

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R17-790

**A RESOLUTION TO ADOPT THE SAFETY COMMITTEE GUIDELINES
FOR THE CITY OF STOCKBRIDGE**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to adopt the Safety Committee Guidelines for the employees of the City of Stockbridge;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval. The guidelines attached hereto as Exhibit A are hereby approved.

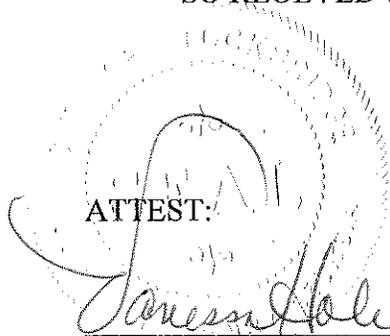
SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO REOLVED this 31st day of January, 2017.



ATTEST:

Vanessa Holiday (SEAL)
VANESSA HOLIDAY, City Clerk

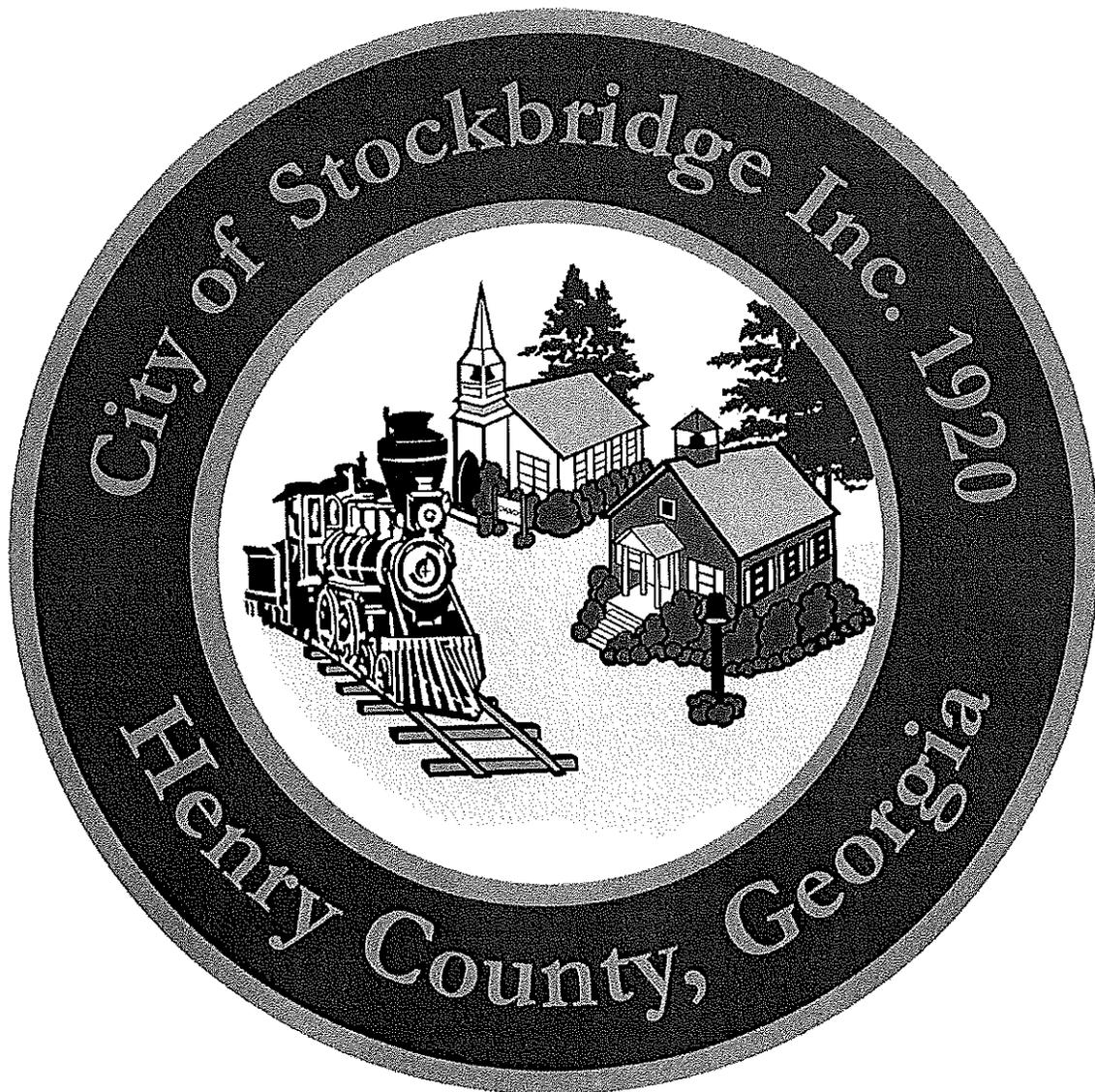
Judy Neal
JUDY NEAL, MAYOR

APPROVED AS TO FORM:

Michael Williams
MICHAEL WILLIAMS, City Attorney

EXHIBIT A

SAFETY COMMITTEE GUIDELIENS



CITY OF STOCKBRIDGE
SAFETY MANUAL

BE SMART ABOUT SAFETY

INTRODUCTION FROM THE CITY MANAGER

January, 2016

To All City of Stockbridge Employees:

Much of what we do as public servants has to do with ensuring the safety of the people we serve and many of you work every day to make citizens safe.

This is a gentle reminder to you that your safety is important, too. There are all sorts of good reasons for organizations like ours to preach safety that have to do with efficiency and productivity and finances. All of those reasons are legitimate and important.

More important, though, is your individual safety. I don't want you or your colleagues hurt on the job because I don't want anyone to suffer the pain, disability or worse that come with workplace injuries. We need to take care of ourselves and each other, so please, pay careful attention to the procedures and guidelines in your safety program. Be safe. And thanks for all you do.

Sincerely,

Michael Harris

City Manager

**ADMINISTRATIVE RULE #12
SAFETY PROGRAM
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I. CITY OF STOCKBRIDGE SAFETY POLICY STATEMENT

The City of Stockbridge believes that its most valuable resource is its employees. The safety of City employees is, therefore, a primary focus of all City activities. The City also recognizes its legal obligation to maintaining a safe and healthy workplace as described in the Stockbridge Safety Culture Act and other state and federal statutes including but not limited to those administered by the Georgia Department of Labor and Commerce and the Occupational Safety and Health Administration.

We recognize that a safe workplace is a shared responsibility which must be fostered and cultivated as a part of regular work duties and responsibilities. City administrators are committed to providing a workplace free of avoidable health and safety hazards. City employees are encouraged to fulfill vital roles in providing a safe and healthful workplace.

The City of Stockbridge's safety mission is to elevate workplace safety to a preeminent position in the minds of all employees of the City, thereby preserving precious human resources as well as controlling financial losses.

It is the policy of the City of Stockbridge to provide and maintain safe and healthy working conditions, routine safety training and education, and to follow practices that will safeguard all employees that result in safe working conditions and efficient operation.

