
 Town of Swansboro	Personnel Policy		Conditions of Employment Safety and Health	
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	Supersedes: General Policy # 18 Safety and Health		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 9. Safety and Health

I. Overall Commitment to Safety

A. Purpose

The Town of Swansboro places a high value on the safety of its employees, is committed to providing a safe workplace for all employees, and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

B. Management Policy

The basic safety policy of this organization is that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

C. Importance of Safety

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees.

D. Employee Responsibility

Employees are required to comply with all workplace safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

E. Supervisory Responsibility

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

F. Management Commitment

Management will allow the Human Resource Manager to plan for foreseeable emergencies, will provide initial and ongoing training for employees and supervisors, and will follow the disciplinary policy in Article IX to insure that company safety policies are followed.

G. Safety Program Leadership

The Safety (and Workplace Health) Coordinator for the Town of Swansboro is the Human Resource Manager with duties overseen by the Town Manager.

II. **Safety and Health Responsibilities**

A. Manager Responsibilities/Human Resource Manager

The responsibilities of the town manager are as follows:

1. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program, subject to the approval of the town governing board.
2. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
3. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
4. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
5. Set a good example by following established safety rules and attending required training.
6. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

B. Department Head Responsibilities

1. Insure that each employee supervised has received an initial orientation *before* beginning work.
2. Insure that each employee supervised is competent or receives on-the-job training on safe operation of equipment or tasks *before* starting work on that equipment, project, or any new work assignment.
3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE, and that he/she is trained on any new PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards found.
5. Observe the employees under supervision while they are working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document any evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in the work area and report the findings to the Human Resource Manager.
8. Inform other employers/subcontractors of the Town's safety/health program requirements prior to commencing work. Inform the Human Resource Manager whenever outside contractors will have employees on site.

C. Employee Responsibilities

1. Follow safety rules described in this program and in any OSHA safety standards and training provided in your department.
2. Promptly report unsafe conditions or actions to your supervisor or Human Resource Manager.

3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor or management about changes you believe will improve employee safety.

III. Hazard Prevention and Control

A. Employer Commitment

The Town of Swansboro is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

IV. Accident and Injury Reporting

A. Prompt Reporting

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on a Minor Injury Log posted in the department. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

B. Initial Investigation and Report

When a supervisor receives a report of a serious injury or work-related illness or becomes aware of same, the supervisor will take the following actions:

1. Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
2. Complete an "Incident Investigation Report" form.
3. Give the "Employee's Report" and the "Incident Investigation Report" to the Human Resource Manager.

C. Follow-Up Actions

Following submission of the reports, the Human Resource Manager or his/her designee shall:

1. Determine from the Employee's Report, Incident Investigation Report, and any claim form associated with the incident, whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within seven days after the company becomes aware of it.

3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

D. OSHA Log Posting

The Human Resource Manager will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

E. Very Serious Incident Procedures

1. *Report to NCDOL.* If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, the Human Resource Manager will contact the North Carolina Department of Labor-OSH within eight hours after becoming aware of the incident. The toll -free notification number is: 1-800-NCLABOR. The Human Resource Manager must talk with a representative of the department and must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened, and the name and phone number of a contact person.
2. *Scene Preservation.* The scene of the fatal or life-threatening accident or illness should not be disturbed except to aid in rescue or to make the scene safe.
3. *Initial Investigation.* Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management and any other persons whose expertise would help the investigation.

The investigators will take written statements from witnesses, photograph the incident scene and equipment involved. They will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The investigators will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident, and any recommendations to prevent a similar incident in the future. The report will be reviewed by the Human Resource Manager and Town manager.

F. Other Injury Incidents

1. *Report Procedure.* When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant an investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to the Safety Coordinator.
2. *Near-Misses.* Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly

marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the Safety Coordinator to record on the incident log.

V. Basic Safety Rules

The following basic safety rules have been established to help make municipal work sites a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized, which will be reported on a document as to the training received by the employee and signed off by the department head.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.
6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto Town property.
8. Smoking is only permitted outside the building away from any entry or ventilation intake.
9. Horseplay, running, and fighting are prohibited
10. Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.
11. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

VII. Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is not primarily designed to punish but to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. Please refer to Article IX: Unsatisfactory Job Performance for disciplinary procedures.