

LOSS PREVENTION

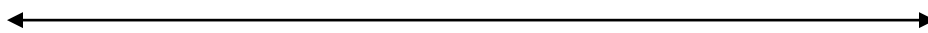
AND

SAFETY MANUAL

ADOPTED AND REVISED:
NOVEMBER 24, 2014



TOWN OF COLLIERVILLE



T E N N E S S E E

TABLE OF CONTENTS**1. INTRODUCTION (I)**

I	Section Contents
I-010	Purpose and Policy Statements
I-020	Definition of Terms

2. SAFETY PROGRAM AUTHORITY**3. PLAN OF OPERATION (P)**

P-	Section Contents
P-010	Purpose and Coverage
P-020	Definitions
P-030	Employer's Rights and Duties
P-040	Employee's Rights and Duties
P-050	Administration
P-060	Standards Authorized
P-070	Variance Procedures
P-080	Recordkeeping and Reporting
P-090	Employee Complaint Procedure
P-0100	Education and Training
P-0110	General Inspection Procedures
P-0120	Imminent Danger Procedures
P-0130	Abatement Orders and Hearings
P-0140	Penalties
P-0150	Confidentiality of Privileged Information
P-0160	Discrimination Investigations and Sanctions
P-0170	Compliance with Other Laws Not Excused

APPENDICES

AP-010	Organizational Chart Totals
AP-020	Safety and Health Organizational Chart
AP-030	Occupational Safety and Health Program Plan - Employee Notification
AP-040	Occupational Safety and Health Plan Program Budget
AP-050	Occupational Safety and Health Program Plan Accident Reporting Procedures

4. RESPONSIBILITIES (R)

R-	Section Contents
R-010	Management's Responsibilities for Safety
R-020	Supervisor's Responsibilities for Safety
R-030	Employee's Responsibilities for Safety
R-040	Safety Program Administrator's Responsibilities for Safety
R-050	Safety Suggestions
R-060	Safety Committee
R-070	Compliance and Enforcement
R-080	Communication

5. FIRE PREVENTION AND EMERGENCY ACTION PLAN (F)

F-	Section Contents
F-010	Fire Classification and Equipment

TABLE OF CONTENTS

F-020	Fire Extinguisher Training
F-030	Fire Emergency Action Plan
F-040	Fire Prevention Housekeeping
F-050	Flammable Liquid Storage and Handling
F-060	Emergency Exits
F-070	Smoking

6. FIRST AID AND ACCIDENT INVESTIGATION (FA)

FA-	Section Contents
FA-010	First Aid
FA-020	Medical Emergency Procedures
FA-030	Accident/Exposure Investigation
FA-040	Procedures for Investigation of Accidents
FA-050	First Report of Work Injury or Illness
FA-060	Supervisor's Investigative Report

7. FLEET AND DRIVER SAFETY PROGRAM (FL)

FL-	Section Contents
FL-010	Administration and Coordination
FL-020	Vehicle Use Policy: Statement of Purpose
FL-030	Vehicle Use Policy: Driver Selection and Training
FL-040	Driver Safety Rules
FL-050	Defensive Driving Rules
FL-060	What To Do In Case of an Accident
FL-070	Vehicle Use Policy: Accident Investigation
FL-080	Vehicle Inspection and Preventative Maintenance

8. GENERAL SAFE WORK PRACTICES (G)

G-	Section Contents
G-010	Rules Governing Safe Work Practices
G-020	Interpretation of Safe Work Practices
G-030	Procedures in Case of Accident/Injury
G-040	Emergencies
G-050	Protection of the General Public – Visitors
G-060	Cold Weather Safety
G-070	Heat Stress Management

9. HAZARD COMMUNICATION PLAN (HZ)

HZ-	Section Contents
HZ-010	Hazard Communication Plan
HZ-020	Hazard Identification and Assessment
HZ-030	Hazard Prevention, Correction, and Control
HZ-040	Chemical Inventory Worksheet Instructions
HZ-050	Work Area Hazard Chemical List (HCL)

10. HOUSEKEEPING (H)

H-	Section Contents
----	------------------

TABLE OF CONTENTS

H-010 Safe Housekeeping Practices

11. INSPECTIONS (IN)

IN- Section Contents
 IN-010 Inspections
 IN-020 Record Keeping
 IN-030 Building(s) Safety Inspection Form
 IN-040 Building(s) Safety Comments and Recommendation Form
 IN-050 Parks and Athletic Complex Safety Inspection Form
 IN-060 Parks and Athletic Complex Safety Comments and Recommendation Form
 IN-070 Notice of Safety Violation Form

12. MATERIAL HANDLING AND STORAGE (M)

M- Section Contents
 M-010 Rules for Material Handling
 M-020 Proper Lifting and Carrying Techniques
 M-030 Pulling and Prying
 M-040 Storage and Handling
 M-050 Nails and Banding Materials

13. PROTECTIVE EQUIPMENT AND SAFE WORKING PRACTICES (PE)

PE- Section Contents
 PE-010 Safety Practices
 PE-020 Personal Clothing and Accessories While on Duty
 PE-030 Head Protection
 PE-040 Foot Protection
 PE-050 Eye Protection
 PE-060 Respirator Protection
 PE-070 Hand Protection
 PE-080 Hearing Conservation
 PE-090 High Visibility Vest

14. OFFICE AND CLERICAL SAFE WORKING PRACTICES (O)

O- Section Contents
 O-010 Office and Clerical Safe Working Practices – General
 O-020 Office Machines and Equipment
 O-030 Office Furniture, File Cabinets, and Fans
 O-040 Office Ergonomics

15. SHOP AND JOB-SITE SAFE WORK PRACTICES (S)

S- Section Contents
 S-010 Shop Safety Guidelines
 S-020 Hand Tool Safety
 S-030 Power Tool Safety
 S-040 Pneumatic (Compressed Air) Tool Safety
 S-041 Checklist for Abrasive Wheel Equipment Grinders

TABLE OF CONTENTS

S-050 Ladders and Scaffolds

16. TRAINING (T)

- T- Section Contents
- T-010 Training and Instruction
- T-020 Job Safety Training
- T-030 Training Documentation
- T-040 Department Safety Training Report
- T-050 Employee Safety Training Attendance Report

INTRODUCTION

1. Introduction

- I- Section Contents
- I-010 Purpose and Policy Statements
- I-020 Definitions of Terms

PURPOSE AND POLICY STATEMENTS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

The Board of Mayor and Aldermen and management have a sincere concern for the welfare and safety of Town employees and the public we serve. We acknowledge our obligation, as an employer, to provide the safest possible working conditions for employees and, as a government services organization, to provide a safe environment for the public.

Most accidents are preventable and no part of the service we render should ever become so important that it will endanger the life of an employee or jeopardize the safety of the general public. It is with this conviction that we are instituting the "Town of Collierville Loss Prevention and Safety Manual" and directing department heads and supervisors to assist in implementing the procedures set forth in this manual, as well as, developing and administering an effective safety program.

To be successful, management and supervisory personnel must provide informed leadership and adequate supervision, job training and safety instructions, secure prompt medical care if an injury occurs, and safeguard the physical and mental welfare of employees. All employees are charged with the responsibility of cooperating with, and supporting safety program activities.

I. PURPOSE

The purpose of establishing a defined Loss Prevention and Safety Manual is to prevent and/or substantially decrease all types of occupational accidents and illnesses. It is the goal of the Town of Collierville and its employees to increase productivity by securing a work environment free of safety hazards. This will reduce losses incurred by the Town and its taxpayers.

The occupational safe work practices outlined in this document are applicable to all employees of the Town of Collierville. Every job is designed to serve the public, and, in the performance of this service, the safety of all employees and the public is paramount. Employees are expected to familiarize themselves with, and abide by, job procedures and safety guidelines specific to their respective departments.

II. POLICY STATEMENT

It is the policy of the Town of Collierville to administer its programs so that employees work under safe and healthy conditions, seek out and correct unsafe conditions, eliminate unsafe acts, and make accident prevention their primary responsibility.

Therefore, incident prevention is not separate from, nor is it in addition to, normal job procedures. It is the combination of safe work procedures, safe conditions and equipment, and a total commitment to safety that is an integral part of the Town operations.

PURPOSE AND POLICY STATEMENTS

All employees should receive documented orientation and periodic training detailing responsibilities and procedures for developing and maintaining safe working environments, which are detailed in the Loss Prevention and Safety Manual.

This manual should be reviewed annually and updated as necessary to address changes instituted by OSHA, TOSHA, and the Town.

Please show your support by demonstrating the following:

1. OBSERVING TOWN SAFETY RULES.
2. KEEPING WORK AREAS FREE OF UNSAFE CONDITIONS.
3. AVOIDING AND ELIMINATING UNSAFE ACTS.
4. PROMPTLY REPORTING UNSAFE ACTS AND CONDITIONS.
5. REPORTING ALL INCIDENTS IMMEDIATELY.

Any constructive criticism or suggestions toward improving the Town's loss prevention or safety program will be given prompt and careful consideration.

DEFINITION OF TERMS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Gender: This manual, when necessary, employs the masculine third person pronouns, “he,” “him,” and “his.” These terms refer to either gender.

Management: For the purpose of this manual the term management refers to all department heads, division supervisors, the Town Administrator and the Board of Mayor and Aldermen.

Supervisor: Any employee directly responsible for the supervision and operation of assigned Town personnel. This includes line supervisors, team leaders, and those responsible for supervising volunteers and court-ordered workers, etc.

SAFETY PROGRAM AUTHORITY

RESOLUTION 2013 - 18

A RESOLUTION TO AMEND AND RESTATE THE TOWN OF COLLIERVILLE OCCUPATIONAL AND SAFETY HEALTH PROGRAM.

WHEREAS, the Town maintains an effective Occupational Safety and Health Program ("Program") for its employees; and,

WHEREAS, the Town periodically reviews its Occupational Safety and Health Program and such review has recently occurred; and,

WHEREAS, in accordance with the Town's Code of Ordinances, Section 35.02 (F), amendments or revisions to the Town of Collierville Occupational Safety and Health Program may be recommended for adoption by the Town Administrator by resolution of the Board of Mayor and Aldermen, and such amendments or revisions shall become effective upon approval of the resolution by the Board of Mayor and Aldermen; and,

WHEREAS, the Town Administrator recommends that the Board of Mayor and Aldermen adopt the Town of Collierville Occupational Safety and Health Program shown on Attachment A hereto in replacement of the existing Program; and,

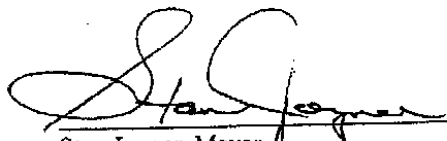
WHEREAS, the Board of Mayor and Aldermen has determined that it should adopt the amended and restated Town of Collierville Occupational and Safety Health Program.

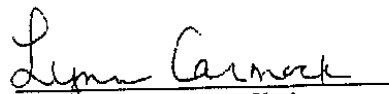
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN FOR THE TOWN OF COLLIERVILLE, TENNESSEE THAT:

Section 1. The amended and restated Town of Collierville Occupational Safety and Health Program recommended by the Town Administrator and shown on Attachment A is hereby adopted by the Board of Mayor and Aldermen and replaces the existing Program.

Section 2. BE IT FURTHER RESOLVED that the Town of Collierville Occupational Safety and Health Program shown as Attachment A shall become effective immediately upon passage of this resolution.

Adopted this the 25th day of March, 2013.


Stan Joyner, Mayor


Lynn Carmack, Town Clerk

PLAN OF OPERATION

EFFECTIVE DATE:

3. Plan of Operation

- P- Section Contents
- P-010 Purpose and Coverage
- P-020 Definitions
- P-030 Employer's Rights and Duties
- P-040 Employee's Rights and Duties
- P-050 Administration
- P-060 Standards Authorized
- P-070 Variance Procedures
- P-080 Recordkeeping and Reporting
- P-090 Employee Complaint Procedure
- P-100 Education and Training
- P-110 General Inspection Procedures
- P-120 Imminent Danger Procedures
- P-130 Abatement Orders and Hearings
- P-140 Penalties
- P-150 Confidentiality of Privileged Information
- P-160 Discrimination Investigations and Sanctions
- P-170 Compliance with Other Laws Not Excused

APPENDICES

- AP-010 Organizational Chart Totals
- AP-020 Safety and Health Organizational Chart
- AP-030 Occupational Safety and Health Program Plan - Employee Notification
- AP-040 Occupational Safety and Health Plan Program Budget
- AP-050 Occupational Safety and Health Program Plan Accident Reporting Procedures

**PLAN OF OPERATION – PURPOSE AND
COVERAGE**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program for the employees of the Town of Collierville.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Town of Collierville in electing to update and maintain an effective occupational safety and health program for its employees:

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine program effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the occupational safety and health program.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

PLAN OF OPERATION - DEFINITIONS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

II. DEFINITIONS

For the purposes of this program, the following definitions apply:

- a. **COMMISSIONER OF LABOR AND WORKFORCE DEVELOPMENT** means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. **EMPLOYER** means the Town of Collierville and includes each administrative department, board, commission, division, or other agency of the Town of Collierville.
- c. **DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH** or **DIRECTOR** means the person designated by the establishing Ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the occupational safety and health program for the employees of the Town of Collierville. The Director for the Town of Collierville shall be the Town Administrator.
- d. **INSPECTOR(S)** means the individual(s) appointed or designated by the Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Director of Occupational Safety and Health.
- e. **APPOINTING AUTHORITY** means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal therefrom for a specific department, board, commission, division, or other agency of this employer.
- f. **EMPLOYEE** means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as volunteers provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. **PERSON** means one or more Individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. **STANDARD** means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.

PLAN OF OPERATION - DEFINITIONS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

- i. **IMMINENT DANGER** means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. **ESTABLISHMENT** or **WORKSITE** means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. **SERIOUS INJURY** or **HARM** means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. a part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s) or loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. a part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. **ACT** or **TOSHAct** shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. **GOVERNING BODY** means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. **CHIEF EXECUTIVE OFFICER** means the chief administrative official, County Judge, County Chairman, Mayor, City Manager, General Manager, etc., as may be applicable. The Chief Executive Officer for the Town of Collierville shall be the Town Administrator.

**PLAN OF OPERATION – EMPLOYER’S RIGHTS
AND DUTIES**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from any unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this program are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this program.

**PLAN OF OPERATION – EMPLOYEE’S RIGHTS
AND DUTIES**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSHAct or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this program, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of Subsection (h) of this section may file a complaint alleging such discrimination with the Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

**PLAN OF OPERATION – EMPLOYEE’S RIGHTS
AND DUTIES**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

- j. Nothing in this or any other provisions of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others, or when a medical examination may be reasonably required for performance of a specific job.

- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Director in accordance with Appendix V.

PLAN OF OPERATION - ADMINISTRATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

ADMINISTRATION

- a. The Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program.
 1. The Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this program.
 2. The Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Director.
 3. The Director shall employ measures to coordinate to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this program.
 4. The Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this program.
 5. The Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section I of this plan.
 6. The Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. The Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this occupational safety and health program within their respective areas.
 1. The administrative or operational head shall follow the directions of the Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards

PLAN OF OPERATION - ADMINISTRATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

violations that may exist and make an attempt to immediately correct such hazards or violations.

4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Director along with his findings and/or recommendations in accordance with APPENDIX V of this plan.

PLAN OF OPERATION - STANDARDS**AUTHORIZED**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

The standards adopted under this program are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 or which may. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-11 are the standards and rules invoked.

PLAN OF OPERATION - VARIANCE PROCEDURE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

The Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.

PLAN OF OPERATION - VARIANCE PROCEDURE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

- ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has an effective program for coming into compliance with the standard as quickly as possible.
- 2. The employee is engaged in an experimental program as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

PLAN OF OPERATION – RECORDKEEPING AND REPORTING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

- a. Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the Internet. Go to www.osha.gov and click on Recordkeeping Forms located on the home page.
- b. The position responsible for record keeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix II to this plan.
- c. Details of how reports of occupational accidents, injuries, and illnesses will reach the record keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix V to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, AS AUTHORIZED BY T.C.A., Title 50.

**PLAN OF OPERATION – EMPLOYEE COMPLAINT
PROCEDURE**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section I of this plan).
- b. Upon receipt of the complaint letter, the Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

PLAN OF OPERATION – EDUCATION AND TRAINING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

- a. Director and/or Compliance Inspector(s):
 1. Arrangements will be made for the Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of seminars can be obtained.
 2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

- b. All Employees (including Managers and Supervisory personnel): A suitable safety and health training program for employees will be established. This program will, as a minimum:
 1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury (such as falls, electrocution, crushing injuries (e.g. trench cave-ins), and being struck by material or equipment).
 2. Instruct employees who are required to handle poisons, acids, caustics, explosives, and other harmful or dangerous substances (including carbon monoxide and chlorine) in the safe handling and use of such items and make them aware of the potential hazards, proper handling procedures, personal protective measures, personal hygiene, etc., which may be required.
 3. Instruct employees who may be exposed to environments where harmful plants or animals are present of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
 4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
 5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. "Confined or enclosed space" means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4') in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards

PLAN OF OPERATION – EDUCATION AND TRAINING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

or regulations that apply to work in dangerous or potentially dangerous areas.

- iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

PLAN OF OPERATION – GENERAL INSPECTION

SUPERSEDES No.:

PROCEDURES

EFFECTIVE DATE:

PAGE No.: 1 of 2

It is the intention of the governing body and responsible officials to have an occupational safety and health program that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this program, the Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create a misleading impression of conditions in an establishment.
 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of

**PLAN OF OPERATION – GENERAL INSPECTION
PROCEDURES**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

- h. The Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Director.
 - 2. Records are made of the inspections and of any discrepancies found and are forwarded to the Director.

- i. The Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Said inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

PLAN OF OPERATION – IMMINENT DANGER

SUPERSEDES No.:

PROCEDURES

EFFECTIVE DATE:

PAGE No.: 1 of 1

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
 1. The Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged imminent danger situation is determined to have merit by the Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitute an imminent danger, the Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 6. A written report shall be made by or to the Director describing in detail the imminent danger and its abatement. This report will be maintained by the Director in accordance with subsection (i) of Section XI of this plan.
- a. Refusal to Abate.
 1. Any refusal to abate an imminent danger situation shall be reported to the Director and/or Chief Executive Officer immediately.
 2. The Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

**PLAN OF OPERATION – ABATEMENT ORDERS
AND HEARINGS**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

- a. Whenever, as a result of an inspection or investigation, the Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post, or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to be violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.

- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

PLAN OF OPERATION – PENALTIES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this program.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand
 2. Written reprimand
 3. Suspension for three (3) or more working days
 4. Termination of employment

**PLAN OF OPERATION – CONFIDENTIALITY OF
PRIVILEGED INFORMATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

All information obtained by or reported to the Director pursuant to this plan of operation or the legislation (Ordinance, or executive order) enabling this occupational safety and health program which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this program or when relevant in any proceeding under this program. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

**DISCRIMINATION INVESTIGATION AND
SANCTIONS**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency or Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

**PLAN OF OPERATION – COMPLIANCE WITH
OTHER LAWS NOT EXCUSED**

POLICY No.: **P-0170**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

- a. Compliance with any other law, statute, Ordinance, or executive order, as applicable, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this program.

- b. Compliance with any provisions of this program or any standard, rule, regulation, or order issued pursuant to this program shall not excuse the employer, the employee, or any other person from compliance with the law, statute, Ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, Ordinance, or executive order, as applicable, is specifically repealed.

PLAN OF OPERATION – APPENDIX I

ORGANIZATIONAL CHART TOTALS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

TOWN OF COLLIERVILLE

ORGANIZATIONAL CHART TOTALS

Appendix I

Mayor and Board of Aldermen-6 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457-2200

Administration - 6 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457 -2200

Finance - 20 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457-2220

General Services – 14 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457-2250

Information Technology - 5 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457-2220

Fire Department - 70 employees
391 N. Byhalia Rd.
Collierville, TN 38017
901-853-3223

Animal Control – 7 employees
500 Poplar View Parkway
Collierville, TN 38017
901-853-3276

Total Number of Employees: 483

Court - 14 employees
156 N. Rowlett
Collierville, TN 38017
901-457-2585

Human Resources - 4 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457-2290

Police Department – 155 employees
156 N. Rowlett
Collierville, TN 38017
901-457-2500

Development - 34 employees
500 Poplar View Parkway
Collierville, TN 38017
901-457-2300

Public Services - 101 employees
500 Keough Road
Collierville, TN 38017
901-853-3279

Bess Crawford Morton White Church Museum
of Collierville History – 1 employee
196 N. Main St.
Collierville, TN 38017
(not available at this time)

Parks & Recreation – 47 employees
440 W. Powell Road
Collierville, TN 38017
901-457-2270

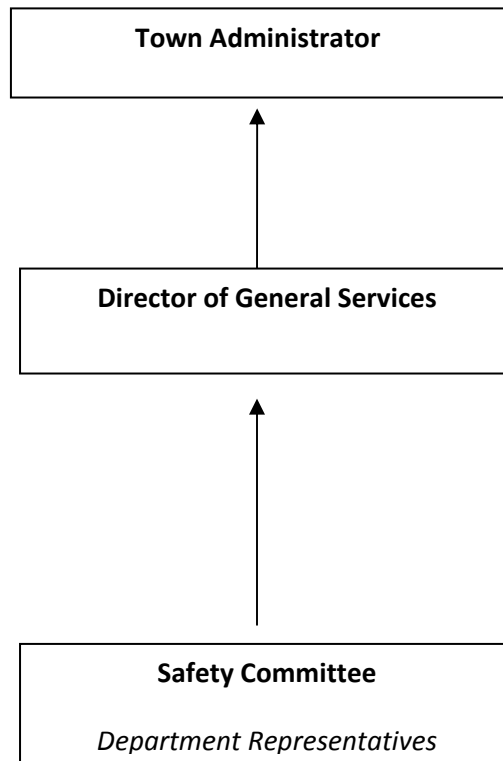
**PLAN OF OPERATION – APPENDIX II SAFETY
AND HEALTH ORGANIZATIONAL CHART**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

TOWN OF COLLIERVILLE
SAFETY AND HEALTH ORGANIZATIONAL CHART
Appendix II



**PLAN OF OPERATION – APPENDIX III
OCCUPATIONAL SAFETY AND HEALTH**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

**OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN
APPENDIX III****NOTICE TO ALL EMPLOYEES OF THE TOWN OF COLLIERVILLE**

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this program which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this program may file a petition with the Director or the Town Administrator.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this program, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this program.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Town Administrator for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program for the Employees of the Town of Collierville is available for inspection by any employee at the General Services Department during regular office hours.