II. MANAGEMENT COMMITMENT

The purpose of safety policies and procedures is to provide a mechanism for the prevention of occupational injuries and illnesses as well as to comply with regulations concerning occupational safety and health. Safety policies and procedures assign safety responsibilities, declare citywide procedures, and set minimum safety program requirements for issues involving city departments.

This safety plan provides general direction for the administration of occupational safety and health management for the City of Stockbridge. Departments and Divisions may issue separate safety policies and procedures as needed to address specific safety and health issues or to meet regulatory requirements for written compliance programs.

The City of Stockbridge is committed to providing dependable, economical services to the public. The City recognizes that some incidents are caused by unsafe conditions or unsafe behavior and strives to systematically eliminate unsafe acts and conditions.

The management staff will not tolerate actions that jeopardize the safety and health of employees or the general public, including actions that risk non-compliance with established safety and health regulations. Employees who violate city, departmental, and/or divisional rules are subject to disciplinary action. Fulfillment of safety-related responsibilities will be considered a factor in performance reviews and promotion.

III. OVERVIEW OF CITY-WIDE SAFETY PROGRAM

A. Safety Program Elements

The City of Stockbridge Safety Program shall contain the following elements:

1. **Safety committees** will be established as described in Section III B to maximize employee involvement and awareness of safety in the workplace. Committees will be formed at various levels of the City organization.
2. **Safety training** shall occur throughout the City organization and shall include new employee orientation, job or task-specific training and continuous (**see Section VI, Safety Training**) safety refresher training for all employees.
3. **Safety inspections and hazard identification** shall be performed on a regular basis as described in Section XI and XIK.

4. **Personal protective equipment use** shall be mandatory for certain defined work tasks and groups.
5. **Incident reporting** will be performed promptly and consistently throughout the City's employment groups.
6. **Safety policies and procedures** will be developed for all major aspects of the citywide safety program.
7. **A safety resource library** will be coordinated by the Human Resources Department for the dissemination of safety-related materials and training resources which are available in various departments throughout the City.

B. Safety Committee Structure

In order to be successful at reducing or eliminating workplace incidents on the job injuries, the City of Stockbridge has established a comprehensive education-based safety program. Safety program activities will consist of a city wide safety steering committee.

1. **The City Wide Safety Steering Committee** shall be composed of members from General Maintenance, Water Facilities, Administration and the Public Works Director and is charged with a broad range of safety-related functions.

IV. SAFETY PROGRAM RESPONSIBILITIES

All City of Stockbridge employees share in the responsibility to establish and maintain a safe working environment. The following responsibilities are guidelines to establish accountability for the Safety Program and promote safety in the workplace. These responsibilities are outlined for the purpose of reducing occupational injuries and illnesses by promoting safety in the workplace and to control the costs for workers compensation insurance. Specific employee responsibilities include:

A. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries, not only to themselves, but to their fellow employees and citizens. It is the responsibility of all City of Stockbridge employees to:

1. Abide by the City of Stockbridge department/division work practices established for specific job assignments and occupations. If any doubt exists about the safety of doing a job assignment, employees shall STOP and get instructions from their supervisor before continuing to work.
2. Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the appropriate department or division head for prompt attention.
3. Immediately report occupational injuries, incidents, illnesses and near misses to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in incident investigations as requested by the supervisor.

4. Attend safety training sessions as required. Suggest improvements in safety training requirements or programs to supervisor or safety committee.
5. Wear prescribed personal protective equipment such as safety vests, hard hats, gloves, and goggles as appropriate to perform work safely. This includes seat belts.
6. Employees failing to follow and practice safety policies and procedures in the workplace may be subject to disciplinary.

B. Supervisory Personnel

It shall be the responsibility of supervisory personnel to:

1. Establish policies, procedures and safe work practices for department/division occupations, tasks, and locations. Written copies of work rules and safety procedures shall be submitted to the Safety Steering Committee prior to adoption. Copies of the rules shall be available for review in the Human Resources Department.
2. Monitor workplace conditions and employee work behavior through regular, scheduled inspections and frequent observation of the work environment. Identify unsafe work conditions and unsafe practices. Correct immediate hazards within ability or report them to the appropriate department head and/or safety committee member.
3. Provide sufficient training and instruction to ensure all employees are familiar with work rules and fully trained for assigned tasks.
4. Ensure employees participate in city and department required safety training. Recommend additions, deletions, and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
5. Submit reports of job related injuries and incidents using the Incident Investigation Report form and the First Report of Occupational Injury or Occupational Disease (workers' compensation claim form).
6. Investigate incidents involving employee injury or illness and/or damage to vehicles or other city property. Determine the facts and cause of the incident. Implement or recommend corrective actions for the purpose of preventing future occurrences.
7. Devote a portion of staff meetings to review department/division incidents and discuss plans to bring about a reduction in losses. This procedure will vary with the frequency or severity of losses and the degree of hazardous operations.
8. Ensure that all employees understand the need for, and are trained to use, personal protective equipment.
9. Ensure that all employees understand disciplinary actions associated with failure to comply with safety policies and procedures.
10. Include on the job safety record as a part of the performance review process.
11. Keep a record of the following safety-related matters:
 - Employee recommendations for correction of a potentially unsafe (or hazardous) situation for discussion at employee safety committee meetings;
 - Time and subject of safety meetings

- Time, location, and comments about spot inspections of employee worksites;
- Actions taken to correct unsafe (or hazardous) situations;
- Incidents, and "near misses" at the worksite.

Supervisors are expected to anticipate the unexpected, the unusual, and the consequences of a "worse case" incident when assigning a task to an employee. It is the supervisor's responsibility to communicate these concerns and observations to that employee.

12. Promote employee education in the area of off-the-job safety and injury prevention.

C. Department or Division Heads

Each department or division head is responsible for maintaining safe working conditions within his/her jurisdiction. Each department or division head will:

1. Ensure policies, procedures and safe work practices are adhered to for department occupations, tasks and locations.
2. Ensure the design, maintenance of facilities, tools, equipment and vehicles meet or exceed established safety standards.
3. Establish a department or work team safety committee which meets regularly. Provide opportunity for periodic work-place hazard assessments during meetings to encourage employees to notify supervisors immediately upon discovery of any work-place hazards.
4. Review department Incident Investigation Reports, First Reports of Occupational Injury and Occupational Disease Report trends. Resolve corrective action issues that are beyond the scope of the supervisor to accomplish.
5. Review workplace inspections with supervisors and direct appropriate corrective action to achieve a safe work environment.
6. Share information from City-Wide Safety Steering Committee meetings with employees and supervisors.
7. Provide training, literature, or other information to ensure that supervisors and employees understand incident reporting procedures, safe work practices, and other safety concerns.
8. Secure sufficient training and instruction to ensure all employees are familiar with work rules and fully trained for assigned tasks.
9. Maintain procedures to promptly and thoroughly investigate all incidents. Take prompt corrective action when unsafe acts or conditions are observed.
10. Include safety performance as part of performance review for supervisors.
11. Report changes made in operating procedures which improve safety, at City-Wide Safety Steering Committee meetings.
12. Provide training for supervisors on hazard awareness and assessment.
13. Ensure that supervisors make prompt efforts to remedy any job site hazards.
14. Cooperate with state or federal agency safety inspection activities.

