SAFETY PROGRAM

YOU ARE THE

TO *SAFETY*

Revised 12/1994

SAFETY PROGRAM

for the

CITY OF WARNER ROBINS

PREPARED BY THE SAFETY COMMITTEE

ADOPTED BY MAYOR AND CITY COUNCIL

Revised 12/1994

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SAFETY PROGRAM

SECTION I: Authority

By the direction of the Mayor and Council a committee shall be appointed for the purpose of establishing and maintaining a comprehensive Safety Program for the City of Warner Robins. The committee shall consist of one Safety Coordinator and a Safety Officer for each of the respective divisions of the City. The Safety Risk Manager for the City of Warner Robins shall serve as Safety Coordinator for the City and be responsible for all administrative aspects of the committee and shall work under the supervision of the Human Resource Director. Each Safety Officer shall be appointed by the respective department or division head and confirmed by the Mayor. Department Directors shall be responsible for the application and enforcement of all aspects of the Safety Program.

The Committee as a whole shall recommend rules and regulations not inconsistent with previously adopted policies established and approved for the benefit and protection of all employees, citizens and customers of the City of Warner Robins. Such rules and regulations shall be in writing and each employee shall receive a copy of said rules and regulations. The committee shall meet on a regular basis not less than one regular meeting per month the first Wednesday of each month at 9:00 a.m.

SECTION II: Safety Rules and Regulations

The purpose of this section is to establish and maintain safety rules and regulations for the welfare and benefit of all city employees to insure a safe working environment and maintain efficient services to the citizens and customers of the City of Warner Robins.

A. Application

1. Every employee shall carefully study (not merely read) the city safety rules. Compliance with these safety rules is mandatory and is considered a requirement for employment.

2. If an employee is called upon to perform work that he considers hazardous and not properly protected, he shall bring the matter to the attention of his foreman before starting the work. If questions arise interpretation rests finally with the supervisor. However, in such cases the supervisor is still responsible for the safety of his employees.
3. These rules represent minimum requirements and are only intended to cover average conditions. Employees shall use good judgement in dealing with conditions not covered in these rules.

B. Employee Responsibility for Safety

1. Before starting a job, each employee shall thoroughly understand the work to be done, his part in the work, and the safety rules that apply.
2. All employees are responsible for exercising due care in the course of their work to prevent injuries to themselves, to their fellow workers, to the general public and to prevent damage to City and private property.

C. Reporting Injuries and Unsafe Conditions

1. Injuries, no matter how minor, shall be reported to the person in charge as soon as possible. The City requires that Workers' Compensation claims be filed in the Human Resources Office within forty-eight (48) hours of the injury.
2. Unsafe equipment, unsafe tools and potentially hazardous conditions shall be reported to the person or agency having responsibility, as soon as possible.

D. Intoxicating Beverages and Drugs

Use of intoxicating beverages or drugs on City premises or on the job or during working hours is prohibited and shall be sufficient cause for disciplinary action. Any employee under the influence of intoxicating beverages or drugs shall not be allowed on the job. This shall be grounds for immediate suspension pending discharge of said employee.

E. Conduct of Employees

Any act deemed irresponsible or unsafe on the part of any employee of the City of Warner Robins which causes, or develops a potential to cause, any form of injury or damage to persons or property, public or private, under the normal scope of City employment shall be grounds for immediate suspension pending discharge of said employee.

F. Safety Apparatus

1. Hard Hat -The Leader of each crew will determine when and where hard hats are to be worn.
2. Safety Vests - Vests will be worn by any individual working in traffic or in close proximity to the street.

SECTION 111. Vehicle Maintenance and Operation

At the start of each workday, every vehicle operator is to perform an inspection on his vehicle, using a vehicle inspection checklist. The inspection checklist will be turned in to the supervisor so that any needed repairs can be scheduled. The operator will be responsible for his equipment during these hours of operations. For your convenience, vehicle inspection checklists are available at the Maintenance Shop Office.

A. General

1. Only those employees specifically trained and authorized and who possess a valid license or permit for the equipment being used shall operate City owned motor vehicles or personally owned vehicles on City business.
2. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicles.
3. The driver shall drive at safe speeds no greater than that permitted by law. Traffic road and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
4. A driver shall not permit unauthorized persons to drive, operate or ride in or on a City vehicle.

5. Where seat belts are provided they shall be used.
6. Employees shall not permit anyone to ride on the running boards fenders or any part of the vehicle except on the seats or inside the body walls. Passengers shall not stand in moving vehicles. Driver will be responsible for control of his vehicle and passengers.
7. Employees shall not ride on trailers.
8. Employees shall not jump on or off vehicles in motion.

B. Operation

1. The operator of a motor vehicle shall clearly signal his intention of turning passing or stopping.
2. Upon a signal from an emergency vehicle approaching from the rear the driver of a City vehicle shall yield the right of way.
3. Drivers shall be prepared to stop and the right of way shall be yielded in all instances where necessary to avoid an accident.
4. The driver of a vehicle shall be courteous toward other operators and pedestrians. He shall operate his vehicle in a safe manner and shall yield the right of way to pedestrians or other vehicles when failure to do so might endanger any person or another vehicle.
5. The driver shall stay a sufficient distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.
6. Drivers shall exercise added caution when driving through residential and school zones.
7. When entering or leaving any building, enclosure, alley, or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.

8. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designate employee, who shall give his undivided attention to the movement.
9. All ignition systems shall be turned off and no smoking permitted while refueling. No smoking within 50 feet of gas pumps.

10. When proceeding down grade the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in lower gear on steep grades.

C. Parking

1. When vehicles must be parked on the roadway, they shall be parked on right hand side facing in the direction of traffic flow, whenever possible.
2. When parking on the roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than ten feet to the traveled road surface, appropriate warning devices shall be used.
3. Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors or red flags in accordance with state and local requirements .
4. Vehicles shall not be parked on bridges or over culverts except when necessary for work.
5. When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicles placed in the lowest gear, or "park" position, and the parking brake set. The front wheels shall be cut into the curb or if a curb is not present, the rear wheels shall be chocked.

D. Backing

1. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.
2. Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If another employee is present he shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safety.
3. When backing a vehicle the operator shall
   a. Keep a constant lookout during the entire time he is backing.
   b. Carefully check any blind areas.
   c. Back slowly.
   d. Watch both sides but do not depend entirely on mirrors.

e. In any difficult backing situation, enlist the help of another person on the ground as a guide.

E. Stopping on Highway

1. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning signals and lights shall be used.
2. Rotating beacon shall be used, if vehicle is so equipped
3. Taillights/emergency flashers shall be used.
4. Flares or reflectors shall be placed to give adequate advance warning.
5. If work is in progress, traffic control devices (together with flagmen, where necessary) shall be used.

F. Hauling Poles or Ladders

1. Poles, ladders, pipe, lumber, etc. shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.
2. Materials shall be securely fastened to prevent a hazard due to shifting.
3. Material that extends more than four feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, yellow lights or red reflectors/flags shall be used on loads extending beyond the vehicle.

G. Industrial Trucks -Fork Lifts

1. Industrial trucks shall be operated only by authorized persons who are qualified and trained in their use.
2. Brakes and controls shall be tested prior to use Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be reported immediately.
3. Equipment shall always be operated at a safe speed for existing conditions.
4. Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearance in all directions shall always be checked, particularly overhead clearances.

5. When picking up a load, forks shall be set squarely and as far as possible under the load. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible but high enough to clear uneven surfaces.
6. Loads shall not be suspended or swung over other persons. No one should be allowed to stand or walk under elevated forks.
7. The operator shall always face in the direction of travel.
8. On inclines, all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.
9. Sudden stops, which might spill the load, shall be avoided.
10. All loads shall be securely fastened or safely positioned to prevent tipping or falling.
11. Lift bars on forklift trucks, which are moveable or replaceable, shall be firmly in place by a proper securing pin. Jury-rigged devices, such as using a threaded bolt, shall not be permitted.
12. Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.
13. No one shall be allowed to ride the truck, forklift or other equipment other than the operator, except when seats are provided for that purpose.
14. When an industrial truck is left unattended (operator is 25 feet away or the vehicle is not in his view), the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes set. Wheels shall be chocked when the truck is parked on an incline.
15. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.

H. Hoisting Equipment, Cranes and Other Heavy Equipment

1. Only authorized persons shall be permitted in the cab or on the equipment. Only those designated persons who are trained and qualified shall operate the hoisting equipment.

2. No person shall be permitted to ride the hook, sling or load of any hoisting equipment.
3. Operating and maintenance procedures as specified by the manufacturer shall be followed.
4. The following are the minimum checks that shall be made daily prior to use:
   a. All control mechanisms for maladjustment interfering with proper operation.
   b. All safety devices for malfunction
   c. Deterioration or leakage in air or hydraulic systems.
   d. Hooks, slings and load attachment devices.
5. For the first lift of each day, the load shall be test lifted and the brakes checked (load lifted several inches and then tested).
6. With every load, the slings and bindings shall be checked and shall be readjusted as necessary to insure safety and stability.
7. All slings and other fittings shall be of sufficient strength, proper type and safe for their intended use.
8. Signals to the equipment operator shall be given by one person designated to perform this task. The operator shall, however, obey a stop signal given by anyone.

I. Hand Tools and Equipment

1. It shall be the responsibility of each employee to maintain whatever tools and equipment deemed necessary for the performance of his or her job in good working condition at all times.
2. Each employee shall be responsible for maintaining and utilizing any and all safety equipment and or apparel issued to the employee.
3. No employee shall use any tool or equipment in a manner that would reasonably be deemed an unsafe or irresponsible act.

J. Power Tools and Equipment

1. Only employees authorized by their department supervisor to operate power tools and power equipment shall operate such tools and equipment.