**PLAN OF OPERATION – APPENDIX IV
OCCUPATIONAL SAFETY AND HEALTH PLAN**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

OCCUPATIONAL SAFETY AND HEALTH PLAN
APPENDIX IV
PROGRAM BUDGET

Be assured that the Town of Collierville has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health program to comply with the standards.

**PLAN OF OPERATION – APPENDIX V OCCUPATIONAL SAFETY
AND HEALTH PROGRAM PLAN ACCIDENT REPORTING**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

**OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN
ACCIDENT REPORTING PROCEDURES
APPENDIX V**

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how

PLAN OF OPERATION – APPENDIX V OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN ACCIDENT REPORTING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

RESPONSIBILITIES

4. Responsibilities

- R- Section Contents
- R-010 Management's Responsibilities for Safety
- R-020 Supervisor's Responsibilities for Safety
- R-030 Employee's Responsibilities for Safety
- R-040 Safety Program Administrator's Responsibilities for Safety
- R-050 Safety Suggestions
- R-060 Safety Committee
- R-070 Compliance and Enforcement
- R-080 Communication

MANAGEMENT'S RESPONSIBILITIES FOR SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Management shall have the same responsibility for safety as for any other part of the operation.

Management shall select qualified persons as supervisors who shall be responsible for the safety of those they supervise. Department Heads shall require supervisors to observe and enforce all Safety Rules and Work Practices. A written record of all training and meetings shall be maintained according to those guidelines outlined in Section 16, Training.

Management shall conduct safety meetings periodically, provide for necessary on-the-job training and implement a comprehensive safety program for employees.

Management has the authority to, and total responsibility for, maintaining safe working conditions within his jurisdiction. Although personal exposure to hazards varies widely from division to division, it is expected that an unrelenting effort will be directed toward controlling injuries, accidents, liabilities, and waste of materials. Therefore, Management shall:

- A. Ensure that the policies and procedures set forth herein are complied with by all personnel under his direction.
- B. Provide the leadership and positive direction essential in maintaining firm loss prevention policies and a prime consideration in all operations.
- C. Devote a portion of staff meetings at least once a month, or more if the frequency and severity of losses and the degree of hazardous operations within a division necessitates it, to discuss safety issues and to review agency losses and the plans to correct and reduce them.
- D. Call upon the Risk Management and Safety Program Administrator and/or their department Safety Committee representative for any assistance needed in promoting aggressive and effective loss control measures.
- E. Hold each division head accountable for any investigation of injuries, accidents and liabilities incurred by his employees. An excessive number is an indication that some management policies and practices need corrective or disciplinary action.
- F. Ensure that on-the-job injuries and accident reporting procedures are followed.
- G. Should be aware of the status of employees off work due to on-the-job injuries or accidents, and make light duty assignments where applicable.
- H. Members of management will receive training as needed to enable them to discharge their responsibilities and provide leadership, direction, and support for the Loss Prevention and Safety Program by means of the following:

MANAGEMENT'S RESPONSIBILITIES FOR SAFETY

1. Set a good example.
2. Make periodic visits to establishments and work sites to observe safety and health conditions and practices.
3. Be familiar with, evaluate, and ensure compliance with the program.
4. Be aware of the principal causes of accidents.
5. Provide opportunities and facilities for safety training and meetings. Demonstrate commitment to the program by attending safety meetings.
6. Ensure that speedy corrective action is taken on all known safety hazards.
7. Support safety enforcement activities of subordinates.
8. Ensure that all employees are permitted to report safety hazards without fear of reprisal.
9. Maintain complete central records on Division accidents.
10. Recommend revisions in this manual to address changing Town needs and new developments in the field of Occupational Safety and Health.

SUPERVISOR'S RESPONSIBILITIES FOR SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

All levels of supervision are responsible for safe, properly planned work and safe work performances. The following are the responsibilities of a supervisor:

- A. Maintain safe work conditions.
- B. Ensure personnel are provided with the proper safety equipment needed to perform their task in a safe manner and reinforce the need for each employee to use the personal protective equipment given to them.
- C. Oversee responsibility for maintaining tools and equipment in good working order.
- D. Enforce safety regulations.
- E. Assign jobs only to those qualified to execute them safely.
- F. Act immediately and decisively to correct any violation of safety regulations.
- G. Ensure all employees at all levels are instructed in the proper and safe method of executing assigned tasks.
- H. Investigate incidents immediately for accurate reporting and preventive action.
- I. Ensure that employees are trained and, when necessary as specified by current OSHA regulations, retained in the accepted way each job must be accomplished.

Ensure workers understand directions and can perform given assignments. If there is doubt, or if special hazards are involved in the performance of a task, discuss the assignment and work methods with the worker. The supervisor of a job shall make every effort to ensure safe job performance.

Carefully monitor accident reports to ensure they are timely and contain unbiased and thorough evaluations of each accident and prepare appropriate reports or work closely with the department designated safety representative to ensure accurate information is being reported.

Assist in the thorough investigation of accidents.

Supervisors are required to evaluate employee's safety records and safe work habits as part of the employees Performance Evaluations. An employee who causes accidents has specific performance deficiencies that must be recognized, itemized and corrected. To ignore the deficiency and reward substandard performance is a disservice to the individual, co-workers and the public, and is detrimental to management efforts.

Report through the appropriate chain of command any instance where an employee under his supervision is not physically able to perform his duties. He is to identify the problem and provide facts known to him as soon as he is aware of the situation.

EMPLOYEE'S RESPONSIBILITIES FOR SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

It is the responsibility of all Town employees to provide:

- A. Safety for yourself
- B. Safety for your co-workers
- C. Safety for the public
- D. Protection of Town property, and
- E. Protection of private property.

It is the duty of each employee to know and follow regulations which pertain to any work he might perform. This includes the application of regulations outlined in this manual supplemented by regulations which pertain to individual job assignments and the use of common sense in all situations.

If an employee feels for any reason that he is unable to do assigned work, the supervisor or lead employee in charge is to be advised and informed of the reasons.

When an employee considers that the work being done is in violation of the provisions of this manual, or that sufficient safeguards are not being used, or that the work is not being performed in a safe manner, the employee should immediately bring the matter to the attention of the supervisor, lead employee, department Director or Safety Program Administrator.

Everyone has the responsibility to see that new employees are given time and attention regarding the Town safety regulations. It is only through constant effort that we can obtain a high degree of job proficiency and low accident rate. It is common knowledge that a safe worker is most likely to perform a quality job.

Employees must promptly report all injuries, no matter how slight, to the person in charge so that necessary first aid can be provided and information regarding the accident may be obtained so that the required accident report can be completed.

Employees shall attend and take an active part in safety meeting(s) and special job training classes required by the Town, TOSHA and OSHA.

It shall be understood by employees that we operate under those rules and regulations of the Tennessee Occupational Safety and Health Administration (TOSHA) and the Occupational Safety and Health Act (OSHA).

Immediately report the suspension, revocation, and/or expiration of driver's license as well as licenses required in job performance.

Employees violating safety rules, procedures or standards, or acting in a manner which endangers his own or another's personal safety, may be subject to disciplinary action.

**SAFETY PROGRAM ADMINISTRATOR'S
RESPONSIBILITIES FOR SAFETY**

The Safety Program Administrator (SPA) shall plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Town's management will support and maintain an ongoing Loss Prevention and Safety Program.

He acts as a loss prevention (risk management) and safety resource for the Town and is responsible for maintaining program records. He will also be the primary person to deal with outside agencies regarding the Loss Prevention and Safety Program.

He will provide clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.

He will provide financial support for the Loss Prevention and Safety Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.

Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.

Oversees the development, implementation, and maintenance of the Loss Prevention and Safety Manual, Loss Prevention and Safety Program, and other required risk management and safety programs.

Consult with representatives of the Town's insurance companies in order that their loss control services will support the Loss Prevention and Safety Program.

Act as the central liaison official for all accident prevention and safety programs throughout the Town.

Assist all Departments in the establishment of an effective and on-going safety awareness and education program.

Provide coordination throughout the Town on all matters relating to loss prevention and on-the-job safety.

Ensure that on-the-job injury and vehicle accident reporting procedures are kept current.

The Safety Program Administrator or his designee will assist in the investigation of accidents or reported hazards.

Perform field inspections and investigations in cooperation with appropriate department personnel utilizing the specialized knowledge of appropriate members or the safety committee.

Maintain objectivity and independence in carrying out the Town's safety responsibilities.

**SAFETY PROGRAM ADMINISTRATOR'S
RESPONSIBILITIES FOR SAFETY**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

Establish procedures for handling suggestions and recommendations on safety issues.

Provide and update information to management, supervisors and first-line employees on safe working methods and practices.

Recommend changes or additions to improve protective clothing and equipment for the elimination of hazards.

Recommend or revise standard operating procedures to comply with current safety standards.

Promote safety and first aid training for all employees.

Participate in safety promotion programs.

Cooperate with and assist in the investigation of accidents, along with any other employee who may be called upon, to identify correctable causes and to prevent recurrence.

Monitor for thoroughness, uniformity, fairness and trends and develop policy and procedures to attain management's goals.

The Safety Program Administrator or his designee shall watch for and report unsafe behavior. Unsafe behavior falls into two categories. One is individual behavior, behavior contrary to instructions or to normal safe conduct. This sort of behavior shall be corrected through the employee's chain of command and not the Loss Prevention and Safety Program. The second type of unsafe behavior stems from unsafe methods and procedures permitted by someone in authority. The Safety Program Administrator or his designee shall report such unsafe practices and recommend corrections whether they are violations by employees or management. The Safety Program Administrator or his designee shall not be concerned about who is responsible for unsafe behavior – only that it is corrected.

Conduct safety audits or direct his designee or members of the Safety Committee to conduct audits in accordance with specifications, notifying Department Head(s), documenting findings on the appropriate form(s): Building(s) Safety Inspection Form (IN-030) or Parks and Athletic Complex Safety Inspection Form (IN-050). The Safety Program Administrator or his designee or Safety Committee member shall carry with him a copy of the previous inspection report. While conducting Safety Audits, the Safety Program Administrator or his designee or Safety Committee member shall document noted deficiencies on the Building(s) Safety Comments and Recommendations Form (IN-040) or the Parks and Athletic Complex Safety Comments and Recommendation Form (IN-060). Upon completion of Safety Audits, the Safety Program Administrator or his designee or Safety Committee member shall review with respective Department Heads deficiencies noted prior to completion of written report. A copy of the report shall be forwarded to the head of the department in which the inspection was completed.

The report must be thorough and understandable. Locations shall be accurately named or numbered, machines and operations identified, and unsafe conditions or actions described in detail, e.g., a notation of "bad housekeeping" is insufficient; the report shall be specific.

SAFETY SUGGESTIONS

Suggestions by employees are always welcome and helpful in preventing accidents. Please pass your ideas along to your supervisor, your safety representative or your department's safety committee member.

Safety suggestions shall explain the potential problem or hazard and give any possible solutions to correcting the matter. If approved, the supervisor is responsible for implementing any newly approved safety procedures.

SAFETY COMMITTEE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 3

I. PURPOSE

Given the full support of management, the Safety Committee can give every employee who serves on it a sense of responsibility and safety awareness that can be communicated to his fellow workers.

The work of a Safety Committee is a participatory decision-making process. The Committee's function is strictly advisory.

The Safety Committee is responsible for promoting workplace safety and health by increasing the communication, education, and involvement of Town personnel. The Safety Program Administrator (SPA) or his designee holds permanent membership in the Safety Committee in order to ensure that responsibility is delegated appropriately.

II. STRUCTURE

The Town's Safety Committee shall consist of twelve (12) members with one member from each of the following departments and the SPA: Administration, Finance, Human Resources, Information Technologies, General Services, Development, Animal Services, Police, Fire, Public Services, and Parks.

The Safety Committee membership shall be represented by the SPA, supervisory and non-supervisory employees, with non-supervisory employees being the majority.

III. TERMS OF OFFICE

In order to assure continuity on the Committee, initial appointment terms shall be staggered with the initial group of five (5) members serving twelve (12) months and the other five (5) initial members serving twenty-four (24) months. The five (5) members serving twelve (12) months will be chosen by placing the names of all initial ten (10) members in a bowl with five (5) names being drawn out that will serve the twelve (12) month term and the remaining five (5) names to serve twenty-four (24) months. Thereafter, members shall serve twenty-four (24) consecutive months, unless otherwise stated.

IV. MEETINGS

A Safety Committee meeting will be held the second Thursday of each month at 9:00 a.m. (C.S.T.). Meeting location will be Town Hall unless other arrangements are deemed necessary by the committee of a majority vote. All committee meetings and training will be conducted during working hours. All committee members will be compensated at their normal rate of pay during the meetings, committee specific training, and any other committee related duties.

V. EMERGENCY MEETINGS

The committee may conduct an emergency meeting if the majority of the members feel that such a meeting is necessary. If an emergency meeting is called outside regular working hours, the non-salaried employees will be compensated at their overtime rate.

SAFETY COMMITTEE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 3

VI. COMMITTEE POSITIONS AND DUTIESChairperson: (SPA)

- Prepare agenda for next meeting
- Arrange for meeting place
- Notify members of meeting
- Arrange program (agenda) and distribute to committee members prior to meeting
- Review previous minutes and material for meeting
- Conduct monthly meeting

Vice Chairperson:

- Assumes chairperson's duties when the chairperson is absent.
- Coordinates training for current committee members and new committee members
- Perform other duties requested by the chairperson.

Recorder:

- Record minutes of meeting
- Document meeting attendance lists.
- Maintain committee membership list.
- Prepare minutes for acceptance as official meeting minutes
- Distribute minutes to committee members for posting
- Report status of recommendations

Members:

- Report unsafe conditions and practices
- Attend all safety meetings
- Conduct quarterly department safety training sessions
- Report all accidents or near misses they are aware of
- Review injury accidents, illnesses and death investigations
- Contribute ideas and suggestions for improvement of safety
- Suggest items to include in the monthly meeting agenda.
- Work Safely
- Influence others to work safely
- Make or assist in safety inspections

VII. RECORDKEEPING

Complete and accurate records of the functions and proceedings of the safety committee will be maintained by the General Services Department with copies distributed to each department.

Meetings will be recorded and minutes will be prepared following each committee meeting. Copies of the minutes will be kept within each department. These documents will be made available for inspection upon request by any employee.

SAFETY COMMITTEE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 3 of 3

VIII. COMMUNICAITON

All original written communications between the Town of Collierville and the committee will be maintained at within each department and made readily available for inspection by government agencies.

The Town of Collierville shall issue a timely written response to all written questions and recommendations from the safety committee.

FUNCTIONS OF THE COMMITTEE

- A. Hold regular meetings once a month.
- B. Maintain written records of all meetings, including meeting agendas and minutes. Post minutes and agendas on the Safety Committee web-site and send them to each department for posting.
- C. Establish a system to obtain and review safety-related suggestions, reports of hazards or other information directly from all employees that would help in creating a safe work environment.
- D. Establish procedures for investigating all safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring.
- E. Evaluate all Town policies and procedures, including the Loss Prevention and Safety Manual, which may affect safety and health in the workplace and make recommendations for change or adoption of new policies and procedures to Administration.
- F. Evaluate the Town's safety and health training practices and recommend procedures necessary to ensure that all employees are trained to perform their work in a safe manner to Administration and Department Heads.
- G. Perform workplace inspections to locate, identify and document safety and health hazards on a quarterly basis and submit list of corrections to the appropriate department.
- H. Establish a procedure to review corrective action taken by the Town on all safety and health inspection reports and all recommendations made to Administration and Department Heads.

COMPLIANCE AND ENFORCEMENT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

The compliance of all employees with the Loss Prevention and Safety Manual is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by company safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be issued a “Notice of Safety Violation” (IN-070) and retrained by their supervisor. A “Employee’s Safety Training Record” (T-040) will be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

COMPLIANCE AND ENFORCEMENT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules are to be considered equal to violations of other Town policy. Discipline for safety violations will be administered in a manner that is consistent with the company's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Document it, including date and facts on the "Safety Contact Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union or contract employees are entitled to the grievance process specified by their contract.

Note: You must be consistent in the enforcement of all safety rules.

COMMUNICATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the company. The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Program Administrator (SPA), including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the SPA or safety committee member(s).

All employees are encouraged to bring any safety concerns they may have to the attention of management. The company will not discriminate against any employee for raising safety issues or concerns.

The Town also has a system of anonymous notification whereby employees who wish to inform the Town administration of workplace hazards without identifying themselves may do so by phoning 888-750-5888 or sending written notification to the Town Administrator or Safety Program Administrator.

FIRE PREVENTION AND EMERGENCY ACTION PLAN

5. Fire Prevention and Emergency Action Plan

- F- Section Contents
- F-010 Fire Classification and Equipment
- F-020 Fire Extinguisher Training
- F-030 Fire Emergency Action Plan
- F-040 Fire Prevention Housekeeping
- F-050 Flammable Liquid Storage and Handling
- F-060 Emergency Exits
- F-070 Smoking

FIRE CLASSIFICATION AND EQUIPMENT

SUPERSEDES NO.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Fire protection equipment or devices shall not be tampered with, rendered inoperative, or used for any purpose other than fire protection.

Fire extinguishers of the appropriate type shall be placed where they are highly visible and easily accessible. They shall be prominently marked with their type, directions for their use, and date of last inspection.

All fire extinguishers will be inspected on a monthly basis the Town's Building Maintenance Division. Each shall carry a tag on which is recorded the inspection dates.

Fire Fighting Equipment

Fires are grouped into four (4) general classifications, each of which can be extinguished by a particular agent. Because all types of extinguishing agents cannot be used on all types of fires, this classification makes it possible to determine and use the type of extinguisher best suited for fighting a particular type of fire.

CLASS A: Fires occurring in wood, paper, and rags are termed Class A fires. Fires in this classification will be effectively and safely extinguished by water or solution containing water. This classification is primarily concerned with cooling or quenching the fire as water does. Multi-purpose ABC or water containing extinguishers should be used on these fires. Please note that electrocution may be possible if a Class A extinguisher is mistakenly used on an electrical fire.

CLASS B: Fires occurring in flammable liquids such as gasoline, oil, solvents, grease and similar substances are termed Class B fires. The agents required for extinguishing this type of fire are those which eliminate or dilute air by exclusion or blanketing, thereby creating a smothering effect, such as CO₂ or ABC.

CLASS C: Those fires occurring in electrical equipment and facilities such as motors, transformers, switches, etc., are termed Class C fires. The extinguishers used on Class C fires must be nonconductors of electricity and have a smothering effect such as CO₂ or ABC. ABC fire extinguishers are your best defense against most fires.

CLASS D: Those fires where the fuel is combustible metal such as magnesium, sodium, zirconium, potassium and titanium are considered Class D fires. The extinguishers used must be the application of special powders such as Dry Graphite or Dry sand.

Portable Fire Extinguishers

Portable fire extinguishers are primarily of value for immediate use on small fires. They have a limited quantity of extinguishing material and therefore must be used properly so this material is not wasted. Extinguishers are mechanical devices. In most cases they are high pressure vessels and must be treated with respect and handled with care.

Fire extinguishers will be kept in their designated locations.

FIRE EXTINGUISHER TRAINING

EFFECTIVE DATE:

All supervisors shall know the following information and train their employees to be aware and know how to use a fire extinguisher:

- A. How to sound the fire alarm.
- B. Employees shall learn the location of the nearest extinguisher to their work area, how to operate it and the type of fire on which it shall be used. Training in the safe use of this firefighting equipment will keep most fires from getting beyond the “first aid” state.
- C. Location of the nearest exit to his work station.
- D. All employees shall be formally trained to use portable fire extinguishers with documentation of such.

FIRE EMERGENCY ACTION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

The Town of Collierville has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire emergencies.

Each building shall possess a written fire emergency plan accessible to all employees. Department Heads will be responsible for conducting semi-annual fire drills at each building location they are responsible for to ensure employees are familiar with the required procedures. All employees shall participate and the drill will be documented and that documentation sent to the Loss Prevention and Safety Program Administrator.

