

Subject: Safety Policy Statement
Policy No.: 500-0002
Effective Date: 10/26/2004
Codified: 8/27/2007 [1st Revision Draft January 2011]

The City of Woodstock is extremely conscious of the safety of our employees and the citizens of our community. As an employer, we recognize our obligation to ensure the safest possible workplace for our employees. As a governmental entity, we recognize our responsibility to provide a safe environment for the public we serve.

It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality.

Each department head is responsible and will be held accountable for the loss control performance within his or her department. Our safety coordinator, Fran Diedrich, has been appointed to coordinate our overall loss control program. The safety coordinator, however, is not responsible for the line functions which are that of department heads and supervisors. It is expected that department heads will complement the effort of the safety coordinator to reduce accidents and provide for the safety of the public. These loss control responsibilities are continuous and equal in importance with all other operational considerations.

All employees are responsible for cooperating with and supporting our loss control program activities and objectives. All employees are expected to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to perform a task.

Loss control is every employee's responsibility. Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.

SAFETY PRACTICE AND RULES

Purpose

To establish a system which insures the safety of City employees and every citizen who interfaces with the City and to protect the public's investment through the exercise of safety; establishing an effective and safe workforce which is an asset to the City.

General

Considering that insurance rates continue to rise and that most accidents are preventable, the City has developed a safety program to reduce the number of accident claims and loss of time through employee training and education to reinforce a safe working environment and encourage exercise of proper safety practices. A Safety Committee, composed of employees from each City department, will serve as an incident review committee and recommend to the City Manager courses of action for the safety program to insure that the program provides comprehensive education and training for all City employees.

There are three specific components of the City's safety program: employee safety, public safety, and fleet safety. This program shall provide direction through a process of ongoing education and training to accomplish these goals.

Safety is Everyone's Responsibility

Any employee who witnesses any unsafe condition (i.e., a situation where injury is possible to an employee or member of the public or damage to a piece of equipment), will report the situation to the person in charge of the activity or to any available supervisor. Any person who feels they have knowledge of ways to improve the safety of any situation should not hesitate to present the information to the immediate supervisor or the Safety Committee. Employees are directed to follow reasonable and prudent safety precautions while performing the duties of their position.

Preventive Measures

Preventive measures are critical to the success of any Safety Program. Employees shall always follow procedures designed to prevent injury.

Employee Responsibilities

All employees have the following responsibilities:

1. Work safely at all times
2. Follow all safety regulations and posted signs
3. Follow all job training instructions, and operating procedures established by the City.
4. Refrain from engaging in any form of horseplay, scuffling, or fighting.
5. Respect the safety of your fellow employees
6. Report all unsafe conditions, unsafe equipment, unsafe acts, fire or suspicion of fire, to a supervisor
7. Immediately report all accidents and injuries, no matter how minor, to a supervisor.
8. Keep work areas clean and orderly; and not commit unsafe, unsanitary or unhealthful acts
9. Always wear required personal protective safety equipment, safety apparel, and proper work clothing
10. Operate only equipment you have been trained and authorized to use. Follow supervisor's instructions on how to safely use equipment.
11. Learn to lift properly by using your legs, to your back. Grasp each load firmly, and keep your back as straight as possible while lifting.
12. Know how to use fire extinguishing equipment and where that equipment is located.

Supervisor's Responsibility

The Department Head and all their supervisors are responsible to insure that proper equipment is provided for each job assigned, instruction given, and to determine that instruction is understood. Replacement of damaged safety equipment and acquisition of new shall be done without delay. No employee shall be required or allowed to perform any task without proper training and safety protection. Supervisors will be rated on their effectiveness in consistent application of safety procedures.