2. No employees shall operate power tools or equipment without proper instruction and designated safety devices.
3. Power tools and equipment shall be operated only in the designated manner for which said equipment was intended and according to manufacturer recommendation for safe operation.
4. It shall be the responsibility of the employee operating power tools and equipment to insure the safe operation of said equipment or tools in regard to other persons and property.
5. It shall be the responsibility of the employee operating the power tools and equipment to make sure the respective equipment is in safe and mechanically sound condition prior to operation.

SECTION IV: Enforcement

Any employee failing to observe any of the rules and regulations established herein shall be subject to receiving a verbal warning or written citation from his Department Director if such violation is reported by any safety officer who personally witnesses the violation or if the Department Director receives written or oral complaint from any three employees separately stating their observing of a flagrant and willful violation endangering life or property by any employee or whenever else the Department Director decides such action is necessary.

The Safety Committee will review all on-the-job injury report and all accidents involving city-owned motor vehicles that result in personal injury or property damages. The Committee will recommend to tile Department Director any action to be taken toward the employee injured on the job and to the driver or drivers of city vehicles involved in accidents.

SECTION V: Disciplinary Action

Any recommendation in writing from the Safety Committee to a Department Director shall be based on a review of the current accident. Upon receipt of the recommendation, the Department Director should take into consideration the total

accident record and the total employment record of the employee. The Safety Committee shall:

A. Receive from the Safety Coordinator all accident reports for review at the monthly meetings.

B. Hold monthly department safety meetings to include -The Department Director, Safety Representative(s), and any witnesses to accidents that occurred during the monthly. Meetings shall be held at 9:00am on the Wednesday prior to the monthly Safety Committee meeting to discuss the circumstances of the accident/injury. The Safety Representative will bring the information of the accident(s) to the Safety Committee meeting.

C. Based upon the information supplied by Safety Representative and Safety Coordinator, vote to determine whether the accident is "Preventable" or "Non-Preventable" against the employee(s) and/or supervisor(s) involved.

1. If the accident is "Preventable" due to items indicated below, the Committee shall notify the Department Director who should refer to the appropriate Disciplinary Action suggested by the Safety Committee. (See copy of form)
2. The Safety Committee Secretary shall keep records of each decision, so that future decisions recommending disciplinary action shall be consistent.
3. "Preventable" Injuries/Accidents. Examples of "Preventable" offenses include, but are not limited to:
   a. Willful violation (negligence, inattention, horseplay, under the influence of intoxicating beverages or drugs, accident resulting from unreported; unsafe condition
   b. Violation of job practices and procedures
   c. Failure to wear protective safety equipment such as safety glasses or goggles, hard hats, safety vests, bulletproof vest, gloves heavy work shoes or safety shoes.
   d. Lack of job training or education
   e. Improper use of tools or equipment
   f. Failure to report accident immediately or improper reporting of accident

g. Other acts where the facts warrant a finding that an employee was responsible for the injury/accident

4. Disciplinary Action -"Preventable" Injuries/Accidents

   The following is a suggested sequence for disciplinary action, although the severity of the accident should be taken into consideration:

   a. Written reprimand
   b. Collection of damages for injury to or loss of the city property up to the sum of $100.00
   c. Reduction in compensation without the range provided in the grade group
   d. Suspension without pay not to exceed (10) days or shift equivalent in any fiscal year
   e. Demotion
   f. Dismissal

5. "Preventable" Vehicular Accidents.

   Examples of "Preventable" offenses include, but are not limited to:

   a. Operating a City vehicle without a proper, valid Georgia Driver’s License
   b. Failure to report accident immediately or improper reporting of all accident
   c. Failure to call proper authorities for an investigation of the accident
   d. Accident resulting from failure to report repairs to vehicle.
   e. Accidents resulting from unattended vehicle and poor driving procedures
   f. Other acts where the facts warrant a finding that an employee was responsible for injury/accident

6. Disciplinary Action -"Preventable" Vehicular Accidents.

   The following is a suggested sequence for disciplinary action, although the severity of the accident should be taken into consideration:

   a. 1st preventable accident: The employee shall receive a written reprimand and be routed through a defensive driving course plus counseling by the immediate supervisor and the Department Director
   b. 2nd preventable accident: The employee shall receive a written reprimand and be routed through a defensive driving course plus counseling by the immediate

supervisor and the Department Director and pay the first $100.00 or cost, whichever is less.

c. 3rd preventable accident (within a 3 year period): The employee shall be suspended without pay for 24 work hours plus pay the first $100.00 or cost, whichever is less.

d. 4th preventable accident: The employee shall be suspended with pay pending discharge.

D. If, during the investigation of accidents, supervisors are found to have been negligent in their duties to train, discipline, or counsel employees in the safe and healthy performance of their duties, they will be given written reprimand or suspensions without pay for their failure to perform the duties as a supervisor.

E. Department Directors shall respond with their recommendation to the Safety Coordinator in the Department within 48 hours after receiving the Safety Committee Recommendation Form.

SECTION VI: Appeal Notice

Any employee who desires to appeal any disciplinary action must follow the appeals procedures outlined in Section 18-42 of the City Code.