

ARTICLE XV
SAFETY AND LOSS CONTROL PROGRAM POLICY

I. POLICY:

Employees will be required, as a condition of employment, to exercise care in the course of their work to prevent injuries to themselves and to their co-workers.

The Town has established a safety and loss control program, implemented, and monitored on a continuous basis. A safety coordinator, assigned the responsibility of organizing the overall safety and loss control efforts, has been appointed and is reappointed on an annual basis.

A safety committee was created to establish loss control policy, investigate major losses and loss trends, and assign other safety responsibilities as needed. This committee is chaired by the safety coordinator and its membership is comprised of employees from each department.

Each municipal Department Head is responsible for the safety and well-being of the workers in his/her department as well as the required maintenance of facilities and equipment in his/her area of responsibility. Each municipal employee is responsible for his/her own personal safety and for the safe completion of assigned tasks. The Town requires its employees to respond to all planned safety efforts and to perform their assigned jobs in the safest manner possible.

The Town of Selma is committed to doing all in its power to make its safety and loss control program a success and expects all municipal employees to assist in this effort by contributing expertise and by following all established rules and procedures.

II. PURPOSE

To provide a safe work environment for its employees so that each employee can pursue the highest standards in his/her assigned activities, and all municipal employees must recognize that the well-being of persons involved in the protection of our physical resources are as important as the activity and work being performed.

III. PROVISIONS:

Responsibilities

Mayor, Town Council, and Town Manager

- 1) The Mayor and Town Council support a Town-wide safety program through personnel policies and budgetary considerations.

- 2) The Town Manager, through the safety committee, is responsible for overall management and administration of the comprehensive safety program.

Safety Committee

This committee will function as an advisory body to develop and recommend to the Town Manager matters of policy and procedure affecting administration of the Town of Selma's safety program. Specifically, the committee is responsible for:

- 1) Planning and recommending policies and procedures affecting the development and administration of an aggressive safety program; and
- 2) Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of the program.

Safety Coordinator

The safety coordinator is directly responsible for the implementation and operation of the safety program which will include training, accident and insurance follow-up, vehicle safety, and building safety. The safety coordinator will represent the Town Manager in all safety matters and can stop a work operation temporarily when serious injury or property damage is possible.

Department Head

Each Department Head is designated as responsible to the Town Manager for employee safety. The Department Head has supervisory responsibility for all safety functions and activities within his/her area. Each Department Head will:

- 1) Hold each supervisor accountable for injuries incurred by his/her employees.
- 2) Provide leadership by setting a proper example for all employees.
- 3) Be responsible for successfully operating the department safety program and completing the department's safety objectives.
- 4) Develop policies and procedures and ensure they are complied with by all personnel under his/her direction.
- 5) Ensure that all employees, new and current, are trained or retrained in the accepted methods.
- 6) Provide personal protective equipment and instruction when necessary and follow up on proper use of equipment.

- 7) Encourage safety suggestions and written comments from employees and adopt those that are feasible.
- 8) Require accidents to be promptly reported, thoroughly investigated by supervisory personnel, and properly recorded.
- 9) Ensure that prompt, corrective action is taken whenever unsafe conditions are recognized and unsafe acts are observed.
- 10) Ensure that all employees are physically and mentally capable of performing their assigned tasks.

Supervisor

Supervisors will assume the responsibility of thoroughly instructing their personnel in safe practices to observe in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within any activities under their jurisdiction and they will set the example of good safety practices in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. Principal duties of supervisors are as follows:

- 1) Enforce all safety rules and procedures.
- 2) Make certain all injuries are reported promptly and treated properly, and all accidents are reported, even if injury is not apparent.
- 3) Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures, or modifications of equipment.
- 4) Provide employees with complete safety instructions regarding their duties prior to the employees actually starting to work.
- 5) Conduct regular safety checks, including careful examinations, of all new and relocated equipment before it is placed in operation.
- 6) Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
- 7) Continuously inspect for unsafe practices and conditions and properly undertake any necessary corrective actions.

- 8) Develop and administer an effective program of good housekeeping and maintain high standards of personnel and operational cleanliness throughout all operations.
- 9) Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on recommendations of the safety coordinator.
- 10) Conduct safety briefings and encourage the use of employee safety suggestions.
- 11) Give full support to all safety procedures, activities, and programs.

Employees

Employees will be required, as a condition of employment, to exercise care in the course of their work to prevent injuries to themselves and to their co-workers. Employees are required to:

- 1) Use the safety equipment which has been provided for use in performing daily work assignments.
- 2) Wear the prescribed uniform and safety shoes, as required.
- 3) Not operate equipment for which training, or orientation has not been received.
- 4) Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- 5) Report defective equipment immediately to a supervisor.
- 6) Report dangerous or unsafe conditions that exist in the workplace as well as throughout the municipality including but not limited to:
 - Sidewalks
 - Broken curbs
 - Hanging tree limbs
 - Loose handrails
 - Open manholes
 - Sunken basins and sewers
 - Missing or damaged traffic signs or signals
- 7) Report all injuries and accidents regardless of the severity as soon as practical.

