

Attachment B
Safety Policy

CITY AND BOROUGH OF SITKA

Job Safety Policy

TABLE OF CONTENTS

	<u>Page</u>
Statement of Municipal Administrator	2503
Responsibility for Safety	2503
Safety Rules	2505
Accident Investigation	2506
Safety Training	2507
Record Keeping	2507
First Aid	2507
Safety Meetings	2507

SAFETY POLICY

The safety, health and well being of all employees is a major concern of the City and Borough of Sitka. Therefore, accident prevention is of primary importance. Safety will always take precedence over production demands and shortcuts should be avoided at all times.

The management of the municipality will take all practical steps to provide a safe and healthful work place. In its efforts to provide a safe work place, management has established the safety procedures outlined in the following pages. It is the responsibility of all personnel to comply with these procedures. It is expected that every employee will work to achieve the common goal of accident prevention.


Municipal Administrator


Safety Officer

RESPONSIBILITY FOR SAFETY

All employees of the City and Borough of Sitka are responsible for ensuring compliance with the city's safety program. To ensure policy conformance in daily operations, the training, verification, communication and reporting needs must be identified within the safety program. To encourage active employee participation, a Safety Committee including volunteer members from various departments shall assist the Safety Officer in program review. Supervisory personnel shall be responsible for safety training, investigations and communication. Senior management is responsible for program creation, evaluation and support. Employees are responsible for following safety regulations, reporting unsafe acts or conditions, reporting all accidents, maintaining safe work areas and cooperating with the intent of the safety program. Specific duties of each group in the safety program include, but are not limited to:

ALL EMPLOYEES

1. Report any unsafe working condition to immediate supervisor.
2. Keep individual work areas clean and safe.
3. Report ALL accidents immediately to immediate supervisor.
4. Follow all safety rules.
5. When in doubt – Ask your supervisor.
6. Maintain a positive attitude toward safety and cooperate fully to ensure a safe, healthful workplace for all employees.

Attachment B
Safety Policy

CITY AND BOROUGH OF SITKA

Job Safety Policy

TABLE OF CONTENTS

	<u>Page</u>
Statement of Municipal Administrator	2503
Responsibility for Safety	2503
Safety Rules	2505
Accident Investigation	2506
Safety Training	2507
Record Keeping	2507
First Aid	2507
Safety Meetings	2507

SUPERVISORY PERSONNEL

1. Responsible for ensuring safety of all employees under their management.
2. Responsible for documenting and training employees in safe working practices and safety regulations.
3. Remove all unsafe working conditions immediately upon discovery and ensure situation is resolved appropriately. Report all such activities to the Safety Officer.
4. Investigate any reported accident immediately and complete the approved city accident report within one working day. Provide reports to the Safety Officer.
5. Include "Safety Issues" on the agenda of all regular staff meetings.
6. Enforce all safety rules with a positive attitude and stress the importance of a safe working environment to all.

SAFETY COMMITTEE

1. Hold monthly meetings and participate in improving the safety of the work environment. During those meetings they will discuss, among other things, accident reports, safety audit results, changes to existing safety policies, etc,
2. Communicate the need for safety, the objective of the safety program and the importance of compliance to all fellow employees.
3. Report any potential safety program flaws or non-compliance work conditions to the Safety Officer.
4. Assist in reviewing safety program compliance and safety audits of functional areas.

SAFETY OFFICER

1. Oversee safety activities of all City Departments.
2. Evaluate safety procedures and activities to assure compliance with the safety policy.
3. Ensure safety training is performed and is adequate.
4. Review accident investigations and corrective action recommendations to ensure implementation.
5. Monitor the documented safety program to ensure effectiveness in achieving the objective of the safety policy. Recommend appropriate changes.
6. Manage safety inspections and audits to ensure safe working conditions.
7. Serve as a safety resource for Municipal personnel.

MUNICIPAL ADMINISTRATION

1. Provide guidelines for safety program operation.
2. Evaluate procedures to ensure compliance with the Municipal Safety Program.

3. Approve expenditures required to ensure a safe working environment and correction of any potential safety hazard.
4. Actively support and participate in the Municipal Safety Program.
5. Ensure adequate training programs are in place for all levels of employees.

SAFETY RULES

The Municipality's Safety Rules are an important part of the overall Safety Program. Because some activities and equipment represent potential for injury, definite guidelines are necessary in order to protect the employees. These following general Safety Rules as well as the Specific Safety Rules located on each piece of equipment are to be adhered to at all times. Production demands should not be the cause of employees short-cutting the appropriate policies and procedures specifically designed to ensure their safety.