D. Safety Committee Chair

1. Assist and advise all levels of management in establishing an effective safety program.
2. Provide new employee general safety and health training/orientation.
3. Plan and coordinate committee meetings and assist management in all areas of safety and health.
4. Act as permanent Chairperson and coordinate support for Safety Committee.

V. SAFETY COMMITTEE CITY WIDE GUIDELINES

Safety committees are designed to encourage the exchange of ideas between personnel and to enhance the definition of policies covering hazards, problem areas, and the promotion of loss prevention measures.

A. City-Wide Safety Committee Guidelines

The City-Wide Safety Committee is an advisory group organized to bring employees and management together in a cooperative effort to foster a safety culture and reduce on the job injuries and illnesses in the workplace

- B. The City Wide Safety Committee will meet monthly and shall be comprised of up to four rotating staff members from the following departments; Public Works Director, Water Facilities, General Maintenance, and Administration. Members will be appointed by the Department Head of each of the represented departments and approved by the City Manager, members will serve a two-year staggered term, at least two new members will be added each year. The Committee Chair shall be selected by the City Wide Safety Committee Members. -

C. Duties and functions of the committee shall include, but not be limited to the following:

- a.) Review loss experiences and cost analysis figures, and monitor the progress of the City's incident prevention efforts.
- b.) Insure that all procedures for reporting, investigating, and taking corrective action on incidents are being performed.
- c.) Discuss conditions which pose continuing or expanding loss exposure.
- d.) Discuss and propose recommendations for safety issues which cannot be resolved at the department level.
- e.) Establish City-wide performance objectives which can be measured in terms of reductions in loss frequency and/or severity.
- f.) Share information about safety approaches or techniques which are successful.
- g.) Discuss unsuccessful approaches to specific safety problems and recommend changes.
- h.) Develop and establish standardized City wide safety policies and procedures for such items as trenching and shoring, hazard communication, confined space entry, blood borne pathogens, lock-out and tag-out procedures, etc..
- i.) Conduct annual review of safety programs including policies, procedures and forms. Make recommendations for necessary changes to City Administration.

j.) Keep record of meeting activities by taking meeting minutes. Minutes will be distributed to all safety committee members, department heads, and human resource and posted in each department. Minutes should include:

1. Date, time and location of meeting;
2. Attendance;
3. Topics or issues discussed;
4. Recommendations or suggestions made.

VI. SAFETY TRAINING

Training and education are an integral part of all safety activities. Safety training will commence with new employee orientation and shall continue throughout an employee's tenure with the City. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions. Each worksite presents a unique training challenge. Therefore, each department/division is expected to specify and provide safety training that is tailored to each employee's occupation, tasks and job location. All safety training must be documented; the records are to be maintained in the Human Resources Department files and/or department files. Documentation shall include a list of employees in attendance, date, name of trainer and an outline of the topics discussed or category of safety training delivered.

The comprehensive safety training program for the City of Stockbridge shall contain the following major elements:

A. New Employee Orientation

As part of the general orientation to the City, each new employee shall be given a "new employee safety orientation" by his/her immediate supervisor within the first three days or 30 working hours of employment. New employee orientation shall be designed to identify on-the-job hazards and to provide necessary safety training to accomplish tasks essential for the job.

B. Annual Safety Training

Annual safety training shall be conducted and be of sufficient duration and content to assure continued safe operations.

The City of Stockbridge Human Resources Department shall provide training annually on the following safety topics:

1. Proper Lifting Techniques
2. Violence In The Workplace – **Resource:** U.S. Department of Labor, OSHA, <http://www.osha.gov/SLTC/workplaceviolence/>
3. Fall Protection
4. Personal Protective Equipment
5. Blood and Air Borne Pathogens
6. Hazmat-MSDS
7. Defensive Driving
8. Lock Out Tag Out

9. Repetitive Motion/Ergonomics

10. Recreation or Off Work Activities

11. General Workplace Safety

In addition to the Human Resources Department trainings, each individual Department shall provide additional training appropriate to the work performed by the employees and applicable to the level of exposure.

C. Job or Task-Specific Safety Training

Job-specific safety training includes personal on-the-job instruction, safety meetings and/or formal classroom instruction intended to enhance the safety of specific tasks or occupations. Some job-specific training is prescribed in the City of Stockbridge/departmental policies and procedures or in regulatory requirements. Departments and divisions will provide additional training as necessary to improve employee knowledge of safety rules, procedures and safe practices. The intent of this policy is that safety training will enhance the employee's understanding of workplace hazards and the prevention of occupational injuries and illnesses, rather than to prescribe the specific format of the safety training.

Each employee shall receive job or task-specific training prior to the performance of any potentially dangerous activities, and should include the following steps:

12. Preparation

- a.) Define the task and determine the employee's familiarity with the equipment (if any).
- b.) Break tasks into component steps or movements.
- c.) Instruct the employee on correct body mechanics (i.e. location of feet and hands), machine operations and methods necessary to accomplish the task. Instruction should take place prior to initial attempt to perform the task and should be designed to reduce the chance of a potential injury.

13. Presentation

- a.) Demonstrate each step individually.
- b.) Provide clear instructions. Cover no more than the employee can effectively learn at one time.

14. Performance

- a.) Have the employee demonstrate the task as instructed.
- b.) Have him/her explain each component step to you as he/she repeats the task.
- c.) Continue until you are satisfied that the employee can safely perform the task and/or operate the equipment.

15. Follow-Up

- a.) Check back frequently with employee to make sure the task is understood.
- b.) Encourage questions.
- c.) Use Work Team Safety Committee meeting to provide opportunities for refresher safety training. This may involve lectures from guest speakers, safety videos, hands-on training activities, and/or prepared safety training programs available through various safety organizations.

D. Safety Training Resource Library

The City's Human Resource Department will coordinate a central library of printed or recorded safety training materials which will be available to employee safety committees.

VII. SAFETY RULES AND REGULATIONS

As a basis for employee responsibilities and participating in the City of Stockbridge's Safety Program, the general safety rules listed below will apply to all employees. Employee cooperation by voluntarily complying with these rules and all other safety responsibilities will be appreciated and expected. The intention of the following policies is to establish a minimum level of compliance and safety standards. It will be necessary for some departments and divisions to expand or enhance these requirements specific to the individual workplace requirements.

A. General Safety Rules

1. Seek medical attention, if necessary, for any incidents resulting in an injury. All incidents must be reported to the supervisor within 24 hours.
2. Report unsafe conditions, procedures and practices to supervisor immediately.
3. Possession of firearms on City of Stockbridge property or in City vehicles is prohibited unless part of the employee's job description.
4. The use or possession of alcohol, illegal drugs or other controlled substances on the job is prohibited.
5. Smoking is not permitted in City vehicles or on City premises.
6. Each employee is responsible for good housekeeping. Keep work area clean and uncluttered.
7. Obey all warning tags and signs.
8. No employee should take chances on the job that could endanger personal safety and health or the safety and health of co-workers or others.
9. Do not operate machinery or use tools not qualified to use.
10. Do not enter hazardous areas without prior authorization.
11. Use all personal protective equipment and devices required and provided.
12. If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed on. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
13. Become familiar with and conduct work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
14. Follow proper lifting procedures at all times.
15. When operating city vehicles or equipment, drivers must operate/drive safely and prudently.
16. Wearing safety restraints when riding/driving city vehicles is mandatory if so equipped.
17. When using cell phones in city vehicles, pull over and stop on the side of the road or utilize hands free device.

