducted to achieve a safe and healthful work environment.
5. **Fire and Emergency.** To insure that effective fire and emergency procedures are established and maintained to protect personnel and property.
6. **Health and Environment.** To assure a safe and healthful environment where employees and others are properly protected from potential injuries and illnesses associated with chemicals, fumes, dusts, noise, ergonomic problems and other health and environmental hazards.
7. **Accident Investigation.** To assure that the basic causes of accidents are properly identified and effective control measures are taken to prevent recurrence.

8. **Housekeeping.** To assure proper workplace housekeeping and orderliness so that there are no unnecessary things present and all necessary things are in the proper place.

C. General Safety Rules

The following General Worksite Safety Rules pertain to the work performed at all city facilities and worksites and must be followed by all employees. Any exceptions must be approved by the Mayor, or his designee. All General Worksite Safety Rules are approved by the Safety Committee. Failure to follow these safety rules will warrant disciplinary action.

1. Follow all safety rules and procedures applicable to the work being performed.
2. Review jobs before performing them to assure that the job can be performed safely. If any doubt exists about job safety, do not perform the job until the department head provides a way to safely perform the job.
3. Perform only those jobs and operate only equipment authorized by the department head.
4. Wear the personal protective equipment prescribed within specific job/operating procedures and applicable safety rules.
5. Inspect tools and equipment prior to use and report any defects to supervision for repair before using.
6. Assure safety guards and devices on machinery and equipment are functioning properly before use.
7. Promptly report all accidents, including injuries, to supervision so prompt action can be taken to provide the necessary medical attention and prevent recurrence.
8. Maintain a clean and orderly workplace by providing needed materials in assigned locations and removing all unnecessary items.
9. Lift, push, pull and handle only those things you are physically capable of

handling safely while following the prescribed procedure.

10. Horseplay often results in injury and will not be tolerated. Prompt disciplinary action will be taken.
11. Know the potential hazards associated with chemical substances and how to protect yourself before handling chemicals.
12. Report any detected safety or health hazards promptly to the department head so effective corrective measures can be taken.
13. Use of alcohol and nonprescription drugs on the job is strictly prohibited. Use of prescription drugs which may affect proper job performance must be reported to the department head.
14. Lockout/tagout procedures shall be followed by all authorized employees to protect themselves from hazardous energy while servicing and maintaining equipment, machines and processes.

D. New Employee Safety Orientation

All new employees, including supervisors and department heads, must be properly trained to perform their assigned job safely prior to initial workplace exposure. The following new employee safety orientation training will be completed for each new employee.

1. **Ranking Supervisor.** The ranking supervisor will welcome the new employee to the department or office and explain the city's safety policy and inform the employee about the presence and purpose of the Safety Committee. Emphasis will be placed on the need to perform jobs safely each time they are performed. The new employee will be informed that good job performance depends on following the safety rules and procedures associated with the jobs. The new employee will be told that every job can and must be done safely.
2. **Safety Program.** The new employee's supervisor shall ensure that the safety, health and environmental items pertaining to the new employee's job are reviewed and discussed. As a minimum, the following information will be covered:

a. Safety Activities. Review and describe the purpose of the safety committee. Explain the employee participation in the program and the importance of employee involvement. Describe how the safety committee is responsible for coordinating the overall safety program designed to protect people, property, the environment, and comply with governmental regulations, as well as protecting against liability.

b. Rules and Procedures. Review the Safety Rules and Procedures that apply to the new employee's task assignment. Explain each rule and validate that the new employee understands the rule.

c. Education and Training. Explain the importance of safety education and training to ensure a safe and healthful workplace. Emphasize that employees must not perform tasks, jobs, assignments, etc., for which they have not been trained and authorized to perform safely. Describe how routine safety meetings will be held with all employees to keep them properly informed concerning how to perform their assigned work safely. Also, encourage the new employee to report on the effectiveness of his /her safety orientation and safety meetings so that improvements can be made.