- 8) Protect employees and citizens from unsafe conditions that result from municipal work that could present a hazard to the public by utilizing adequate warning devices to notify the public of such hazards.
- 9) Take care not to abuse tools and equipment so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.
- 10) Participate in all required safety and occupational health training and be certain that instructions are understood completely before starting work.
- 11) Serve on a safety committee or inspection team when appointed or elected.

Operations

Safety Committee Meetings

The safety coordinator will provide an agenda and maintain minutes of the meeting. Meetings will be held once each month at a pre-designated time and place or as deemed necessary.

Monthly Safety Training/New Employee Orientation

The safety coordinator will provide periodic safety training. Attendance and subject matter should be properly documented. All new employees will be provided with a copy of the Town's safety manual.

Accident Investigation

Accident investigation will be performed by the safety coordinator. Any accident involving death, permanent disability, temporary disability, hospitalization, medical treatment, loss of time from work by Town employee, damage to or destruction of any property, or any injury to a visitor will be investigated. The purpose of accident investigation is to prevent the recurrence of accidents by identifying contributing causes, determining corrective measures necessary to eliminate causes, and disseminating information on accident prevention to all employees. Accurate, complete accident reports are essential to identify and remedy causes. The accident investigation should be initiated as soon as possible after the occurrence of the accident.

Self-Inspections

The purpose of self-inspections is to identify hazardous work conditions and materials or methods that may result in an accident so that these hazards can be corrected. Each activity and facility will be inspected not less than once every three (3) months. The Department Head will take whatever corrective action is deemed appropriate. A form for documentation of the inspection will be provided.

Safety Bulletin Board and Safety Suggestion Box

Each department will be responsible for maintaining a safety bulletin board and a safety suggestion box. The bulletin board will be maintained in a neat and orderly manner at all times. A safety suggestion box will be maintained for employees to submit safety suggestions.

Section 3. Discipline

It is recognized that some Town employees will violate work rules and policies and commit unsafe acts that may or may not result in an accident, causing injury or damage. As a result, each violation or action will require immediate corrective action by supervisors and administrators. It should be emphasized that safety rules and policies and driving procedures must be enforced for the protection of the employee and the Town.

The cost of the accident should not dictate the corrective action to be administered. Management should discourage any implication that it is acceptable to have an inexpensive accident, but it is unacceptable to have an expensive accident occur. The same action that causes little accidents also causes the big accidents; therefore, the **emphasis** is placed on ***accident prevention***.

Careful consideration has been given to the wide range of Town employees whose job classifications include the responsibility of operating motor vehicles and motorized equipment. It has been determined, therefore, that all employees who operate a vehicle or other equipment are obligated to take the necessary precautions to avoid accidents and injuries. Distinctions will not be made as to the frequency and distance that a vehicle or other equipment is operated.

The fact that one job classification requires more driving or operating hours than another job classification is not adequate justification to provide different expectations for safe vehicle and motorized equipment operation. Although one job classification may require a more highly skilled operator than another, it is the supervisor's responsibility to ensure that all equipment operators are properly trained to operate the assigned equipment safely and efficiently. It is also the supervisor's responsibility to enforce the applicable safety rules and review each employee's previous accident record to determine the need for additional training.

For disciplinary purposes, only accidents or safety violations occurring after the inception of this program will be considered. However, if an employee is on probation or suspension for violations at the inception of this program, there will be no change in status until the disciplinary period has been completed.

Disciplinary Actions

An employee's unsafe act that results in:

- 1) Personal injury (without justification) to another individual.
- 2) Personal injury to the employee; or
- 3) Damage to vehicle or other property.

Will receive disciplinary action. Supervisors shall administer these same disciplinary actions when employees violate the general and departmental safety rules that have been established for each individual department. An employee who willfully inflicts or attempts to inflict bodily harm to another individual while on duty shall be terminated.

GENERAL PROVISIONS FOR ALL EMPLOYEES

- 1) Caution signs will be posted in shop areas and on major mobile equipment warning employees that eye protection must be worn where eye hazards exist.
- 2) Emergency eyewash and showers will be available to employees who may be exposed to hazardous chemicals and substances.
- 3) First aid kits will be available to employees at all times.
- 4) Designated employees will be properly trained and certified in first aid.
- 5) Water will be available to employees at all job sites.
- 6) Adequate portable lighting will be available to employees for use during emergency situations.
- 7) Employees are to use handrails installed on permanent stairs leading to overhead storage areas.
- 8) Standard guardrails, toe boards and wire mesh will be installed along the front of overhead storage areas for employees.
- 9) All exits will be properly marked for the public and employees' use and the exits will be free of obstructions.
- 10) An evacuation plan will be developed and posted in every public building for use during an emergency. Employees are to be familiar with the evacuation plan.