18. Know the location of fire/safety exits and evacuation procedures.
19. Participate in Safety Training.

B. Lock Out / Tag Out

OSHA Standard 29 CFR 1910.147 requires that hazardous energy must be controlled during service or maintenance of machines and equipment. Lockout and tag out (LO/TO) procedures are necessary to protect workers from electric shock, incidental start-ups, or other release of energy.

1. Every division and/or department that has employees performing maintenance where there is exposure to hazardous energy must have:
 - a.) Lockout devices and tags that are not used for anything else
 - b.) Procedures for performing specific maintenance in their area
 - c.) Training for all employees involved in maintenance activities
2. Basic Rules for Using Lock Out/Tag Out
 - a.) All equipment shall be locked out or tagged out to protect against incidental or inadvertent operation when such operation could cause injury to personnel.
 - b.) Do not attempt to operate any switch, valve or other energy isolating device, when it is locked out or tagged out.
 - c.) Lockout/ tag out devices shall be removed only by the employee who applied the device.
[EXCEPTION: In cases where the authorized employee who applied the lock or tag is not available, the lock or tag may be removed by the direct supervisor/superintendent in charge of either the department involved or the maintenance crew that placed the LO/TO or under his/her direct authority.] The employee whose lock was removed must be notified by the supervisor prior to returning to the work site.
 - d.) The division supervisor/superintendent will inform outside contractors of the elements of the City's lockout/tag out program and ensure that work efforts are fully coordinated and that compliance is achieved.
 - e.) Where shift or personnel changes occur before the lockout/tag out is terminated, a changeover period will be established by the supervisor. Departing employees will remove locks and/or tags and arriving employees will apply their locks and/or tags. The supervisor will fully inform arriving employees of the scope and stage of the work.

All incidents involving lockout/tag out must be reported immediately to the City of Stockbridge Human Resources Office.

Resource: federal OSHA standard, CFR 1910.147 -
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804

C. Lifting Procedures

Proper manual lifting techniques will prevent most back injuries. The following techniques are not natural movements and must be learned and practiced.

1. Assess load before lifting. Know your limitations and get help for heavy or bulky objects. Use mechanical lifting device when needed and available.
2. Spread feet shoulder width apart to form a solid base of support.
3. Place feet as close as possible to the base of the object being lifted with one foot slightly in front of the other.
4. Bend with the knees and maintain the natural curve in the back during entire lifting operation (weightlifter position).
5. Get a good grip on the object and primarily use the leg muscles, not the back, to lift the load.
6. Move feet to change directions -- avoid twisting.
7. Don't overdo. Take frequent breaks for repetitive lifts.
8. Use mechanical device assistance when available.

Resource: OSHA, http://www.osha.gov/dts/osta/otm/otm_vii/otm_vii_1.html

D. Office Safety

Good housekeeping and proper storage are important factors in office safety and fire prevention. Proper lifting techniques will prevent most back injuries. Offices are typically inspected for safety compliance less often than other areas. It is important that employees correct or report unsafe conditions to their supervisor.

1. Every employee is responsible for keeping his/her work area clean and orderly.
2. Open doors slowly. Be extra cautious when approaching a door that can be opened in your direction.
3. Keep file, desk and table drawers closed when not in use.
4. Never open more than one file drawer at a time.
5. Be careful when opening drawers to full extension in case there is no locking device.
6. Load file cabinets and bookcases with the heaviest items in the bottom to prevent tipping.
7. Maintain office tables, desks and chairs in good condition and free from sharp corners, projecting edges, wobbly legs, etc.

8. Use chairs sensibly. Do not tilt chair or slump back, which may cause the chair to slip or break.
9. Never use a chair, desk or other office furniture for a step stool or ladder.
10. Keep razor and "exacto" blades covered. Report even minor injuries and take precautions to avoid infection.
11. Be sure that cords and plugs on all electrical equipment are in good shape. Do not overload outlets.
12. Keep electrical cords and other tripping hazards out of aisle ways. Do not run cords through doorways.
13. Do not attempt any electrical repairs.
14. Use handrails when ascending or descending stairs. Don't carry a load that restricts vision.
15. Avoid spilling or splashing liquids on the floor. If liquid spills, clean up. Provide barricades or other warnings as necessary.

Resources: Center for Disease Control: <http://www.cdc.gov/niosh/topics/officeenvironment/>

Underwriter's Laboratories:

<http://www.ul.com/global/eng/pages/offerings/perspectives/consumer/officesafety/>

E. Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists and hands.

1. Musculoskeletal problems are referred to as Cumulative Trauma Disorders (CTD) or repetitive motion injuries. Prevent CTD's by avoiding awkward body positions:
 - a.) Adjust workstation before beginning work
 - b.) Maintain the natural curve in back while sitting, standing and lifting.
 - c.) Keep wrist straight as much as possible while typing or doing other repetitive tasks
 - d.) Take breaks from repetitive motion tasks by switching periodically to other tasks
 - e.) Use tools appropriate for the job, especially when used often or for long periods of time
2. Employees with duties requiring a lot of time at a computer workstation should:
 - a.) Position keyboard so that wrists are kept straight – use wrist rest if necessary. Elbows should be at about the same height as the keyboard.
 - b.) Sit with back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor. (Adjust the chair height and use a foot rest if necessary.)
 - c.) Position computer screen just below eye level and about 18-24" away to prevent neck and shoulder strain (the screen should be lower if employees uses bifocals)

- d.) Change positions, stretch and take “mini-breaks” periodically
- 3. Pay attention to early signs of Cumulative Trauma Disorders and make adjustments to workstations. Employees must report symptoms to supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck and back, include:
 - a.) Stiffness or soreness
 - b.) Aches and pains
 - c.) Numbness or tingling
 - d.) Swelling
 - e.) Burning sensation
 - f.) Reduced strength

Resource: OSHA, <http://www.osha.gov/SLTC/ergonomics/>

F. Working in Extreme Weather Conditions

Stockbridge’s climate may be severe and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Cold conditions can lead to hypothermia or frostbite, either of which can be fatal in the worst cases. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

In general, employees will provide clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots and gloves. Departments may provide some or all of such clothing, employees should check with the supervisor.

1. Hot Weather Guidelines

- a.) Dress for conditions – lightweight and light-colored clothing. If working out in sun wear a hat with a wide brim.
- b.) Use sunscreen.
- c.) Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete or sand.
- d.) Eat a well-balanced diet.
- e.) Drink plenty of fluids.