Safety Training

The City shall ensure that each employee has received the appropriate safety training relating to their job duties and equipment used. No employee shall attempt any task without proper training and safety equipment. Any employee who is unsure of the proper use of equipment will not attempt to use the equipment until instruction is given and understood

Emergency First Aid

1. Emergency first aid treatment should only be performed by those properly trained to administer it correctly.
2. First Aid/CPR Training – City employees who elect to participate may receive training in emergency first aid and adult CPR. Department directors will review job positions in their department to determine the need for additional first aid and/or CPR training for each job classification.
3. First Aid Kits - First aid kits are placed conspicuously at key locations in each City building, and in city vehicles.

Fire Prevention and Fire Extinguishers

1. Fire Extinguishers - Fire extinguishers will be placed in all City vehicles and in all City owned buildings in accordance with Life Safety Codes.
2. Training - City employee will receive annual training in fire prevention techniques and the proper use of fire extinguishers.
3. Service Company - A certified fire extinguisher company will be contracted with to provide annual inspections and maintenance as required. Supervisors will inspect fire extinguishers in City vehicles assigned to their work area to insure they are in compliance or replaced as needed.

Reporting Injuries

All injuries, regardless of the extent, must be reported to the employee's immediate supervisor as soon as possible. Obviously, in an emergency situation you should obtain medical assistance at once and/or administer first aid. All injuries, regardless of who is injured (citizen or employee) occurring in city owned building must also be reported. City employees should not speak on behalf of the City regarding responsibility for any loss sustained.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (General)

1. The City shall furnish an equipment/uniform stipend or the appropriate personal protective equipment including protective clothing as is necessary to accomplish each assigned task.
2. Employees are required to wear personal protective equipment as their job duties dictate. Departmental regulations will set forth the type of equipment required for each job.
3. If an employee reports for work without required safety equipment, they may be sent home, without pay for the remainder of the work day. An employee who repeatedly reports to work without proper safety equipment will face disciplinary action up to and including termination.
4. The employee will ensure that all furnished equipment is kept in good repair and in a serviceable condition.

5. Supplied equipment will be replaced when no longer serviceable. It is the responsibility of the employee to immediately notify the supervisor if repair or replacement becomes necessary. Any employee who misuses or misplaces these articles will be subject to disciplinary action up to an including termination.
6. Supplied equipment must be returned to the City when the employee terminates. The cost of lost or misused equipment will be indicated on the terminating employee's "Personnel Action Form" and that cost may be deducted from the employee's final paycheck.

Personal Protective Equipment (Specific)

1. Eye Protection: Employees (and visitors, observers, etc.) are required to wear approved, suitable safety glasses, goggles or face shields when the work being performed may result in dangerous exposures to the eyes.
2. Head Protection: Employees (and visitors, observers, etc.) are required to wear approved hard hat head protection whenever working in or visiting areas where There is a possible danger of head injuries.
3. Safety Vests: Safety vests will be worn by all employees when they are in close proximity or may be exposed to vehicle traffic flow as part of their job duties (e.g. street crew working in the street, police officer directing traffic)
4. Clothing: Employees are required to wear appropriate clothing as is necessary to accomplish each assigned task.
 - a. Loose clothing or jewelry shall not be worn while working around or near moving equipment or machinery.
 - b. To prevent skin irritation, avoid wearing clothing soiled by oil or chemicals.
 - c. Gloves and long sleeves must be used when handling cement or other hazardous chemicals.
 - d. Glove and long sleeves must be worn to protect against splashes and burns when working with hot asphalt or surfacing oil.
 - e. Heavy trousers with close fitting cuffs or alternate protective clothing may be required as directed by supervision.
 - f. Employees shall wear appropriate footwear which provides adequate protection for each given work situation
5. Safety Shoes: Employees will be furnished a safety shoes allowance if assigned to a position requiring them.
6. Work Gloves: Employees will be furnished an appropriate style of work gloves depending on the job tasks.
7. Miscellaneous: Other protective equipment, such as dust masks, noise reduction muffs and safety harnesses will be issued to employees as appropriate.