d. Inspections. Describe the overall safety inspection program and its importance in assuring a safe and healthful workplace. Also, describe each employee's responsibility for inspecting tools and equipment prior to use to ensure that the equipment can be used safely. Explain that defective tools and equipment must not be used until repaired. State that defective tools and equipment must be taken out of service until repaired.

e. Health and Environment. Describe the overall potential health hazards associated with their jobs including chemicals, dusts, fumes, vapors, noise, etc. Explain the city's hazard communication program including its purpose, the chemical inventory, material safety data sheets (MSDS's), container labeling, protective measures, etc. Discuss the importance of employees following safe work practices when manually handling materials. State that proper lifting techniques must be followed and that help must be obtained when heavy loads are lifted. Also, explain any environmental hazards associated with operations and control measures for protecting the

environment.

f. Fire and Emergency. Describe the proper action that must be taken when an emergency occurs. Explain the type of emergency situations which might occur and the proper action to take. Provide classroom and hands-on fire extinguisher training, if appropriate, and explain the limitations for using fire extinguishers (not for fighting structural fires). If workplace exposure warrants, explain the fire and explosion hazards associated with the use of flammable liquids, gases, etc.

g. Accident Investigation. Explain the procedure and need for reporting all accidents promptly, including injury or illness. Discuss that the purposes of accident investigations are to obtain the facts, determine basic causes, develop solutions, and recommend action to prevent recurrences. Emphasize that investigations are not to place blame, but only to the facts. Describe how employees are part of all accident investigations and are important to gathering pertinent information. Review the typical accidents occurring within the department and how they can be avoided. Tell the new employee that newly assigned employees are more apt to be injured on-the-job than other employees and that he or she must perform all work assignments with caution.

h. Housekeeping. Explain how a clean and orderly workplace is usually a safe workplace. State that a good safety program cannot be achieved and maintained without good housekeeping and orderliness. Describe how to maintain good housekeeping and orderliness by keeping all necessary things in their assigned places and removing all unnecessary things from the workplace. State that a job has not been done right until the worksite has been cleaned up and returned to its normal orderly state. Ask the new employee to report housekeeping problems to supervision so that effective corrective action can be taken.

3. New Employee Safety Orientation Checklist. The new employee orientation and training checklist is shown as Attachment A. It is to be completed by the department head for each employee to assure proper safety

orientation.

E. Continuing Safety Education

Safety education and training is a never-ending job which must be continued throughout employment. Through continuing safety education, employee safety awareness continuously improves and accident potential in the city's work-related activities continuously decreases. Types of continuing safety education include:

1. **Safety Meetings.** All employees are expected to participate in safety meetings. Safety meeting will be conducted by department, with the exception of administrative offices at city hall, which will be conducted by the city recorder. Safety meetings are an opportunity to review specific accidents and cover the overall safety performance of the group. Discussion time must also be allotted to allow employees to air safety and health concerns.
2. **In-Service Training.** The state commissions for both fire fighters and police officers mandate specific training for these uniformed services. Each of these departments shall present 40 hours of training that covers subject material related to either fire or police, as the case may be.
3. **Special Training.** Special safety, health and/or environmental education and training programs will be presented on an as-needed basis as determined by the safety committee. Such training may include back safety training, defensive driving, etc

F. Maintaining a Safe Workplace

A safe and healthful workplace is maintained through the cooperative efforts of all supervisors and employees. Continuous efforts are necessary to improve safety awareness and behavior, and to assure a safe workplace. Activities aimed at maintaining a safe workplace include:

1. **Inspections, Audits and Reviews.** Inspections and reviews conducted by supervisors and employees to detect safety hazards, safety defects and/or compliance with rules, procedures and regulations. Prompt corrective action concerning items detected helps achieve a safe and healthful workplace. Facility safety inspections, audits and reviews include:

a. **New or Modified Equipment.** All new and/or modified equipment must be reviewed prior to placing the equipment in service. It shall be the supervisor's responsibility to see that the equipment is reviewed with the employee(s) who will operate the equipment. A written record of the review must be on file in the supervisor's office.

b. **General.** General facility/worksites safety inspections are conducted periodically by supervisors and employees. Also, specific inspections are conducted by supervisors and employees in their assigned work areas.