A diagram of the building showing fire exits will be created and placed in each office area under the direction of the Department Head.

Evacuation Plan

The first act upon discovery of flame, excess heat, or smoke in a building shall be to activate the fire alarm. The sounding of a fire alarm shall be treated as an extreme emergency and complete evacuation of the premises is required; for those buildings not having a fire alarm monitoring system, call 9-1-1.

Employees will be notified of emergencies through one of the following:

- Fire Alarm
- Intercom
- Emergency horn
- Direct voice communication

Action plan procedures in case of fire are as follows:

- A. Turn on fire alarm at once. Turn off electrical equipment and secure doors and windows.
- B. Walk; don't run, to the nearest exit, as in the fire drill.
- C. If there is a delay in getting through the exit, DO NOT shove or crowd; wait your turn.
- D. Keep calm. Do not shout.
- E. Do not delay leaving the building. Do not return to the building until authorized to do so.
- F. In order to account for all employees after an emergency evacuation has been completed, office monitors shall designate an area to meet.

During any real or practice emergency evacuation, operation of elevators is prohibited.

FIRE PREVENTION HOUSEKEEPING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 3

One of the most devastating disasters that can occur in the work place is fire. There are a variety of activities performed in operations where office, shops and worksites create potential for fire. The prevention of fire can be accomplished through: (1) orderly planning of fire producing activities; (2) proper selection of materials, supplies, and products with emphasis on identifying their particular fire hazards, and; (3) observing accepted safety standards and procedures that have been established from many years of man's experience with fire producing situations.

The following safety procedures shall be followed in **shops, warehouses** and on **work sites**:

- A. Supervisors and individuals charged with leading others are required to maintain effective levels of housekeeping for their work areas at all times. All excess debris, combustible materials, etc. should be surveyed and properly disposed of. Good housekeeping practices can be developed by routine inspections of the work areas.
- B. Oily rags and other flammable wastes shall be kept in covered metal containers. Such debris shall be removed from shop buildings as soon as possible and, in no case, shall be left unattended in buildings overnight.
- C. Cleaning solvents that have flammable properties (a flash point below 100 degrees Fahrenheit) shall be kept in Underwriters Laboratories (U.L.) listed or Factory Mutual (F.M.) approved safety containers having spring-lift caps. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning purposes.
- D. When transferring flammable liquids, make sure the filler nozzle touches the equipment or container being filled in order to guard against the build-up of static electrical charge. The fueling of any type motorized equipment while the engine is running is prohibited.
- E. Never overfill a tank with gasoline and cap it. The pressure from the gasoline vapors could cause eruption, increasing the chance for fire and possible bodily injury.
- F. In areas where escaping gasoline or other flammable vapors are suspected, stay out of the area completely and call the Fire Department.
- G. "No Smoking" shall be enforced in all areas where hazardous substances are stored or used, and all other areas where "No Smoking" signs are posted.
- H. All motorized equipment shall have appropriate fire extinguishers.
- I. Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering is being performed.

FIRE PREVENTION HOUSEKEEPING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 3

- J. Compressed gas cylinders containing flammable or explosive gasses will be properly stored in the upright position with their caps on and protected from heat or puncture. Fuel and oxygen shall be separated at least twenty (20) feet when stored.
- K. A fire extinguisher, rated not less than 2Am shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet, at least one extinguisher shall be provided.
- L. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.

The following safety procedures shall be followed in all **office areas**:

- A. Do not place anything in front of building electrical panels, there shall be no combustibles stored in electrical equipment rooms. All areas surrounding a building electrical panel should be marked three (3) feet with yellow tape from all electrical panels.
- B. Extension cords shall not be used as a substitute for permanent wiring.
 - 1) Extension cords are permitted only with portable appliances or fixtures. While in immediate use: Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance.
 - 2) The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
 - 3) The extension cord shall be maintained in good condition without splices, deterioration or damage.
 - 4) The extension cord shall be of the grounded type.
- C. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damaging physical impact.
- D. The use of multi-plug adapters such as multi-plug extension cords, cube adapters, strip plugs or any other device that does not comply with the fire code or the electrical code, **is prohibited**.
- E. Extension cords and multi-plug strips **MUST** be plugged directly into an outlet. They **CANNOT** be plugged into another extension cord or multi-plug strip. (NO "daisy chaining")
- F. Space heaters may be used in office areas by complying with the following:
 - 1. Only UL Listed and Labeled portable electric space heaters shall be used.
 - 2. Portable electric space heaters shall be plugged directly into an approved receptacle.
 - 3. Portable electric space heaters shall not be plugged into extension cords.

FIRE PREVENTION HOUSEKEEPING

- 4. Portable electric space heaters shall not be operated within 3 feet of any combustible materials.

- G. In every building or structure, means of egress shall be so maintained as to provide free and unobstructed egress from all parts of the building or structure at all times, and so as to be available for full instant use in case of fire or other emergency.

- H. There shall be no combustible materials stored in exits or corridors leading to exits.

- I. Smoking is prohibited in all Town of Collierville buildings.

- J. Heavy load appliances, including refrigerators, coffee makers, etc., should be connected directly to permanent outlets by the service cord attached to the appliance; the use of extension are strictly prohibited.

- K. All coffee makers with automatic timing devices are prohibited.

One of the most important life safety features of any multi-story building is the closing off of vertical openings, as at stairways. The vertical opening enclosures serve to delay the spread of fire and are vital in preventing the rapid flow of smoke, death-dealing gases, and super heated air throughout the building. **Such doors, fire curtains and fire doors shall not be blocked or wedged in the open position.**

FLAMMABLE LIQUID STORAGE AND HANDLING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Commercial cleaning fluids may present some fire or health hazards unless proper precautions are taken. Only those solvents which have been approved and recommended for use shall be used for cleaning purposes.

Gasoline, kerosene, or carbon tetrachlorides are not approved for use as a cleaning agent.

Cleaning fluids shall not be used in confined areas unless adequate forced ventilation is provided.

Only OSHA approved safety cans of not more than five (5) gallon capacity, having a flash arresting screen, spring closing lid, spout cover, and so designed that it will safely relieve internal pressure when subjected to fire exposure, should be used for storing and transporting gasoline or other flammable liquids.

Metallic contact shall be maintained when transferring gasoline or other flammable liquids from one metal container to another via grounding cables or other suitable apparatus.

No smoking or open flames shall be allowed where flammable liquids are being used.

Adequate fire extinguishing equipment shall be readily available when using flammable liquids.

Avoid, to the extent possible, contact of cleaning fluids and solvents with the skin. Clothing contaminated by spillage of any cleaning fluid shall be removed promptly. Protective gloves of nonporous material shall be used in cases of excessive exposure and where skin sensitivity is noted.

All parts cleaners shall be equipped with fusible plugs, so lids will close in the event of a fire.

EMERGENCY EXITS

To ensure timely evacuation of buildings in the event of an emergency, all interior and exterior exits shall be marked and exit signs illuminated at all times.

Exterior exit doors must open out, contain panic hardware, and be in proper operating order at all times.

Landings and stairs must be equipped with hand rails maintained in good condition.

Exit routes must be adequately lighted.

Floor surfaces, especially in hallways, must be kept clean, in good repair, and cleared of all items that may prove hazardous or obstruct passage through or egress from the building.

Corridors in buildings are not to be considered as spaces available to departments for expansion of storage.

In auditoriums and similar assembly occupancies where there are non-continuous programs, an audible announcement should be made prior to the start of each program to notify occupants of the location of the exits to be used in case of fire or other emergency.

SMOKING

Smoking is prohibited in all Town owned buildings, parks, vehicles and equipment.

Make sure “NO SMOKING” signs are posted where required.

Observe “NO SMOKING” signs without exceptions.

Do not smoke in areas where flammable or combustible materials are stored. “NO SMOKING” signs should be prominently displayed in such areas.

Smoking or open flame is prohibited within fifty (50) feet of refueling and/or other flammable substances.

FIRST AID AND ACCIDENT INVESTIGATION

6. FIRST AID AND ACCIDENT INVESTIGATION

- FA- Section Contents
- FA-010 First Aid
- FA-020 Medical Emergency Procedures
- FA-030 Accident/Exposure Investigation
- FA-040 Procedures for Investigation of Accidents
- FA-050 First Report of Work Injury or Illness
- FA-060 Supervisor's Investigative Report

FIRST AID

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

The Town of Collierville will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Safety Program Administrator (SPA) will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be provided. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A Town of Collierville authorized physician or medical clinic, and at least one alternate if available.
2. Hospitals.
3. Ambulance services.
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, General Safe Work Practices, and department safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

MEDICAL EMERGENCY PROCEDURES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

These procedures are to be followed in the event of an employee injury in the course of employment.

1. For severe accidents call 911 and request the Paramedics.
2. Employees must report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. Even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action taken. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident.
3. The Supervisor, employee, and first aid person, should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a "Employer's First Report of Work Injury or Illness" (AP-060 within this manual and in this section) in case complications arises later.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the Safety Program Administrator. Contact must also be made with the State OSHA office (TOSHA) or nearest Federal OSHA office. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness.

ACCIDENT / EXPOSURE INVESTIGATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Along with the department Safety Committee member, the supervisor and/or manager, or other designated individual will investigate all work-related accidents and near misses in a timely manner. This includes minor accidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the department Safety Committee member, and the supervisor and/or manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

Purpose of Accident Investigation

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

Types of Accidents Investigated

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

PROCEDURES FOR INVESTIGATION OF ACCIDENTS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Immediately upon being notified of an accident the department Safety Committee member, and Supervisor, or Manager, or other designated individual will complete a “Supervisors Investigative Report” (AP-070 within this manual and in this section) and will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;

Provide for needed first aid or call 911 for the injured employee(s).

2. If possible, interview the injured employee(s) at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
3. Report the accident to the Safety Program Administrator. Incidents will be reported by the Safety Program Administrator to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
4. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
5. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
6. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours must be reported immediately to the State OSHA office (TOSHA) or nearest Federal OSHA office.
7. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
8. Every investigation must also include an action plan. How can such accidents be prevented in the future?
9. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and Prompt Investigations

- Ensures information is available.
- Causes can be quickly corrected.
- Helps identify all contributing factors.
- Reflects management concern.

PROCEDURES FOR INVESTIGATION OF ACCIDENTS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

- Reduces chance of recurrence.

Investigation Tips

- Avoid placing blame.
- Document with photos and diagrams, if needed.
- Be objective, get the facts.
- Reconstruct the event.
- Use open-ended questions.

Questions to Ask

When investigating accidents, open-ended questions such as who?, what?, when?, where?, why?, and how? will provide more information than closed-ended questions such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is:

"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"

Once the Accident Investigation is Completed

- Take or recommend corrective action.
- Document corrective action.
- The Safety Committee, Safety Program Administrator (SPA), and Management will review the results of all investigations.
- Consider safety program modifications.

Information obtained through accident investigations can be used to update and improve our current safety program.



**TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
EMPLOYER'S FIRST REPORT OF WORK INJURY OR ILLNESS**

CLAIMS ADM/CARRIER	JURISDICTION CLAIM # (STATE FILE #)		CLAIM TYPE CODE <input type="checkbox"/> MED ONLY <input type="checkbox"/> INDEMNITY <input type="checkbox"/> BECAME LOST TIME <input type="checkbox"/> BECAME MED ONLY <input type="checkbox"/> NOTIFY ONLY <input type="checkbox"/> TRANSFER		THE USE OF THIS FORM IS REQUIRED UNDER THE PROVISIONS OF THE TENNESSEE WORKERS' COMPENSATION LAW AND MUST BE COMPLETED AND FILED WITH YOUR INSURANCE CARRIER IMMEDIATELY AFTER NOTICE OF INJURY. IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO ANY PARTY TO A WORKERS' COMPENSATION TRANSACTION FOR THE PURPOSE OF COMMITTING FRAUD. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS. IF YOU HAVE QUESTIONS, THE STATE NOW HAS A BENEFIT REVIEW SYSTEM WHERE A WORKERS' COMPENSATION SPECIALIST CAN PROVIDE ASSISTANCE. CALL 1-800-332-2667 (TDD).							
	CLAIMS ADM CLAIM # (INSURER CLAIM #)		CARRIER FEIN 62-1074045									
	OSHA LOG CASE #		FEIN OF CLMS ADM 59-2863407									
	NAME OF INSURANCE CARRIER TML Risk Management Pool		CLMS ADJ PHONE # 615-370-4180									
	CLAIMS ADMIN FIRM NAME (IF DIFFERENT FROM CARRIER)		CLM HANDLING OFFICE ADDRESS LINE 1 AND LINE 2 5100 Maryland Way									
	CLAIMS ADJUSTER NAME		CITY Brentwood									
	CLAIMS ADMIN FIRM NAME (IF DIFFERENT FROM CARRIER)		STATE TN									
CLAIMS ADJUSTER NAME		ZIP 37027										
EMPLOYER	EMPLOYER NAME Town of Collierville		EMPLOYER FEIN 62-6000268		SIC CODE		PHONE NUMBER 901-457-2290					
	EMPLOYER ADDRESS LINE 1 AND LINE 2 500 Poplar View Parkway				NATURE OF BUSINESS Municipality							
	CITY Collierville		STATE TN		ZIP 38017		INSURED REPORT #		EMPLOYER LOCATION			
POLICY	INSURED NAME (PARENT CO. IF DIFFERENT THAN EMPLOYER)		POLICY NUMBER		EFF DATE		EMPLOYMENT STATUS CODE <input type="checkbox"/> FULL TIME/REGULAR <input type="checkbox"/> PART TIME <input type="checkbox"/> PIECE WORKER <input type="checkbox"/> SEASONAL <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> APPRENTICE FULL TIME <input type="checkbox"/> APPRENTICE PART TIME					
			SELF INSURED? <input type="checkbox"/> YES <input type="checkbox"/> NO		EXP DATE							
EMPLOYEE	EMPLOYEE LAST NAME		PHONE INCL AREA CODE		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN							
	FIRST		MI		DEPARTMENT REGULARLY WORKED							
	ADDRESS LINE 1 & 2				OCCUPATION DESCRIPTION							
	CITY		STATE		ZIP		MARITAL STATUS <input type="checkbox"/> UNMARRIED, SINGLE, DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNKNOWN		NCCI CLASS CODE			
	SSN		DATE OF BIRTH		DATE OF HIRE							
WAGE	WAGE \$		PERIOD <input type="checkbox"/> WEEKLY <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY		NUMBER OF DAYS WORKED PER WEEK		SALARY CONTINUED IN LIEU OF COMPENSATION <input type="checkbox"/> YES <input type="checkbox"/> NO					
			<input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY				FULL WAGES PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO					
ACCIDENT/INJURY	DATE OF INJURY		TIME OF INJURY <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> COULD NOT BE DETERMINED		TIME EMPLOYEE BEGAN WORK ON INJURY DATE <input type="checkbox"/> AM <input type="checkbox"/> PM							
	DATE EMPLOYER NOTIFIED OF INJURY		BODY PART AFFECTED CODE		NATURE OF INJURY CODE		CAUSE OF INJURY CODE					
	DATE CLAIM ADM NOTIFIED OF INJURY		HOW INJURY OR ILLNESS OCCURRED. DESCRIBE THE INCIDENT INCLUDING WHAT THE EMPLOYEE WAS DOING JUST BEFORE, THE PART OF THE BODY AFFECTED AND HOW, AND OBJECT OR SUBSTANCE THAT DIRECTLY HARMED THE EMPLOYEE.									
	DATE LAST DAY WORKED											
	DATE DISABILITY BEGAN											
	RETURN TO WORK DATE (IF APPLICABLE)											
	DATE OF DEATH (IF APPLICABLE)		IF DEATH CLAIM, GIVE # DEPENDENTS FOR EACH RELATIONSHIP <input type="checkbox"/> WIDOW <input type="checkbox"/> FATHER <input type="checkbox"/> SISTER <input type="checkbox"/> DAUGHTER <input type="checkbox"/> BROTHER <input type="checkbox"/> MOTHER <input type="checkbox"/> SON <input type="checkbox"/> HANDICAPPED CHILD TOTAL # DEPENDENTS									
	DID INJURY/ILLNESS OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO											
ADDRESS WHERE INJURY OCCURRED (IF OTHER THAN EMPLOYER'S PREMISES) CITY STATE ZIP							COUNTY OF INJURY					
TREATMENT	PHYSICIAN NAME				HOSPITAL OR OFF SITE TREATMENT NAME							
	ADDRESS LINE 1 AND 2				ADDRESS LINE 1 AND 2							
	CITY		STATE		ZIP		CITY		STATE		ZIP	
	INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT		<input type="checkbox"/> MINOR BY EMPLOYER <input type="checkbox"/> MINOR BY CLINIC/HOSPITAL		<input type="checkbox"/> HOSPITALIZED > 24 HRS <input type="checkbox"/> EMERGENCY CARE		<input type="checkbox"/> FUTURE MAJOR MEDICAL/LOST TIME <input type="checkbox"/> ANTICIPATED					
OTHER	DATE PREPARED		PREPARER'S NAME & TITLE			PREPARER'S COMPANY NAME			PHONE NUMBER			



SUPERVISOR'S INVESTIGATIVE REPORT

NAME: _____ AGE: _____ TIME: _____ DATE: _____

DEPARTMENT: _____ SHIFT: _____ JOB: _____ HOW LONG: _____

WHAT HAPPENED?

Describe what took or what caused you to begin this investigation.

WHY IT HAPPENED?

Get all the facts by studying the job and situation involved. Question WHAT - WHERE - WHEN - WHO - HOW

WHAT SHOULD BE DONE?

Determine which of the 12 items under EMP require attention:

- | EQUIP
<small>(Select)</small> | MATERIAL
<small>(Select)</small> | PEOPLE
<small>(Select)</small> |
|---|--|--|
| <input type="checkbox"/> Arrange | <input type="checkbox"/> Place | <input type="checkbox"/> Place |
| <input type="checkbox"/> Use | <input type="checkbox"/> Handle | <input type="checkbox"/> Train |
| <input type="checkbox"/> Maintain | <input type="checkbox"/> Process | <input type="checkbox"/> Lead |

WHAT HAVE YOU DONE THUS FAR?

Take or recommend action depending upon your authority. Follow-up - Was the action effective?

WILL THIS IMPROVE OPERATIONS?

Objective: Eliminate job hindrance.

FILED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

FLEET AND DRIVER SAFETY PROGRAM

7. Fleet and Driver Safety Program

- FL- Section Contents
- FL-010 Administration and Coordination
- FL-020 Vehicle Use Policy: Statement of Purpose
- FL-030 Vehicle Use Policy: Driver Selection and Training
- FL-040 Driver Safety Rules
- FL-050 Defensive Driving Rules
- FL-060 What To Do In case of An Accident
- FL-070 Vehicle Use Policy: Accident Investigation
- FL-080 Vehicle Inspections and Preventative Maintenance

**FLEET AND DRIVER SAFETY PROGRAM
ADMINISTRATION AND COORDINATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

The Board of Mayor and Aldermen (BMA) and management has a sincere concern for the welfare and safety of Town employees and the public it serves. We acknowledge our obligation, as an employer, to provide the safest possible working conditions for employees and as a government service organization, to provide a safe environment for the public that we serve.

To reach the goal of a vehicle accident-free work force, Town management and supervisory personnel must provide leadership and adequate supervision, job training, vehicle safety instructions, vehicle maintenance and inspection, and secure prompt medical care if the need arises.

Most accidents are preventable, and with that conviction, we have instituted the Town of Collierville Fleet and Driver safety policy and have directed Department Heads, Supervisors, and employees at all levels of the Town work force to make vehicle safety a matter of continued concern. All employees are expected to cooperate, develop and maintain an effective vehicle safety program within their respective departments.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Administration and Coordination

The overall administration and coordination of Fleet and Driver Safety Program will be the responsibility of the Safety Program Administrator (SPA).

- The SPA will annually review the Fleet and Driver Safety Program and make recommendations to the Town Administrator. This report should consist of: incidents with personal injuries; incidents without personal injuries; defensive driver program; and any other information deemed pertinent to the program.
- Maintenance and inspection programs is the responsibility of the Public Services Department, Fleet Maintenance Division.
- Records of all vehicles relating to inspections, safety equipment, maintenance, milage, etc., is the responsibility of the Public Services Department, Fleet Maintenance Division.
- The Human Resources Department is responsible for maintaining copies of all employee records relating to counseling, training, disciplinary actions, and any other deemed appropriate by the Safety Committee.

Information Requirements

All Town departments are required to maintain the following with regard to the Fleet and Driver Safety Program:

- A. List of approved operators and the vehicle and/or equipment which they are approved to operate.
- B. Number and type of vehicle accidents and moving violations.
- C. Vehicle assignment and purchase of vehicles.

**FLEET AND DRIVER SAFETY PROGRAM
ADMINISTRATION AND COORDINATION**

D. Names of employees who have completed the National Safety Council's 8-hour Defensive Driving Training course.

Marking of Town Vehicles

- A. All Town vehicles should have the Town seal permanently attached to the driver's side and passenger's side door.
- B. All Town vehicles will be identified with department designation and number.
- C. Employees should not modify Town vehicles in any manner.
- D. Regular and routine maintenance will be the responsibility of the using department.
- E. All vehicles will be fueled at the Town's fuel island(s) when possible.