SPECIFIC AREAS OF CONCERN

Office Safety

1. All work areas shall be kept neat and orderly.
2. Open desk, file or cabinet drawers shall not be left unattended.
3. Heavier items shall be stored in the bottom of file cabinets to prevent tipping when upper drawers are opened.
4. All defective equipment and unsafe conditions shall be reported to a supervisor.
5. Aisles and walkways shall be kept clear at all times.
6. Electrical extension cord that cross a walkway, shall be properly contained.
7. All electrical cords including extension cords shall be grounded.
8. All electrical equipment shall be grounded and/or double insulated.
9. Extension cords or electrical outlets shall not be overloaded.
10. Ceiling fans shall be mounted so that they are at least seven feet from the floor.
11. Floor and wall fans shall be guarded by a wire screen with a mesh opening not to exceed one-half inch square.
12. Pointed pins shall not be used to fasten papers. Only paper clips, staples or approved fasteners shall be used.
13. Broken glass or other sharp pointed objects shall not be left in wastebaskets.
14. Handrails shall be used for ascending or descending stairs.
15. Ladders or self locking step stools of an approved design shall be used to gain access to high shelves. Never climb on chairs or file cabinets.
16. Smoking in City facilities is prohibited.
17. Flaming or smoking objects are prohibited in City work areas. This includes items like candles or burning incense.

Ladders and Scaffolds

1. Portable, straight, and extension ladders will be of the approved industrial grade.
2. Use a ladder free from defects. Check portable ladders for damage. Report all defects to your supervisor.
3. Aluminum ladders shall not be used when working on or near electrical equipment.

4. Erect the ladder on secure footing. Make certain the surfaces are level. The top of the ladder will be secured and the bottom of the ladder blocked.
5. Ladders shall be set up so that the distance from the base of the support to the foot of the ladder is approximately one-fourth of the length of the ladder.
6. Portable straight ladders, set to give access to a roof shall be extended beyond the roof edge a minimum of three feet.
7. Never work higher than the third rung from the top of a straight or step ladder.
8. Dry hands and shoes before climbing.
9. Face the ladder when climbing up or down. Never hand carry materials or tools while climbing.
10. Post warnings and have help on the floor when a ladder or scaffolding is near a door or aisle.
11. Adequate warning signs and barricades shall be provided for overhead work in areas where foot traffic is present.
12. Do not overreach. Relocate the ladder as necessary.
13. Scaffolds shall be built to accepted construction safety regulations.
14. Guardrails and toe boards shall be used on all scaffolds over 10 feet in height.
15. Moveable scaffolding shall be equipped with a minimum of two lockable swivel wheels.
16. No movable scaffold or ladder shall be moved while persons or material are on it.
17. Keep scaffold platforms clear of unnecessary material. Do not overload platforms.

Excavations

1. Before opening any excavation, check for underground utilities in the area. Locate and protect utilities during the excavation operation.
2. The walls and faces of all excavations and trenches deeper than four feet shall be guarded by a shoring system, sloping of the ground, or some other approved method.
3. Sides of trenches in hard or compact soil, including embankments, must be shored or otherwise supported when the trench is more than four feet in depth and eight feet in length.
4. Trenches more than four feet deep shall have ladders or steps located so as to require no more than twenty-five feet of lateral travel.
5. Cross braces or trench jacks shall be placed in true horizontal position, be spaced vertically, and be secured to prevent sliding, or kickouts.
6. Backfilling and removal of trench supports must progress together from the bottom of the trench. Jacks or braces must be released slowly and, in unstable soil, ropes must be

used to pull out the jacks and braces from above after employees have cleared the trench.

7. In excavations where employees may be required to enter, excavated or other material shall be effectively stored and retained at a minimum of two feet from the edge of the excavation.
8. Daily safety inspections of all excavations shall be made by a supervisor before additional work begins.

Barricades

1. When excavations are made or manhole covers are removed, the work area shall be adequately protected with signs, barricades, cones or warning lights.
2. For work sites located in heavy traffic areas, a truck with suitable warning shall be used as part of the barricade.
3. Barricades and warning signs must be used to protect work area from traffic.
4. When assigned duty as a flagman, keep a close watch on approaching traffic. Give clear signals to stop (arm and flag horizontal), and to proceed (motion without flag).