Resource: OSHA, https://www.osha.gov/dts/osta/otm/otm_iii/otm_iii_4.html

2. Cold Weather Guidelines

- a.) Dress for the conditions in layers of dry clothing.
- b.) If clothing gets wet change clothing right away.
- c.) Cover head and face. Up to 40 percent of body heat is lost if no hat is worn.

- d.) Wear shoes and gloves designed for cold weather.
- e.) Keep moving when in the cold.
- f.) Return to a warm vehicle or take regular breaks in warm areas frequently.

For hypothermia, get medical help quickly and keep the person covered with blankets. Don't use hot baths, electric blankets or hot water bottles. For frostbite, get medical help and warm the body part with blankets or warm (not hot!) water. Don't rub, use heat lamps or hot water bottle or go near a hot stove. Don't break any blisters that form.

Resource: OSHA, http://www.osha.gov/as/opa/cold_weather_prep.html

G. Confined Space Entry

DO NOT ENTER HAZARDOUS AREAS WITHOUT PRIOR AUTHORIZATION.

Very few work situations have as much potential for serious safety hazards as confined spaces. The atmosphere in a confined space may have insufficient oxygen to support life, or may be toxic, flammable or explosive. The lack of ventilation in confined spaces causes welding, painting, use of hazardous materials, or other activities that change the atmosphere to be especially dangerous. The limited opening for entry and exit makes rescue difficult and dangerous.

Most of the severe injuries and fatalities in confined spaces occur because an employee either went into a confined space without first testing its atmosphere or did not continuously monitor the space. These are general guidelines for all employees. Each department/division that encounters confined spaces in assigned duties will develop, train, operate and monitor a specific confined space program for their area.

A confined space entry is a space that has all of the following characteristics:

1. Is large enough for an employee to bodily enter and configured so that the employee can perform assigned work, and
2. Has limited or restricted means for entry or exit, and
3. Is not designed for continuous employee occupancy

Examples of confined spaces include: tanks, vessels, manholes, storm drains, headwalls, silos, storage bins, hoppers, meter vaults, digesters, lift and transfer stations, shafts and pits. Unfavorable natural ventilation is common in confined spaces.

Resource: federal OSHA standard 29 CFR 1910.146
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797

H. Personal Protective Equipment and Clothing

Personal protective clothing and equipment (PPE) plays an important role in protecting employees from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practices. Examples of PPE include, but are not limited to:

1. Safety shoes
2. Fall protection harnesses
3. Protective headgear
4. Safety glasses

5. Goggles
6. Face shields
7. Welding glasses
8. Protective clothing
9. High-visibility clothing
10. Hearing protection
11. Air purifying respirators
12. Self-contained breathing apparatus (SCBA)
13. Welding clothing
14. Gloves
15. Rubber boots

The City of Stockbridge provides personal protective equipment if required for certain tasks or in certain locations. Employees need to check with their supervisor to learn what equipment is required and/or provided in their work areas. Departments will specify and issue all required safety equipment to employees except in some cases where the PPE must be fitted to the employee, such as safety shoes or prescription safety glasses. Employees must obtain department approval prior to purchasing safety shoes and/or glasses, and must demonstrate that all safety specifications are met, to be reimbursed for the cost. Supervisors need to budget appropriately based on required PPE and pursuant to all collective bargaining agreements.

All PPE must meet the appropriate American National Standards Institute (ANSI) specifications as directed by OSHA. Any employee who provides his or her own PPE must present the PPE to the supervisor for approval prior to use on the job.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally it is the employee's responsibility to be dressed properly for work.

Employee responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.
5. Follow the correct methods of putting on, taking off and adjusting PPE.
6. Properly care for, maintain and dispose of PPE.

Resource: federal OSHA standard, 29 CFR 1910 CFR Subpart I,
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10118

I. Hearing Conservation/Protection

High noise levels damage hearing and may also cause stress and fatigue. Hearing protection such as safety earmuffs and earplugs are designed to reduce exposure to harmful noise, while they enable employees to hear conversations and machine warnings. Never substitute audio headphones for hearing protection devices.

Employees must always wear hearing protection in areas posted "HEARING PROTECTION REQUIRED" and follow department rules for use of hearing protection for designated operations or near particular equipment. In addition, employees must follow the three-foot rule – hearing protection must be used in situations where employees must raise their voices to be heard by a co-worker at a distance of three feet.

Insert foam earplugs properly – roll the plug between thumb and forefinger until it is completely compressed. With the opposite hand pull the outer ear up and out and insert the plug into the ear, leaving a small portion of the plug exposed.

When using earmuffs, employees need to have a good seal between the muff and the skin around your ear. Be sure that hair, jewelry, and glasses do not interfere with the seal. Earmuffs and earplugs may be worn together for added protection.

Resource: federal OSHA standard, 29 CFR 1910.95
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9735

J. Respiratory Protection

Respiratory protection is required for some employees as protection from exposure to high dust or particulate levels, exposure to toxic materials or oxygen deficiency. If an employee is required to wear a respirator, the employee will be given a medical examination, fit tested with the respirator and trained on the proper use and care of the respirator. In addition, the employee will be required to be clean-shaven where the respirator face piece contacts the skin.

In some situations, such as dusty outdoor conditions, dust masks will be available as a convenience. There is no obligation that the masks be worn, and the requirements in the above paragraph do not apply.

Resource: federal OSHA standard, 29 CFR 1910.132
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716

K. Blood-borne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent blood borne pathogens.

1. Although these diseases are most commonly transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:
 - a.) Incidental puncture with an infected needle
 - b.) Getting infected blood or other potentially infectious materials on skin, especially if skin has open sores, nicks or cuts
 - c.) Getting infected blood or other potentially infectious materials in the mucous membranes of eyes, nose or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions and certain other body fluids (cerebrospinal, etc.).

2. The following precautions are useful in avoiding exposure to blood-borne pathogens:

- a.) Do not eat, drink or use tobacco products around blood or other potentially infectious materials.
- b.) Do not perform janitorial, emergency rescue or other jobs where there is risk of exposure to blood-borne pathogens, unless trained to do so.
- c.) Follow department requirements concerning exposure to BBP, including use of personal protective equipment such as nitrile or other impervious gloves,
- d.) Minimize the risk of puncture by a discarded hypodermic needle:
 - don't reach into trash containers or attempt to compact trash by pressing with hands or feet
 - watch for needles in parks, rest rooms, storm sewers, sanitary water system, police vehicles and other places where they may be discarded
 - don't pick up a needle with your bare hands – wear gloves or use tongs.
- e.) Avoid direct contact with blood or other potentially infectious materials:
 - use tongs or wear gloves to pick up condoms, sanitary napkins and other items which may be contaminated with body fluids
 - use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area
- f.) Clean up own blood if possible after a minor injury; dispose of small quantities of cleanup materials in a toilet.
- g.) Cover all wounds with waterproof bandages; replace bandage as necessary.
- h.) Minimize contact with injured persons if not trained in emergency medical response.
- i.) Wash with soap and water.
- j.) Report all exposure incidents to supervisor and report to hospital for evaluation and treatment.