Management has an open-door policy regarding safety. If in doubt, check it out. If there is reason to think that a job is unsafe, any employee can stop working and ask a foreman to determine whether the job is safe, without fear of sanctions.

Employees who do not follow the proper safety procedures will be subjected to disciplinary action and/or termination.

1. Any safety violations or concerns should be reported to a supervisor immediately. If an employee believes that their reported concern has not been satisfactorily addressed, he or she should contact a member of the Safety Committee.
2. An employee may, without fear of sanction, refuse to work under unsafe conditions posing an immediate danger of death or bodily injury. An employee may, without fear of sanction, refuse to perform a task unless proper and adequate personnel protective equipment and training is provided.
3. All accidents should be reported to an employee's supervisor immediately.
4. The use of alcohol or any controlled substances during working hours, including before work and during lunch hour, is strictly prohibited.
5. All extension cords should be inspected for fraying before being put into use. Extension cords shall be used only as a means of temporary wiring. Furthermore, extension cords shall not be run through holes in walls, doorways, walkways or run across pinch points or near moving parts of machinery.
6. All employees are required to wear personnel protective equipment and clothing suitable for the job they are doing.
7. Mechanical safeguards must always be kept in place. Saws or tools without their guards shall not be used at all. They shall be removed from the worksite until properly repaired.
8. Adjusting or re-adjusting machine set-ups while a machine is operating is prohibited.
9. Any confined space areas shall be so marked and anyone entering shall have proper personal protective equipment and confined space training.
10. Only authorized forklift drivers will be permitted to operate forklifts.
11. Work areas requiring personal protective equipment shall be so marked with signs.
12. Lockout/ Tagout Procedures should be followed for all machines taken out of service. Lockout/ Tagout is to be performed by only authorized and trained employees.
13. Safety equipment including seatbelts shall be used when operating any equipment or vehicle in which it is installed.

DISCIPLINE FOR NONCOMPLIANCE

Subject to the provisions of the personnel policies, disciplinary actions will be taken against any employee who fails to observe any safety policy or procedure outlined in this manual. Any foreman, supervisor or official of management, as soon as he/she becomes aware of any such failure, shall ensure that the following is taken:

FIRST OFFENSE. An oral warning must inform the employee of defects in performance or what he or she has done wrong and what corrective measures must be taken. The employee shall also be informed that a repetition of the infraction or conduct of a similar nature will result in further disciplinary action. The Supervisor or Department Head will complete a written record of the oral warning.

SECOND OFFENSE. A written reprimand will be issued for repetition within six (6) months of an infraction for which an oral warning has been given or for the commission of a similar infraction. A written reprimand may also be issued for conduct which is not a repetition of a prior infraction, but which in the opinion of the Supervisor or Department Head is serious enough, in light of all the circumstances and the employee's overall record, to justify stronger discipline than an oral warning. A written reprimand shall inform the employee that repetition of the infraction or conduct of a similar nature will result in a further appropriate discipline including suspension, demotion, or discharge.

THIRD OFFENSE. Further repetition of an infraction or similar conduct within six (6) months of a written reprimand will result in suspension without pay or demotion. Suspension without pay or demotion may also be imposed for conduct which is not a repetition of a prior infraction for which a written reprimand was issued, but which in the opinion of the Supervisor or Department Head is serious enough, in light of all the circumstances and the employee's overall record, to justify stronger discipline than an oral warning or written reprimand. At the time of a suspension without pay or demotion, the employee shall be informed in writing of the causes for the action taken and that repetition of the infraction or infractions or similar conduct will result in termination. Nothing herein shall prevent a Supervisor or Department Head from demoting any employee who fails to perform his or her duties at an acceptable level of competency, efficiency, and quality.

FOURTH OFFENSE. Further repetition of an infraction or similar conduct within six (6) months of a suspension without pay or demotion will result in discharge. Discharge may also be imposed for conduct which is not repetition of a prior infraction for which suspension without pay or demotion was given, but which in the opinion of the Supervisor or Department Head, is serious enough in light of all the circumstances and the employee's overall record, to justify stronger discipline than an oral warning, written reprimand, suspension without pay or demotion. At the time of notice of termination, the employee shall be informed in writing of the cause or causes for the termination.

N.B. No employee who is classified as exempt under the Fair Labor Standards Act will be docked pay for less than a week except for major safety violations.

NOTE: Except for major safety violations, non-hourly employees are not subject to suspensions without pay for periods of less than one week.

ACCIDENT INVESTIGATION

The objective of the City and Borough of Sitka's Safety Program is to provide a safe and healthy working environment for all employees. As a part of this program, the City has a responsibility to investigate all reported accidents regardless of severity. The intent of an accident investigation is to identify root causes and to eliminate any potential reoccurrence by implementing realistic corrective actions.