VEHICLE USE POLICY: STATEMENT OF PURPOSE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

PURPOSE

To establish policy for the assignment and use of Town owned vehicles which will provide Department heads and supervisors with operation and administrative guidance with which to manage the use of Town vehicles.

Furthermore, this policy is established to provide reliable, safe, and timely transportation for Town employees when in performance of Town business.

This policy pertains to all Town employees operating town vehicles.

Additional requirements may pertain to various identified driving categories as defined in this manual. Vehicle safety awareness and driver responsibility affects all Town employees in delivery of service to the public.

POLICY

- 1) It is the policy of the Town to provide Town-owned vehicles for OFFICIAL USE only.
- 2) No vehicle should be assigned as a fringe benefit of employment.
- 3) The Public Services Department, Fleet Maintenance Division is the Town vehicle coordinator for the purpose of completing all necessary documents for the proper assignment, reassignment and disposition of vehicles.
- 4) **All Town employees whose duties require driving Town-owned vehicles will attend a mandatory Vehicle Use Policy orientation which is part of the Loss Prevention and Safety Manual.**
 - A) **Orientation sessions will be conducted for all new hires. Current employees will also be required to attend additional orientation sessions, as deemed necessary, due to changes in policy and procedures and/or DMV law. Upon completion of driver's orientation, employees must complete an "Application to Drive Town of Collierville Vehicle" form noting license level required (Exhibit ???) Supervisors should ensure employees under their direction have been oriented to the Loss Prevention and Safety Manual, specifically Section FL, prior to authorizing the employee the duties of operating Town vehicles.**
- 5) Town-owned vehicles will be assigned based on department availability. Vehicles will be assigned on a full-time basis to specific employees based on departmental requirements.

VEHICLE USE POLICY: STATEMENT OF PURPOSE

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

- A) Town vehicles are to be used for official Town business only. Any personal use of these vehicles is prohibited. (Other than approved by the Board of Mayor and Aldermen or Town Administrator.)
- B) Permanently assigned vehicles will be the responsibility of the department to which they are assigned.

- 6) The use of Town-owned vehicles by all employees operating such vehicles will be confined to official business only. Town-owned vehicles should be operated in a lawful manner. Travel to and from the operator's place of residence for those operators assigned vehicles on a 24-hour basis is considered official business.

- 7) Abuse of the assignment of a Town-owned vehicle or failure to comply with any of the conditions of this policy will necessitate reevaluation of such assignments by the affected department(s).

- 8) Employees operating Town-owned vehicles must exercise a level of discretion that will avoid and implication of abuse.

- 9) Only employees, approved passengers, or agents of the Town of Collierville are to be transported in Town-owned vehicles. Volunteers, when acting in official capacity, should be considered agents of the Town.

- 10) Seat belts must be worn in Town-owned vehicles at all times.

- 11) No employee is permitted to drive Town-owned vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.

- 12) All accidents involving Town-owned vehicles must be reported to their designated department Safety Committee member immediately.

- 13) Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

VEHICLE USE POLICY: DRIVER SELECTION AND TRAINING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Driver Selection

Only Town authorized and assigned employees are allowed to drive company vehicles at any time. Prior to being authorized and assigned, the company will check the following items. Drivers must have:

- A valid un-restricted driver's license.
- A current MVR driving record with no more than 2 points and no serious or major violations.

The Town will also check driving records of all employees authorized to drive on company business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle on company business.

Driver Training

All employees driving company vehicles, and personal vehicles on company business, will be given a copy of the Driving Safety Rules and Town Vehicle Use Policy and required to read and sign for them. Safe driving will also be periodically covered at safety meetings.

DRIVER SAFETY RULES

1. The use of a vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
3. All drivers and passengers operating or riding in vehicles must wear seat belts, even if air bags are available.
4. No unauthorized personnel (e.g. Hitchhikers) are allowed to ride in vehicles.
5. Headlights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
6. All other state and local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

DEFENSIVE DRIVING RULES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

1. Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
2. Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
3. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
4. Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
5. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
6. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
7. When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
8. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
9. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
10. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
11. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
12. Check behind your vehicle. Operators of large vehicles should walk around their vehicle before backing and/or have someone guide you.
13. Back to the driver's side. Do not back around a corner or into an area of no visibility.

WHAT TO DO IN CASE OF AN ACCIDENT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries, obtain all pertinent information, and report it accurately.

1. Call for medical aid if necessary.
2. Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
3. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
4. Record names and addresses of driver, witnesses, and occupants of the other vehicles and call supervisor or safety coordinator.
5. Obtain pertinent information including: license number of other drivers, insurance company names and policy numbers of other vehicles, make, year, model of other vehicles, date and time of accident, overall road and weather conditions.
6. Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
7. Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DO NOT argue with anyone.
8. Provide the other party with your name, address, phone number, drivers' license number, and insurance information.
9. Immediately report the accident to your supervisor. Provide a copy of the accident record and/or your written description of the accident.
10. Cooperate fully with any follow-up from claims personnel

**VEHICLE USE POLICY: ACCIDENT
INVESTIGATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 5

Accident Investigation

All accidents in Town vehicles will be investigated by the Supervisor, Manager, Department Safety Committee Member and/or the Safety Program Administrator. Where possible, witness's statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability.

Auto Accident Preventability Guide

This guide will assist in determining whether our driver could have prevented the accident. An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has no bearing on preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident was non preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition. When judging accident preventability, here are some general questions to consider:

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits that need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car that pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

**VEHICLE USE POLICY: ACCIDENT
INVESTIGATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 5

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stoplights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways. Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

**VEHICLE USE POLICY: ACCIDENT
INVESTIGATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 3 of 5

Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non-preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions is the most common reason why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc?

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

Pedestrian Accidents

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?

**VEHICLE USE POLICY: ACCIDENT
INVESTIGATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 4 of 5

7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus that was stopped and properly signaling that passengers were loading or unloading?

Backing Accidents

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?
2. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
3. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
4. If the driver could not see where he or she was backing: Did the driver try to get someone to guide him or her?
5. Did the driver look all around the vehicle before backing? Did the driver back immediately after looking?
6. Did the driver use the horn while backing? Were the back-up lights working?
7. Did the driver look to the rear without relying totally on the rear-view mirror?
8. If the distance was long, did the driver stop, get out, and look around occasionally?
9. Did the driver back slowly?
10. Did the driver judge clearances accurately?

Parking Accidents

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

**VEHICLE USE POLICY: ACCIDENT
INVESTIGATION**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 5 of 5

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double-parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Collision with Obstructions

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Cargo Accidents

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent shifting, loss, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

**VEHICLE INSPECTION AND PREVENTATIVE
MAINTENANCE**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

All Town vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. The department Safety Committee member or Safety Program Administrator will periodically spot check Town vehicles to determine their condition.

Vehicle inspections will include:

- Lights
- Turn signals
- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturer's recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

GENERAL SAFE WORK PRACTICES

8. General Safe Work Practices

- G- Section Contents
- G-010 Rules Governing Safe Work Practices
- G-020 Interpretation of Safe Work Practices
- G-030 Procedures in Case of Accident/Injury
- G-040 Emergencies
- G-050 Protection of the General Public – Visitors
- G-060 Cold Weather Safety
- G-070 Heat Stress Management

RULES GOVERNING SAFE WORK PRACTICES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Most accidents and injuries can be avoided by the application of caution and common sense under all working situations. Make safety the first consideration in every situation.

Employees must take every precaution to prevent accidents involving the general public, fellow employees and themselves. Employees shall follow instructions and obey and apply safety rules and practices at all times.

Report all accidents, injuries, or safety hazards to your supervisor immediately and/or within two (2) hours.

Whenever personal protective equipment (vehicle seat belts, hard hats, respirators, etc.) is provided for your protection, you are required to use it.

Know your job and be fully acquainted with the tools, machinery, and equipment you use. Be familiar with safety requirements. Only authorized and properly trained personnel shall operate equipment.

Practical joking, fighting, harassment, hazing, verbal abuse and other forms of inappropriate behavior are prohibited.

Smoking and/or cell phone use are prohibited when operating a Town-owned vehicle, refueling equipment or handling gasoline or other volatile materials such as paint thinners.

All chemicals shall be properly labeled. Promptly store flammable materials in approved containers to prevent fires.

Keep work areas clean and orderly at all times, free of trash and unnecessary equipment. Straighten up your work area daily and dispose of hazardous materials.

Use passageways and aisles as directed. Office furniture and equipment shall be arranged to allow easy traffic flow and to minimize tripping hazards.

Walk up and down stairs. Take one step at a time and use the handrail. Do not run in hallways. Always be alert and aware of slipping/tripping hazards and overhead projections.

Do not operate switches or valves unless you are authorized to do so.

Never use chairs, desks, tables, boxes, file cabinets, etc. for ladders.

Do not jump from elevated structures. When climbing down from vehicles, ladders or platforms always use available hand-holds.

RULES GOVERNING SAFE WORK PRACTICES

Always hand materials or tools to other employees. Do not toss or drop materials/tools to co-workers. Immediately remove or replace defective tools or unsafe equipment. Exercise caution when working in hot temperatures.

All electrical devices, power tools, etc., must be properly grounded at all times.

- A. Unless you are an authorized electrician, do not attempt repairs on any equipment. Notify your supervisor immediately.
- B. Take care to avoid contact with above-ground power lines.
- C. Use of extension cords or other electrical service extenders shall be used only as directed by a manufacturer. Keep cords clean and free from exposure to heat which can damage insulation.
- D. Treat all electrical wires as live wires.
- E. Do not drag cords over sharp edges or run cables across aisles where they are subject to damage.
- F. Pull the plug; don't yank the cord. Never remove a cord if it is in use. Unplug electric cords on all power tools not in use.
- G. Electrical shock is a sign that something is wrong. Any equipment which shocks when used shall immediately be disconnected, reported to a supervisor, and replaced or repaired as necessary.

Do not walk or run in front of, or behind moving equipment. Equipment shall not be left unattended with the motor running.

Never leave an unsafe condition unguarded or unmarked – even temporarily.

First-aid kits shall be available to all employees.

No attempt shall be made to lift an object beyond your physical ability.

Don't wear loose jewelry or loose clothing (neckties, loose headbands, and shirt tails) when working around or operating rotating machinery or tools.

Discard junked light bulbs, fluorescent tubes, glass, metal scraps and other sharp objects in approved containers, not wastebaskets.

INTERPRETATION OF SAFE WORK PRACTICES

When a difference of opinion arises with respect to the meaning of application of these Safe Work Practices or the steps necessary to execute them, the decision of the person supervising the work shall be accepted.

Close and friendly cooperation between employees and supervisors results in fewer accidents and better service.

The Town expects no employee to undertake work he is not qualified to do. Work which requires a high degree of training and skill must be carefully directed by the supervisor or his designee.

Self-preservation is the first law of nature and the first principle of safety. Its importance exceeds all efforts practiced by others to guarantee your physical safety. Careful planning by the supervisor and employees and a clear understanding of the work are essential.

PROCEDURES IN CASE OF ACCIDENT/INJURY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

All accidents and/or injuries shall be reported to a supervisor or lead employee immediately and/or within two (2) hours. Use good judgment so the injured employee may receive prompt medical attention. **A written report on the “Tennessee Employer’s First Report of Work Injury” form shall be completed by the supervisor, manager or department head. A sampler of the form is located at the end of this Policy section or obtained from the Human Resources department.**

- A. Know the location of first aid kits.
- B. Do not give first aid unless you are qualified.
- C. Wear PPE when giving treatment and avoid contact with bodily fluids.
- D. Do not move the victim more than is absolutely necessary.
- E. Keep onlookers away from the victim.
- F. Report all injuries, no matter how slight, to your supervisor.
- G. If possible, an employee at the accident scene shall accompany the injured to the hospital.
- H. A member of management will go to the hospital to coordinate Town responsibilities.
- I. If the accident is serious enough to warrant immediate investigation at the scene, the Town’s Safety Officer shall be notified and included in the investigation.**
- J. If the accident is serious, the supervisor shall immediately notify the Safety Officer through his Department Head.**

PROCEDURES IN CASE OF ACCIDENT/INJURY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

**TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
EMPLOYER'S FIRST REPORT OF WORK INJURY OR ILLNESS**



CLAIMS ADM/CARRIER	JURISDICTION CLAIM # (STATE FILE #)		CLAIM TYPE CODE <input type="checkbox"/> MED ONLY <input type="checkbox"/> INDEMNITY <input type="checkbox"/> BECAME LOST TIME <input type="checkbox"/> BECAME MED ONLY <input type="checkbox"/> NOTIFY ONLY <input type="checkbox"/> TRANSFER		<p>THE USE OF THIS FORM IS REQUIRED UNDER THE PROVISIONS OF THE TENNESSEE WORKERS' COMPENSATION LAW AND MUST BE COMPLETED AND FILED WITH YOUR INSURANCE CARRIER IMMEDIATELY AFTER NOTICE OF INJURY.</p> <p>IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO ANY PARTY TO A WORKERS' COMPENSATION TRANSACTION FOR THE PURPOSE OF COMMITTING FRAUD. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.</p> <p>IF YOU HAVE QUESTIONS, THE STATE NOW HAS A BENEFIT REVIEW SYSTEM WHERE A WORKERS' COMPENSATION SPECIALIST CAN PROVIDE ASSISTANCE. CALL 1-800-332-2667 (TDD).</p>
	CLAIMS ADM CLAIM # (INSURER CLAIM #)		CARRIER FEIN 62-1074045		
	OSHA LOG CASE #		FEIN OF CLMS ADM 59-2863407		
EMPLOYER	NAME OF INSURANCE CARRIER TML Risk Management Pool		FEIN OF CLMS ADM 59-2863407		CITY Brentwood STATE TN ZIP 37027
	CLAIMS ADMIN FIRM NAME (IF DIFFERENT FROM CARRIER) TML Pool Claims		CLMS ADJ PHONE # 800-288-0829		
POLICY	CLAIMS ADJUSTER NAME 1-877/469-7611 (Fax)		CLMS ADJ PHONE # 800-288-0829		CITY Brentwood STATE TN ZIP 37027
	CLAIM HANDLING OFFICE ADDRESS LINE 1 AND LINE 2 5100 Maryland Way				
EMPLOYEE	EMPLOYER NAME Town of Collierville		EMPLOYER FEIN 62-0000268		SIC CODE PHONE NUMBER 901-457-2290 NATURE OF BUSINESS Municipality
	EMPLOYER ADDRESS LINE 1 AND LINE 2 500 Poplar View Parkway				
EMPLOYEE	INSURED NAME (PARENT CO. IF DIFFERENT THAN EMPLOYER)		POLICY NUMBER		EFF DATE EMPLOYMENT STATUS CODE <input type="checkbox"/> FULL TIME/REGULAR <input type="checkbox"/> PART TIME <input type="checkbox"/> PIECE WORKER <input type="checkbox"/> SEASONAL <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> APPRENTICE FULL TIME <input type="checkbox"/> APPRENTICE PART TIME
	EMPLOYEE LAST NAME		PHONE INCL AREA CODE		
EMPLOYEE	FIRST		DEPARTMENT REGULARLY WORKED		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN OCCUPATION DESCRIPTION
	ADDRESS LINE 1 & 2				
WAGE	CITY		STATE		MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> UNMARRIED, SINGLE, DIVORCED <input type="checkbox"/> UNKNOWN NCCI CLASS CODE
	SSN		DATE OF BIRTH		
WAGE	DATE OF HIRE		DATE OF BIRTH		SALARY CONTINUED IN LIEU OF COMPENSATION <input type="checkbox"/> YES <input type="checkbox"/> NO FULL WAGES PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO
	WAGE \$		PERIOD <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> DAILY <input type="checkbox"/> MONTHLY		
ACCIDENT/INJURY	DATE OF INJURY		TIME OF INJURY <input type="checkbox"/> AM <input type="checkbox"/> PM		TIME EMPLOYEE BEGAN WORK ON INJURY DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
	DATE EMPLOYER NOTIFIED OF INJURY		BODY PART AFFECTED CODE		
ACCIDENT/INJURY	DATE CLAIM ADM NOTIFIED OF INJURY		NATURE OF INJURY CODE		CAUSE OF INJURY CODE
	DATE LAST DAY WORKED		HOW INJURY OR ILLNESS OCCURRED. DESCRIBE THE INCIDENT INCLUDING WHAT THE EMPLOYEE WAS DOING JUST BEFORE, THE PART OF THE BODY AFFECTED AND HOW, AND OBJECT OR SUBSTANCE THAT DIRECTLY HARMED THE EMPLOYEE.		
ACCIDENT/INJURY	DATE DISABILITY BEGAN		RETURN TO WORK DATE (IF APPLICABLE)		IF DEATH CLAIM, GIVE # DEPENDENTS FOR EACH RELATIONSHIP <input type="checkbox"/> WIDOW <input type="checkbox"/> FATHER <input type="checkbox"/> SISTER <input type="checkbox"/> WIDOWER <input type="checkbox"/> DAUGHTER <input type="checkbox"/> BROTHER <input type="checkbox"/> MOTHER <input type="checkbox"/> SON <input type="checkbox"/> HANDICAPPED CHILD TOTAL #DEPENDENTS
	DATE OF DEATH (IF APPLICABLE)				
TREATMENT	DATE OF DEATH (IF APPLICABLE)		IF DEATH CLAIM, GIVE # DEPENDENTS FOR EACH RELATIONSHIP		ADDRESS WHERE INJURY OCCURRED (IF OTHER THAN EMPLOYER'S PREMISES) CITY STATE ZIP COUNTY OF INJURY
	DID INJURY/ILLNESS OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO				
TREATMENT	PHYSICIAN NAME		HOSPITAL OR OFF SITE TREATMENT NAME		ADDRESS LINE 1 AND 2 CITY STATE ZIP
	ADDRESS LINE 1 AND 2				
TREATMENT	CITY		CITY		INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT <input type="checkbox"/> MINOR BY EMPLOYER <input type="checkbox"/> HOSPITALIZED > 24 HRS <input type="checkbox"/> FUTURE MAJOR MEDICAL/LOST TIME ANTICIPATED <input type="checkbox"/> MINOR BY CLINIC/HOSPITAL <input type="checkbox"/> EMERGENCY CARE
	STATE		STATE		
OTHER	DATE PREPARED		PREPARER'S NAME & TITLE		PREPARER'S COMPANY NAME PHONE NUMBER
	PREPARER'S NAME & TITLE				

EMERGENCIES

Unforeseen emergencies may arise which are not covered by this manual. In such cases employees must be relied upon to make decisions; however, an emergency is not justification for employees to circumvent safety procedures.

**PROTECTION OF THE GENERAL PUBLIC –
VISITORS**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Protection of the general public and public property is the duty of every employee. It is your responsibility to recognize the types of risks affecting each operation and to take proper action to prevent property damage and/or the loss of life.

- A. Keep work areas compact with adequate protection for employees.
- B. Make every effort to protect and minimize inconveniences to the public while executing Town responsibilities.
- C. Use certified flagmen, signs, tapes, barricades, and other warning devices in accordance with TOSHA and MUTCD regulations. High voltage areas shall be properly marked.
- D. Arrange tools and equipment neatly within work areas. Promptly clear away excess materials and equipment.
- E. Ensure work sites present no unmarked hazards or inconveniences to the public, unless necessary.

COLD WEATHER SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Cold weather safety should be of concern to all who work outdoors during the winter months. According to the National Safety Council, knowing how to recognize, prevent and field treat frostbite and hypothermia might protect your well-being over winter.

Frostbite is the actual freezing of a part of the body due to exposure to temperatures below freezing. It is common on the face, hands and feet, and its onset may be signaled by a tingling sensation in the affected area. The first external sign is the appearance of white waxy spots on the affected body part. Early detection and treatment of these spots can minimize tissue damage. The hands and feet have been feeling the effects of the cold and then suddenly stop hurting – investigate. Chances are it's frostbite!

Frostbite can be prevented by implementing some easy safety measures. The National Safety Council suggests you protect your face and head with a wool stocking cap pulled down to cover ears and the nape of the neck. Since wool is not windproof, additional head and face protection, such as a face mask, is necessary on extremely cold windy days.

In dry cold, wear windproof leather or nylon gloves, and, in wet cold, use waterproof insulated vinyl-coated gloves. Always carry a spare pair of gloves.

Don't let your hands get wet with water, gasoline, kerosene, alcohol or any other fluid which freezes below 30-degrees F. These fluids will cause instant frostbite in extremely cold weather conditions. Also, remember to wear boots that are roomy enough to permit movement of toes with no feeling of tightness.

If you suspect light frostbite, there are immediate measures you can take care for yourself:

- A. Cover your face with warm hands until the pain returns.
- B. Fingers are best heated by placing them under the opposite armpit next to bare skin.
- C. Place bare feet under your opposite pant leg next to bare skin. Do not try massaging, exposure to open fires, heat from vehicle exhaust or mufflers, cold soaks or immersion in liquids.

Hypothermia is a subtle, insidious killer: the loss of heat from the body's vital inner core. The condition results when the loss of body heat is greater than body heat production. The National Safety Council points out that people can lose body heat in many ways, including:

- A. Sitting in snow or on cold vehicles or becoming wet from rain or sweat;
- B. Uncovered areas of the skin surface, especially the head and neck, can suffer heat loss;
- C. A certain amount of heat is lost through the evaporation of sweat from the skin.

