

CITY OF HICKORY

SAFETY POLICY

POLICY STATEMENT

It is the policy of the City of Hickory that every coworker is entitled to a safe and healthy place to work. The City will make every reasonable effort in the interest of accident prevention and preservation of health. Coworkers are required to exercise care in the course of their work to prevent injuries to themselves and their fellow workers. This responsibility must be accepted by everyone, regardless of their position in the organization.

I. Mayor, City Council and City Manager

The Mayor and City Council support a City-wide safety program through risk management policies and budgetary considerations.

The City Manager, through the Risk Manager, is responsible for the overall management and administration of the safety program.

The City Manager will hold Department Heads accountable for injuries incurred by coworkers in their department that are second occurrences, have not had corrective action, or are obviously preventable. Reports of these conditions will be placed into the evaluation file by the Risk Manager, with copies to the City Manager's Office.

The City Manager's Office, through the Risk Manager, will audit each department and division biannually, for safety deficiencies, recommendation compliance, and required documentation.

II. Safety Committee

This committee will function as an advisory body to develop and recommend to the City Manager's Office matters of policy and procedure affecting the administration of the City of Hickory's safety program.

The Safety Committee membership will consist of one member from each City department. The Public Services Department shall have a member from each major division.

The Safety Committee will:

- propose and discuss City-wide safety policies and recommend procedures for implementation to management
- recommend guidelines governing vehicular accidents and establish the means of reviewing all vehicular accidents involving City-owned equipment
- recommend accident prevention methods and procedural training within City departments
- become knowledgeable of the proper use of basic safety techniques, practices and equipment and share this knowledge with other employees
- recommend needed safety education programs and assist management with implementing them
- promote safety and good work habits
- be a source for safety information for City Departments

Membership

The Risk Manager will be the official Liaison between the committee and the City Manager's Office, and will act as Chairperson for the group.

Each Department Head shall appoint a coworker who has shown an interest in safety and who will actively participate in the efforts of the Safety Committee. Safety Committee members shall serve for a term of a least one year and no longer than two years. Departments may send additional coworkers to serve on the committee, at the department heads discretion.

Meetings

The Safety Committee will meet monthly at a location selected by the committee. Agendas will be sent out before each meeting notifying the membership of time and place.

III. Department Heads

Each Department Head is responsible to the City Manager for coworker safety. Each Department Head will:

Hold superintendents and supervisors accountable for injuries incurred by their coworkers that are second occurrences, have not had corrective action, or are obviously preventable. Reports of these conditions will be placed into the Department Head's evaluation file by the Risk Manager, with copies to the Department Head and the City Manager's Office.

Provide a safety representative from the department/division to serve on the Safety committee.

Require monthly safety meetings to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions. Minutes for this monthly meeting will be sent to the Risk Manager along with any recommendations that resulted from discussions in this meeting. Smaller departments may discuss safety issues at their staff meetings, and larger departments should conduct these meetings at a division level to better facilitate coworker involvement.

Develop safety policies and procedures which are consistent with the City's Safety Policy, and ensure that all supervisors and coworkers comply with the policies. All written policies must be approved by the Risk Manager, and must contain the City's Safety Policy and all applicable Safety Programs such as the Hazard Communication Program and Blood Borne Pathogen Program. A copy must be maintained in the Risk Manager's Office.

Require accidents to be immediately reported and thoroughly investigated by supervisory personnel and properly documented within twenty four hours. In addition, corrective actions should be reviewed to ensure unsafe conditions, substandard training, and management or supervisory failures have been eliminated.

Ensure that coworkers understand the tasks assigned to them and are fully trained to operate equipment to be used. All coworkers operating equipment or vehicles should have all required licenses and certifications. A report must be made to the City Manager's Office, when any coworker with driving duties is found not to have a valid Driver's License.

Ensure that all required documentation for Safety Training, Work Practices, and Inspections and Audits is maintained for the entire department and each coworker.

Develop, implement, document and utilize a safety disciplinary program, which will generally be progressive in nature, and used as an additional opportunity for coworker retraining.

IV. Supervisors and Superintendents

Supervisors will assume the responsibility of thoroughly instructing their personnel in safe work practices. They will consistently enforce safety standards and requirements to the utmost of their ability and authority, as a condition of employment.

Supervisors will:

Enforce all safety rules and procedures.

Promptly **investigate** (within 24 hours) all accidents and complete required reports. Submit copies of all accident reports, with corrective actions taken to prevent future accidents, to the Risk Manager.

Ensure that coworkers understand the tasks assigned and are fully trained to operate equipment to be used.

Provide coworkers with complete safety instructions regarding their duties prior to the coworkers actually starting work. Documentation of this training should be kept in the coworkers personnel file in the department, unless special arrangements for specific documentation of certain training have been made.

Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.

Continuously inspect for unsafe practices and conditions and properly undertake any necessary corrective action.

Give full support to all safety procedures, activities and programs.

