

GENERAL SAFETY

The City of Mebane believes that the people who work for it are its most valuable resource and they will be protected from recognized safety and health hazards. This will be accomplished by strict adherence to this Safety and Health Program, including training and education efforts, and by insuring that all employees of this city believe that safety is a primary consideration in every job task.

Safety should not be viewed as an additional responsibility, but an integral part of one everyday job function within their department. Adherence to safety and health policies is required of every employee, and is no more or less important than other job requirements such as production, quality, or timeliness. In the same way employees are disciplined for missing work, or poor work habits, they must be disciplined for violations of a safety program. Persons who knowingly violate safety policies or endanger other employees will be terminated.

OVERVIEW

The General Safety Program serves to provide guidance to management and employees working for the City of Mebane. It is the intent of this document to meet any local, state or federal mandates including those required pursuant to the regulations outlined under Occupational Health and Safety Administration's (OSHA) 29 Code of Federal Regulation 1910 and 1926. The City of Mebane Human Resources Director or their designee shall investigate any accident that occurs within the jurisdictional limits for the City of Mebane.

PURPOSE

This safety and health written program is created to provide guidance and expectation for employees and visitors of the City of Mebane. The programs contained herein shall be reviewed at least annually, and, based on the ever changing work and natural growth of the City of Mebane so shall these documents be modified to reflect such growth and change. The Safety Committee Chair, or designee, shall have responsibility for managing changes to the safety program.

RESPONSIBILITY

It is the responsibility of every employee to not only read, but also *understand* the information on these pages. Each employee of the City of Mebane should consider it a personal responsibility to engage in daily activity that is safe and consistent with these programs.

City of Mebane management has the expectation of each employee to understand their right to ask questions and seek more information if a program or task is not clear or well understood. If an employee has questions regarding the safety and health programs they should contact their supervisor for clarification.

The programs contained herein shall serve as a minimum guideline for entities coming on to City of Mebane property for the purposes of conducting business. Prior to conducting any project the entity shall establish compliance with the guidance set forth in this document.

Safety of employees, vendors, contractors and the public, city equipment and property will be considered the priority on any task and in no case shall it be compromised.

Safety Committee Chair

The Safety Committee Chair has the overall responsibility for City of Mebane safety and health programs. It is his or her duty to insure that no decisions are made that could compromise employee safety and health and to insure proper funding is available for safety and health programs.

Safety Committee Members

Each department head is responsible for having at least one safety committee member (or in their absence a designee from their department) to attend the monthly safety committee meetings. The safety committee is responsible for viewing all near miss reports, accident investigations, reviewing upcoming training on the training matrix, monthly safety audit reports and review the effectiveness of all safety policies.

Department Leadership

Each department supervisor is responsible for enforcing safety and health policies, reviewing their effectiveness, and establishing a work environment where safety is considered a primary job function of each employee.

Employees

Each employee shall adhere to all safety policies, safety procedures, and perform their job in a safe manner. Employees are responsible for reporting unsafe acts, unsafe conditions, accidents, and risks to their immediate supervisor as soon as the employee is aware they exist.

SAFETY VIOLATIONS

Their supervisor will discipline employees who violate safety policies. Employees who show repeated disregard for safety policies will be terminated in accordance with City personnel policies. In order to document this process, the form included as Appendix A may be utilized. Copies of this form should be forwarded to the employee's personnel file

FUNDING

Departments must insure that adequate funds are available for safety and health considerations above all else. These considerations may include personal protective equipment, facility modifications, and a multitude of other issues.

Policy Review and Critique Form

Review by:

Danny C. Lineberry Jr.
EnviroSafe Consulting and Investigation
2012 Anthony Road
Burlington, N.C. 27215

Date:

1 / 28 / 2015

Type of review:

Annual: X Post-Emergency:

Problems leading to review:

Problems noted during review:

Action to be taken:
