



CITY OF KETTERING

**OFFICE SAFETY PROGRAM**  
**Policy 23**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Office Safety Program*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Supporting safety training efforts and following-up on information learned in training programs.

- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Office Safety Program*

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**Purpose:**

To ensure that proper safety conditions exist in all office areas of the City.

**General Office Safety**

A large percentage of workplace accidents and injuries occur in offices. Like other worksites, the office environment also requires preventive measures to ensure a safe and healthy environment. Common causes of office accidents include the following:

- Poor housekeeping
- Improper use of chairs and ladders
- Improper office layout and arrangement
- Extended use of extension cords
- Dangerous electrical wiring
- Use of space heaters
- Improper work attire
- Failure to remain attentive
- Horseplay
- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards
- Improper lifting and handling techniques
- Exposure to toxic substances

**Good Housekeeping Practices**

Many office accidents are caused by insufficient housekeeping practices. By keeping the office floor both neat and clean, most slipping, tripping, and falling hazards can be eliminated. Other good housekeeping practices include the following:

- Ensure that office lighting is adequate. Contact Facilities to replace burned out light bulbs and have additional lighting installed, as necessary.
- Keep walking surfaces and walkways (in work areas and hallways) clear of debris, electrical cords, objects, or materials.
- Keep workspaces arranged so that the furniture is not blocking or creating a tripping hazard.
- Clean spills and pick up fallen debris immediately. Even simple items such as a loose pencil could cause a serious falling injury.
- Dispose of sharp objects carefully. If they could present a hazard to the cleaning staff, put the sharp object into another container before putting them in the wastebasket.
- Keep all drawers and cabinet doors closed when unattended.
- Clean up a little bit every day. Clear desks of all work papers and files each night before departure. Cleaning up daily is easier than confronting a mountain of accumulated mess.

**Ergonomics in the Office**

Ergonomics is a discipline that involves arranging the environment to fit the person in it. When ergonomics is applied correctly in the work environment, people can work more comfortably,

safely, and efficiently. The following suggested ergonomic principles may assist to improve comfort and minimize stress caused from repetitive motion and poor posture.

- Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.
- Use a chair that is padded, is stable, mobile, swivels and allows operator movement. Adjust seat height so knees are about the same level as hips.
- Sit straight up in the chair, and if needed, use a footrest that has an adjustable height.
- Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at the sides. Avoid reaching more than 18 inches for work items.

### **Computer Eye Strain**

There are several different user position considerations when setting up a computer workstation so that it is easy on the eyes:

- Locate the computer monitor so that the screen is 18 – 30 inches away from the user. The top of the screen should be adjusted so that it is at the user's eye level or below to help prevent head and neck strain. If you wear bifocals, the monitor may need to be below eye level.
- Use a document holder positioned next to your computer monitor to enter data from hard copies. This helps to keep your eyes focused at the same distance and reduces eyestrain associated with moving your eyes from the document to the computer.

### **Slips and Falls**

Follow these safety precautions in order to avoid slipping and tripping:

- Clean up spills right away or report it to Facilities.
- Be more cautious on smooth surfaces, on floors that have just been waxed, and other slippery surfaces. Take short steps to keep center of balance.
- Wear the right shoes. Wear boots in snow, ice and rain. Adopt a shoe style less prone to slips, trips or falls such as flat shoes instead of high heels.
- Carry only loads where there is clear line of vision over top.
- Keep work areas clean and don't clutter aisles or stairs. Store materials in closets, file cabinets, or desks.
- Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic .
- Extension cord or power tool cords can be dangerous tripping hazards. If they must be used temporarily, tape them to the floor or arrange them so that they won't be in the way of pedestrians.
- Eliminate hazards due to loose footing on stairs, steps and floors. Report loose carpeting, stair treads, or hand rails. Broken pavement and floorboards or loose floor tiles can also catch a foot and cause a fall.

### **Office Equipment**

Office equipment has the potential to harm us if used incorrectly, hastily, or without care. Most office equipment presents relatively minor hazards such as cuts or punctures; but some could present a great hazard such as electrocution.

The following guidelines can assist in keeping an office safe:

- Do not use unfamiliar equipment. Never attempt to operate unfamiliar equipment without reading the equipment instructions or receiving directions from a qualified employee.