V. Coworkers

As a condition of employment, coworkers will be required to perform their assigned duties in a manner which will prevent injuries to themselves and their fellow coworkers.

Coworkers will adhere to the Basic Safety Rules of the City of Hickory.

VI. Safety Suggestions

Coworkers are encouraged to make suggestions regarding any policy, procedure, program, or work activity, in an effort to create a safer work environment.

Suggestions can be made by using a Corrective Action Request. Verbal suggestions can also be made to any safety committee representative, supervisor, department head, or the Risk Manager. Then the suggestion, will be brought to the safety committee for discussion, evaluation, and any recommendations made forwarded to the City Manager and Department Head.

The coworker will be informed in writing by the safety committee, the status of his or her safety suggestion.

The safety committee can recommend coworkers for awards through our current Quality Awards program.

VII. Safety Checklist

Each department is responsible for designing a safety checklist to identify possible hazardous conditions. This list will be reviewed and approved by the Risk Manager. Sample lists which can be used as a starting point are available from the Risk Manager, and assistance is available. A safety self-inspection must be performed by the fifteenth day of each month and the checklist submitted to the Risk Manager.

The Safety Committee will review the safety checklists submitted by the departments and will analyze the same for trends in safety issues and for safety problems in general. The Safety Committee and the Risk Manager will also make random audits of the checklists to insure completeness.

VIII. Disciplinary Actions

All coworkers are required to adhere to the procedures and basic safety rules set forth in the safety policy. Failure to do so will result in disciplinary actions up to and including termination. Determination of appropriate discipline will be made by each department, and in no event will conflict with disciplinary procedures of the City of Hickory's Personnel Ordinance.

Basic Safety Rules - City of Hickory

1. Immediately report all injuries, no matter how slight, to your supervisor.
2. Follow instructions for equipment operation, transportation, and all departmental specific safety rules, policies, and procedures. In addition, all coworkers are required to follow all State, Federal, and Local codes, ordinances, and standards as referenced in the Safety Program, Procedural Manuals, and Departmental Policies and Procedures.
3. Wear safe clothing, good shoes, eye, face, and hand protection where required. When working around equipment, all entanglement hazards such as loose clothing, jewelry, or loose long hair is prohibited. Eye and face protection must be worn where there is a hazard from flying objects and particles, such as when grinding, chipping, burning, and welding, etc. Hand protection must be worn when there is a chance of laceration due to handling sharp edges, sharp objects, or unknown materials. Proper protection must be worn when there is a hazard from poisonous vegetation.
4. Seat belts will be worn at all times while operating vehicles or equipment with roll over protection.
5. All lifts should be performed in accordance with lifting training provided by supervisors. Coworkers must get assistance for all lifts greater than 50 pounds.
6. Report all unsafe conditions at once. This could be faulty scaffolds, faulty ladders, blocked exits, improper guarding of equipment, and faulty tools as examples.
7. Horseplay is forbidden at work.
8. Good housekeeping, free from hazardous storage of flammable liquids, tripping hazards, blocked exits, or fire hazards, is required in all areas and on all job sites.
9. Never operate any machine unless all guards and safety devices are in place and in proper operating condition. In addition, no coworker should operate a machine unless trained in the operation of the machine and authorized by his/her supervisor.
10. All posted safety rules must be obeyed and must not be removed except by management's authorization.
11. All traffic workzone regulations will be followed.
12. No coworker will enter excavations greater than 4 (four) feet unless evaluated and signed off by a certified competent person, as certified by the completion of the required OSHA training.
13. No coworker will enter any tank, pit, manhole, sewer line, storm drain, or other confined space without written permission for permit required spaces as detailed in the confined space entry policy, and OSHA requirements.

Coworker

Supervisor

Date

Amendment to the Basic Safety Rules – City of Hickory

The City of Hickory Safety Committee recommends the following amendments to the City of Hickory's Basic Safety Rules to the City Manager for his approval and implementation.

1. **Item 12 currently reads:** "No coworker will enter excavations greater than 4 (four) feet unless evaluated and signed by a certified competent person, as certified by the completions of the required OSHA training."

Item 12 revised will read: "No coworker will enter excavations greater than 4 (four) feet unless evaluated and signed by a certified competent person, as certified by the completion of the required OSHA training, *and is equipped with the proper personal protection equipment, including a hardhat.*"

2. **Item 13 currently reads:** "No coworker will enter any tank, pit, manhole, sewer line, storm drain, or other confined space without written permission for permit required spaces as detailed in the confined space entry policy, and OSHA requirements."

Item 13 revised will read: "No coworker will enter any tank, pit, manhole, sewer line, storm drain, or other confined space without written permission for permit required spaces as detailed in the confined space entry policy, and OSHA requirements, *and is equipped with the proper personal protection equipment, including a hardhat.*"

This amendment was approved this 24 day of September, 1998.

By:

B. Gary McGee
B. Gary McGee, City Manager