Follow department procedures for dealing with potentially infectious materials

Resource: federal OSHA standard, 29 CFR 1910.1030
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

VIII. DISCIPLINARY POLICY

MAJOR ACCIDENTS

The Federal Transit Administration defines major accidents as an accident where a fatality, disabling damage to one or more vehicles or an injury requiring immediate transport to a medical facility is required has occurred. This type of accident, when it is determined that the employee was at fault, will be reviewed by the Department Head, Division Director and Risk Management. After reviewing, the accident and driving record of the driver administrative action up to and including termination of employment may be administered.

OTHER ACCIDENTS AND/OR INCIDENTS

“Any occurrence in which the county vehicle comes into contact with another vehicle, a person, an object or an animal which results in death, personal injury or property damage, regardless of who was injured, what property was damaged or to what extent, where it occurred or who was responsible. **All** accidents, regardless of the nature or how trivial the damage, must be reported.” Henry County Safety Manual

These procedures are based on a 36-month time line. The initial time line begins when the first accident/incident occurs. A new and additional 36-month time line begins with the occurrence of each accident/incident thereafter. A time line expires when 36 months have passed from the date of the accident/incident.

- First chargeable accident/incident – verbal reprimand
- Second chargeable accident/incident within a 36 month period – written reprimand
- Third chargeable accident/incident within a 36 month period – one day suspension without pay.
- Fourth chargeable accident/incident two day suspension without pay.

EXAMPLE

First accident/incident is on July 2, 2005

36 months expires July 2, 2008

Second accident/incident is on April 10, 2006

36 months expires April 10, 2009

The consequence for the first is a verbal reprimand and the consequence for the second is a written reprimand.

If there were a third, accident/incident before July 2, 2008 the consequence would be a one-day suspension without pay. Revised July 28, 2010

IX. ACCIDENT/INCIDENT REPORTING - WORKERS' COMPENSATION

Employee occupational injuries and illnesses are covered by Workers' Compensation Insurance provided by the City of Stockbridge. Workers' Compensation covers medical and rehabilitation expenses, partial income replacement if the employee is out of work more than 4 days or 32 working hours, as well as benefits to the surviving family in case of death. It is a no-fault system, providing exclusive remedy for on-the-job injuries or illnesses regardless of blame, except in certain situations, such as employees:

- Willfully hurting themselves;
- Acting in a premeditated way to cause injury;
- Starting a fight with a co-worker

- Intentionally violating safety rules; and
- Becoming intoxicated or impaired by alcohol and/or drug use.

If an employee is injured on the job or has a work-related illness it must be reported to the supervisor immediately in addition to getting proper medical treatment. Worker's compensation benefits may be denied if an employee waits too long to report an injury, as it may be difficult to establish the cause of the injury. Cooperate with City, medical, professional and insurance claims personnel in order to ensure that you receive your full Workers' Compensation benefits.

Recovery from an occupational injury or illness is sometimes slow, but light duty or alternative duty is sometimes possible during your transition back to normal employment. Transitional employment situations, and sometimes rehabilitation programs recommended by medical professionals, can speed recovery and provide better compensation than Workers' Compensation benefits allow.

Workers' Compensation income replacement does not begin until the occupational illness or injury has caused the employee to miss work for 32 working hours, and provides only a portion of your normal wage. Employees may elect to use vacation and/or sick leave credits in lieu of Workers' Compensation wage payments.

A. Reporting Requirements

Employees must report job related injuries to their supervisor/employer within 24 hours of the injury occurring. Minor injuries need to be reported to the supervisor/employer whether or not medical treatment is sought.

Employees must fill out a First Report/Injury form and submit it to the Human Resources Department. Human Resources will administer the benefits to be received by an employee due to a work related injury. For all circumstances an employee who is off work due to a work related injury or illness must have a note from a licensed medical care provider taking the employee off work before the injury can be considered compensable under the Workers' Compensation.

The City of Stockbridge's Workers' Compensation administrator and claims processor is:

Key Risk
P.O. Box 49129
Greensboro, NC, 27419
1-800-942-0225

Physicians need to address claim questions to the above workers' compensation administrator. Claim numbers will be available several days following an injury. When the claim is received, by Key Risk, a number will be assigned to the claim. **A claim number is not required for a physician to file paperwork with Key Risk. Please advise physicians to include patient's name, date of injury and employer on paperwork.**

B. Early Return to Work

Employees who are injured on the job must report all injuries to their supervisor within 24 hours of the injury. Employees seeking medical attention must advise their treating physician of the possibility of a light or modified work assignment so the treating physician can evaluate if the employee can return to work in a light or modified capacity. Employees released to light or modified work duties must provide their supervisor with medical certification from their treating physician documenting any specific work restrictions. Supervisors/Managers will work aggressively to return employees injured on the job back to work as soon as medically feasible. The focus will be to modify the employee's existing position and/or work schedule temporarily, or to create a position based on the temporary restriction identified by the treating physician. Light duty will be evaluated based on the departments need and medical treatment of the employee. When an employee is released without restrictions employees must provide their supervisor with medical certification from their treating physician documenting their full release to work. If the injury results in permanent restrictions, medical certification documenting permanent restrictions will be reviewed by Human Resource.

C. Reporting Other Accidents/Corrective Actions

The Safety Coordinator, or his designee, should immediately complete an accident investigation on all injuries to employees, and on all damage to property. Near misses that could have resulted in injury or property damage should also be investigated and reported.

The investigation should be completed using the Accident Investigation Reports provided below.

Why are accidents investigated?

The purpose of an accident investigation is PREVENTION!

The purpose in conducting an accident investigation is not to pin the blame on someone, or to avoid taking responsibility, or to satisfy higher management. The purpose of Accident Investigation is to determine the "real" cause of accidents, and to provide information that we will use in our Loss Prevention efforts to help us avoid accidents that could cause injury or property damage. Keep this in mind and make sure employees understand this when you are conducting investigations

When is the time for accident investigation?

The time for accident investigation is always as soon as possible. The less time between accident and investigation, the better the information which can be obtained. Facts are clearer, more details remembered, and the conditions are nearest those at the time of the accident. The only situations which should be permitted to delay the investigation are when medical intervention is needed, or the employee is emotionally upset.

Completing the Accident Investigation Report

An accident investigation report is just what its name implies, the report of an accident investigation. It is not the accident investigation but a report of the findings from the accident investigation. While this may seem clear enough, the two are frequently confused. Filling out a form is not an accident investigation, though many may call it that. The form is completed as a record of the actual investigation.

Right or wrong, the outcome of an accident investigation will be based, in large part, on the accident investigation report. It is important to know exactly what each question means, why it is needed, and how it should be recorded.

1. Who caused the accident?

The reason for identifying the person may seem clear enough, but it has special significance for the department supervisor. To other readers of the Accident Investigation Reports, it is a means of identification, but to a manager, it is his/ her employee. Knowing the employee may give the supervisor a number of possible leads in analyzing the accident's cause. Identify them fully by giving their full name.

2. When did it happen?

This means the date and exact time of the accident such as "Thursday, 12/01/15 at 3:35 P.M." This is needed not only to place the accident in time but because it is directly related to important factors such as shift, schedules, and workload. It may have special meaning to other readers.