(1) **Facility/Worksite Inspection:** Facilities/worksites shall be inspected periodically by supervisors and employees. The procedure for conducting the inspections is as follows:

(a) **Coordination.** The Safety Committee is responsible for facilitating and assuring the performance of inspections at city facilities and worksites.

(b) **Inspection.** The amount of time to be allotted for each inspection will vary according to the complexity of the facility, equipment and/or jobsite procedures being inspected. The Safety Committee will assist departments in the design of inspection forms and checklists. Each inspection should last a minimum of 30 minutes with special attention to assuring safe work practices and procedures.

(c) **Follow-up.** The supervisor of the area being inspected must receive a copy of the inspection to follow up on any deficiencies detected. The corrected items must be reported to the department head, safety director, and Mayor, or his designee. Prompt corrective action is necessary to assure a safe and healthful workplace.

(d) **Specific Inspections.** Specific safety inspections which must be conducted throughout a facility or worksite on a routine basis include, but are not limited to:

*Portable ladders

- *Spray booths
- *Vehicle-mounted platforms
- *Overhead and gantry cranes
- *Abrasive wheel machinery
- *Welding and cutting operations
- *Portable fire extinguishers
- *Use and care of respirators

(e). **Inspection Procedures.** The safety inspection procedures specified by the equipment/machine manufacturers, by TOSHA, American National Standards Institute standards, and other relevant organizations must be followed as referred above.

2. **Personal Responsibility for Safety and Health.** Since job safety and health is so important to the safety and health of employees it is a vital aspect of all jobs. Each employee must consider job safety rules and procedures and safe work practices of utmost importance in performing assignments. When safety rules and procedures are not followed, jobs are not performed right, and job performance will be considered unsatisfactory. Failure to correct such problems may result in disciplinary action up to and including termination.

3. **Enforcement of Safety Rules and Procedures.** The objective of the safety and health program is that safety rules and procedures are known, understood and followed. Safety rules and procedures that are not known will not protect any employee. Once the rules and procedures are known and understood, the rules must be followed. Each employee's supervisor is responsible for assuring that his or her assigned employees follow applicable safety rules and procedures. Without proper enforcement, safety rules and procedures will be ineffective and injuries and illnesses will more likely result. Enforcement of safety rules and procedures should be done by supervision as a normal course of assuring that jobs are done right. When the necessary enforcement is done routinely and properly in a fair, but firm manner, and all employees understand that the rules and procedures must be followed, very little effort will be required. Employees who violate safety and health rules and procedures that have been established by the City of Spencer shall be subject to disciplinary action, up to and including dismissal.

G. Providing a Healthful Workplace.

1. **Physical Evaluations.** Each employee offered employment with the Town of Spencer will receive an initial physical evaluation. The specifics of the evaluation will depend on the nature of the job and the consulting physician's directions. As specified by OSHA standards and other applicable regulations, continuing physical evaluations and/or medical surveillance will be conducted for affected employees.

2. **Policy Regarding Alcohol and Drugs.** All city employees have received a copy of the Town of Spencer's policy regarding alcohol and drugs. The policy provides for periodic random sampling for alcohol and drug testing for all of the city's employees who are required to drive a vehicle requiring a commercial driver's license (CDL).

H. Medical Treatment for Work-Related Injuries/Illnesses.

The following procedures are to be utilized for all on-the-job injuries and illnesses reported to supervision which require medical treatment beyond first-aid:

1. **Accident Investigation Procedure.** All accidents and/or incidents which caused or had the potential to cause injury, illness and/or damage to facilities, equipment, and property must be reported to supervision, at the earliest opportunity, so that the accident or incident can be investigated. It is very important that non-injury accidents be reported as well so that the cause of the accident may be determined. By identifying and addressing an incident's root cause(s), future accidents which may involve employee injury can be prevented. All employees must be instructed and trained concerning the importance of reporting non-injury incidents.

2. **Investigation.** The immediate supervisor of the injured employee or the person responsible for the work area where an accident occurred is responsible for investigating the accident and completing the city's First Report of Occupational Injury/Illness/Hazard. A copy of the report is included at the end of this manual.

