

TOWN OF ATLANTIC BEACH EMPLOYEE SAFETY RESPONSIBILITIES

As an employee of the Town of Atlantic Beach, I am responsible to:

1. Observe all Town safety and health rules and apply the principles of accident prevention in my day-to-day duties
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or safety committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs nor to consume them while on company premises.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Remain in my own work area unless I am authorized otherwise.
11. Observe safe operating procedures for all equipment I am authorized to operate.
12. Follow proper lifting procedures at all times.
13. Ride as a passenger on a vehicle only if it is equipped with a rider's seat.
14. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
15. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
16. Actively support and participate in the Town's efforts to provide a safety and health program.

SUBJECT: SAFETY AND ACCIDENT PREVENTION

PURPOSE: To establish guidelines and lines of responsibility for maintaining a safe and healthy work environment.

STATEMENT OF POLICY:

The Town recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of building, equipment, tools, and other devices.

Administration of the safety program is the responsibility of Town supervisors. They should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each Department Head or supervisor shall make sure that the employees under his/her supervision are well acquainted with existing safety rules and shall see that the rules are uniformly enforced. Safety education of employees shall be promoted by supervisors adhering to all safety rules.

It is the responsibility of all employees to cooperate in making the safety program work. Employees must:

1. Be informed of and observe established safe practices.
2. Notify supervisor of any unsafe conditions they discover.
3. Use personal protective equipment such as steel toed shoes, safety vests, safety glasses, and hard hats where required.
4. Not remove guards or other protective devices from machinery and equipment.
5. Not engage in "horseplay".
6. Attend any required training or orientation to increase safety awareness.
7. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely.
8. Report all job-related injuries or illnesses to their supervisors promptly.
9. Assist supervisors in their investigation of any accident of which they have knowledge. Accident investigation is fact-finding, not fault finding.
10. Refrain from smoking in "no smoking" areas.
11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.

The Employee's Safety and Health Committee shall meet monthly to review accidents that have occurred, discuss recommendations for improved safety, and formulate safety rules and procedures.

A safety bulletin board will be provided for the display of safety meeting minutes, safety posters and other safety education material. A safety bulletin board will be maintained at each Town facility.

Employees are encouraged to provide safety material for the safety bulletin board and safety meetings.

Safety complaint/suggestion forms are available from the members of the Health and Safety Committee.

If medical care is requested by a citizen or person visiting a Town facility, Fire/rescue should be called. All incidents should be reported via the Incident Report and filed with the Town Manager as soon as possible.

The Town maintains Worker's Compensation Insurance to cover accidents/illnesses incurred by Town employees when on duty. Liability insurance is carried to cover accidents to citizens and visitors if there is negligence by staff of the Town.

EFFECTIVE: July 30, 1999



Edward L. Sealover
Town Manager

SUBJECT: SAFETY BULLETIN BOARD

PURPOSE: To provide employees with a centralized location for posting of safety-related information.

STATEMENT OF POLICY:

The following should be taken into consideration for bulletin boards:

1. Place in a spot where there is greatest employee exposure (lunchroom, breakroom, near time clock, etc.).
2. Postings should be attractively arranged.
3. Posters, safety committee minutes, and other information that becomes dated or worn should be changed periodically.
4. A specific safety bulletin board or portion of an existing board should be designated and that spot reserved **EXCLUSIVELY** for safety material.
5. The Health and Safety Committee Chairperson is designated to maintain the bulletin board as recommended above.

The following items are required to be posted:

Citation and Notice (as appropriate)

OSHA 200 Summary (specifically during month of February)

EFFECTIVE: July 30, 1999



Edward L. Sealover
Town Manager

SUBJECT: SAFETY ORIENTATION, ACCIDENT INVESTIGATION AND REPORTING

PURPOSE: To provide a system for reporting and following up on accidents and/or injuries.

STATEMENT OF POLICY:

A. Safety Orientation: All Town employees are to receive a safety orientation at the beginning of employment. The safety orientation and form is to be completed, signed by the supervisor and employee, and returned to the Town Clerk for inclusion in the employee's personnel file. The employee Safety Responsibilities Form is to be distributed to the employee by the supervisor. The form shall be signed and dated, with a completed copy sent to the Town Clerk for inclusion in the employee's Personnel File.

C. Accident Reporting and Purpose: ALL ACCIDENTS, No matter how minor, shall be reported PROMPTLY to the immediate supervisor for evaluation/investigation. Since every accident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and eliminating these causes. The removal of just a single cause can prevent a recurrence. During the supervisor's evaluation, he/she must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e. investigate, report, correct, etc.).

D. Documentation Procedures:

1. MINOR INJURIES - (Requiring doctor/outpatient care) After the emergency actions following an accident, an investigation of the accident will be conducted by the immediate supervisor in conjunction with any witnesses to the accident to determine the cause. The findings of the investigation shall be documented on Town's incident form and reported.

- a. Copy to Town Manager
- b. Copy to Department Head files
- c. Copy to Safety committee chairperson

2. MAJOR INJURIES - (Fatality or multiple hospitalization)

- a. The Town Manager and Department Head are to be notified immediately by the person in charge and an investigation under the direction of the Town Manager will be conducted. In addition, the inspection party will include the Chairman of the Health and Safety Committee.
- b. In the case of a fatality, or if two or more employees are hospitalized, the supervisor will report the accident to the nearest office of the Department of Labor and Industries within 24 hours after the

occurrence of the accident. The report shall relate the circumstances, the number of fatalities, and the extend of any injuries.

3. NEAR-MISSES - (Likelihood of personal injury or property damage) To the greatest extent possible, all "near-miss" accidents shall be investigated by the Safety and Health Committee.

EFFECTIVE: July 30, 1999



Edward L. Sealover
Town Manager

TOWN OF ATLANTIC BEACH SAFETY ORIENTATION FORM

EMPLOYEES NAME:

POSITION:

DATE HIRED:

Check One: _____ New Employee _____ Transfer _____ Rehire _____ Part-time _____

Circle Completed Items:

1. Purpose of orientation
2. Reporting accidents to supervisor immediately
3. Tour of facilities and equipment
4. First Aid
 - A. Obtaining treatment
 - B. Location of facilities
 - C. Location and names of first aiders
5. Potential hazards on the job
 - A. What they are
 - B. How to use equipment safely
 - C. Care and use of personal protective equipment
6. What to do in event of emergencies
 - A. Exits location and evacuation routes
 - B. Use of fire fighting equipment (extinguisher, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
7. The total safety program
 - A. Function of Health and Safety Committee
 - B. Introduce to safety committee representative
 - C. Health and Safety policies and procedures
8. Personal work habits
 - A. Proper lifting techniques
 - B. Horseplay, good housekeeping, no smoking policy
 - C. Safe work procedure
 - D. Proper use of fitness equipment
9. Vehicle safety