3. Where did it happen?

This is the location of the accident and is needed so others can tell exactly where the accident happened. The causes of an accident are frequently directly related to the location, lightning, etc. Be as specific as you can.

4. What inflicted the injury or damage?

This simply means what equipment, chemical, condition, etc. actually caused the injury or property damage.

5. Who had the most control over the cause of the injury or damage?

This refers to the person who had the most control over the equipment, conditions, etc. that contributed to the injury or property damage. It is not always the person injured.

6. What happened?

This is the accident itself. It must be clearly described in detail. Use sketches to paint a picture of the accident. This should be a step by step account of all events leading up to, and contributing to, the accident. Make it complete but as short and to the point as you can.

7. What things caused the accident?

This is why the accident happened. Be very careful here, since a hasty or casual analysis can sabotage all your efforts. Few accidents have a single cause. There are almost always multiple causes and contributing factors involved and as many as possible must be identified for correction.

Accident causes can be identified as immediate or basic. The immediate cause is usually the most apparent and the "closest" to the accident. An example of an immediate cause might be an electrical extension cord, which tripped an employee. Identifying only the immediate cause of an accident is the most common failure of accident investigations.

By "back tracking" from the immediate cause of the accident, you might find the basic or fundamental cause. This is the "root cause" of an accident and is not nearly so easy to pinpoint as an immediate cause. In the example of the extension cord, for instance, your "root cause" investigation might reveal: (1) The cord was across the walkway because it was not connected to its regular outlet. (2) It was not connected to its regular outlet because that outlet was inoperable. (3) The regular outlet was inoperable because the circuit breaker for the outlet keeps tripping.

8. How can the accident be prevented from occurring again?

The search for the root cause of an accident should generally lead you to the best action to correct the problem and minimize the possibility of further accidents of the same type. In our extension cord example we realize that contracting with an electrician to evaluate and repair the electrical problem is probably our best solution. This action would remove the need to have a cord across the walkway.

A good accident investigation should distinguish between necessary intermediate actions and permanent actions that need to be taken.

Intermediate actions are ones that can be taken immediately to reduce the likelihood of reoccurrence. These "stop-gap" measures are usually ones, which can be taken by the Department Supervisor or Maintenance Staff. Some type of intermediate action can usually be taken for every unsafe condition.

In our extension cord example, the intermediate measures might be to tape the extension cord flat to the floor to minimize the trip hazard, or to temporarily run the extension cord overhead in some manner.

Permanent actions are those taken to permanently correct accident causes. They may require more time to accomplish and may require the action of higher management if significant money must be spent to achieve a fix. The manager must be sure to "follow-up" on these permanent measures to be sure they are done. Be sure to describe the actions already taken when writing your report. Set target dates and times for the completion of permanent corrections. Do not spoil an accurate, conscientious investigation and report a weak, generalized prevention measure such as "warned them to be more careful," or "instructed to follow policy." This destroys the

effectiveness of the best-written report. State the specific, constructive measures taken for prevention.

In the electrical cord example described above, the action taken could be stated as: "scheduled the ABC Electric Company to evaluate and repair electrical problem."

X. TRAINING REQUIREMENTS FOR SAFETY & HEALTH

The Human Resources Department will be responsible for providing additional opportunities for safety training for all employees. Departments and Divisions are strongly encouraged to notify HR prior to providing additional safety training so that others may be made aware of the availability. Any department or division requiring specific or general safety training should utilize the Human Resources Department as a resource for obtaining such training.

Human Resources will assist departments and divisions to develop and provide additional safety training when a new safety program is established, employee job assignments change, new substances, processes, procedures or equipment are introduced, or when a new hazard is identified.

XI. EMERGENCY EVACUATION & RESPONSE PLANS

Each Department and/or Division within the City shall have posted in their work area a current Emergency Evacuation and Response Plan, a copy of which shall be maintained in the Human Resources Department.

This plan shall include maps and/or drawings indicating the safe egress from work places and buildings and a procedure to be followed by employees in the event of specific emergency situations, such as fire or earthquake. As part of each plan there should be a designated safe gathering area for employees following such an evacuation, which will allow for a proper accounting of employees.

Any revisions in the current plan must be submitted to the Human Resources Department for review.

XII. ALCOHOL AND OTHER DRUGS

The City of Stockbridge is committed to maintaining a safe, healthy, and productive work environment which is drug and alcohol free. Substance abuse increases the potential for incidents, absenteeism, sub-standard performance, and poor employee morale. Impaired judgment of employees may have serious financial consequences for the City through increased risk of incidents, potential incident liabilities, increased Worker's Compensation liabilities, and potential faulty decision-making. Substance abuse undermines the City's mission to provide the community with an excellent quality of life through leadership, communication and delivery of services which are responsive to citizen's needs, cost effective, and oriented to the future.

The use of City vehicles and equipment, during or following the consumption of alcoholic beverages, illegal/legal drugs is prohibited. It does not matter whether the employee is off-duty, on-duty, or on-call. This may be grounds for immediate dismissal. Such an employee shall be immediately dismissed from on-call status and not considered to be acting within the scope of his/her employment.

XIII. SAFETY AND HEALTH INSPECTIONS

Occupational safety and health audits of ALL work teams and work areas shall be conducted ANNUALLY by the work team or department committee. At least one other informal inspection shall be accomplished annually to assure that hazards are kept at a minimum and safe work practices are enforced. Unannounced formal inspections on OSHA standards may be made by the State of Georgia at any time. Departments are encouraged to invite state or OSHA inspectors to do inspections of City worksites.

XIV. HAZARD COMMUNICATION

All City departments, divisions, and work teams are required to comply with OSHA standards for hazard communication. The following procedures must be followed at any work site where toxic or hazardous substances are used or stored:

- A. Read and understand the OSHA standards.
- B. Maintain a current list of all hazardous chemicals in each workplace.
- C. Obtain Material Safety Data Sheets (M.S.D.S.) for all chemical substances. Make sure that all employees have easy access to the M.S.D.S.
- D. Make sure that all containers are properly labeled.
- E. Develop and implement a written hazard communication program.

XV. OFF THE JOB INJURY CONTROL

Off-the-job injuries present many of the same problems to the injured employee and to the City as do on-the-job injuries. Since twice as many injuries occur off-the-job as occur at work, the need for efforts to control them is obvious; yet, this is an area which is generally ignored or resented because of the infringement upon the freedom of the individual to do as he/she pleases on his/her time off. Any attempt to control these injuries, therefore, must be by way of appeal to the better judgment of each individual. This can be accomplished by citing examples of errors that brought about misfortune to others.

Prevention of off-the-job injuries is an integral part of the City's commitment to safety. The impact of off-the-job injuries upon the efficient operation of city government is the same as on-the-job injuries and includes: absenteeism, disruption of work schedules, pain and suffering. To promote off-the-job safety, the following recommendations are directed to supervisors and employees:

- A. Supervisors should devote a portion of the safety meeting for the promotion of off-the-job safety. Appropriate subjects may include seasonal activities such as proper use and handling of firearms (hunting season), boat and water safety, power mower safety, workshop hazards, hazards of home repairs, hazards of do-it-yourself construction projects, etc. Discuss injuries that have resulted from these activities.
- B. Encourage employees to submit ideas for the promotion of off-the-job safety.

