

SAFETY STANDARD OPERATING PROCEDURES

**City of Hickory Safety Policy
Risk Division**

**Date: September 24, 1998
June 01, 2016
Revisions: 02**

1.0 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.

2.0 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's Office, through the Risk Manager, is responsible for the overall management and administration of the City's safety program.

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

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

3.0 Executive Risk Management Team

The Executive Risk Management Team members will be made up of the City's Risk Manager, who will serve as the chairperson, department heads from Public Services, Fire, Parks and Recreation, Police, Airport, Human Resources Director, and the Assistant City Manager / Chief Financial Officer.

The Executive Risk Management Team 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 programs.

The Executive Risk Management Team will, through the City's Risk Manager, track Workers' Compensation costs, accidents and injuries of City employees, accident and incidents related to city property, vehicles, and equipment.

Members of this committee are responsible for promoting safety and good work habits within their respective departments and throughout the City.

4.0 Meetings

The Executive Risk Management Team will meet monthly. Agendas will be sent out prior to each meeting.

Team Members not able to attend monthly meetings will be mailed copies of materials discussed via inter-departmental mailings.

5.0 Department Heads

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

Hold supervisors accountable for injuries incurred by their coworkers that are multiple occurrences, have not had corrective action, or are obviously preventable.

Require accidents to be immediately reported and thoroughly investigated by supervisory personnel and/or the city's Risk Manager 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.

Require accident, incident, and injury reports are filled out in their entirety, documented thoroughly, and reported to the Risk Management Division within twenty-four hours.

Ensure that coworkers understand the tasks assigned to them and are fully trained to operate equipment to be used. All coworkers operating city owned equipment or vehicles should have all required license 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.

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.

Ensure that all required documentation for safety training, work practices, and inspections and audits are maintained for the entire department and each employee.

Require monthly safety meetings “Tailgate Training” to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions.

6.0 Supervisors and Managers

Supervisors will assume the responsibilities 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 rule and procedures.

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

Ensure that employees understand the tasks assigned and are fully trained, and certified to operate equipment, and complete the tasks in a safe manner.

Provide employees with complete safety instructions regarding their duties prior to the coworker’s actually starting work. Documentation of this training should be kept in the coworkers personnel file in their respected departments, 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 as defines in all Safety Standard Operating Procedures.

7.0 Employees

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

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

8.0 Safety Suggestions

Employees 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 in writing, and go through the proper supervisory chain. Verbal suggestions can also be made to supervisors, or any member of the Executive Risk Management Team. The suggestion will then be evaluated and a decision will be determined.

Employees will be informed in writing by the Risk Manager of the status of his or her safety suggestion.

Supervisors and Department Heads, and the Risk Manager can recommend coworkers for awards through the City of Hickory Awards program.

9.0 Disciplinary Actions

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

Attachment:

10.0 Employee Basic Safety Rules

10.1 Basic Safety Rules Acknowledgment Form



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10.0 Basic Safety Rules

- 1) Immediately report all injuries 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 nationally recognized standards as referred in the safety program, procedural manuals, and Departmental Policies and Procedures
- 3) Wear safe clothing, good comfortable shoes, eye, ear, face, and hand protection are required when working around equipment, all entanglement hazards such as loose fitting clothing, jewelry, or loose long hair is prohibited. OSHA approved eye, ear, and face protection shall be worn where there is a hazard from loud noises (over 85db), or there is a hazard from flying objects and particles, such as when grinding, cutting, burning, welding, weed trimming, chainsaw, mowing etc. Approved hand protection shall be worn when there is a chance of lacerations, pinching, burns, or crushing due to the handling of hot, sharp objects, or unknown materials. Proper personal equipment shall be worn when there is a hazard from poisonous vegetating, or the possibility of insect stings or bites.
- 4) All lifting shall be performed (with legs and not back) in accordance with training provided by supervisors. Employees shall request assistance, when practical, if lifting awkward objects, or those objects greater than 50 pounds, or lifting to a height of greater than 48" inches.
- 5) **SEAT BELTS** shall be worn at all times while operating any City of Hickory owned motor vehicle, or any city owned equipment that restraint devices are attached from the manufacturer, and/or any city owned equipment with roll over protection. This includes but not limited to lawn mowers, tractors, mini excavators, and skid steers. Roll over protection on all city owned equipment shall be used in accordance with manufacturer's specifications. Deviation from this will result in disciplinary action, up to and including termination of employment.
- 6) Never operate any machinery unless all guards, grounding, and safety devises are in place, and in proper safe operating condition. No employee should operate any machine unless trained

in the operation of the machine and authorized by his/her supervisor. Any machine that is found to be unsafe, or missing parts shall be tagged "**OUT OF SERVICE**" for repair, or replacement.