Hypothermia can be prevented by wearing protective clothing. Eat three well-balanced meals a day, drink plenty of fluids, and work at a slow but steady pace.

COLD WEATHER SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

Symptoms of hypothermia may include mild depression, lack of enthusiasm for simple tasks, inability to concentrate, fatigue, difficulty in walking, violent shivering, staggering and falling.

To treat hypothermia in the field, try to reduce heat loss by replacing wet clothing, drinking warm beverages, and seeking shelter from wind, wetness and cold.

Winter Weather Warnings:

Being familiar with terminology used by the Weather Service will help you know what to expect when weather warnings are issued. The following terms are used frequently in winter weather releases:

- A- Freezing Rain: occurs when temperatures are below 32 degrees F and rain freezes on impact. This causes an ice coating on all exposed surfaces. If the coating is heavy, falling trees or wires can be additional hazards.
- B- Freezing Rain or Drizzle: is called an ice storm when a substantial glaze layer accumulates. In some parts of the country, ice storms are called “silver thaws” or silver frosts.”
- C- Sleet: is frozen rain drops (ice pellets) which bounce on surface impact. Sleet does not stick to objects, but sufficient accumulations can cause dangerous driving conditions.
- D- Traveler’s Advisory: means that falling snow and/or drifting snow, strong winds, freezing rain or drizzle will make driving hazardous.
- E- Blowing and Drifting Snow: result from strong winds, blowing falling snow, or loose snow on the ground and can produce drifts.
- F- Wind Chill Factor: is the combined effect of wind and cold. A very strong wind combined with a temperature below freezing can have the same chilling effect as a temperature nearly 50 degrees lower with no wind. For example, if the outside temperature is 20° F and the air is calm, the wind chill temperature is the same, 20° F. But with the same temperature and a 30 mph wind, the effect on your body is the same as if the temperature were -18° F. A strong wind can make any winter temperature “chilling.” Anyone who is outdoors exposed to low temperature and strong winds will be more easily exhausted and more subject to frostbite or even death.

TEMPERATURE	WIND VELOCITY		
	15 MPH	30 MPH	40 MPH
30° F	11° F	-2° F	-4° F
20° F	-5° F	-18° F	-22° F
10° F	-18° F	-33° F	-36° F
0° F	-33° F	-49° F	-54° F

HEAT STRESS MANAGEMENT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Supervisors of employees should be responsible for initiating a Heat Stress Management Program for their respective employees where work is performed in temperatures above eighty (80) degrees Fahrenheit or where impermeable protective clothing (e.g. Tyvek coveralls) is worn in temperatures above fifty (50) degrees Fahrenheit.

The Heat Stress Management Program should include the following:

- A- Training for those employees affected which, at a minimum, will include a review of the symptoms, methods of prevention, and appropriate first aid for the four types of heat stress: 1) heat stroke, 2) heat exhaustion, 3) heat cramps, and 4) heat rash.
- B- Exposed employees will have a sufficient quantity of potable water available for drinking. Employees who do not have a fixed drinking water source in near proximity to their work place must have potable drinking water containers.
 - 1) An employee may require replacement of as much as two gallons of water per eight hour shift.
 - 2) Sport liquids, such as Gatorade, or other equivalent replacement liquids, can also be made available as a supplement to water for heat exposed employees.
- C- The supervisor must provide for new employees or not previously exposed employees to acclimate gradually to working in “hot environments.”
 - 1) Most methods of acclimatization require that employees be exposed gradually to greater periods of time in the heat.
 - 2) Unacclimated employees should not be expected to complete their assigned duties in the same period or at the same rate as those who have “adjusted” to the heat. Allowance for this reduction will increase with both temperature and humidity.
 - 3) One alternative to the reduced capacity/rate of unacclimated workers is to increase the number of people assigned to the job until the employees have acclimated or heat stress is reduced.
- D- The supervisor must develop a method of scheduling sufficient breaks between work periods.
 - 1) Acclimated employees in hot environments will require periodic rest periods to prevent heat stress. Scheduled breaks will ensure that employees do not lose track of cooling periods and are able to take time to replace lost water.
 - 2) Generally, acclimated employees working at temperatures above eighty (80) degrees F, or fifty (50) degrees F. for employees wearing impermeable protective clothing will be able to continue their normal work schedule, taking breaks as experience dictates.
 - 3) When temperatures exceed ninety (90) degrees F., employees’ awareness of the risks of heat stress should be increased. Daily reminders should be implemented to ensure that employees are taking appropriate precautions.

HAZARD COMMUNICATION PLAN

9. Hazard Communication Plan

- HZ- Section Contents
- HZ-010 Hazard Communication Plan
- HZ-020 Hazard Identification and Assessment
- HZ-030 Hazard Prevention, Correction and Control
- HZ-040 Chemical Inventory Worksheet Instructions
- HZ-050 Work Area Hazard Chemical List (HCL)

HAZARD COMMUNICATION PLAN**Purpose**

The purpose of CFR, Title 29, Part 1910.1200, Hazard Communication Standard (HCS) is to ensure that the hazards of all produced or incorporated chemicals are evaluated and the information concerning these hazards are transmitted to both employers and employees. The standard also uses the Globally Harmonized System (GHS). This is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets. The GHS was negotiated in a multi-year process by hazard communication experts from many different countries, international organizations, and stakeholder groups. It is based on major existing systems around the world, including OSHA's Hazard Communication Standard and the chemical classification and labeling systems of other US agencies.

The standard mandates the evaluation of hazardous chemicals present in a workplace and requires training of employees regarding the hazardous chemicals and related prevention and protective measures for routine and non-routine tasks. As the GHS does not include any requirements regarding Hazards Communication Programs, OSHA is maintaining the provisions of the HCS 1994.

Introduction

It is the Town of Collierville's policy that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Plan to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. This Hazard Communication Plan will be monitored by the Safety Program Administrator (SPA) who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

The Hazard Communication Plan

1. The Hazard Communication Plan (HCP) consists of four major components:
 - Identification and inventory of all hazardous chemicals and listing on a Hazardous Chemical List (HCL).
 - Acquisition of Safety Data Sheets (SDS) for each hazardous chemical listed on the HCL.
 - Labelling of all hazardous chemicals with chemical name, hazards and warnings and the manufacturer's or importer's name and address, with reference to the appropriate Safety Data Sheet.
 - Training of all employees about the hazardous chemicals in the workplace and of the Hazard Communication Plan.
2. The Safety Program Administrator is the coordinator for the Hazard Communication Plan.

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **2 of 11**

Copies of the Hazard Communication Standard and the Hazard Communication Plan will be maintained and available upon request.

Hazardous Chemicals List

Each department will have responsibility for identifying and inventorying all hazardous chemicals used by the department.

A current master list will be maintained at all times. New chemicals will be added as they are received and chemicals no longer inventoried will be removed from the list as they are discarded. A formal inventory and updating of the list will be done annually.

Each hazardous chemical must be cross-referenced to an appropriate Safety Data Sheet.

The master HCL will be maintained in the General Services Department, Risk Management Division office. Partial lists will be maintained in the various departments where hazardous chemicals are used.

Safety Data Sheets (SDS)

The Hazard Communication Standard requires that SDS's be available to all employees for each hazardous chemical identified and used.

- Each department will be responsible for acquiring and maintaining updated versions of all SDS's in the department list as well as the Master list maintained in the Risk Management Division.
- The SDS will be written in English and will consist of all information listed below:

The format of the 16-section SDS should include the following sections:

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-Aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **3 of 11**

- Section 13. Disposal considerations
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

The SDS must also contain Sections 12-15, to be consistent with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Although the headings for Sections 12-15 are mandatory, OSHA will not enforce the content of these four sections because these sections are within other agencies' jurisdictions.

- All new procurements of hazardous chemicals should be evaluated and, whenever possible, the least hazardous substance will be purchased.
- Training of all employees regarding any new or updated SDS will be documented.
- Purchase orders for hazardous chemicals should include a request for a current SDS.
- Hazardous chemicals should not be incorporated into any work process until an SDS has been received and reviewed by employees exposed to the chemical.

Accessibility of Safety Data Sheets

- A current SDS library will be maintained in each department and the Risk Management office for all hazardous chemicals identified and listed on the HCL.
- The SDSs will be readily available to all employees during each work shift.

If a new SDS contains changes or new information, the old SDS will be replaced with the new one in both the master file and the worksite file. Affected personnel will review updated or modified SDSs.

Labels and Other Forms of Warning

1. Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within **six (6) months** of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.
2. Containers of hazardous chemicals will be properly labeled with at least the following information:
 - a. Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
 - b. Identify the hazardous chemical;

HAZARD COMMUNICATION PLAN










SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 4 of 11

- c. Appropriate hazards and warnings (including target organ effect); and
- d. Name and address of the manufacturer.
- e. **Pictogram:** a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a **red square frame** set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.

HCS Pictograms and Hazards

<p>Health Hazard</p> 	<p>Flame</p> 	<p>Exclamation Mark</p> 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p> 	<p>Corrosion</p> 	<p>Exploding Bomb</p> 
<ul style="list-style-type: none"> • Gases under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p> 	<p>Environment (Non Mandatory)</p> 	<p>Skull and Crossbones</p> 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

- f. **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **5 of 11**

"warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.

- g. **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
 - h. **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.
3. The appropriate SDS will be reviewed by a member of the department's management team to verify the warning label.
 4. Unlabelled containers should not be used.
 5. Secondary containers used by several employees will be labeled.
 - a. A semi-permanent label with the following information will be used:
 - i. Identity of the hazardous chemical;
 - ii. Appropriate hazards and warnings (including target organ effect); and
 - iii. Name and address of the chemical manufacturer.
 - b. Use the secondary container only for the chemical identified on the label.
 - c. The secondary container will be emptied and washed as needed. The label will not be removed, but will remain in place for future uses.
 6. Alternate methods of labeling (signs, placards, batch tickets, process sheets and like written materials) may be used on individual stationary containers in lieu of affixed labels, provided the alternative method identifies the containers to which it applies and conveys the required information and is readily accessible to employees in their work area throughout the shift.

All primary and secondary containers will be regularly checked and verified that labels have not been defaced or removed and the information contained on them is current.

Training and Communication

1. OSHA is requiring that employees are trained on the new label elements (i.e., pictograms, hazard statements, precautionary statements, and signal words) and SDS format by December 1, 2013, while full compliance with the final rule will begin in 2015. OSHA believes that American workplaces will soon begin to receive labels and SDS's that are consistent with the GHS, since many American and foreign chemical manufacturers have already begun to produce HazCom 2012/GHS-compliant labels and SDS's. It is important to ensure that when employees begin to see the new labels and SDS's in their workplaces, they will be familiar with them, understand how to use them, and access the information effectively.
For more information, <http://www.osha.gov/dsg/hazcom/effectivedates.html>.

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **6 of 11**

2. Prior to an assignment, each employee who works with or is potentially exposed to hazardous chemicals will receive training on the Hazard Communication Standard and the specific use of applicable hazardous chemicals.
3. Prior to the introduction of a new hazardous material or updated hazard, each employee will be trained concerning specific use or handling procedures.
4. Training will emphasize the following elements:
 - a. A summary of the Hazard Communication Standard and Hazard Communication Plan;
 - b. Hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
 - c. Physical and health hazards of the chemicals in the work area (including signs and symptoms of exposure) and any medical conditions known to be aggravated by exposure to the chemical.
 - d. Procedures to protect against hazards, including:
 - i. Personal protective equipment required.
 - ii. Proper use and maintenance.
 - iii. Work practices or methods to assure proper use and handling of chemicals.
 - iv. Emergency response procedures.
 - e. Work procedures to follow to assure protection when cleaning hazardous chemicals and leaks.
 - f. Location of SDS, interpretation of their contents and labeling information, as well as instructions for employees in how to obtain and use appropriate hazard information.
 - g. Explanation of the labeling system and instructions for preparing secondary container labels.
5. Employee training will be documented and monitored for use in identifying training needs.
 - a. Retraining is required when a chemical hazard changes or when a new hazard is introduced into the workplace. It will also be Town policy to include hazard communications into regularly scheduled staff meeting agendas.
 - b. The training program will be assessed by obtaining input from employees regarding training they have received and their suggestions for improvement.
6. All employees assigned to spray chemicals will:
 - a. Receive a training program in respirator use, protective gear required, and chemical spraying.
 - b. Wear personal protective equipment necessary in their routine spraying.

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 7 of 11

Non-Routine Tasks

Maintenance or other supervisor contemplating undertaking a non-routine task, e.g., equipment repair and cleaning, will ensure that employees are informed of chemical hazards associated with the performance of these tasks and that appropriate protective measures are taken prior to the beginning of the task.

Definitions

Article: means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

Assistant Secretary: means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical means any substance, or mixture of substances.

Chemical manufacturer means an employer with a workplace where chemical(s) are produced for use or distribution.

Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Commercial account means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

Common name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 8 of 11

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Designated representative means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Distributor means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Foreseeable emergency means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard category means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard not otherwise classified (HNOC) means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 9 of 11

effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, Pyrophoric gas, or hazard not otherwise classified.

Health hazard means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200 -- Health Hazard Criteria.

Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

Mixture means a combination or a solution composed of two or more substances in which they do not react.

Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; Pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200 -- Physical Hazard Criteria.

Pictogram means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

HAZARD COMMUNICATION PLAN

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 10 of 11

Precautionary statement means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Product identifier means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Produce means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Pyrophoric gas means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety data sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

Signal word means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple asphyxiant means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Specific chemical identity means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Trade secret means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to §1910.1200–Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

Use means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

HAZARD COMMUNICATION PLAN

Work area means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace means an establishment, job site, or project, at one geographical location containing one or more work areas.

HAZARD IDENTIFICATION AND ASSESSMENT

SUPERSEDES NO.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

I. PURPOSE

To assist in the identification and correction of hazards, the Town of Collierville has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the Loss Prevention and Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the Safety Committee. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Managers, Supervisors, and front line foremen shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to one of the following: their up-line management, Town of Collierville Safety Reporting Hot-line or Town of Collierville Safety Reporting Web-site Portal (www.collierville.com) or Tennessee Safety and Occupational Health Division. No employee is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

HAZARD IDENTIFICATION AND ASSESSMENT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Program Administrator (SPA) or found throughout this manual.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and State and/or Federal OSHA consultants.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Safety Program Administrator (SPA), Safety Committee member(s), consultants, other designated individual(s).

HAZARD PREVENTION, CORRECTION AND CONTROL

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness or fatality
- Likelihood of exposure - The probability of the employee coming into contact with the hazard
- Frequency of exposure - How often employees come into contact with the hazard
- Number of employees exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard
- Time necessary to correct - The time necessary to minimize or eliminate the hazard

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Work Practice Controls: This practice includes conducting regular employee safety training and displaying safety related and hazard signs in the appropriate areas and locations.
4. Personal Protective Equipment: Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety inspection form

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

CHEMICAL INVENTORY WORKSHEET**INSTRUCTIONS**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

The following list of instructions should be used as an aid to enter chemical inventory information within the Work Area Hazard Chemical List, page: HZ-050.

Place all appropriate information in the space provided on the form which follows these instructions.

❖ **If listing a new hazardous chemical not previously on file or replacing a listed chemical with a different chemical, attach the SDS to the HCL (Hazardous Chemical List).**

Department: Enter the name of the department by clicking on the cell below, Department; click the “drop down box” arrow in order to make the correct selection.

Building: Enter the name of the department by clicking on the cell below, Building; click the “drop down box” arrow in order to make the correct selection.

- (1) **Chemical and/or Common Trade Name** – Place in this column the name of the material as it appears on the container’s label and/or Safety Data Sheet (SDS). If applicable, enter the common trade, product, or chemical name typically on the manufactures label, no formulas, abbreviate name if necessary.
- (2) **CAS Number** – Place the Chemical Abstract Service (CAS) Number of the substance in this column. NOTE: If the substance/mixture does not have a CAS Number, leave this space blank.
- (3) **Stored Location** – Enter the typical storage location, room/area in which the chemical is stored. (Example: 2nd floor custodial closet, central work bench, flammable cabinet, etc.)
- (4) **Manufacturer Name** – Enter the manufacturer’s name as it appears on the chemical container label.
- (5) **Container Type** – Enter the container type in this column to describe the storage container for the hazardous chemical by clicking on the cell and then choosing the correct selection from the “drop down box”.

A. Above Ground Tank	F. Can	K. Glass Bottles/Jugs
B. Below Ground Tank	G. Fiber Drum	L. Plastic Bottle/Jugs
C. Tank Inside Building	H. Bag	M. Tote Bin
D. Steel Drum	I. Box	N. Tank Wagon
E. Plastic/non-metallic drum	J. Cylinder	O. OTHER
- (6) **Container Size** – Enter the number representing the amount of chemical the container holds. Example: for a two-gallon sized container, enter “2” even if you only have a half-full bottle.
- (7) **Unit of Measure** – Enter the unit that qualifies the container size by clicking on the cell and then choosing the correct selection from the “drop down box”.

CC (cubic centimeter)	KG (for kilograms)	OZ (for solid ounces)
Cubic Feet	LBS (for pounds)	PT (for pint)

CHEMICAL INVENTORY WORKSHEET

SUPERSEDES No.:

INSTRUCTIONS

EFFECTIVE DATE:

PAGE No.: 2 of 2

Fluid Oz (for liquids)

Liter

QT (for quart)

Gal (for gallons)

MG (for milligrams)

ML (for milliliters)

Gram

- (8) **Chemical Hazards** – Click on one or more of the following categories in this column to describe the **hazards** of the chemical. These categories are defined using key words (*italicized*) found on either the product label or the SDS.

I – Fire Hazard - include products which are *flammable, combustible liquid, pyrophoric, and/or an oxidizer*.

II – Pressure Hazard - includes products which are *explosive or compressed gases*.

III – Reactivity Hazard - includes products which are *unstable reactive, organic peroxides, and/or water reactive*.

IV – Acute (immediate) Health Hazard - includes products which are *highly toxic, corrosive, toxic, irritants, sensitizers, and other hazardous chemicals which cause an adverse effect to a target organ within a short period of time*.

V – Chronic (delayed) Health Hazard - includes products which are *carcinogens, mutagens, or teratogens, and other hazardous chemicals which cause an adverse effect on a target organ after a long period of time*.

- (9) **SDS on File** – Use an “X” to mark either “Yes” or “No” on the appropriate line reporting that a SDS is or is not on file in the department and in the Master file in the Risk Management office.

Once all hazard chemicals are identified and recorded in form HZ-050, you will complete the process by doing the final steps below.

- Fill in the number of HZ-050 pages in the header.
- Record the date of completion in the provided space in the header.
- E-mail a copy of the documents to the Safety Program Coordinator for inclusion into the Master HCL.

HOUSEKEEPING

EFFECTIVE DATE:

10. Housekeeping

H- Section Contents

H-010 Safe Housekeeping Practices

SAFE HOUSEKEEPING PRACTICES

Good housekeeping is recognized as being fundamental to safety. It is a very definite factor in the reduction of hazards, in the elimination of accidents and the prevention of fires.

Good housekeeping requires “a place for everything and everything in its place.”

Do not allow waste to accumulate on benches, tables, or floors. Deposit trash and refuse into proper containers.

Keep unused tools off the floor.

Remove and dispose of trash on a regular basis.

Do not allow trash to accumulate in lockers, on desks, floors, or other work areas.

Pick up broken glass with a brush and dust pan, not bare hands.

Clean dust from overhead fixtures regularly.

Turn wastebaskets upside down to empty, or use trash bags. Do not reach into the wastebasket.

Floors and stairways are to be kept clean. Pick up paper clips, pencils, staples, and other objects immediately. Wipe up spilled liquids promptly.

Do not block accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

Loose cords and wires shall not be placed in pedestrian areas or walkways. Extension cords and telephone cords shall not restrict walkways.

Paper cutters, scissors and other cutting instruments should be left in a locked position whenever they are not immediately in use.

Areas having carpet covering will be routinely surveyed for rips, tears or other defects that could cause slip/trip and fall hazards.

Straighten or remove rugs and mats that do not lie flat on the floor.

Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Sweeping of debris from Town mobile equipment in parking areas or dumping of debris from private vehicles into Town parking areas is prohibited.

SAFE HOUSEKEEPING PRACTICES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

Broken light bulbs, fluorescent tubes, glass, metal scraps and other sharp objects shall be given special handling.

Walks, aisles, stairways, exits and all other passageways shall be kept clear of all obstructions.

Tools, materials, and office supplies shall not be placed where they may cause tripping or stumbling hazards or where they may fall and strike anyone below.

Truck beds and compartments shall be kept neat and in safe condition. Tools which are not being used shall be kept in compartments or convenient racks or otherwise stored where they will not create a hazard.

Cooperate in keeping locker rooms, toilet rooms, break rooms and areas containing first aid equipment in a clean, dry and sanitary condition. They are provided for your convenience and health.

Report all safety hazards to your supervisor, director, or appropriate department, such as:

1. Any broken or loose wire.
2. Any loose flooring, or ripped carpeting.
3. Tables or chairs (needing repair or removal).
4. Any loose or broken concrete in walkways.
5. Broken windows or glass of any kind.
6. Water pipes or fixtures that are broken or leaking.
7. Wet and/or broken ceiling tiles.
8. Any strange smells (Example: natural gas leak).