**First Report of Injury or Occupational
Disease
Instructions**

Workers' compensation insurance is a state-required insurance, which provides medical benefits, wage compensation and rehabilitation to workers injured on the job. Severe penalties can be assessed against an uninsured employer. Neither general liability nor health and accident insurance policies are substitutes for workers' compensation insurance.

The worker and employer may complete this form together or they may each submit a separate form.

Injured Worker's Instructions

Workers have two reporting requirements: 1) Notify your employer of an on-the-job injury within 30 days of its occurrence and

2) Complete this form as a claim for compensation. The form must be signed and submitted to the employer's insurer or the Department of Labor and Industry within 12 months of the accident. The form must be submitted for all injuries in order to protect your right to benefits in the event a seemingly minor injury develops into a more serious condition.

Complete a report of the injury

Be thorough in completing all areas except the gray shaded areas. It is important to you that we have complete information. You must provide your Social Security Number (SSN). The SSN is used as a key identifier of the claimant, and is needed because of the number of persons who have similar names and birth dates, and whose identities can only be distinguished by the SSN. Use extra sheets of paper if needed. Type or print with a ballpoint pen.

To ensure that workers' compensation systems will not be disrupted, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, 42 USC 1301, et. seq., permits the disclosure of protected health care information pursuant to the provisions of state laws regarding workers' compensation. 45 CFR 164.512(l) states: "Standard: Disclosures for workers' compensation: A covered entity may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault."

Employer's Instructions

The City requires employers to complete this form within six days after notice of every on-the-job accident, injury and/or occupational disease (OD) by a worker. Ensure all areas are completed except the gray shaded areas, which your insurer will complete. **It is important that we have complete information.**

Type or print with a ballpoint pen. If you are completing with WORD software, you may tab through the fields. If the injured worker is available to do so, they may file a claim for workers' compensation by completing and signing their portions of this form. You may then complete the employer section.

Send the original immediately to your workers' compensation insurer. **SEND THIS FORM WITHIN THE 6-DAY LIMIT EVEN IF THE WORKER IS NOT AVAILABLE TO SIGN.** This form must be submitted even if the employer questions whether or not the reported injury and/or OD are job-related. Additional sheets of paper may be attached, if needed to fully explain all conditions concerning the injury and/or OD.

The United States Department of Labor, OSHA, requires employers to maintain a record of occupational injuries in the employer's office. Please copy the completed form for your records.

Insurer/Adjuster (not submitting electronically)

Please complete all gray shaded areas, and mail a completed copy immediately to the Key Risk and

Industry at the address shown below. Boxes that have been **BOLDED** are mandatory in order to file this report. If you wish to file First Report information electronically, please contact the Employment Relations Division.

Further Information

Key Risk

P.O. Box 49129

Greensboro, NC, 27419

1-800-942-0225

The United States Department of Labor, OSHA, requires employers to maintain a record of occupational injuries in the employer's office.

POLICY

Location: Stockbridge
Effective Date: January, 2016

Accident Investigation

The City of Stockbridge

XVI. Purpose

This policy establishes how The City of Stockbridge will investigate workplace accidents.

After reading this policy, employees will understand:

- Who conducts accident investigations
- What information needs to be recorded
- How information is recorded
- What actions must be taken after an investigation

XVII. Scope

This policy applies to all employees at The City of Stockbridge.

XVIII. Operating Procedures

The following outlines the proper procedures employees must follow during an accident investigation.

WHO

- The supervisor/safety manager/PW director in charge of the area or department where the accident occurred is responsible for conducting the investigation.
- The investigator should be held accountable for reporting the investigation carefully and clearly.

WHAT

The investigator will determine:

- Whether the accident is work-related
- The scope of the investigation
- What happened

Describe what took place that prompted the investigation and what the employee(s) was/were doing at the time of the accident.

WHEN

- The investigation should be done immediately following the accident.

WHERE

- The investigation and witness statements should be completed at the scene of the accident.
- Take pictures of the scene.
- Draw a sketch or diagram of the accident.

Prepared by J. Smith Lanier & Co.

This policy is a guideline only. It is not meant to be exhaustive or construed as legal advice. Consult your legal counsel to address possible compliance requirements. You should customize a policy for your own company use. © 2014 Zywave, Inc. All rights reserved.

WHY

- Determine why the accident happened.

Obtain all the facts surrounding the accident.

- o What caused the accident to occur—direct or indirect cause
- o The sequence of events before the accident occurred
- o Who was involved
- o What is the extent of the injuries and/or damage resulting from the accident
- o Was/were the employee(s) involved properly trained
- o Was/were the employee(s) qualified to perform the functions involved in the accident
- o Were proper operating procedures established for the task involved
- o Were the proper operating procedures followed—if not, why not

HOW

Use accident recording forms and an accident investigation kit to record the investigation and ensure you gather all necessary information.

AFTER THE INVESTIGATION

- Provide copies of the forms used as well as any notes on the investigation to J. Smith Lanier & Co. or your insurance carrier.
- If the accident is OSHA recordable, enter it into your OSHA log.
- Determine whether the situation or conditions that led to this accident exist anywhere else in the company.
If so, take action to correct this.
- Use the accident as an opportunity to review safety procedures, personal protective equipment use or any other applicable training with your employees.

SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

The City of Stockbridge

In order to promote better communication between employees and management, a Safety & Health Committee has been established for The City of Stockbridge. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

ORGANIZATION

The Safety & Health Committee will consist of:

- Safety Coordinator (TBD)
- Associate Safety Coordinator (a rotated member)
- Administration Committee Member
- General Maintenance Shop Supervisor or designee
- Wastewater Superintendent or designee
- Water Superintendent or Water Systems Chief Operator

The Employee Safety & Health Committee will meet quarterly. The meeting will be chaired by the Safety Coordinator or Associate Safety Coordinator. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and at a time determined by the Safety Coordinator.

FUNCTION

The Safety & Health Committee has the following functions:

1. Conduct Safety/Housekeeping inspection(s) of one or more departments as part of each meeting.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and "near miss" incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review and comment on safety suggestions submitted by Employees.
5. Plan and carry out various safety promotion activities (such as contests, award programs, etc.).
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Review safety impacts of equipment/facility changes and multi-shift operations.

When selecting members, take into account an employee's personal experience with safety. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the Committee. Volunteers or individuals who show they have an interest in safety are also good candidates. Likewise, individuals with a good safety record can bring their own experience to the group.

SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

The City of Stockbridge

Rotate membership so that members exposed to Safety & Health Committee issues are "circulated" back into the workforce and others are brought in.

Occasionally, specialists or consultants may be added to the Committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

The Safety & Health Committee should also be involved with developing SAFETY INCENTIVE PROGRAMS and in recognizing individual employees who have contributed to safety efforts and positive results.

Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

A Safety Plan will be distributed which details the program guidelines and expectations.