When an accident has occurred, employees involved in or witnessing the accident have a responsibility to report the incident to their immediate supervisor. Any requirement for first aid treatment should be dealt with immediately.

The immediate supervisor receiving report of an accident is responsible to initiate the accident investigation. Documentation of accidents shall be completed on the municipality approved accident report form within one business day. The supervisor shall investigate how the accident occurred and immediate actions taken to correct the deficiency. The supervisor shall complete the identification, incident and analysis sections of the accident report. Recommended controls or corrective actions should be completed jointly between the supervisor and/ or Safety Officer. The supervisor shall sign and date the report and provide it to the Municipal Safety Officer no later than one full working day following the accident. The Municipal Safety Officer shall utilize provided information with the Safety Committee to implement or recommend corrective actions. This information shall be entered on the accident report.

All accident reports shall be reviewed by the Safety Committee to ensure corrective actions have been implemented and were effective. Following notation of this review and approval, the Safety Officer shall file the accident report as completed in the safety program files.

The Municipal Safety Officer shall be notified as soon as priorities allow if: a) Property damage is assessed at greater than \$1000; or b) A serious injury or fatality occurs.

SAFETY TRAINING

The City and Borough of Sitka is committed to providing its employees with the proper training necessary to ensure that they can perform their jobs without placing themselves at risk of injury. All employees will be given training upon employment and on an ongoing basis as indicated.

All training will be documented in writing, signed by the trainer and trainee, and included in the trainee's personnel file.

Training is an important part of the overall Safety Program. Employees must participate in required training and give 100% commitment to fully understanding and utilizing the training in their jobs on a daily basis.

RECORD KEEPING

The Personnel Officer will be responsible for maintaining the OSHA Log 300 up-to-date at all times. This log will retain all required information. OSHA 300 Logs from the prior five calendar years as well as the current year will be maintained.

In addition, all inspection checklists, accident reports, and first aid logs will be maintained by the respective departments and held along with the OSHA log for five years. Training records will be maintained in each employee's personnel file also under the control of the department heads.

FIRST AID

Certain individuals in each department are specially trained in first aid and should be contacted to provide any medical treatment. Recertification will be provided as needed. These individuals are also responsible for calling for additional outside medical assistance if necessary. If none of these individuals are available, common sense should apply and any employee may call 911.

Employees of each department are responsible for knowing where first aid supplies are located in each vehicle and in each building of that department.

SAFETY MEETINGS

Safety meetings are an important part of the overall Safety Program. It is through these meetings that specific safety issues may be discussed and potential safety problems identified. Each department supervisor will hold monthly safety meetings.

The purpose of a Safety Meeting is to allow supervisors and employees to exchange information,

discuss audit results, review new safety procedures, identify new chemicals introduced to the plan, and introduce any required training programs.

Each employee shall sign an attendance sheet indicating that they were present for that meeting. The supervisor will prepare a brief outline of the items discussed and initial the attendance sheet. The outline and attendance sheets will be kept in a secure file.

In addition, as discussed earlier in this manual, the municipality has a Safety Committee which meets on a monthly basis. The Municipal Safety Officer may be contacted for a list of those employees on the Safety Committee.

See page 2504 for specific duties of the Safety Committee.

From time to time the Safety Officer may select other employees to serve on the committee on a short term rotating basis to supplement the core committee.

SUPERVISORY PERSONNEL

1. Responsible for ensuring safety of all employees under their management.
2. Responsible for documenting and training employees in safe working practices and safety regulations.
3. Remove all unsafe working conditions immediately upon discovery and ensure situation is resolved appropriately. Report all such activities to the Safety Officer.
4. Investigate any reported accident immediately and complete the approved city accident report within one working day. Provide reports to the Safety Officer.
5. Include "Safety Issues" on the agenda of all regular staff meetings.
6. Enforce all safety rules with a positive attitude and stress the importance of a safe working environment to all.

SAFETY COMMITTEE

1. Hold monthly meetings and participate in improving the safety of the work environment. During those meetings they will discuss, among other things, accident reports, safety audit results, changes to existing safety policies, etc,
2. Communicate the need for safety, the objective of the safety program and the importance of compliance to all fellow employees.
3. Report any potential safety program flaws or non-compliance work conditions to the Safety Officer.
4. Assist in reviewing safety program compliance and safety audits of functional areas.