- Make sure equipment that tends to move during operations is secured before use.
- Don't use equipment that appears defective in any way.
- Keep electric cables, cords and plug clean and free from kinks, cuts, chemical damage, fraying, and tears.
- Don't overload electrical outlets by using extension devices to increase the number of outlets at that socket.
- Only use extension cords temporarily and only if approved by either Facilities or the Fire Department.

The following table provides examples of equipment with cutting and puncture hazards.

Equipment with Cutting Hazards	Equipment with Puncture Hazards
Paper Cutter	Stapler
Letter Opener	Hole Puncher
Paper Edge	Uncapped Pen and Pencil
Exacto Knife	Thumbtacks and Push Pins
Scissors	Staple Puller
Fan Blades	
Paper Shredder	

### **Chemicals in the Office**

Many common office chemicals can cause injuries if improperly used, stored, or disposed. Some common office chemicals include:

- Toners
- Inks
- Cleaning Products
- Paper Correction Fluids
- White Board Cleaners

A Chemical Inventory/SDS is a fact sheet for a chemical that poses a physical or health hazard in the workplace. A SDS should be available for all chemicals found in the workplace. Remember, any chemical with a SDS that has any, even seemingly minor, adverse effect on the human body is considered to be a hazardous material.

To guarantee the safe use, storage, and disposal of the chemicals in the office, always review the Chemical Inventory/Safety Data Sheet (SDS) and/or container label for important information. If you are unsure as to where your Department/Division SDS binder is located, please see your Safety Committee representative or your supervisor.

### **First Aid and Blood-borne Pathogens**

When accidents, injuries, or illnesses occur in the office workplace, employees need to know how to respond safely and correctly. If a serious accident, injury or illness is witnessed, call 9-1-1 for a Kettering Fire Department medical unit. Be certain to initiate any emergency action plan specific to the department.

On-duty auto accidents or injuries must be reported following the procedures set forth in the applicable City policy using the proper forms for accident reporting and investigation. Proper forms are available in the Automobile Claim Instruction Card, the Damaged Vehicle Report and

the Employee's Report of Incident and Injury forms. Please contact a supervisor for a copy of these forms if needed.

Blood-borne pathogens are microorganisms present in human blood that can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus that causes AIDS (Acquired Immune Deficiency Syndrome).

In the event of exposure to blood or other potentially infectious material, be aware that there is a need to protect against the exposure to blood or other body fluids.

Designated first responders should check with their supervisors for department specific instructions when exposed to blood or other potentially infectious material on the job. An exposure control plan will be implemented and training will be provided on the following subjects to affected workers:

- Blood-borne diseases and how they are spread
- The Exposure Control Plan
- Engineering and work practice controls
- Personal protective equipment
- Hepatitis B vaccine, exposure evaluation, and follow-up
- How to respond to emergencies involving blood
- Signs and labels used to warn of potential hazards

Most employees outside of Public Safety departments would not be considered first responders but rather "Good Samaritans." Acts performed by undesignated employees are not covered by the Blood-borne Pathogens Standard; but undesignated first-aid (ex. CPR, AED) responders may want to know exposure controls to protect themselves if they voluntarily respond in the event of an emergency.

### **Emergency Action Plans**

When a significant event such as a fire, tornado, bomb threat, or other emergency occurs, employees need to know where to go and what to do. Each department and/or facility should know their plan of action for emergency situations such as the following:

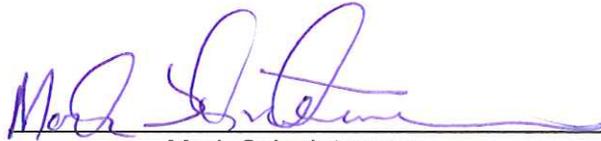
- Fire Safety
- Tornadoes
- Bomb Threats
- Emergency Preparedness Plan

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

6.26.18

Date

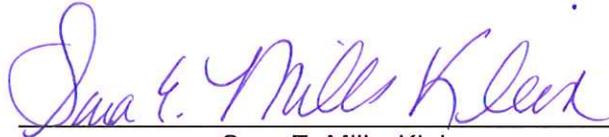


Mark Schwieterman  
City Manager

Issued:

6.26.18

Date



Sara E. Mills Klein  
Director of Human Resources

— Reviewed 05/18.