

SUBJECT	ISSUED BY	EFFECTIVE DATE
SAFETY POLICY	CITY COUNCIL	APRIL 5, 2010

POLICY STATEMENT:

The City of Washington Safety Policy is a result of the City's desire to protect its employees, citizens, and property from injury and damage and the realization that accidents and similar losses can be costly in terms of personal loss or injury and/or property damage. The goal of the Safety Policy is the identification, control and reduction in loss exposure.

The success of the program depends on the cooperation of all employees. The program is meant to be a guide toward that goal and should not be construed to limit any one individual's thoughts, imagination or ideas.

This policy should be used as a reference guide in preventing and controlling loss exposures and develop an attitude in all employees that safety should be a way of life.

SAFETY POLICY

1. The City of Washington has a vital interest in safety, since it involves not only the safety and security of each of our employees, but City property and citizens as well. Safety is the City's primary goal.
2. It is the policy of the City of Washington that every employee is entitled to a safe place in which to work. Every reasonable effort will be made to promote and provide safe conditions for City employees.
3. While every employee is responsible for preventing accidents, it is a prime concern and commitment of the City of Washington. The City expects each employee to be concerned for their own safety and that of their co-workers and the residents of this community. This will require employees to perform their duties in a safe and efficient manner and in compliance with all relevant safety policies and regulations.
4. It is the policy of the City of Washington that:
 - a. The City maintain safety and health standards that safeguard the health and welfare of all employees;
 - b. Prompt aid will be provided for injured personnel;
 - c. The City shall establish and maintain an appropriate reporting and recordkeeping system.

SAFETY ACTION PLAN**General Policy**

1. Each employee is responsible for the equipment, material, people and environment within his/her job description.

2. To properly control accidents and other incident loss, specific positive action must be taken by each employee. The City of Washington has established the following guidelines to help control loss exposures as they relate to equipment, material, people, and the working environment.
3. All employees of the City of Washington shall follow all safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer.
4. Supervisors shall insist the employees observe and obey every rule, regulation, and have available the personal protective equipment (PPE) necessary to perform their work safely.
5. The City will provide CPR training on a bi-annual basis to all employees.
6. First aid kits shall be kept in all vehicles and buildings occupied by city personnel.
7. Training of employees and supervisors will be done through the KMU safety training program on a regular basis. Other training shall be given on an individual basis as required for all positions.
8. Anyone under the influence of alcohol or drugs shall not be allowed on the job. All employees are subject to the City's current drug and alcohol policy.
9. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.
10. Employees should be alert and aware of the proper placement and adjustment of all guards and safety devices. Any deficiencies in the safety devices should be reported to the proper persons. Approved protective equipment will be worn in specified work areas.
11. Horseplay, scuffling, and other acts which could possibly endanger the safety or well-being of any employee are prohibited.
12. Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back.
13. Workers shall not handle or tamper with electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, and not unless properly trained, unless they have received instructions and permission from their supervisor or employer. Supervisor or employer shall be satisfied that employee is competent and safe to perform desired action or procedure.
14. All injuries must be reported immediately to the supervisor and City Administrator so that arrangements can be made for medical and/or first aid treatment. The telephone number for an emergency, fire, ambulance, rescue squad, and/or doctor is 911.

15. Each employee shall help train all new employees on proper and safe methods and use of the equipment and materials. This includes employee training, re-training, reminding and reinforcing, and making safe methods an integral part of all job instructions and evaluation.
16. Each employee shall make formal and informal work method observations to properly identify unsafe work deviations.
17. As requested, each employee shall help with investigations of all accidents, developing details for immediate reporting to the appropriate officials.
18. Each employee shall maintain open, two-way safety communication between the employee and all other city personnel.
19. Each employee shall consistently reinforce all safety regulations, work methods, etc.
20. Each employee shall make self-inspections of equipment assigned and used in the employee's day-to-day work, take the necessary corrective action as needed, and report all findings and loss control needs to the employee's supervisor.

