



City of Foley

Safety

Policies and Procedures Manual

Safety Policy Statement

This safety program describes the policies, procedures, and methods to be followed by all City of Foley employees in order to provide a safe environment for our employees as well as the general public. All personnel are expected and required to adhere to the policies, procedures, and methods established in the Safety Manual and to properly and diligently perform safety-related functions as a responsibility of employment.

The City of Foley has a sincere concern for the welfare and safety of its employees as well as the public it serves. The goal of the program is to eliminate the suffering and cost of avoidable personal injury and vehicle accidents.

It is the City of Foley's policy to provide safe working conditions for all employees and to provide complete instructions covering safe methods. All employees will promote accident prevention by actively supporting the safety program.

Safety Program Overview

A safety program is designed to accomplish one primary purpose and that is to prevent accidents. Preventing accidents will result in saving of lives, eliminating human suffering, increasing efficiency of operations, and saving thousands of dollars for both the City and its employees. A municipal safety program must provide not only for the safety of City employees but also protect the public by preventing unsafe acts or conditions from being created by the City.

To be successful, the safety program must have continuous and active support of all employees and particularly those in supervisory positions. The "push" for an effective safety program must come from the top in each department or group. If a department head or supervisor appears to be unconcerned about the safety program, this attitude will be adopted by the employees they supervise.

The purpose of this manual is to provide general and specific safety rules for all departments and employees within the City. While it is not possible to foresee all potential safety hazards, this manual seeks to identify as many as possible. As additional safety problems are identified over time, the handbook will be revised accordingly.

Elements of the Safety Program

The City of Foley safety program includes, but is not limited to, the following functions and responsibilities:

- The individual responsibility of each employee to act in a safe and prudent manner thereby avoiding injury to him/herself and others and damage to equipment.
- Assigning responsibilities to persons for safety activities, designating one person in each department as a safety representative.
- Ensuring equipment, work areas, and working methods are safe.
- Assigning personnel to jobs for which they are physically qualified to perform safely.
- Locating hazards and eliminating them immediately.
- Keeping employees interested in performing their duties in a safe and efficient manner.
- Controlling work habits by adequate and effective supervision.
- Providing proper protective equipment and making its use mandatory.
- Educating and training employees as to specific hazards of their jobs.
- Investigating accidents to determine cause and taking necessary action to prevent a repeat performance.
- Preparing and maintaining proper and complete accident reports to permit evaluation of the safety program.
- Adoption and enforcement of safety rules, policies, and procedures.

Responsibilities of Individuals

Safety Coordinator. The designated Safety Coordinator shall have the responsibility for administering the safety program for all municipal departments in an ADVISORY capacity. The ultimate responsibility will rest with each department head.

Safety Committee. The safety team will consist of the Safety Coordinator, HR Representative, Environmental Manager, Fire Department Representative, and Risk Management Representative.

The Safety Committee will:

- Work closely with Administration in creating safety rules, policies, and procedures.
- Assist departments in planning and conducting safety training and safety education courses.
- Review the accident record keeping system for the City, receiving reports for injuries, vehicle accident reports, and investigation reports from the departments.
- Make annual inspections of work areas for the purpose of identifying unsafe conditions or unsafe practices and make recommendations to the person responsible for corrective action.
- Investigate all accidents which result in lost-time injury and make recommendations for corrective action to department heads and supervisors to prevent future accidents.
- Review quarterly worker's compensation reports for accuracy and identify any trends in injuries

City of Foley. The City of Foley will implement a safety program that strives to eliminate workplace injuries and illnesses.

The City of Foley will:

- Work to achieve zero injuries in all aspects of our operations.
- Train employees in good safety and health practices.
- Incorporate safety in all business planning, programs, and activities.
- Require all managers and supervisors to consider it an essential part of their job to administer the safety program.
- Encourage employees to get involved in improving workplace safety.
- Provide appropriate leadership, organization, financial funding, and other appropriate resources necessary to maintain a comprehensive safety and health program.
- Provide necessary personal protective equipment and instructions for its use and care when needed.
- Investigate every accident to determine its causes, work to eliminate such causes, and maintain investigation records.
- Develop safety and health rules for City Operations.
- Establish a Safety Committee to recommend new safety procedures, review and update existing safety policies, inspect city buildings, review accidents and establish methods to help prevent accidents and injuries including any damages to equipment.
- Require employees to comply with safety and health rules as a condition of employment.

The Department Heads shall have complete responsibility for the safety program within his/her department.