Heavy Equipment

1. All equipment must be inspected daily before use. Be sure that all parts, equipment, and accessories are free from defects and are in safe operating condition.
2. NEVER operate any heavy equipment without proper instruction and authorization.
3. No operator shall back up heavy equipment with an obstructed view, unless:
 - a. The equipment has a reverse signal alarm audible above the surrounding noise level; and
 - b. The equipment is backed up only when an observer signals that it is safe to do so.
4. No employee shall ride in the cargo compartment of any truck or on other equipment unless the equipment is designed for this purpose and authorization is given.

City Vehicle Operation

1. Only City employees are permitted to operate City owned vehicles.
2. City employees whose duties require the operation of City automotive equipment shall drive courteously, and shall be governed by all traffic rules, regulations and standards.
3. All employees who drive City vehicles, must have a valid Georgia drivers license or CDL for the type of vehicle they are driving.
4. Drivers are required to obey all driving regulations. **Fines or other costs for violations are the responsibility of the employee operating the vehicle.**

5. All persons riding in City vehicles shall wear safety belts.
6. When leaving City vehicles unattended, remove keys from the vehicle and lock all doors.
7. Always consider proper loading and proper load distribution as factors in safe driving.
8. When boarding or alighting from City vehicles, watch footing to avoid slipping or falling. Never board or alight a vehicle that is moving.
9. Trailers and trailer mounted machinery shall be hitched to a towing truck with safety chains fastened in addition to the towing hitch.
10. No person shall ride in or on trailer mounted equipment.
11. No person shall ride in the back of any pick-up type truck.
12. Standard slow moving vehicle signs shall be displayed on tractors and other slow moving equipment.
13. Never drive or operate defective equipment.

14. When fueling, all ignition systems shall be turned off and smoking is not permitted.
15. Transmitters in vehicles shall be turned off while re-fueling to avoid the possibility of a radio transmitter relay arc.
16. Smoking is prohibited in all City vehicles.
17. Cellular telephones and hand held radios should not be used while operating City vehicles.
18. All vehicle accidents shall be reported immediately to your supervisor and the Police Department. Emergency medical services will be summoned immediately if there are any injuries.

Equipment/Vehicle Maintenance Areas

1. Wear correct personal protective clothing at all times.
2. Floors in all maintenance areas shall be kept free of grease, oil tools, air hoses, and parts.
3. All spills must be cleaned up immediately. Oil and grease spills shall be covered with absorbent material, swept and picked up.
4. Oily rags and other debris shall be placed in covered metal containers for disposal.
5. Never keep gasoline or flammable solvents in open containers. Use suitably marked safety cans only.

6. Prevent skin irritation by washing hands with soap and water or hand solvents. Never use gasoline or other volatile substances for this purpose.
7. All fire extinguisher stations and electrical control panels shall be accessible all times. Materials, tools, or other items shall not be allowed to cause an obstruction.
8. Observe and obey "NO SMOKING" signs at all times.
9. All electrical tools shall be properly grounded. Only grounded, heavy-duty industrial extension cords may be used.
10. Safety glasses shall be worn when operating power equipment.
11. All guards shall be in place before operating any equipment.
12. Maintenance areas shall be kept adequately ventilated to protect against exposure to carbon monoxide.
13. Work benches, lubrication pits and other work areas shall be kept adequately illuminated.
14. Positive battery cables shall be disconnected prior to commencing work on any electric motor vehicle or forklift.
15. When over turning the engine is necessary to implement forklift repair, the entire coil wire shall be removed.
16. Open flames shall be kept away from all battery storage areas.
17. Metal tools shall not be placed in contact with batteries.
18. Wear gloves and goggles when handling, checking, filling, charging or installing batteries.
19. Ensure adequate ventilation when charging batteries. All acid splashes shall be washed from skin and clothes immediately. For battery acid splashes in eyes, rinse eyes in water continuously for a minimum of 15 minutes, and seek medical treatment.
21. Compressed air shall not be used to blow trash or debris from clothing or equipment.
22. When working on tires, always consult the manufacturers' manual for the correct demounting and mounting procedures for each type of rim.
23. To protect against flying lock rings, truck tires shall be placed in a safety cage before inflating.
24. All compressed gas cylinders shall be stored in an upright position, lashed or chained to prevent falling.
25. Caps shall be kept on all cylinders when not in use