SAFETY OFFICER

1. Oversee safety activities of all City Departments.
2. Evaluate safety procedures and activities to assure compliance with the safety policy.
3. Ensure safety training is performed and is adequate.
4. Review accident investigations and corrective action recommendations to ensure implementation.
5. Monitor the documented safety program to ensure effectiveness in achieving the objective of the safety policy. Recommend appropriate changes.
6. Manage safety inspections and audits to ensure safe working conditions.
7. Serve as a safety resource for Municipal personnel.

MUNICIPAL ADMINISTRATION

1. Provide guidelines for safety program operation.
2. Evaluate procedures to ensure compliance with the Municipal Safety Program.

3. Approve expenditures required to ensure a safe working environment and correction of any potential safety hazard.
4. Actively support and participate in the Municipal Safety Program.
5. Ensure adequate training programs are in place for all levels of employees.

SAFETY RULES

The Municipality's Safety Rules are an important part of the overall Safety Program. Because some activities and equipment represent potential for injury, definite guidelines are necessary in order to protect the employees. These following general Safety Rules as well as the Specific Safety Rules located on each piece of equipment are to be adhered to at all times. Production demands should not be the cause of employees short-cutting the appropriate policies and procedures specifically designed to ensure their safety.

Management has an open-door policy regarding safety. If in doubt, check it out. If there is reason to think that a job is unsafe, any employee can stop working and ask a foreman to determine whether the job is safe, without fear of sanctions.

Employees who do not follow the proper safety procedures will be subjected to disciplinary action and/or termination.

1. Any safety violations or concerns should be reported to a supervisor immediately. If an employee believes that their reported concern has not been satisfactorily addressed, he or she should contact a member of the Safety Committee.
2. An employee may, without fear of sanction, refuse to work under unsafe conditions posing an immediate danger of death or bodily injury. An employee may, without fear of sanction, refuse to perform a task unless proper and adequate personnel protective equipment and training is provided.
3. All accidents should be reported to an employee's supervisor immediately.
4. The use of alcohol or any controlled substances during working hours, including before work and during lunch hour, is strictly prohibited.
5. All extension cords should be inspected for fraying before being put into use. Extension cords shall be used only as a means of temporary wiring. Furthermore, extension cords shall not be run through holes in walls, doorways, walkways or run across pinch points or near moving parts of machinery.
6. All employees are required to wear personnel protective equipment and clothing suitable for the job they are doing.
7. Mechanical safeguards must always be kept in place. Saws or tools without their guards shall not be used at all. They shall be removed from the worksite until properly repaired.
8. Adjusting or re-adjusting machine set-ups while a machine is operating is prohibited.
9. Any confined space areas shall be so marked and anyone entering shall have proper personal protective equipment and confined space training.
10. Only authorized forklift drivers will be permitted to operate forklifts.
11. Work areas requiring personal protective equipment shall be so marked with signs.
12. Lockout/ Tagout Procedures should be followed for all machines taken out of service. Lockout/ Tagout is to be performed by only authorized and trained employees.
13. Safety equipment including seatbelts shall be used when operating any equipment or vehicle in which it is installed.

DISCIPLINE FOR NONCOMPLIANCE

Subject to the provisions of the personnel policies, disciplinary actions will be taken against any employee who fails to observe any safety policy or procedure outlined in this manual. Any foreman, supervisor or official of management, as soon as he/she becomes aware of any such failure, shall ensure that the following is taken:

FIRST OFFENSE. An oral warning must inform the employee of defects in performance or what he or she has done wrong and what corrective measures must be taken. The employee shall also be informed that a repetition of the infraction or conduct of a similar nature will result in further disciplinary action. The Supervisor or Department Head will complete a written record of the oral warning.

SECOND OFFENSE. A written reprimand will be issued for repetition within six (6) months of an infraction for which an oral warning has been given or for the commission of a similar infraction. A written reprimand may also be issued for conduct which is not a repetition of a prior infraction, but which in the opinion of the Supervisor or Department Head is serious enough, in light of all the circumstances and the employee's overall record, to justify stronger discipline than an oral warning. A written reprimand shall inform the employee that repetition of the infraction or conduct of a similar nature will result in a further appropriate discipline including suspension, demotion, or discharge.

THIRD OFFENSE. Further repetition of an infraction or similar conduct within six (6) months of a written reprimand will result in suspension without pay or demotion. Suspension without pay or demotion may also be imposed for conduct which is not a repetition of a prior infraction for which a written reprimand was issued, but which in the opinion of the Supervisor or Department Head is serious enough, in light of all the circumstances and the employee's overall record, to justify stronger discipline than an oral warning or written reprimand. At the time of a suspension without pay or demotion, the employee shall be informed in writing of the causes for the action taken and that repetition of the infraction or infractions or similar conduct will result in termination. Nothing herein shall prevent a Supervisor or Department Head from demoting any employee who fails to perform his or her duties at an acceptable level of competency, efficiency, and quality.