The Department Head will:

- Assure the employees are properly instructed regarding safe working practices and that supervisors fulfill their assigned responsibilities in safety instruction and supervision.
- Assure that required reports pertaining to injuries, vehicle accidents and investigations are promptly prepared and forwarded to the appropriate person.
- Cause periodic inspection of work areas for the purpose of identifying unsafe conditions or unsafe practices and make recommendations to the person responsible for corrective action.
- Encourage the reporting of unsafe conditions, equipment, etc., and take necessary action to correct when possible.
- Require all personnel to obey safety rules, procedures and policies and take appropriate disciplinary action whenever deemed necessary.
- Require supervisors to conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures, and/or equipment modification.
- Notify the appropriate Safety Team member immediately, by telephone, whenever an accident which appears to involve lost time occurs. This will allow the investigation to begin as soon as possible.
- Accept, in a cooperative manner, all reports of hazards and ensuring employees shall not be reprimanded or penalized for reporting hazards.
- Conduct quality safety meetings at least once per quarter. This includes documenting attendance, date, time and issues covered and submit to the Safety Coordinator for tracking and filing
- Require supervisors and employees to comply with the responsibilities set forth in this manual.

The supervisor is responsible to the Department Head for the safety of personnel and equipment under his/her supervision. The supervisor is the key person of the safety program because he/she is in the best position to observe the work habits of the employees.

The Supervisor will:

- Give job instructions to subordinates with special emphasis on the hazards of the work to be performed.
- Search for and promptly correct unsafe conditions and unsafe work practices, reporting to the Department Head those incidents which are beyond his/her scope of authority to resolve.
- Promptly inform the Department Head of all accidents involving personnel and/or equipment under their supervision, and take immediate steps to investigate each accident to determine its causes.
- Assure that required reports pertaining to injuries, vehicle accidents and investigations are promptly prepared and forwarded to the appropriate person.
- Enforce safety rules, policies, and procedures and require the wearing of personal protective equipment when necessary.
- Document repeated discussion of unsafe habits with the employee. This documentation may then serve as a basis should disciplinary action become necessary in the future
- Encourage safe work practices of employees and demonstrate, by action, that safety is to be the number one priority.
- Inform all personnel as to their responsibilities when dealing with chemicals or toxic substances.
- Accept, in a cooperative manner, all reports of hazards and ensuring employees shall not be reprimanded or penalized for reporting hazards.
- Require employees to comply with the responsibilities set forth in this manual.

Each employee is responsible for his/her own safety, the safety of fellow workers, and the safety of the general public as it applies within the scope of employment.

Each Employee will:

- Cooperate in detecting hazards, reporting dangerous conditions, and controlling workplace hazards as a condition of employment.
- Wear personal protective equipment such as gloves, safety shoes, goggles, hardhats, respirators, seat belts, and hearing protection whenever conditions make that equipment necessary.
- Promptly inform the supervisor of any injury received while on the job no matter how minor the injury. In addition, the injured employee will work with the supervisor to complete the necessary reports required pertaining to injuries, vehicle accidents and forwarded to the appropriate person.
- Promptly inform the supervisor of any noted unsafe equipment, unsafe tools, and/or hazardous conditions which may affect City employees, the work area or the general public.
- Obtain specific instructions from the supervisor in all cases where the employee does not completely understand the job requirements, including safety instructions.
- Immediately inform supervisors when the employee's driving privileges have been suspended or revoked by the state. Failure to do so while continuing to operate a City vehicle will result in disciplinary action up to including termination.
- Use sound judgment and, with safe work practices, are expected to remain alert of safety at all times.

Safety Committee

The City of Foley will create a Safety Committee to help supervise and coordinate the City's safety program and to advise the administration of problem areas and needed changes in safety procedures.

Safety Coordinator
HR Department Safety Representative
Fire Department Safety Representative
Environmental Safety Representative
Risk Manager

Each affected department may designate a representative for the safety committee, or personally serve as a member. The City Administrator will approve the appointment.

The department representative will be a person with a reasonably high supervisory status. This employee will be responsible to the Department Head for the operation of the safety program.

- The Safety Committee will consist of 5 members.
- The Safety Committee will meet quarterly once established.
- The Safety Committee quarterly meetings will last no more than 2 hours once established.
- Each Safety Committee member will designate an alternate to the meeting during the absence of the member.
- The Safety Committee will review suggestions and recommendations regarding safety policies and procedures.
- The Safety Committee will further establish a Safety Manual and assist with employee training.
- The Safety Committee will review all complaints regarding employee safety.
- The Safety Committee will review all accidents, both vehicles and personal injury and make recommendations to the Department Head as applicable.