- 11) Extinguishers shall be inspected by an approved vendor annually and tagged. Employees will be trained on proper use.
- 12) "No Smoking" signs will be located in appropriate areas and obeyed by all employees and visitors, i.e., storage areas for compressed gases or combustible/flammable materials, refueling pumps, battery-charging areas, etc.
- 13) All flammable or combustible materials will be properly stored by employees and bonded.
- 14) All compressed gas cylinders will be properly secured by employees in an upright position.
- 15) All gasoline, which is to be transported by employees in vehicles, will be contained in approved safety containers.
- 16) Whenever two employees are available, one will assist the other in backing all Town vehicles with limited sign visibility.
- 17) 36" of clearance shall be provided around panels. Employees will close and properly mark all electric switch boxes and electrical panels.
- 18) All electric fans will be equipped with proper guarding before being used by an employee.
- 19) All tools and electrical equipment will be either double-insulated or equipped with three-prong plugs to ensure proper grounding for the safety of employees.
- 20) All flat belts, V-belts, chains, and sprockets will be properly guarded before use by an employee.
- 21) Adequate overhead and rollover protection will be installed on Town's mobile equipment.
- 22) Bench grinders will be securely mounted, protective eye shields provided, and have an adequate guard over the spindle before use by an employee.
- 23) Employee behavior can often contribute to an injury. Employees should not engage in any horseplay and should adhere to accepted work practices.
- 24) The Town has a policy of zero tolerance for violence. If any employee engages in or threatens any violence in the workplace immediate and appropriate disciplinary action will be taken. No talk of violence or joking about violence will be tolerated.

- 25) The Town prohibits employees from the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance of any kind in any amount on Town property or while conducting Town business. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.
- 26) Any workplace, designated work area, or emergency scene, a supervisor shall establish a safety perimeter to restrict access to all unauthorized personnel. All employees are encouraged to enforce the perimeter of the area.

REQUIRED BY ALL EMPLOYEES

- 1) Wear eye and ear protection provided when exposed to related hazards, i.e., grinding, cutting, chipping, welding, battery-charging, jackhammering, mowing, weed-eating, etc.
- 2) Wear hard hats (electrical Class B required) where there is a possibility of head injury from impact, falling objects or electrical shock or burns.
- 3) Wear gloves provided when conditions dictate.
- 4) Wear a shirt that covers the width of the shoulders and upper part of the body at all times while on the job.
- 5) Wear long pants during **any** operation that could cause injury to the leg area, i.e., weed eating, using a push mower, handling acids, using chipper or jackhammer, etc. (Short pants may be allowed in some areas of employment at the discretion of the Department Head and the safety coordinator ONLY.)
- 6) Wear ANSI (American National Standards Institute) approved clothing while working on or near roadways.
- 7) Wear appropriate footwear as determined by the departmental safety committee.
- 8) Wear seatbelts at all times.
- 9) Use the safety equipment which has been provided for use in performing daily work assignments.
- 10) Be trained in proper lifting techniques and body mechanics and avoid lifting any object where proper lifting techniques cannot be used.

- 11) Use hand carts, hoists, dollies, or other devices for lifting or moving heavy objects or materials.
- 12) Use a significant number of provided ANSI Approved Traffic Devices when work activities are near vehicular traffic.
- 13) Inspect all vehicles and equipment before starting each shift.
- 14) Inspect all hand tools to ensure they are in safe working condition.
- 15) Ensure guards and safety devices are kept in place and in working condition on all equipment, tools, etc.
- 16) Report defective equipment immediately to a supervisor.
- 17) Be properly trained before assuming routine duties.
- 18) Do not operate equipment for which training, or orientation has not been received.
- 19) Report dangerous or unsafe conditions that exist in the workplace as well as throughout the municipality, to include but not limited to:
 - Defective sidewalks
 - Broken curbs
 - Hanging tree limbs
 - Loose handrails
 - Open manholes
 - Sunken basins and sewers
 - Missing or damaged traffic signs or signals
- 20) Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- 21) Correct unsafe conditions that result from municipal work that could present a hazard to the public.
- 22) Maintain good housekeeping throughout all operations.
- 23) Report all injuries and accidents, regardless of the severity, as soon as practical.
- 24) No use of Cell Phones or other electronic devices while driving or operating equipment, as referenced in the Cell Phone Policy and the Electronic Communications Policy

Policy adopted by Selma Town Council

Effective Date: November 14, 2000
Amended August 11, 2015
Amended March 8, 2022

As of March 8, 2022, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.