FOURTH OFFENSE. Further repetition of an infraction or similar conduct within six (6) months of a suspension without pay or demotion will result in discharge. Discharge may also be imposed for conduct which is not repetition of a prior infraction for which suspension without pay or demotion was given, but which in the opinion of the Supervisor or Department Head, is serious enough in light of all the circumstances and the employee's overall record, to justify stronger discipline than an oral warning, written reprimand, suspension without pay or demotion. At the time of notice of termination, the employee shall be informed in writing of the cause or causes for the termination.

N.B. No employee who is classified as exempt under the Fair Labor Standards Act will be docked pay for less than a week except for major safety violations.

NOTE: Except for major safety violations, non-hourly employees are not subject to suspensions without pay for periods of less than one week.

ACCIDENT INVESTIGATION

The objective of the City and Borough of Sitka's Safety Program is to provide a safe and healthy working environment for all employees. As a part of this program, the City has a responsibility to investigate all reported accidents regardless of severity. The intent of an accident investigation is to identify root causes and to eliminate any potential reoccurrence by implementing realistic corrective actions.

When an accident has occurred, employees involved in or witnessing the accident have a responsibility to report the incident to their immediate supervisor. Any requirement for first aid treatment should be dealt with immediately.

The immediate supervisor receiving report of an accident is responsible to initiate the accident investigation. Documentation of accidents shall be completed on the municipality approved accident report form within one business day. The supervisor shall investigate how the accident occurred and immediate actions taken to correct the deficiency. The supervisor shall complete the identification, incident and analysis sections of the accident report. Recommended controls or corrective actions should be completed jointly between the supervisor and/ or Safety Officer. The supervisor shall sign and date the report and provide it to the Municipal Safety Officer no later than one full working day following the accident. The Municipal Safety Officer shall utilize provided information with the Safety Committee to implement or recommend corrective actions. This information shall be entered on the accident report.

All accident reports shall be reviewed by the Safety Committee to ensure corrective actions have been implemented and were effective. Following notation of this review and approval, the Safety Officer shall file the accident report as completed in the safety program files.

The Municipal Safety Officer shall be notified as soon as priorities allow if: a) Property damage is assessed at greater than \$1000; or b) A serious injury or fatality occurs.

SAFETY TRAINING

The City and Borough of Sitka is committed to providing its employees with the proper training necessary to ensure that they can perform their jobs without placing themselves at risk of injury. All employees will be given training upon employment and on an ongoing basis as indicated.

All training will be documented in writing, signed by the trainer and trainee, and included in the trainee's personnel file.

Training is an important part of the overall Safety Program. Employees must participate in required training and give 100% commitment to fully understanding and utilizing the training in their jobs on a daily basis.

RECORD KEEPING

The Personnel Officer will be responsible for maintaining the OSHA Log 300 up-to-date at all times. This log will retain all required information. OSHA 300 Logs from the prior five calendar years as well as the current year will be maintained.

In addition, all inspection checklists, accident reports, and first aid logs will be maintained by the respective departments and held along with the OSHA log for five years. Training records will be maintained in each employee's personnel file also under the control of the department heads.

FIRST AID

Certain individuals in each department are specially trained in first aid and should be contacted to provide any medical treatment. Recertification will be provided as needed. These individuals are also responsible for calling for additional outside medical assistance if necessary. If none of these individuals are available, common sense should apply and any employee may call 911.

Employees of each department are responsible for knowing where first aid supplies are located in each vehicle and in each building of that department.

SAFETY MEETINGS

Safety meetings are an important part of the overall Safety Program. It is through these meetings that specific safety issues may be discussed and potential safety problems identified. Each department supervisor will hold monthly safety meetings.

The purpose of a Safety Meeting is to allow supervisors and employees to exchange information,

discuss audit results, review new safety procedures, identify new chemicals introduced to the plan, and introduce any required training programs.

Each employee shall sign an attendance sheet indicating that they were present for that meeting. The supervisor will prepare a brief outline of the items discussed and initial the attendance sheet. The outline and attendance sheets will be kept in a secure file.

In addition, as discussed earlier in this manual, the municipality has a Safety Committee which meets on a monthly basis. The Municipal Safety Officer may be contacted for a list of those employees on the Safety Committee.

See page 2504 for specific duties of the Safety Committee.

From time to time the Safety Officer may select other employees to serve on the committee on a short term rotating basis to supplement the core committee.