PROPER PROTECTIVE EQUIPMENT SHALL ALWAYS BE USED.

INSPECTIONS

11. Inspections

- IN- Section Contents
- IN-010 Inspections
- IN-020 Record Keeping
- IN-030 Building(s) Safety Inspection Form
- IN-040 Building(s) Safety Comments and Recommendation Form
- IN-050 Parks and Athletic Complex Safety Inspection Form
- IN-060 Parks and Athletic Complex Safety Comments and Recommendation Form
- IN-070 Notice of Safety Violation Form

INSPECTIONS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

In order for the Loss Prevention and Safety Program to be effective, it must provide for the regular inspection of all work sites.

Inspections are important as they serve to:

- A. Identify safety and health hazards before incidents occur.
- B. Stimulate interest, and encourage active participation in the Loss Prevention and Safety Program through personal contact between the Safety Committee members (inspectors) and individuals on the job. Employees are frequently able to point out unsafe conditions that might otherwise go uncorrected.
- C. Determine necessary changes in the Program, e.g. revisions to procedures, changes in the training program, and improvement in safety practices.

Types of Inspections

The following inspections are carried out under the Loss Prevention and Safety Program.

- A. Safety Audits: Regular inspections are to be conducted by the safety committee, Safety Program Administrator, and other safety consultants. Their purpose is to determine whether the Town is providing a safe and healthful place of employment in compliance with the TOSHA Law, and the Town's Loss Prevention and Safety Manual, and whether Town employees are performing their duties in a safe manner.
- B. General Inspections: It is the responsibility of each department head or their designee (safety committee member); to perform regular inspections and document unresolved safety hazards and develop a plan of corrective action.
- C. Special Inspections: Special inspections are limited in scope, and conducted for a special purpose, or in special areas. Examples of situations requiring special inspections are:

Changes in working conditions, e.g. occupancy of new buildings, use of new or different equipment, and assignment of new activities.

In response to a report of a safety or health hazard.

As a part of special campaign such as Fire Prevention Week.

In the course of an incident investigation.

As a follow-up to a previous inspection.

Special inspections conducted by TOSHA inspectors.

INSPECTIONS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

- D. During Inspections: In the event of a safety hazard, the inspector shall immediately notify both the individual in charge and any employees whom they consider to be in imminent danger, and shall request that they be immediately removed from the area and suspend operations.

When the Safety Committee member (inspector), SPA, or management notes an imminent danger violation at a construction or maintenance site manned by a private contractor, they shall call it to the attention of the nearest construction supervisor and request that the work be suspended until the alleged violation has been corrected.

If the construction supervisor refuses, the inspector shall inform the Department Head responsible for the project of the alleged violation. The following action shall be taken:

- a. Review the alleged violation, and if they concur, again request the contractor's supervisor to suspend operations until the hazard has been eliminated.
- b. If the supervisor again refuses, the Department Head or the inspector shall report the alleged violation to the SPA, who may contact Tennessee Occupational Safety and Health Association (TOSHA), which will dispatch an agent to the site.

Safety Inspection Guidelines

Individuals with the department/division that the inspection is taking place shall fully cooperate with the inspector to ensure that all areas are covered and all hazards are itemized.

Those conducting a safety inspection shall utilize check lists appropriate for each area being inspected, and emphasis shall be placed on standards established for those areas.

Emphasis will be placed upon the condition of the facility, job site, equipment and machines as well as implementation of the overall safety program.

Supervisors shall inform all employees of any recognized unsafe condition during the inspection that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent incidents.

Deficiencies shall be posted for review by all employees and corrected as quickly as possible.

NOTE: The Safety Program Administrator is charged with the responsibility to note any deficiencies that exist, document those deficiencies, and recommend the necessary corrective action. Should a situation arise whereby the Department Head determines that the corrective action is not warranted, not cost effective, or funding is not available, the final determination will be made by the Town Administrator.

RECORD KEEPING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Safety Inspection Documentation

Upon completion of an inspection, a brief memorandum reporting the inspection and any pertinent information shall be forwarded to the Safety Program Administrator's office.

All safety inspection reports will be documented on the form corresponding with the area or project to be inspected which will include the following:

- A. Date on which the inspection was performed.
- B. The name of person(s) who performed the inspection.
- C. Any hazardous conditions noted or discovered.
- D. A Comment and Recommendation form shall be completed for correction of deficiencies.
- E. Signature of the person(s) who performed the inspection.

One copy of the completed form(s) will be sent to the Safety Program Administrator's office. After it is recorded a copy of the inspection will be sent to the Department Director and a copy placed in an employee's personnel file should it be isolated to an employee(s).

All reports shall be kept on file for a minimum of two (2) years.

Document Retention

The Safety Program Administrator will ensure the maintenance of all Loss Prevention and Safety Program records, for the listed periods, including:

- | | |
|--|----------------------|
| 1. New Employee Safety Orientation forms | length of employment |
| 2. Code of Safe Practices Receipt | length of employment |
| 3. Disciplinary actions for safety | 1 year |
| 4. Safety inspections | 2 years |
| 5. Safety meeting reports | 2 years |
| 6. Safety Contact Reports | 2 years |
| 7. Accident investigations | 5 years |
| 8. Federal or State OSHA log of injuries | 5 years |
| 9. Inventory of Hazardous Materials (if any) | forever |
| 10. Employee exposure or medical records | forever |

Records are available for review at Town Hall, General Services and/or Human Resources Departments.

BUILDING(S) SAFETY INSPECTION FORM

IN-030

Building: _____ Inspector: _____ Date: _____

CODES: (S) Satisfactory	(N) Needs Attention	(N/A) Not Applicable
(1) GENERAL - Safety Literature		
S	N	N/A
(1a) Safety Committee minutes posted on bulletin board.		
(2) GENERAL - Exterior Miscellaneous		
S	N	N/A
(2a) Building address or identification clearly visible.		
(2b) Unobstructed access road to the building provided.		
(2c) Are stairs, landings and handrails in good repair and fastened securely?		
(2d) Are entrances into building free from obstructions?		
(2e) Are walking surfaces in good condition without cracks, holes, etc.?		
(3) GENERAL - Interior Walkways, Floors and Stairs		
S	N	N/A
(3a) Are stairs and walkways kept clear of boxes, equipment, cables and other obstacles?		
(3b) Is the tread on stairs in good condition and will it minimize slipping?		
(3c) Is the foot space on each stair adequate?		
(3d) Are handrails adequate and in a good state of repair?		
(3e) Are stairs in a good state of repair?		
(3f) Do stairs have anti-slip materials where warranted?		
(3g) Are walkways and stairs wide enough?		
(3h) Are walkways clear of trip hazards such as open drawers, boxes, etc.?		
(3i) Are floors clear of slip and trip hazards, e.g., extension cords, torn carpet, cracks, holes, etc.?		
(3j) Are floors clean, dry, well maintained (no cracks, oil, grease, etc.?)		
(3k) Do walkways have unobstructed vision at intersections?		
(3l) Are walkways adequately lit and clearly marked?		
(3m) Are exit doors clearly marked and signs working?		
(4) GENERAL - Storage Areas		
S	N	N/A
(4a) Are storage cabinets in good condition and not overloaded?		
(4b) Is stored material secured to prevent shifting/falling?		
(4c) Are storage areas free from rubbish?		
(4d) Are shelf units properly attached to walls and are cabinets/cupboards stable?		
(4e) Are racks and pallets in good condition?		
(4f) Are ventilation ducts and sprinkler heads unblocked?		
(4g) Are materials stored in bins whenever possible?		
(4h) Are there safe means of accessing high shelves?		
(5) GENERAL - Lighting		
S	N	N/A
(5a) Does lighting in the work area allow staff to see their work easily?		

This list is intended only as a guide. LOOK for other unsafe acts and conditions, and report them so that corrective action can be taken.

BUILDING(S) SAFETY INSPECTION FORM

IN-030

Building: _____ Inspector: _____ Date: _____

CODES: (S) Satisfactory	(N) Needs Attention	(N/A) Not Applicable			
(5b) Are all light fittings in good working order? No flickering lights, etc.?					
(5c) Is glare and excessive brightness minimized in the work area?					
(5d) Are all light bulbs, tubes and/or lighting covers adequately cleaned?					
(6) GENERAL - Ventilation and Temperature	S	N	N/A		
(6a) Is temperature maintained at a comfortable level?					
(6b) Is general indoor air quality acceptable for the majority of occupants, i.e., temperature, humidity, air flow, etc.?					
(7) GENERAL - Office equipment	S	N	N/A		
(7a) Is office equipment clean and working properly?					
(7b) Are fax machines, printers, and other office equipment in good condition?					
(7c) Are equipment guards in place?					
(7d) Are there procedures to report faulty equipment?					
(8) GENERAL - Staff Amenities	S	N	N/A		
(8a) Are staff restroom facilities in good condition?					
(8b) Are staff restroom facilities cleaned regularly?					
(8c) Is break room equipment in good working order?					
(8d) Is break room and restroom rubbish removed regularly?					
(8e) Do break rooms contain fire extinguishers that are accessible?					
(9) GENERAL - Desks/Workstations	S	N	N/A		
(9a) Is the height of desks appropriate for the tasks performed, e.g., keyboarding?					
(9b) Are workstations/desks stable and undamaged?					
(9c) Do workstations have adequate storage?					
(9d) Are waste bins emptied regularly?					
(9e) Is there sufficient space around workstations/desks to provide safe access?					
(9f) Are chairs in good condition, stable and adjustable?					
(9g) Book cases not overloaded?					
(10) GENERAL - Security	S	N	N/A		
(10a) Are premises secure while employees are at work?					
(10b) Are security doors operational?					
(10c) Have employees been trained in workplace violence procedures?					
(10d) Is safe action plan drill conducted annually?					
(11) GENERAL - Electrical	S	N	N/A		
(11a) Are cords, plugs and sockets in good condition, i.e., not frayed, exposed, cracked, etc.?					
CODES: (S) Satisfactory (N) Needs Attention (N/A) Not Applicable					

This list is intended only as a guide. LOOK for other unsafe acts and conditions, and report them so that corrective action can be taken.

BUILDING(S) SAFETY INSPECTION FORM

IN-030

Building: _____ Inspector: _____ Date: _____

(11b) Are all electrical items in good condition?			
(11c) Have switches breaker panels been identified and are they in working condition?			
(11d) Is 36" (3 ft) access clearance around breaker panels maintained?			
(11e) Are all electrical breaker panels secured (doors bolted to panel and closed securely)?			
(11f) GFCI receptacles in use in wet area (bathrooms, near sinks)			
(11g) Are all electrical rooms free from combustible materials?			
(11h) Are all electrical panels cool to the touch?			
(11i) Extension cords and power strips not daisy chained and no permanent extension cords in use.			
(12) GENERAL - Fire Safety	S	N	N/A
(12a) Are fire extinguishers mounted and clearly accessible and current inspection tags attached?			
(12b) Are backs of inspection tags initialed and dated for monthly checks?			
(12c) Is there an 18" min. clearance below all fire sprinklers and clear of interference from stored materials?			
(12d) Are sprinkler systems and smoke detectors inspected regularly?			
(12e) Are emergency exits clearly marked, easy to open and functional?			
(12f) Are alarms and signals tested on a regular basis?			
(12g) Has there been an evacuation drill in the last 12 months?			
(12h) Is 36" (3 ft) clearance around sprinkler riser pipes and controls maintained?			
(13) GENERAL - Heating System	S	N	N/A
(13a) Is a 36" (3 ft) clearance provided around all heating equipment?			
(13b) Are furnace/boiler rooms kept locked?			
(13c) Are furnace/boiler rooms free from combustible materials?			
(14) GENERAL - First Aid	S	N	N/A
(14a) Has the location of first aid kits been communicated to employees?			
(14b) Are the first aid kits clearly labeled?			
(14c) Are first aid kits easily accessible?			
(14d) Are first aid kits regularly maintained and stocked?			
(14e) Are storage areas for AED devices communicated to personnel?			
(14f) Has personnel received AED training?			
(15) GENERAL - Chemical Storage	S	N	N/A
(15a) Non-hazard chemical containers labeled and properly stored.			
(15b) Are material safety data sheets available for all chemicals?			
(16) SHOP/PLANT/LAB - Chemical Storage	S	N	N/A
(16a) Eye wash stations function properly, tested weekly and tag initialed by inspector and unobstructed.			
CODES: (S) Satisfactory (N) Needs Attention (N/A) Not Applicable			

This list is intended only as a guide. LOOK for other unsafe acts and conditions, and report them so that corrective action can be taken.

BUILDING(S) SAFETY INSPECTION FORM

IN-030

Building: _____ Inspector: _____ Date: _____

(16b) Safety shower function properly, tested weekly and tag initialed by inspector and unobstructed.			
(16c) Are hazardous substances and containers properly stored?			
(16d) Are hazardous substance containers and cabinets properly labeled?			
(16e) Are material safety data sheets available for all chemicals?			
(16f) Are there separate disposal area or containers for oily rags?			
(16g) Are flammables stored in the appropriate cabinet?			
(16h) Are spill-containment materials readily available for simple or small spills?			
(16i) Do procedures exist for the safe use and disposal of hazardous substances?			
(16j) Are secondary containers properly labeled?			
(17) SHOP/PLANT/LAB - Equipment	S	N	N/A
(17a) Are portable power tools in good condition and equipped with constant pressure switch?			
(17b) Are battery chargers marked and well ventilated?			
(17c) Is fixed machinery and/or equipment anchored to prevent movement?			
(17d) Belts/Pulleys guarded or enclosed.			
(17e) Bench grinders (1/8" tool rest, 1/4" tongue guard)			
(17f) On/off switch accessible w/o reaching across point of operation.			
(18) SHOP/PLANT/LAB - Miscellaneous	S	N	N/A
(18a) Is there adequate ventilation throughout the work area?			
(18b) Are noise levels controlled and is hearing protection used when needed?			
(18c) Compressed gas cylinders secured/capped, flammable gas (acetylene) and accelerants (oxygen) separated by 20' or a 5' high wall.			
(18d) Hoists/cranes: Operating rules, load capacity and proper usage posted.			
(18e) Hoists/cranes: warning signals for moving cranes/hoist.			
(18f) Covers and/or guardrails used and good condition for open pits, tanks, vats, etc.			
(18g) Does open sided floors and landings have 42" top rail, 21" mid rail and toe board?			
(18h) Stair handrail same requirements as (18g) and at least right hand descending side.			
(18i) Stair handrail same requirements as (18g) with both sides open, rail must be on both sides.			
(18j) Jacks and lifts inspected every 6 months with rated load legibly and permanently marked.			

**ADMINISTRATIVE AREA(S) SAFETY INSPECTION
COMMENTS AND RECOMMENDATION FORM**

IN-040

COMMENTS SECTION		
<p>For each NEEDS ATTENTION rating given, note the item number below and provide the precise location and a description of the deficiency and a recommendation for correction of the deficiency. Example: (10) - Carpeting next to the left side of Jane Doe's desk is curled up, creating a tripping hazard. Recommendation: Carpeting should be secured properly by Facilities Maintenance.</p>		
ITEM NO.	DESCRIPTION OF DEFICIENCY	RECOMMENDATIONS
Inspector's Signature:		Date:

COPIES TO: 1) Department Head of Inspection Location
2) Safety Program Administrator

PARKS AND ATHLETIC COMPLEX SAFETY INSPECTION FORM

IN-050

Building: _____ Inspector: _____ Date: _____

CODES: (S) Satisfactory (N) Needs Attention (N/A) Not Applicable			
(1) Play Ground(s)	S	N	N/A
(1a) Play equipment have visible cracks, bending, warping, rusting or breakage of any component?			
(1b) Play equipment show signs of deformation of open hooks, shackles, rings, links, etc.?			
(1c) Play equipment have accessible sharp edges, corners or points?			
(1d) Play equipment broken supports/anchors.			
(1e) Play equipment footings exposed, cracked and/or loose in the ground.			
(1f) Play equipment exposed ends of tubing that should be covered by plugs or caps.			
(1g) Play equipment that shows protruding bolt ends that do not have smooth, finished caps and covers.			
(1h) Worn bearings and loose bolts, nuts, etc.			
(1i) Splintered, cracked or otherwise deteriorating wood.			
(1j) Broken/missing rails, steps, rungs, seats, etc.			
(1k) Chipped or peeling paint or rust.			
(1l) Pinch or crush points (exposed mechanisms, junctures of moving components, etc.)			
(1m) Tripping hazards such as roots, rocks or other environmental obstacles.			
(1n) Poor drainage areas.			
(2) Baseball Field(s)	S	N	N/A
(2a) Bases secure			
(2b) Backstops/fences			
(2c) Dugouts			
(2d) Bleachers			
(2e) Lights/wires			
(2f) Parking lot(s)			
(2g) Sprinkler heads (exposed)			
(2h) Sunshade structures in good condition			
(2i) Sidewalks and walkways			
(3) Soccer Fields	S	N	N/A
(3a) Goals secure			
(3b) Fences			
(3c) Bleachers/Benches			
(3d) Sprinkler heads (exposed)			
(3e) Lights/wires			
(3f) Sidewalks and walkways			
(3g) Parking lot(s)			

This list is intended only as a guide. LOOK for other unsafe acts and conditions, and report them so that corrective action can be taken.

NOTICE OF SAFETY VIOLATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **1 of 1**

TO: _____

FROM: _____

SUBJECT: _____

The following safety regulation(s) violation has/have been observed:

ACTION OBSERVED:

PLACE:

TIME:

PERSON(S) CONCERNED:

NATURE OF VIOLATION:

REGULATION REFERENCE:

Respond below in writing, sign, and date and return form to Safety Program Administrator:

REMARKS/CORRECTIVE ACTION TAKEN:

Signature

Date

Copies to: Department Head

MATERIAL HANDLING AND STORAGE

12. Material Handling and Storage

M- Section Contents

M-010 Rules for Material Handling

M-020 Proper Lifting and Carrying Techniques

M-030 Pulling and Prying

M-040 Storage and Handling

M-050 Nails and Banding Material

RULES FOR MATERIAL HANDLING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Employees should not stand or pass under loads of materials suspended by ropes, chains or cables. Anyone working in surrounding areas shall exercise caution. (All elevated loads must be securely blocked before any work is started on or under them).

Heavy timbers, steel beams, poles and other heavy objects shall as far as practical, be lowered to place and not dropped.

Gloves or hand pads shall be used when handling sheet metal and objects with rough surfaces or edges.

Never carry any object which obstructs the vision without securing help. Secure help when carrying long objects and use caution when approaching or turning corners or when approaching doorways. In the vicinity of energized equipment use at least two people, one on each end, and carry below shoulder height.

When ascending or descending stairs, use caution, proceed slowly and be sure of your footing.

Nail points, ends of loops or tie wires, etc., shall not be left exposed when packing and unpacking boxes, crates, kegs, barrels, etc. Nails should be removed from loose lumber or the points should be bent down. All such nails and lumber should be disposed of in a location where they will not become a hazard. Use a carton opener for opening cartons to avoid cutting hands.

Sharp or pointed articles shall be stored as to prevent persons coming in contact with the sharp edges or points from being injured.

When packing or unpacking porcelain, glassware, and other fragile objects, it should be kept in mind that they have sharp edges when broken and necessary precautions need to be taken.

When handling loads with mobile equipment, extreme care must be taken to avoid contact with electric lines or equipment. When working near such facilities, a watchman (spotter) is required.

Size up the load first. Do not attempt to lift it alone if it cannot be done safely. Secure help.

Wipe off wet, greasy, or slippery objects before lifting, and make sure your hands are free of oil and grease.

Use mechanical equipment whenever possible to lessen the danger of handling heavy loads. Maintain a rigid inspection of all mechanical lifting and hoisting equipment.

When team lifting and carrying, let one person take command and call the signals. Make sure before starting that the signals are understood by everyone. Adjust the load so that each person carries an equal weight. Make test lifts before the actual lifting if necessary.

In lifting boxes, cartons, or bags, the best grip is usually by diagonal top and bottom corners.

Do not jump from elevated places such as truck beds, platforms, or ladders.

PROPER LIFTING AND CARRYING TECHNIQUES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Size up the load. Do not attempt to lift it alone if there is any doubt in your mind of your ability to do so. Test the weight of the load before lifting by pushing the load along its resting surface.

If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

Plan the move before lifting; remove obstructions from your chosen pathway.

Make sure your footing is secure; get a proper balance. This means feet fairly close together (10 to 12 inches apart).

Place your feet close to base of the object to be lifted. Placement of your feet is important because this prevents the back muscles from taking the entire load.

Bend the knees and squat; don't stoop over. Keep the back straight and as nearly vertical as possible. If necessary, spread the knees or lower one knee to get closer to the object.

Get a firm grip on the object with your hands and fingers; use handles when present.

Now start pushing with your legs, thereby using your strongest set of muscles and keeping the load close to your body as you come up; perform the movement smoothly and gradually, do not jerk the load.

Lift objects to the carrying position and hold the object as close to your body as possible. If it is necessary to change your direction when in the upright position, be careful not to twist the body. Turn your body with changes of foot position.

In putting the load down to the floor surface from a waist-high position, bend the knees and with a straight back, lower the load with the arm and leg muscles.