The above listed action guide is meant to improve the safety of the City's day-to-day operations. Each of the above factors is keyed toward loss control and accident prevention.

General Safety Rules

1. All sicknesses or injuries, regardless of their degree, should be reported to a supervisor for immediate attention.
2. Each employee shall use only the machinery, equipment, and tools that the employee is qualified to operate and authorized to use by the supervisor.
3. Machinery should not be operated unless all safety guards are in place.
4. Guards must remain on machinery unless their removal is required to make necessary adjustments or repairs. Guards must be replaced immediately upon completion of the task which required their removal. Improper positioning of guards should be reported immediately to an appropriate supervisor.
5. Running on the premises is not permitted.
6. Any type of horseplay or rowdy behavior is prohibited.
7. Any action that could distract the attention of any other employee is prohibited.
8. Illegal drugs and/or liquor are not permitted while on duty. See the current drug and alcohol policy for more details.
9. Jewelry, rings, bracelets, watch chains, key chains, etc are not permitted to be worn around machinery.
10. Proper clothing must be worn at all times: Long pants, minimum of a sleeveless shirt (no tank tops), and leather shoes or boots.
11. Torn or tattered clothes are not permitted around moving machinery.

12. Ladders must be inspected before use to insure that they are free from cracks, broken rungs, and/or other defects.
13. Compressed air should never be used for cleaning clothes, cooling, or practical jokes.
14. Makeshift or defective scaffoldings, riggings, or stages are prohibited, and they shall not be used.
15. Do not stand or walk under suspended loads.
16. Riding on the outside of equipment, vehicles, or trailers shall not be permitted.
17. An adequate number of persons are required for to assist in the movement of heavy objects. Proper body postures should be maintained at all times when lifting.
18. Machines must be shut down and under zero movement before they are cleaned, adjusted, or repaired. Machines must also be locked and tagged when necessary.
19. Machines in motion shall not be oiled, except where points of oiling are so located or guarded that there is no exposure to moving parts.
20. Fingers and hands shall not be used to remove chips and debris from machines. The proper tools should be used for these tasks.
21. Defective chisels, sledgehammers, punches, wrenches, or other tools shall not be used, and should be repaired or replaced.
22. Each employee shall wear eye protection as required.
23. The operation of any machine, crane, tractor, or other piece of moving equipment is not permitted unless permission is obtained from a supervisor and training is completed for the equipment.
24. When working around moving machinery, all long hair must be tied up, pulled back, put under a hat, or by some other method removed from exposure to the machinery.
25. When working in areas where heavy fumes or dust is present, employees are required to wear respirators provided for their protection. In some cases a lifeline and an observer may be required.
26. All working areas are to be maintained and kept clean at all times. Oily water, rubbish, and waste paper should be place in containers provided for those purposes.
27. Employees must know the location of all the fire exits and alarm boxes in their department.
28. All material, trucks, skids, racks, crates, boxes, ladders, and other equipment must be stored so that they do not block aisles, exits, firefighting equipment, alarm boxes, electrical lighting, power panels, etc. Fire doors must be kept clear at all times.
29. Employees must know the location and proper use of firefighting equipment in their department. Under no circumstances should water be used where functioning extinguishers are provided.
 - a. Only extinguishers approved for Class C fires (carbon dioxide or dry chemical), should be used for electrical fires. No other extinguishing means should be used due to the danger of electrocution.