7) Report all unsafe conditions immediately. Examples include, but are not limited to the following: faulty scaffolding, ladders, blocked exits, un-safe tools, improper guarding of equipment, machinery not grounded. Any tool and/or machine that is found to be unsafe, or missing parts shall be tagged "**OUT OF SERVICE**" for repair, or replacement.

8) Horseplay is forbidden at work.

9) All traffic work zone regulations will be followed as defined in the City of Hickory Safety Standards Operating Procedures "Work Zone Safety Policy".

10) All posted safety procedures shall be obeyed and not removed except by management's authorization.

11) No employee shall enter excavations greater than 48 (forty-eight) inches unless evaluated and authorized by a certified **COMPETENT PERSON**, as certified by the completion of the required OSHA training, and equipped with proper personal protective equipment (PPE), including but not limited to: hardhat, gloves, eye protection, and harness if applicable.

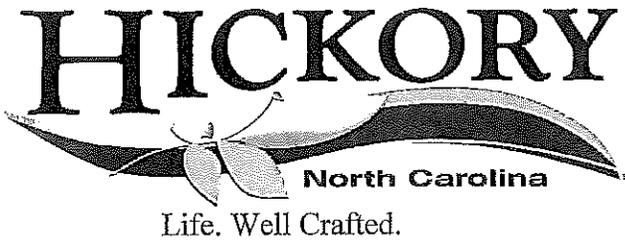
12) No employee shall enter any tank, pit, manhole, sewer line, storm drain, or other defined confined space without written permission for **PERMIT-REQUIRED CONFINED SPACE** as detailed in the Safety Standard Operating Procedures, Permit-Required Confined Space Entry Policy, OSHA requirements, and is equipped with proper personal protective equipment (PPE), including but not limited to: hardhat, gloves, eye protection, air monitoring, harness if applicable, and a trained rescue team in place per OSHA 1910.146 (k)(2)(i)(ii)(iii)(iv), and 1910.146 (k) (3) (i)(ii).

13) Employees have the "**RIGHT TO KNOW**", and shall be trained about any chemical, which is known to be present in the workplace, whereby employees may be exposed under normal conditions or in a foreseeable emergency, as detailed in Safety Standard Operating Procedures, **HAZARD COMMUNICATION POLICY**, required standards as governed by the Occupational Safety and Health Administration (OSHA).

14) Good housekeeping practices as it relates to all work areas and job sites. Employees are responsible for keeping their work areas and job sites free from health and/or injury hazards. This includes but not limited to: hazardous storage of chemicals, or flammable liquids, trip hazards, blocked exits, or fire hazards. Employees may contact their supervisors to assist in the corrections of safety hazards.

15) Newly hired employees will receive a copy of these safety rules in their orientation packet. Once read, agreed on, and signed, it will be electronically entered into their personnel file.

_____, _____, ____/____/20____
Employee Risk Manager Date



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10.1 Appendix

Basic Safety Rules Acknowledgment

I acknowledge receipt and review of the City of Hickory Safety Policy.

I have been allowed to ask questions and I fully understand my responsibilities under this policy.

I further understand that violations of this policy may result in disciplinary action, up to and including termination of employment.

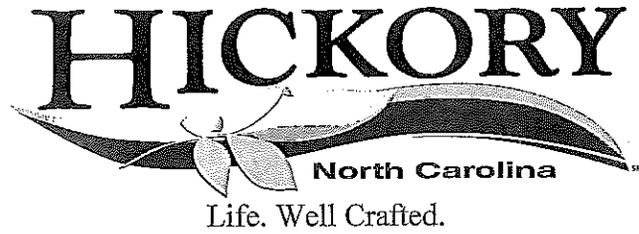
Print Name (Employee)

Signature

Date

Todd Shoebridge
Risk Manager

Date



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VI. APPROVAL:

This policy has been reviewed and approved by:


Mick Berry, City Manager

6 / 10 / 2016
Approval Date


Todd Shoebridge, Risk Manager

5 / 24 / 2016
Approval Date