PROPER LIFTING AND CARRYING TECHNIQUES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

To place an object in a tight space, it is safer to slide it into place with your hands in the clear, than to try to lift it and set it down.

If you deposit the load on a bench, table, truck tailgate, etc., place it on the edge so the landing point takes part of the load, and then push forward with the arms or if necessary with part of the body in a forward motion.

Do not lift an object from the floor to a level above your waist in one motion; set the load down on a table or bench and then adjust your grip before lifting it higher.

Slide materials to the edge of the resting surface or tailgate before attempting to lift it off. Do not lift over the walls or closed tailgate of the truck bed.

Tips for a Healthy Back

Reaching Overhead

- Wide base of support
- Safe platform or step stool



PULLING AND PRYING

When pulling or prying objects, be sure you are properly positioned, balanced and in the clear so you will not be caught between or thrown off balance if the pry slips or the piece suddenly gives. Wear proper protective equipment, i.e., gloves, eye protection (if needed).

STORAGE AND HANDLING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Stack all bagged materials in tiers that are blocked, interlocked, and limited to a height you can comfortably reach. Stack the bags with the openings pointed inward.

Do not stack bagged material more than ten bags high without a setback.

When removing sand and gravel from a pile, do not create an overhang.

Stack pipe and block it to prevent spreading or rolling. Place each pipe in position. Do not drop in place.

When stacking barrels and drums on their sides, make a pyramid and block the bottom tier.

When stacking barrels and drums on end, put planks between the rows, and block the end of each row.

When stacking or removing lumber, always use tie straps, keep the tops of stacks level.

Whenever possible, avoid carrying materials by hand. Use mechanical devices such as hand trucks, dollies or skids.

When operating dollies, do not hurry. No running or shortcuts. Approach all corners and blind intersections with caution; be prepared to stop quickly.

Inspect all dollies and turn defective ones over to the supervisor for removal from service.

Push dollies when traveling on level ground or downhill. Pull trucks uphill and up a curb or stair.

Never load dollies so high that your view is obstructed.

When loading dollies, keep the load close to the wheels to prevent toppling; you should never have to bear the weight of the load, only balance, steer, and push or pull it.

No combustible materials may be stored under stairs or in stairwells.

All storerooms must be neatly arranged and have aisles for adequate ventilation. Nothing should be stacked near an exit, or in such a manner that the exit would be blocked should the stack topple. Fire aisles must be maintained in all warehouse storage to allow room to extinguish fires.

All long term storage shall be on pallets. Using pallets prevents water damage, allows better ventilation, facilitates housekeeping, and allows more effective pest and rodent control. Never stack items any closer than 36 inches to ceiling lights. Remove all defective pallets from service.

Heavy and bulky items shall be stored on lower shelves. Materials must not be piled on top of lockers or in other places not designated for storage.

STORAGE AND HANDLING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

Loads shall not be handled from the street side or road side of a vehicle if it can be avoided.

Make certain that storage buildings and shelving are designed and maintained for the weights of material stored. Safe floor and shelf loading values shall be determined and posted. Do not overload.

Provide adequate clearance between stack and piles of materials. Store materials and supplies in an orderly manner to prevent their falling or spreading and to eliminate tripping hazards; stairways, aisles, exits, walkways and material storage areas shall be kept reasonably free from obstructions, depressions and debris.

When heavy equipment is lifted, slings, chains or hoists of suitable strength shall be used. Cloth straps shall be so placed or protected to avoid being cut on sharp edges or projections.

Bins shall not be overloaded. The material shall be stored so that the removal of one item will not dislodge others. When possible avoid storing material in upper bins and do not use bins as a ladder.

NAILS AND BANDING MATERIAL

Use long handled snips when cutting strapping bands away from a shipping container or pallet.

Wear safety glasses when cutting strapping bands, uncrating materials, and driving nails.

Nails and ends of baling wire or metal straps in crating and planking shall be removed or left in such a way as to provide for safe handling.

In removing or placing materials in barrels, boxes, crates, care shall be taken to remove or turn back nails, metal straps, or bailing wires, to avoid hand and arm injury.

Stand to the side of the strapping band when cutting it.

Do not use pallets or skids that are cracked or split or have other visible damage.

Stack heavy bulky storage containers on middle and lower shelves of the storage rack.

PROTECTIVE EQUIPMENT AND SAFE WORKING PRACTICES

13. Protective Equipment and Safe Working Practices

- PE- Section Contents
- PE-010 Safety Practices
- PE-020 Personal Clothing and Accessories While on Duty
- PE-030 Head Protection
- PE-040 Foot Protection
- PE-050 Eye Protection
- PE-060 Respirator Protection
- PE-070 Hand Protection
- PE-080 Hearing Conservation
- PE-090 High Visibility Vest

SAFETY PRACTICES

An employee may be injured through absorption, inhalation, noise, or physical contact. Therefore, the Town shall provide protective equipment for the eyes, face, head, ears and extremities whenever a hazard exists or when directed to do so by a supervisor.

When the use of personal protective equipment has been specified for hazardous work, its use is mandatory as a condition of employment. Supervisors will be held accountable for employees allowed to work without compliance. Enforcement can be made easier by educating employees on the reasons for using or wearing the protective equipment and the possible injuries that can result when the need is ignored. The bi-monthly review by the Town's Safety Committee should place emphasis on those that resulted from failure to use protective equipment.

The supervisor shall see that all necessary safety equipment, precautionary devices, flags, signs, barricades and other safety items deemed pertinent to a particular task are available and in use at all times.

All equipment will be operated in a safe manner with regard to operator safety, employee safety and public safety.

Any personal protective safety equipment needed to operate equipment shall be worn: hard hats, ear plugs, goggles, shin guards, steel toe shoes, gloves, etc.

**PERSONAL CLOTHING AND ACCESSORIES
WHILE ON DUTY**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Personal clothing of synthetic materials shall not be worn around welding areas or areas where a flash or spark could ignite such materials.

Loose or flapping clothing, including neckties, scarves and/or jewelry shall not be worn in the proximity of machinery, motors, engines, etc.

Employees who work with or around electrical circuits which are energized or moving machinery shall not wear jewelry (i.e. wrist watches, bands, chains, rings, etc.).

Employees shall wear suitable shoes and, in some assignments, safety shoes are required. Shoes with hard soles shall be used for field work and shop work.

It is the policy of the Town to provide approved protective equipment. It is the responsibility of both supervisors and employees to see that this equipment receives proper care, is kept available, tested periodically and used when required.

All protective equipment procured and/or used shall fully comply with TOSHA/OSHA standards.

HEAD PROTECTION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Head protective equipment (hard hats) must be worn in areas where there is a possible danger of head injuries from impact or are specifically posted "Hard Hat Protection Required".

Only approved and issued hard hats shall be worn in accordance with TOSHA/OSHA standards, which states that hard hats must be replaced within two (2) years of manufacture date stamped on bill of hat.

Before each use, the wearer shall inspect the hard hat/helmet/headgear for cracks or punctures which can reduce the degree of protection provided by the equipment. Protective headgear shall be immediately removed from service and disposed of if found defective. Protective headgear shall be clearly marked or stamped with the manufacturer's name.

The wearer shall inspect the suspension system for evidence of material cracking, tearing, fraying, or other signs of deterioration, and replace the suspension system immediately if any of these signs are observed. Suspension systems shall be adjusted so that there is 1 to 1 ¼ inches between the top of the wearer's head and the helmet. Other hats/caps shall not be worn under hard hats.

Protective caps shall not be reversed with the exception of welders who may reverse their caps in order to use a welding shield.

Hard hats are not to be painted or have holes drilled in them.

EYE PROTECTION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Goggles, face shields or safety glasses are required when there is a potential danger from flying particles, flying objects, heavy dust conditions, extreme glare, or the presence of gases, fumes and splashing of hazardous liquids or in areas that are specifically posted "Eyewear Protection Required".

Eye and face protection used by Town employees shall:

- A. Provide adequate protection against the particular hazards for which they are designed.
- B. Be comfortable, fit properly, and not interfere with the movements of the wearer.
- C. Be durable.
- D. Be cleaned and disinfected easily.
- E. Be clearly marked to identify the manufacturer.

An employee who wears corrective lenses for normal vision and needs to wear eye protection must wear spectacles with protective lenses that provide optical correction, goggles worn over spectacles that do not disturb the way the spectacles fit, or goggles that have corrective lenses mounted behind the protective lenses.

Safety glasses provide eye protection from flying objects and particles encountered in such job, but not limited to, carpentry, wood working and grinding or working with concrete. Glasses shall resist impact and have side shields for additional protection.

The face shield protects against chemical or molten metal splashes, heat radiation, light impact and other hazards. A face shield shall be worn during operations when the entire face needs protection. If the shield becomes warped or scratched to the point that it impairs vision, it must be replaced. For increased protection from chemical splashes, goggles shall be worn under a face shield.

It is important that goggles and other eye protective safety equipment fit properly and be kept clean.

Do not continue work if safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

Cracked or broken lenses should be replaced promptly.

RESPIRATOR PROTECTION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Respirator equipment protects employees from toxic and abnormal atmospheric conditions by giving them clean air to breathe. Respirators shall be worn where hazardous fumes, vapors, and gases are evident or suspected, or when oxygen may be insufficient. The proper selection of a respirator device depends on the type of substance encountered or being used and the current condition of the air.

Air purifying respirators protect the wearer from organic vapors and particles. They filter or purify the air that the wearer breathes. This type of device does not provide breathing air and shall not be used in an oxygen deficient atmosphere. There are two types of filters and cartridges. Mechanical filters protect against particulates such as dusts, mists and metal fumes by physically trapping the contaminant in the filter material. Chemical cartridges are filled with highly absorbent activated carbon. Gases and vapors passing through chemical cartridges are attracted and held to the surface of the carbon.

Dust masks shall be worn for protection from such airborne particles as dust. For extreme cases where employees are exposed to large amounts of dust, dirt, paint spray or chemicals, a cartridge respirator shall be used with the proper cartridge.

Respirators shall be stored in an area accessible to employees that is clean and sanitary to protect the respirators from heat, sunlight, extreme cold, excessive moisture, and damaging chemicals.

HAND PROTECTION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

The type of gloves an employee needs will be determined by the type of work he/she does. For light work, a canvas, or cotton glove can be used. Leather or leather-reinforced gloves with heavy stitching are required for employees who handle rough or abrasive materials. Employees must wear rubber, neoprene, or vinyl gloves when handling chemicals or working around electricity.

Employees shall wear approved work gloves on jobs where gloves will help prevent hand injuries.

Appropriate hand protection shall be worn when dealing with hazardous or infectious conditions or substances.

HEARING CONSERVATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Exposure to excessive noise levels can result in hearing loss or damage. The loudness and the duration of sound determine whether the noise is harmful. Working daily in an area where there is steady noise greater than 90 decibels (dB) is considered hazardous, and hearing protection must be worn.

Earplugs or earmuffs must be worn by all employees who work at the maximum allowable exposure time and at the maximum sound level and in areas specifically posted "Hearing Protection Required".

Earplugs, if properly fitted, inserted, and used, may reduce the noise reaching the ear by 25-30 dB in the higher, more harmful frequencies. Earplugs have several advantages. They are small, comfortable when worn for a long period of time, and suppress noise equally at all frequencies. Earplugs made of substances other than rubber or plastic shall not be used because they tend to lose their effectiveness during the workday.

Earmuffs surround the entire external ear with a shell to provide a barrier to the sound. The effectiveness varies with the size, shape, seal material, shell mass, and the suspension of the muff. When properly fitted, earmuffs can lower noise by an additional 10-15 dB more than the earplugs, making them effective against sound levels of 130-135 dB. Earmuffs are easy to use and may be used by more than one person if the earmuffs are properly cleaned after each use.

Protection against the effects of noise exposure should be provided when the sound levels exceed those shown in the chart below. A detailed explanation and the specific regulations can be found by referring to the Code of Federal Regulations (29 CFR Ch. XVII – Section 1910.95).

PERMISSIBLE NOISE EXPOSURES	
Duration Per Day (Hours)	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110

HIGH VISIBILITY VEST

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Reflective vests shall be provided and worn by signalmen and others engaged in operations along roadways and/or other hazardous areas.

Class 2 reflective safety vest shall be provided by the Town to each employee that his works requires the use of one.

OFFICE AND CLERICAL SAFE WORKING PRACTICES

14. Office and Clerical Safe Working Practices

- O- Section Contents
- O-010 Office and Clerical Safe Working Practices – General
- O-020 Office Machines and Equipment
- O-030 Office Furniture, File Cabinets, and Fans
- O-040 Office Ergonomics

**OFFICE AND CLERICAL SAFE WORKING
PRACTICES – GENERAL**

Do not kick objects out of your pathway; pick them up or push them out of the way.

Do not jump from ladders or step stools.

Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.

Use a ladder or step stool to retrieve or store items that are located about your head.

Tripping hazards such as chairs, waste baskets, cords, etc., shall not be left in aisles.

Desk drawers, file drawers, and cabinet doors shall not be left open while unattended. To prevent tipping, not more than one drawer in a filing cabinet shall be open at a time.

Do not carry pointed or sharp objects such as screwdrivers, utility knives, pencils, pens, or scissors in clothing pockets with points unprotected.

Care shall be used when passing through or closing doors, particularly those with glass panels. Caution shall be used when entering an area marked "Wet Floors."

Extension cords, telephone lines, etc., shall not be placed across traveled areas unless covered with an approved device.

Floor level electrical plug boxes in traffic patterns will be moved or traffic patterns relocated.

Employees shall limit the number of horizontally stacked publications and materials, on book shelves; corrective action includes reviewing the materials, discarding the unneeded, and safely stacking retained materials.

Boxes and materials stored on the floor increases the chances of tripping or loss of balance; remove such material from areas of circulation.

Plants, pictures or any other ornaments placed on top of room dividers or shelving above desks or work areas shall be anchored securely or properly supported.

Adequate lighting shall be provided for all desks and work areas.

All permanent wiring such as wall switches, convenience outlets, etc., shall be kept in good repair. Notify your supervisor immediately when such outlets are broken or worn.

All worn and defective cords and plugs on electrical equipment shall be repaired promptly. Notify your supervisor when repairs are needed.

**OFFICE AND CLERICAL SAFE WORKING
PRACTICES – GENERAL**

Employees not physically capable, shall not lift or carry heavy office machines, boxes of files, paper, computer equipment, etc.; moving carts, dollies, rolling tables shall be used and assistance requested as necessary.

Portable stands for office machines shall be designed with sufficient size and stability to prevent easy tipping or breakage.

Only space heaters that have been tested and approved by Underwriters Laboratory may be used. Refer to “Building Maintenance Policies and Procedures Manual for Internal Customers” for additional information.

Keep doors in hallways fully open or fully closed.

Use the handle when closing doors.

Use the handrails when ascending or descending stairs or ramps.

Do not run on stairs or take more than one-step at a time.

OFFICE MACHINES AND EQUIPMENT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

General:

Office machines shall not be placed on the edge of a table or desk. Machines that tend to creep during operation should be secured either directly to the desk or table or placed on a non-slip pad. Heavy equipment shall be placed against walls or columns.

Electrical machines and connections shall not be touched with wet hands or operated on damp floors.

Office machines shall not be adjusted, lubricated, or cleaned while they are running. Make sure the machine is stopped by pulling the plug out of the outlet.

Paper Cutter/Shredder:

Position hands and fingers on the handle of the paper cutter before pressing down on the blade.

Keep the paper cutter handle in the closed or locked position when it is not being used.

Do not use paper-cutting devices if the finger guard is missing.

Do not place your fingers in or near the feed of a paper shredder.

Staplers:

Point the ejector slot away from yourself and bystanders when refilling staplers.

Keep fingers away from the ejector slot when loading or testing stapling devices.

Use a staple remover, not your fingers, for removing staples.

OFFICE FURNITURE, FILE CABINETS AND FANS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 2

Desks and Tables:

Only shatterproof glass or plastic with beveled edges shall be used on desk tops.

Desks and tables located on tile floors shall have rubber feet to prevent creeping.

Desks and tables shall be checked for protruding metal, burrs, sharp edges, splinters, dangerous cracks and/or loose veneer.

Chairs:

Do not stand on furniture to reach high places.

Extreme care shall be taken by persons tilting back in swivel chairs to which they are not accustomed.

The seats of swivel chairs shall not be raised so high as to contribute to overbalancing.

Spring tension bolts shall be checked regularly. Weak bolts on swivel chairs can break and cause a person to be seriously injured.

When sitting in chairs, all of the chair legs shall be kept in contact with the floor.

File cabinets:

File drawers must be closed unless in immediate use to prevent tipping over or lifting one's head and striking a sharp corner. Desk drawers shall also be kept closed to eliminate accidents.

When possible, heavy materials shall be put in the bottom drawers, lighter materials in the top drawers.

Pull only one drawer out at a time.

Use the drawer handle when opening and closing drawers.

File cabinets shall be checked periodically for burrs and sharp edges.

File cabinets shall be located so that drawers do not open into aisles.

Fans:

Check fans regularly to make sure that the guards are not defective and that blades are secure.

Do not use fans that have excessive vibration.

Fans shall not be placed on low tables, boxes, chairs, etc., or in any location where individuals might catch their clothing or hands in them.

OFFICE FURNITURE, FILE CABINETS AND FANS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 2

All accessible fans shall be cover-guarded to prevent injury.

Floor fans shall not be placed in locations where they will be a tripping hazard.

Fans shall not be handled until power is turned off and the blades have stopped completely.

OFFICE ERGONOMICS

Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.

Use a chair that is padded, is stable, mobile, swivels, and allows operator movement.

Sit straight up in your chair, and when needed use a footrest that has an adjustable height and is large enough to allow operator movement.

Adjust your computer screen and keyboard so that they are directly in front of you. Use a table large enough to hold keyboard, the display screen and all necessary documents.

Place the keyboard low enough so that the operator is not required to reach up or out to the keys.

Keep wrists and hands in a straight position while key stroking by keeping forearms parallel to the floor and elbows at your sides.

SHOP AND JOB-SITE SAFE WORK PRACTICES

EFFECTIVE DATE:

15. Shop and Job-Site Safe Work Practices

- S- Section Contents
- S-010 Shop Safety Guidelines
- S-020 Hand Tool Safety
- S-030 Power Tool Safety
- S-040 Pneumatic (Compressed Air) Tool Safety
- S-041 Checklist for Abrasive Wheel Equipment Grinders
- S-050 Ladders and Scaffolds

SHOP SAFETY GUIDELINES

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Follow these guidelines for general shop safety:

- Know the hazards associated with your work. Be sure you are fully educated on the proper use and operation of any tool before beginning a job.
- Always wear appropriate safety gear and protective clothing.
- Wear rubber gloves when cleaning with degreasers.
- Ensure that there is adequate ventilation to prevent exposure from vapors or glues, lacquers, paints and from dust and fumes.
- Maintain good housekeeping standards.
 - Keep the work areas free from slipping/tripping hazards (oil, cords, debris, etc.).
 - Clean all spills immediately.
 - Remove sawdust, wood chips, and metal chips regularly.
- Leave tool and equipment guards in place.
- Know where fire extinguishers are located and how to use them.
- Make sure all tools and equipment are properly grounded and that cords are in good condition.
 - Double-insulated tools or those with three-wire cords are essential for safety.
 - Use extension cords that are large enough for the load and distance.
- Secure all compressed gas cylinders. Never use compressed gas to clean clothing or skin.
- Always use flashback arrestors on cutting/welding torches.
- Take precautions against heat stroke and heat exhaustion.
- Wear safety goggles when required.

HAND TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 4

The use of hand tools increase the potential number and types of hazards to an employee. Hand tools cause about 7 to 8 percent of compensable injuries. Misusing or using damaged tools may result in disabling injuries such as loss of sight, severed fingers, broken bones, or puncture wounds. When working with hand tools the following safety procedures should be followed:

All tools must be of good grade, maintained in proper working condition and subject to inspection at any time. Responsibility for maintaining a high safety standard for hand tools rests with the supervisor directly in charge.

Safety is a state of mind. Always think when using a tool:

- A. Is it in good condition?
- B. Is it sized right for the job?
- C. Is it in the proper working condition?

Each employee shall use the correct tool suitable for the job. Employees shall use hand tools properly and should avoid awkward positions which may cause strain or possible injury.

Tools must be kept in a proper place when not in use (on tool boards, racks or in boxes). They must not be placed on ladders or elevated places where they might fall.

When using wrenches or other hand tools, pull toward you whenever possible, as opposed to pushing the tool.

Before use, inspect tools to ensure that wooden handles are not cracked or splintered.

While at a job-site, store all tools not in use so as to prevent tripping hazards and to prevent leaving the tool on the work-site.

After use, inspect all tools for damage, clean and store properly.

Worn tools are dangerous. For example the teeth in a pipe wrench can slip if worn smooth and adjustable wrench will slip if its jaws are sprung and hammer heads can fly off loose handles.

Make sure that the heads of hammers, axes, and picks are tight.

Do not hammer chisels and bits that have mushroomed. Have the end reshaped.

Carry axes at the side of your body, edge facing out. Do not carry on your shoulder. Do not chop at heights above your head when working with a hand axe.

When performing overhead work, secure tools that are not in use.

Do not throw or drop tools to other employees and direct sharp points and cutting edges away from yourself and the other person.