- b. Water, foam, or dry chemical extinguishers should be used on common fires (those involving rubbish, paper, wood, rags, etc.)
 - c. Foam, or other specially provided extinguishers, should be used for all fires involving flammable liquids.
30. Floors must remain clean and clear at all times to prevent slips, trips and falls.
 31. If any employee is observed working in a careless or dangerous manner, they should be advised to change their methods, and a supervisor should be informed.
 32. Shoes and hard hats must be maintained and be in good shape (especially the soles of the shoes and liner of the hard hat) at all times in order to adequately protect the feet and heads of all employees.
 33. Electrical circuits or switches should not be tampered with, except by certified electricians.
 34. Warning signs and signals must be obeyed at all times.
 35. Short cuts through dangerous places should not be taken.
 36. If the safe method of performing a procedure is not known, the procedure should not be performed until the proper method is known.
 37. Employees who violate these safety rules or any other established by their department may be subject to disciplinary action.

These guidelines cover a wide range of tasks that you may or may not get involved in. Other rules may also apply. “IF IN DOUBT, CHECK IT OUT!”

WORK RELATED ACCIDENT PROCEDURE

1. The employee must notify his/her supervisor immediately upon knowledge of the occurrence. If the incident or accident is serious immediate notification of the ambulance and life sustaining resuscitation techniques takes precedence. Most work-related injuries are not so serious as to relieve the employee of the responsibility for supervisor notification. At that point, the supervisor begins the task of assembling the facts of the accident.
2. The injured employee will proceed to the appropriate clinic or emergency room for treatment. The City will arrange transportation (by the supervisor, ambulance, fellow employee, etc.). Consideration should be given by the supervisor to perhaps give notification to the treating clinic or emergency room prior to the arrival of the injured employee if special circumstances warrant.
3. The injured employee and/or other employees involved in the incident may be required to take a drug and/or alcohol test. Refer to the current drug and alcohol testing policy for guidance.

4. While the injured employee is receiving treatment, his/her immediate supervisor will continue the fact-finding process by visiting the scene of the incident/accident and talking with those witnesses or whomever has knowledge of the accident. This fact-finding process will extend to the examination of equipment, product, material, and the area involved. (See section on reporting accidents below.)
5. The injured employee is required to return to the duty station or to notify his/her supervisor if he/she cannot return prior to the termination of the workday. The supervisor will advise the City Administrator and/or City Clerk of the status of the return of the employee, treatment rendered, and possible prognosis. The City must be notified of any follow-up treatment, dates, etc., for proper documentation for payroll records and notification to the insurance representative. Under no circumstances should the employee cancel clinic or medical treatment visits without first notifying and receiving approval from the City.
6. The City Clerk or his/her assign will assist the employee in completing the insurance form provided by the insurance company. A copy of the completed form shall be forwarded to the insurance provider. This will ensure the prompt payment of all bills and begin making disability payments to the employee if required.
7. The City will follow up with all loss of time cases to assure the employee returns to work expeditiously. If there are any questions or difficulties in getting the employee to return to work, the City as well as the insurance representative should be alerted for assistance.

WORKER'S COMPENSATION ACCIDENT REPORTING

Workers' compensation is the employer being responsible for all injuries or occupational illnesses arising out of or in the course of employment. However, the actual loss costs can be controlled with the keys to responsible claim control being accurate, timely, complete reporting and follow-up.

The first step is the development of accurate information from the injured person through the supervisor's investigation. This is accomplished by the following:

- Talking (when possible) with the injured employee and having a proper and complete narrative of the occurrence.
- Examining the equipment and material involved in the injury.
- Talking privately to witnesses-statements may be written in long hand or typed, dated and signed.
- Assisting the who, what, when, where, how and why of the accident, so that the proper report can be developed for review by the City and insurance representatives.

Hearsay, assumptions and rumor must not be confused with fact, but do have a valid purpose. They can alert the supervisor to additional areas of investigation. Many times, additional facts can be learned by following up on such items.

Another key element in claims control is timing. The insurance form used to gather information should be initiated immediately after the accident or after knowledge of the accident. If the investigation and documentation process is delayed, the fact-finding tasks may be hampered. The report should not be delayed for more than 24 hours after the occurrence.

Approved By: _____
Harold H. Jones, Jr., Mayor