Departmental Safety Meetings

Departmental safety meetings is the key component of our safety program and is required a minimum of every quarter. All meetings must be documented by emailing a report to safety@cityoffoley.org. Email should contain the title and purpose of the training, date of training, and a list of all participants.

General Safety Guidelines (applicable to all employees)

RULE 1. Assistance should be requested when moving heavy or bulky items. The use of dolly's, hand trucks, and other lifting devices is recommended.

RULE 2. Lift with your legs instead of your back. Ask for assistance when the object is too heavy, is awkwardly shaped, or blocks your view when you carry it.

RULE 3. Where required, you must wear provided protective equipment such as goggles, safety glasses, masks, gloves, hairnets, or other gear provided for your safety. Employees who have been issued personal protective equipment are required to wear the equipment. Injury resulting from a failure to wear provided safety equipment or as a result of a violation of any safety rule, may result in the loss of worker's compensation benefits.

RULE 4. Horseplay and other acts that could potentially cause an accident or injury are prohibited.

RULE 5. Do not block access to exits, fire equipment, lighting or power panels or valves. Do not pile materials, bins, boxes, or other equipment in aisles or stairways or in a manner that would block entrance or exit. Fire doors and aisles must be kept clear.

RULE 6. All employees operating city vehicles must comply with all traffic laws (including speed limits, following signs and signals, stopping at Stop signs, wearing seat belts, etc.). Employees driving city vehicles must ensure that they have a valid driver's license in their possession.

RULE 7. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a phone call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short and if possible use hands-free (speakerphone/ear buds) devices and voice recognition dialing.

RULE 8. Safety belts shall be worn by **all occupants** at all times when city vehicles are in operation. Anyone riding in a City vehicle without properly wearing a seat belt

and drivers of City vehicles permitting anyone to ride in a City vehicle without properly wearing a seat belt are violating City policy, breaking the law, and may be disciplined, up to and including termination.

RULE 9. Employees shall use turn signals properly at all times.

RULE 10. For vehicles with tailgates, the employee shall ensure that they are up and locked any time the vehicle is in motion, or that they are properly flagged if carrying a load requiring the tailgate to be open.

RULE 11. Employees shall lock their vehicles when they are unattended.

RULE 12. Employees driving city of Foley vehicles or driving in the line and scope of employment shall not engage in text messaging while driving. Text messaging refers to reading from or entering data into any hand held or electronic device for the purpose of texting, emailing, instant messaging or engaging in any other form of electronic data retrieval or electronic data communication. This Safety Rule shall not apply to the use of the mobile data units installed in Foley Police and Foley Fire and Rescue Service vehicles.

RULE 13. Whenever any city vehicle is involved in an accident, employees shall immediately notify the Police Department and his/her supervisor and submit a completed city incident report form within 24 hours.

RULE 14. Employees shall attempt to keep the accident scene intact until a Police Officer arrives, and shall not volunteer any information (except name, address, and registration license number to the other party involved) to anyone except the investigating officer, supervisor and city attorney.

RULE 15. Employees should be familiar with the basic techniques for first aid so that they may provide emergency treatment to fellow employees. The City offers periodic training on first aid so that personnel can be knowledgeable of the treatment for traumatic shock, means of giving artificial respiration, and control of bleeding. Preplanning for a potential emergency situation is most valuable.

RULE 16. Due to potential hazards associated with blood-borne pathogens that cause diseases such as hepatitis B and AIDS, when administering any type of first aid, care shall be taken to limit or eliminate contact with blood and body fluids. Use of rubber gloves, goggles or safety glasses, and a specialized mask for administering CPR is recommended. Employees shall wash hands and other potentially contaminated body areas and remove all contaminated clothing immediately after administering first aid. Contaminated clothing or protective gear shall be disposed of in red bio-hazard bags located at the Fire Department. Employees shall immediately report all exposure to blood and body fluids so post-exposure care can be initiated.

RULE 17. Each facility shall have a first aid kit and the kit supplies shall be kept stocked. Employees shall be trained by their supervisor on the location, the contents, and the instructions given with the first aid kit. The City offers periodic training on first aid so that personnel can learn how to use this equipment and render treatment as may become necessary.

RULE 18. Any related spills must be cleaned up and disposed of immediately, using thick rubber gloves, disinfectants, and bleach.