26. Soapy water shall be used for testing for acetylene leaks. NEVER test with an open flame.
27. Flames or sparks shall not be allowed to come in contact with compressed gas cylinders.
28. Cylinder valve wrenches shall be kept on the valve spindle at all times.
29. Compressed gases shall not be used without a suitable regulator and flashback arrestor.
30. The regulator shall not be removed until the cylinder valve is closed and all gas is released from the regulator.

Forklift Operations

1. Check forklift instructions for proper method of operation before use.
2. Mechanical or electrical deficiencies shall be reported to supervision.
3. Do not spin wheels or make reversal/skidding stops.
4. Reverse shall not be used as a brake.
5. Do not ride the clutch
6. No passengers shall be allowed on forklift trucks.
7. Do not drive with wet or greasy hands.
8. Always face in the direction you are traveling.
9. Drive in reverse if the load impairs forward vision.
10. Keep feet inside the machine when moving.
11. Keep to the right when traveling.
12. Do not follow other vehicles too closely.
13. Slow down on wet or oily surfaces.
14. Forklifts shall never be left running unattended.
15. Slow down and sound horn at intersections.
16. Forklifts shall not be used as personnel elevator.
17. Unauthorized persons shall be kept away from the forklift controls.
18. Forks shall be properly spaced to fit the load.
19. Forks shall be kept low and under the load
20. Forks shall be lowered to the ground when parked.

21. When parking, the shift gear shall be placed in neutral, and the emergency brake set before leaving the seat.
22. Clean up all spills caused by the forklift.

Welding Operations

1. Wear correct personal protection clothing at all times.
2. Welding hood shall be in place before striking an arc, and at all times
3. Shields shall be in place at all times to protect other employees from the rays of the arc.
4. An appropriate fire extinguisher shall be near the welding operation at all times.
5. All compressed gas cylinders shall be treated as described above.

Electrical Hazards -

1. Access to circuit breakers, or electrical safety devices must be kept clear at all times.
2. Junction boxes, control boxes and all electrical enclosures shall be kept closed or adequately guarded.
3. No flexible cords shall be used as a substitute for fixed wiring of a structure.
4. Extension cords used with portable equipment tools and appliances shall be the three wire industrial type. Cords shall be used only in continuous lengths without splices.
5. Worn or frayed extension cords shall not be used.
6. Exposed bulbs on temporary lights shall be guarded to prevent accidental contact.
7. Metal ladders shall not be used when making electrical repairs.
8. Inspect all electric cords prior to use.
9. Use only industrial grade extension cords.

Portable Electric Power Tools

1. All power tools shall be grounded and/or double insulated.
2. Defective portable electric tools shall be reported to supervision and not used until repaired.
3. Do not use equipment with which you are not familiar.

4. Shut off any sparking motors or overheating equipment. Report its condition to a supervisor immediately.

Hand Tools

1. Hand tools shall be used only for the purpose for which they were designed. always use the correct size and type of tool.
2. Inspect tools prior to use.
3. Broken tools, or tools with broken handles, shall not be used. Turn them in for repair or replacement.
4. Never leave tools where they obstruct traffic.
5. Do not carry edged or pointed tools in pockets or belts, unless the edge or point is adequately protected.
6. All long handled tools (shovels, mauls, pitchforks etc.) shall have strong, smooth handles.
7. Long handled tools shall be stored in racks. Do not lean them against a wall without a toe board.