Supervisors may more effectively determine the basic causes of the accident and arrive at better preventive strategies by calling on an employee

knowledgeable about the work being performed at the time of the accident. All employees are expected to assist the supervisors, when called on, in conducting the investigation.

All accidents are investigated to determine the basic accident causes, so that effective control measures can be taken to prevent recurrence of that or similar accidents to the person involved or other persons performing similar tasks. **Emphasis is placed on getting the accident facts and not on placing blame for the accident.** Once the facts have been determined, the basic cause(s) can be identified, and recommendation made to prevent recurrence. Items which should be considered when conducting an accident investigation include, but are not limited to:

- a. Caring for the injured.
- b. Securing the area
- c. Obtaining accident description
- d. Recording sequence of events
- e. Recording witness interviews
- f. Recreating controlled accident situation
- g. Reviewing engineering controls
- h. Reviewing job procedures
- i. Reviewing safety rules
- j. Reviewing employee training
- k. Reviewing enforcement
- l. Reviewing supervisory controls
- m. Listing probable cause
- n. Determining most likely cause
- o. Developing possible controls
- p. Determining best control
- q. Assigning responsibility for follow-up
- r. Submitting accident investigation report
- s. Communicating investigation report
- t. Ensuring effective supervisory follow-up

3. First Report of Occupational Injury/Illness/Hazard

The accident investigation report must be completed and forwarded

to the safety coordinator within 24 hours. All pertinent items on the report must be completed as specified. The safety coordinator should return all reports that are incomplete or not thorough in their causation and prevention determinations.

4. Communication

Supervisors will communicate accident facts to the injured employee or to employees involved in non-injury accidents, as well as to other employees to keep them properly informed about workplace safety. The injured employee's name should not be included in the communications to other employees.

5. Follow-up

The department head of the department where the accident/incident occurred, and the supervisor preparing the accident report, are jointly responsible for ensuring that all accident investigation report recommendations are complied with and/or resolved.

6. Medical Panel

It shall be the responsibility of each department head to communicate with the city's medical panel for worker's compensation claims as part of the investigative process. The department head should make every effort to have employees back on the job as soon as possible. Light duty, including certain administrative duties, is to be encouraged to get the employees back on the job. Light duty assignments should be coordinated with the medical panel.

I. Motor Vehicle Accident Investigation Procedures

1. **Vehicle Accidents Investigated.** When a city employee has an accident in a city vehicle that causes injury to any person and/or damage to any vehicle, equipment or property, that employee must report it immediately to his/her supervisor before accomplishing any other work endeavor.

2. **Police Notification.** Any vehicle or equipment accident on a public street, in which an employee is involved, while working for the city, must be

reported to the police or other appropriate law enforcement agency.

3. Post-vehicular Accident Employee Responsibilities. Employees shall stop whenever a police investigation of the accident is indicated; do not leave the scene or move the vehicle until directed to do so by the police. Employees shall not admit responsibility for an accident, offer to make any kind of settlement, or sign any statement at the scene of an accident.

If the accident involves damage to an unattended vehicle or a fixed object, reasonable steps shall be taken to locate and notify the owner. If the owner cannot be found, leave a notice in a conspicuous place on the vehicle or object, listing your name and address, and a brief description of the occurrence.

J. Safety Recognition.

The Town of Spencer shall provide a safety recognition program to acknowledge and recognize excellence in safety performance by its employees. The safety recognition program shall be administered by the safety director. All full-time employees will be included in the program.

Each full-time employee, who has not had any recordable accidents, as defined by OSHA during the twelve month period beginning on _____ and ending on _____ will be entitled to an incentive payment of _____. The employee must have worked for 12 consecutive months to be eligible for the \$_____ incentive.

In addition, if any department does not have a recordable accident during the above period of time, each employee of that department will be entitled to two free dinners at a designated local restaurant.

All employees and departments without a recordable accident during the period, _____ shall be appropriately recognized at City Council and other meetings and through city publications.