RULE 19. Any equipment or surfaces contacted with blood or other potentially infectious materials must be cleaned and decontaminated using appropriate protective gear and supplies.

RULE 20. Any on-the-job exposure to blood or other body fluids must be reported promptly to one's supervisor.

Habitual Worker's Comp Claimant Counseling Guidelines

All employees that file more than two workers' compensation claims within a twelve month period should be counseled.

This process should not be designed in order to find fault, blame or punish the claimant and should be designed in such a way not to seem to the claimant as some form of interrogation. It should be structured as a "what can **we** do to help **you** avoid this from happening again".

- The purpose of the counseling should be to uncover the chain of events that led to the event of injury with a view to prevention.
- The reason for the counseling should be to help the employee to see the contributing elements that led to his/her injury. Again hopefully this will prevent recurrence.
- It should also give the employee an opportunity to make their own suggestions as to steps that need to be taken to help prevent that kind of accident from happening again.
- It could address the issue as to whether some additional equipment or some additional training would have helped prevent this accident.
- It should determine whether there are some current personnel or safety policies that need to be changed, added or rewritten in light of the accident.
- The process will also heighten the employee's accountability for their own safety and demonstrate that the employer takes its employee's safety seriously.

Motor Vehicle Operations Policy

Purpose: The City of Foley is committed to insuring that its fleet operations are conducted in a safe and efficient manner. This policy addresses specific responsibilities of those employed whose job duties require that they operate city vehicles or equipment and applies to the city of Foley employees of all categories. It is the responsibility of these employees to familiarize themselves with this policy and its requirements.

Definition of City Vehicle: A city vehicle is any vehicle or equipment that is owned, leased, rented or loaned to the city of Foley.

Driver's License Requirements:

- A. Prospective and current employees whose job duties include the operation of a city vehicle must be in possession of a valid and current driver's license to include the appropriate class of commercial license for the vehicle being operated. Under no circumstance shall a city employee whose license has been cancelled, revoked, suspended, or expired operate a city vehicle.
- B. Any employee whose job duties include the operation of a city vehicle, shall, within 24 (twenty-four) hours, notify his/her department head of any change in the status of their driver's license. Failure to immediately report a change in the status of a license shall result in disciplinary action.

Motor Vehicle Record (MVR) Requirements:

- A. Applicants for positions with the city of Foley that require driving a city vehicle will have his/her current MVR reviewed prior to employment. If the MVR has greater than 8 (eight) points in the preceding 24 (twenty-four) month period listed for traffic violations or a conviction or pending charge for driving under the influence during that period, that applicant will be disqualified for consideration. The Driver License Point system can be found on <http://dps.alabama.gov> or see below for a current list of offenses and their points.
- B. All employees whose job required a driver's license shall perform a MVR check every 3 (three) years during their anniversary month. Supervisors shall be responsible for verifying that all other employees have a valid driver's license prior to operating a city of Foley vehicle.
- C. Anytime a MVR for a current employee whose job duties include the operation of a city vehicle is found to have received more than 8 (eight) points in the preceding 24 (twenty-four) months (according to the points scale for the State of Alabama UTC defense codes), said employee shall be required to attend a city approved defense driving course at the City's expense. The employee will have 1

(one) month to present a certificate of completion to their department head or their driving privileges will be suspended until such certification is presented.

Seat Belt Use:

Seat belt use in city vehicles is mandatory for all drivers and passengers in city vehicles. Failure to utilize seat belts may result in disciplinary action. These offenses shall be treated as “Minor Offenses” in accordance with the city of Foley disciplinary action.

Driver License Point System:

Offense	Point Count
Speeding (1 to 25 mph over speed limit	2
Speeding (26 mph or more over the speed limit	5
Reckless Driving or reckless endangerment involving operating a motor vehicle	6
Failure to yield right of way	5
Passing stopped school bus	5
Wrong side of the road/Illegal passing	4
Following to closely	3
Disregarding traffic control device (stop sign, traffic light, etc)	3
All over moving violations	2
Inability to control vehicle	2
Improper lane	2
Drinking alcohol while operating a vehicle	2
Admin per se	6
Improper operation of a motorcycle	2
Fail to obey construction/maintenance zone markers/flagman/police officer/restricted lane	3
Emergency vehicles	2
Fail to signal/use incorrect turn signal	2
Making improper turn	2
Coasting	2
Unsafe Operation	2
Any conviction which resulted from a charge that involved the drinking of alcoholic beverages and the driving of a motor vehicle but did not require mandatory revocation of the driver license	6