Material Handling and Storage

1. When lifting heavy objects, keep the back as straight as possible, bend the knees and lift with the leg muscles.
2. Never attempt to lift objects which are too heavy. Get help or divide the load.
3. Work gloves shall be worn when handling rough or heavy objects.
4. Portable cranes, hand trucks, skids, hoists or power lift trucks, shall be used to move heavy objects when possible.
5. When moving materials on hand trucks or dollies, push rather than pull whenever possible.
6. Shoes that will provide proper support and protection shall be worn by all employees while handling materials.
7. When power equipment is being used to maneuver materials, one person in clear view of the operator shall give standard hand signals.
8. Materials shall be stacked in a neat and orderly manner. Aisles in storage areas shall be clearly marked with painted lines. Materials must be kept clear of aisles at all times.
9. Do not stack damaged containers.
10. When handling chemicals, follow the manufacturer's instructions carefully. Locate and read the Material Safety Data Sheet (MSDS). Wear the correct personal protective equipment.

11. Chemical spills shall be cleaned up in accordance with the manufacturer's instructions on the container or MSDS.

Power Mowers

1. Correct personal protective clothing shall be worn at all times.
2. Read operating instructions carefully. Operators shall be familiar with all controls before operating.
3. The area to be mowed shall be inspected, and all foreign objects removed prior to starting mowing operations.
4. Turn off power when going from one level to another.
5. Slopes or inclines shall be mown across the incline, never up and down.
6. Do not refuel a hot or running engine.
7. All body parts shall be kept away from the discharge area while the motor is running.
8. Machines without adequate guards shall not be operated.
9. Stand clear when starting motor. Have firm footing and keep hands and feet clear of all moving parts.
10. Do not over-speed engine, operate it at the slowest speed needed for an effective operation.
11. Power equipment shall not be left unattended.

Custodial Safety

1. Cleaning supplies and tools shall not be left unattended in walkways.
2. Storage and closet doors shall be kept closed at all times when not in use.
3. Rope off and post signs for all wet or slippery areas.
4. When possible, clean floors when traffic is lightest. Wet only a small area and then dry mop. Clean one side of a hallway at a time leaving a dry area clear for traffic.
5. Wear suitable personal protective equipment for the job.
6. Read the printed safety instructions carefully on all chemicals used. Read the Material Safety Data Sheet (MSDS). Clean spills in accordance with manufacturer's instructions.

7. Chemicals shall be stored in the original container or a clearly marked container designed for that purpose. Chemicals stored in an unmarked container shall not be used.
8. Only heavy duty, industrial type, extension cords in good condition shall be used.
9. All defective extension cords shall be reported to a supervisor.
10. All electrical appliances must be grounded and/or double insulated.
11. Extension cords shall be kept as close to the wall as possible to avoid a tripping hazard.
12. Material Safety Data Sheets should be maintained in a central work area where employees have access to the information necessary to handle accidental exposure

SAFETY PRACTICES PUBLIC SAFETY PERSONNEL

1. All employees of the City of Woodstock Police Department AND Fire Department should follow all appropriate safety rules found in Police Department and Fire Department SOP's and O.C.G.A. 31-35-1 through 3 (hepatitis "B" & AC@ vaccination).
2. Employees shall utilize appropriate protective devices including disposable gloves, CPR masks, disposable gowns, and protective eye wear.
3. All employees operating machinery and tools, to include vehicles and firearms, shall do so in a safe, responsible, and reasonable manner at all times.
4. In an attempt to minimize injuries to public safety employees or other persons, and to maintain safety and health standards, all employees should refrain from taking unnecessary safety risks.
5. All employees are responsible for the reporting of any and all unsafe or unhealthy practices or conditions in the work environment. Reports are to be made to the immediate supervisor.

VIOLATION

SAFETY IS EVERY EMPLOYEE'S RESPONSIBILIY. Failure to follow safety instructions or procedures may result in disciplinary action up to an including termination.