HAND TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 4

Wear shatterproof clear goggles or safety glasses when using chisels, punches and wedges. Be sure the area is cleared of other persons before using such a tool.

Do not force tools beyond their capacity or use “cheaters” to increase their capacity.

Secure your work in a vise whenever possible. Never hold small work in your hand when using a screwdriver.

Chisels, screwdrivers or other pointed tools should never be carried in clothing pockets. Use tool belts or bags designed for carrying tools.

Drill bits should be kept sharp, not dull, chipped, rounded, or tapered.

Improper tool storage is responsible for many shop accidents. Follow these guidelines to ensure proper tool storage:

- Have a specific place for each tool.
- Do not place unguarded cutting tools in a drawer. Many injuries are caused by rummaging through drawers that contain a jumbled assortment of sharp-edged tools.
- Store knives or chisels in their scabbards.
- Hang saws with blades away from someone’s reach.
- Provide sturdy hooks to hang most tools on.
- Rack heavy tools, such as axes and sledges, with heavy end down.

- **TOOL BOXES/CHESTS/CABINETS**

Do not use a tool box or chest as a workbench.

Use the handle when opening and closing a drawer or door of a tool box, chest, or cabinet.

Do not open more than one drawer of a tool box at a time.

Do not stand on tool boxes, chests or cabinets to gain extra height.

Tape over or file off sharp edges on tool boxes, chests or cabinets.

Close and lock all drawers and doors before moving the tool chest to a new location.

Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.

- **CHISELS**

Keep the cutting edge of the chisel sharp.

Do not use chisels with damaged striking ferrules.

Hold a chisel with a tool holder if possible.

HAND TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 3 of 4

Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

- **CLAMPS**

Do not use the C-clamp for hoisting materials.

Do not use the C-clamp as a permanent fastening device.

- **FILES/RASPS**

Do not use a file as a pry bar, hammer, screwdriver, or chisel.

When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.

Do not hammer on a file.

- **KNIVES/SHARP INSTRUMENTS**

When handling knife blades and other cutting tools, direct sharp points and edges away from you.

Store knives in knife blocks or in sheaths after use.

Do not use knives with dull blades.

Do not use honing steels that do not have disc guards.

Do not attempt to catch a falling knife.

Use knives for the operation for which they are named.

Do not use knives with broken or loose handles.

Do not use knives as screwdrivers, pry bars, can openers or ice picks.

Do not pick up knives by their blades.

Carry knives with their tips pointed towards the floor.

- **HAMMERS**

Use a claw hammer for pulling nails and driving nails.

Do not strike nails or other objects with the cheek of the hammer.

Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

Do not strike one hammer against another hammer.

Do not use a hammer if your hands are oily, greasy, or wet.

Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

Use only a sledge-type hammer on a striking face wrench.

- **PLIERS**

Do not attempt to force pliers by using a hammer on them.

Do not slip a pipe over the handles of pliers to increase leverage.

Use pliers with insulated handles for electrical work.

Do not use pliers that are cracked, broken, or sprung.

When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

HAND TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 4 of 4

- **SAWS**

Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.

Do not use a saw that has dull saw blades.

Keep hands and fingers away from the saw blade while using the saw.

Do not carry a saw by the blade.

When using a handsaw, hold the work piece firmly against the worktable.

Do not use woodworking equipment such as circular saws, radial saws, or jointers if they do not have guards on the saw blade.

Keep control of saws by decreasing downward pressure at the end of the stroke.

When operating scroll saws, stop the machine before removing scrap pieces from the table.

Clamp work when using a hole saw.

- **SCREWDRIVERS**

Always match the size and type of screwdriver blade to fit the head of the screw.

Do not hold the work piece against your body while using a screwdriver.

Do not put your fingers near the blade of the screwdriver when tightening a screw.

Use an awl, drill or a nail to make a starting hole for screws.

Do not force a screwdriver by using a hammer or pliers on it.

Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

Use a screwdriver that has an insulated handle for electrical work.

Do not use a screwdriver if your hands are wet, oily, or greasy.

Do not use a screwdriver to test the charge of a battery.

When using a spiral ratchet screwdriver, push down firmly and slowly.

- **SNIPS**

Wear safety glasses or safety goggles when using snips to cut materials.

Wear work gloves when cutting materials with snips.

Do not use straight cut snips to cut curves.

Keep the blade aligned by tightening the nut and bolt on the snips.

Do not use snips as a hammer, screwdriver, or pry bar.

Use the locking clip on the snips after use.

- **VICES**

When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.

Position the work piece in the vise so that the entire face of the jaw supports the work piece.

Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.

Do not slip a pipe over the handle of a vise to gain extra leverage.

POWER TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 4

Power tools and shop machinery shall not be used until employees have received careful instructions in their safe proper use. It is the duty of each employee to see that the tools and equipment used are maintained in a safe operating condition.

All portable power tools must be properly grounded. Grounding shall be accomplished by use of a separate ground conductor attached to the equipment frame and then to a polarized plug and receptacle, or the equipment housing shall be double insulated by the manufacturer.

All power tools must conform to the National Electric Code which states that:

Ground-Fault Circuit-Interrupters (GFCI) – All 125-volt, single-phase, 15- and 20-ampere receptacle outlets that are not a part of the permanent wiring of the building or structure and that are in use by personnel should have ground-fault circuit-interrupter protection for personnel. If a receptacle or receptacles are installed as a part of the permanent wiring of the building or structure and used for temporary electric power, GFCI protection for personnel should be provided.

If extension cords are used, they must be of the three conductor type with matching plug and receptacle.

Electrical tools or machines shall be visually inspected each time they are used for damage to cords and ground connections. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.

Where electrical equipment is used in wet locations, use only low voltage equipment and wear rubber boots and rubber gloves.

Never operate power tools without the guards provided.

Portable electric drills, grinders, saws, etc., shall not be handed to another workman until the equipment has stopped rotating.

Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons, and presses.

Do not carry plugged-in equipment or tools with your finger on the switch.

Do not carry equipment or tools by the cord.

Disconnect the tool from the outlet by pulling on the plug, not the cord.

Turn the tool off before plugging or unplugging it.

Do not leave tools that are "On" unattended.

POWER TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 4

Do not operate spark inducing tools such as grinders, drills, or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced, or damaged power cord.

Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

- **GRINDERS**

Only those employees who are familiar with mounting grinding wheels are permitted to do so. A ring test on each of the new grinding wheels should be completed before installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hold and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks.)

Wheel must fit easily onto the spindle. A wheel that is too loose or too tight is dangerous.

When starting up the grinder, stand to one side, out of danger, while you allow it to reach its full operating speed for a least one minute. Allow only authorized personnel in the area.

Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are more subject to breakage.

Never store a grinding wheel on damp or concrete surfaces, nor put oily rags on the wheel.

Every grinding wheel must be securely fastened to the shaft before commencing work.

The maximum operating speed as given by the wheel manufacturer is on the wheel label. Grinding wheels are not to be operated in excess of these speeds.

Avoid using the side of a wheel for grinding, unless it is especially designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.

Use the cutting surface of a grinding wheel uniformly, as a grooved wheel becomes dangerously weakened. Dress the wheel if it becomes grooved.

Grinder bearings must be kept properly oiled and adjusted. This will aid in the prevention of hot bearings and spindles, which are sometimes responsible for melted bushings.

Do not abuse the wheel by applying excess pressure.

Be particularly careful when grinding narrow tools and objects as they are apt to catch between the rest and the wheel.

POWER TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 3 of 4

The operator's eyes must be protected with goggles at all times when the machine is in use.

- **DRILL PRESSES**

Adjust the table so that you have plenty of room for the job and keep your hands away from the revolving drill. Never run the point of the drill into the table.

Be sure that both the chuck and the drill are tight on the spindle, and that circular tables are tightened before beginning to drill.

Sluggish drills are probably the result of incorrect grinding or dull bits. Be sure that drills are sharpened properly for particular materials, so that the cut will be the right size.

Materials shall be clamped or otherwise fastened to the drill press bed, not held by hand.

Never run a drill faster than the rated speed as this may result in broken drills, damaged materials, and serious injury.

It is dangerous to attempt to remove broken drill pieces with a center punch and hammer.

Never leave the key in a chuck after tightening the drill.

Lower the spindle close to the table before removing the chuck so that it may not cause any injury or damage to the material as it falls.

Reduce the pressure if there is any backlash in the spindle. Listen carefully for the distinctive noise produced when the drill comes through work so that you can ease off the pressure.

Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause an injury.

Employees are prohibited from wearing gloves and loose clothing while operating drill presses.

- **WOODWORKING MACHINERY**

Machine guards are to be permanently attached.

If you are running short or narrow stock, protect your fingers by using a block.

Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight edge of the table saw.

If the saw binds during a cut, the saw must be shut off before attempting to dislodge the lumber.

POWER TOOL SAFETY

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 4 of 4

A rip saw shall not be used for cross-cutting; nor shall a cross-cut saw be used for ripping. A spreader and kickback fence shall be required when using a rip saw. A spreader will be required when using a cross-cut saw.

Learn to stand out of the line of a possible “Kick-back” and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.

- **POWER SAWS**

Wear safety goggles, protective gloves, a dust mask, and hearing protection when operating a power saw.

Do not wear loose clothing or jewelry.

Clean any residue from the blade or cutting head before making a new cut with the power saw.

Do not use a power saw that has cracked, broken, or loose guards or other visible damage.

Keep your hands away from the exposed blade.

Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.

Do not alter the anti-kickback device or blade guard.

Do not perform cutting operations with the power saw while standing on a wet or slippery floor.

When using the power saw, do not reach across the cutting operation.

Cut away from your body and below your shoulder level when you are using a power saw.

If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

PNEUMATIC (COMPRESSED AIR) TOOL SAFETY

SUPERSEDES NO.:

EFFECTIVE DATE:

PAGE NO.: 1 of 2

Pneumatic tools shall be attached to the hose or whip by some positive means to prevent the tools from becoming accidentally disconnected.

Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidently expelled.

The use of hoses for hoisting or lowering tools is prohibited.

All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

When changing or adjusting air tools shut off the air supply.

Do not point a compressed air hose at bystanders or use it to clean your clothing.

Do not use compressors if their belt guards are missing. Replace belt guards before use.

Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Shut off pressure valve and disconnect air line when not in use.

Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by others.

- **CLEANING WITH COMPRESSED AIR**

Compressed air shall be used for cleaning purposes only when reduced to less than 30 P.S.I. and then only personal protective equipment.

- **AIR HAMMERS**

Remove the piston or tool of an air hammer whenever it is not in use to avoid the danger of it flying out and striking someone.

Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air pressured unit.

Be sure that the discharge end is secure before allowing compressed air into the hose so that it will not whip around and cause injury.

Hearing protection in the form of ear muffs or ear plugs is required; the use of safety goggles is required.

- **POWDER ACTUATED TOOL**

Only employer-authorized personnel, with a valid certification card may operate powder-actuated tools.

PNEUMATIC (COMPRESSED AIR) TOOL SAFETY

EFFECTIVE DATE:

Wear safety glasses, goggles, or face shields when operating powder-actuated tools.

Wear earplugs or earmuffs when making fastenings.

Do not permit bystanders in the area when using a powder-actuated tool.

Do not load tool until ready to make a fastening.

Keep tool pointed in a safe direction (away from personnel).

Post a sign alerting co-workers that a powder-actuated tool is being used.

After use, lock powder-actuated tools and powder loads in a container and store in a safe place such as a locker or a locked tool box.

CHECKLIST FOR ABRASIVE WHEEL EQUIPMENT

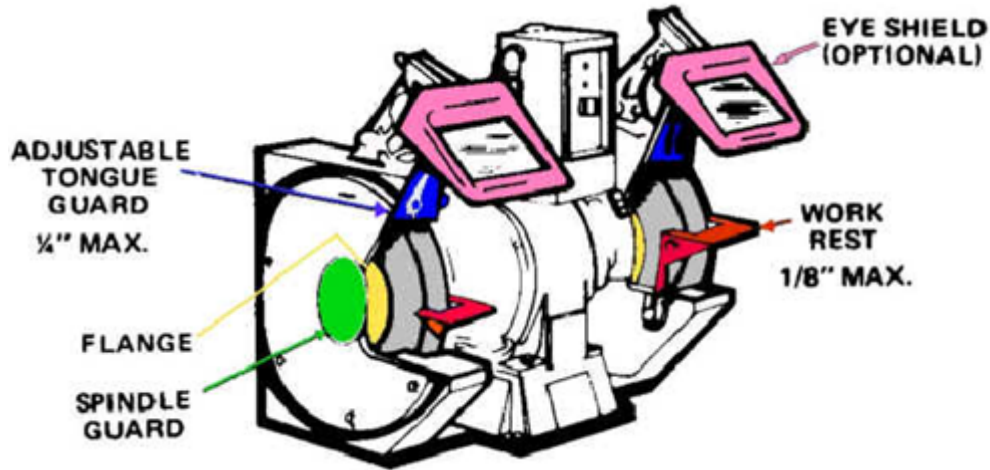
GRINDERS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

CHECKLIST FOR ABRASIVE WHEEL EQUIPMENT GRINDERS¹



STANDARD 29 CFR 1910	DESCRIPTION	Yes	No ²
<i>FROM THE ABRASIVE WHEEL STANDARD</i>			
215(A)(2)	DO SIDE GUARDS COVER THE SPINDLE, NUT AND FLANGE AND 75% OF THE WHEEL DIAMETER?		
215(A)(4)	IS THE WORK REST USED AND KEPT ADJUSTED TO WITHIN 1/8-INCH (0.3175CM) OF THE WHEEL?		
215(B)(9)	IS THE ADJUSTABLE TONGUE GUARD ON THE TOP SIDE OF THE GRINDER USED AND KEPT TO WITHIN 1/4-INCH (0.6350CM) OF THE WHEEL?		
215(D)(1)	IS THE MAXIMUM RPM RATING OF EACH ABRASIVE WHEEL COMPATIBLE WITH THE RPM RATING OF THE GRINDER MOTOR?		
215(D)(1)	BEFORE NEW ABRASIVE WHEELS ARE MOUNTED, ARE THEY VISUALLY INSPECTED AND RING TESTED?		
<i>FROM OTHER OSHA STANDARDS</i>			
22(A)	IS CLEANLINESS MAINTAINED AROUND GRINDERS?		
94(B)(2)	ARE DUST COLLECTORS AND POWERED EXHAUSTS PROVIDED ON GRINDERS USED IN OPERATIONS THAT PRODUCE		
133(A)(1)	ARE GOGGLES OR FACE SHIELDS ALWAYS WORN WHEN GRINDING?		
212(B)	ARE BENCH AND PEDESTAL GRINDERS PERMANENTLY MOUNTED?		
304(G)(5)	DOES EACH ELECTRICALLY OPERATED GRINDER HAVE A PERMANENT, CONTINUOUS EFFECTIVE PATH TO GROUND?		
305(G)(1)(iv)(A)	ARE FIXED OR PERMANENTLY MOUNTED GRINDERS CONNECTED TO THEIR ELECTRICAL SUPPLY WITH METAL CONDUIT OR OTHER PERMANENT METHOD?		
305(J)(4)(vi)	DOES EACH GRINDER HAVE AN INDIVIDUAL ON AND OFF CONTROL SWITCH?		

FOOTNOTES:

¹EXTRACTED FROM OSHA PUBLICATION No. 2209. THIS CHECK LIST DOES NOT INCLUDE ALL ELEMENTS OF 29 CFR 1910.215; IT IS ONLY A GUIDE.

²A MARK IN THIS COLUMN INDICATES A NEED FOR CORRECTIVE ACTIONS.

LADDERS AND SCAFFOLDS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 3

• LADDERS

Do not use anything but OSHA approved ladders for climbing.

Set up ladders so that the distance from the feet to the wall is approximately $\frac{1}{4}$ the height of the ladders.

Ladders shall extend at least three feet beyond the object they are resting upon.

Do not work above the third rung from the top of a straight or extension ladder nor the second step from the top of a step ladder.

Do not try to work at more than an arm's length from each side of the ladder.

In climbing up or down ladders, always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder. Keep your body near the middle of the step and always face the ladder while climbing.

Do not place ladders in blind corners or in front of unlocked and unguarded closed doors.

Do not use metal ladders near electric wires or equipment. Use a wooden or plastic ladder if you must work near electrical sources.

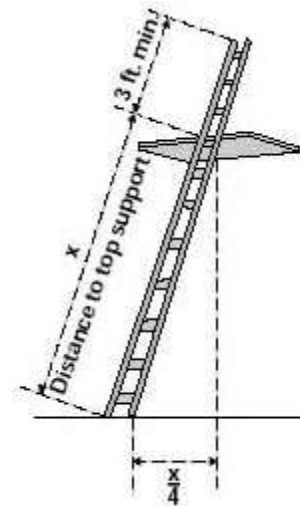
Ladders must be inspected regularly for defects (broken or bent steps, rungs, or rails). If a ladder is dropped, it must be inspected at once, and if defective, taken out of service, and either repaired at once or destroyed, as the supervisor decides.

Use a ladder only on a stable and level surface, unless it has been secured (top and bottom) to prevent displacement.

Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.

Do not move or shift a ladder while a person or equipment is on the ladder.

Periodically inspect wooden ladders. Wooden ladders shrink over time causing steps or back bar members to become loose. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and steadiness.



LADDERS AND SCAFFOLDS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 2 of 3

Wooden ladders or scaffold planks should not be painted as defects may be covered up by paint. Use a clear wood sealer instead to preserve the wood.

Nonskid feet should be used on all straight and extension ladders.

Place ladders on a solid, level surface to ensure safety:

- Watch for overhead obstructions and power lines.
- To prevent ladders from sinking into soft ground, use a large board under the feet of the ladder.
- Do not place the top of the ladder against a window or an uneven surface.

If the bottom of a ladder is placed on an unsecured surface, secure the ladder in position by using hooks, ropes, spikes, cleats, or other anti-slip devices, or by stationing an employee at the base of the ladder to hold it in position.

Only one person should be on a ladder at a time.

Do not carry tools or materials by hand while climbing ladders. Use a hand line to raise and lower tools and materials, or carry them in a tool belt. Hands must be kept free to grasp the ladder while climbing.

Clean muddy or slippery shoes before climbing ladder.

Keep rungs clean and free from grease, oil, and mud.

- **SCAFFOLDS**

All scaffolds must conform to OSHA 1926.451.

Inspect the scaffold before mounting. It shall be sturdy, wooden planks, if used, should be free of knotty or defective planks, level and solidly positioned.

Keep the scaffold free of scraps, loose tools, or tangled lines.

Follow the manufacturer's instructions when assembling.

Lock and block wheels before climbing. Never ride a rolling scaffold.

Level the scaffold after each move, but don't extend adjusting legs screws more than 12 inches.

Make sure the deck isn't higher than four times the width of the smallest base dimension.

Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.

LADDERS AND SCAFFOLDS

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 3 of 3

Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toe board or planking.

Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

Do not climb the cross braces for access to the scaffold. Use the ladder.

Do not jump from, to, or between scaffolding.

Do not slide down cables, ropes or guys used for bracing.

Keep both feet on the decking. Do not sit or climb on the guardrail.

Do not lean out from the scaffold. Do not rock the scaffold.

TRAINING

16. Training

- T- Section Contents
- T-010 Training and Instructions
- T-020 Job Safety Training
- T-030 Training Documentation
- T-040 Department Safety Training Report
- T-050 Employee Safety Training Attendance Report

TRAINING AND INSTRUCTION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our General Safe Work Practices (Section 8, Loss Prevention and Safety Manual) shall also be provided to each new employee.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Federal or State (if applicable) OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the General Safe Work Practices and required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the Town is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics will include, but will not be limited to:

- Employee's safety responsibility
- General safety rules
- General Safe Work Practices
- Safe job procedures
- Ergonomics
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of safety program

JOB SAFETY TRAINING

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

Manager, supervisors, and front-line foremen must not assume that a newly hired, newly assigned or reassigned employee thoroughly knows all safe job procedures. The employee must be trained. The four-point method of job instruction has been found to work best: Preparation, presentation, performance, and follow-up.

A. Preparation

1. Put the employee at ease.
2. Define the job and find out what the employee already knows about it.
3. Get the employee interested in learning the job.
4. Place the employee in the correct place/position to perform the job.

B. Presentation

1. Tell, show and demonstrate one important step at a time.
2. Stress each key point.
3. Instruct clearly, completely and patiently, but cover no more that the employee can master at a time.

C. Performance

1. Have the employee perform the job, coach him while he works.
2. Have the employee verbally explain each key point while performing the job.
3. Make sure the employee understands all safe job/work procedures.
4. Continue until you know the employee knows.

D. Follow-up

1. Allow the employee to be on his own.
2. Designate whom the employee goes to for help.
3. It is the responsibility of the supervisor to frequently check employee's safe work procedures and to continuously encourage safe work practices.

See "Section T-030" for documentation procedures of training.

TRAINING DOCUMENTATION

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

To document department job safety training meetings, complete form T-040 “Department Safety Training Report”.

Document employee attendance at department safety training meetings on form T-050, “Employee Safety Training Attendance Record”.

These two documents will reflect the employee’s printed name and signature, date, and shall detail the safety training subject(s), presenter/instructor’s name, and any handouts.

This documentation must be forwarded to the Safety Program Administrator within ten (10) days of training taking place for filing.

DEPARTMENT SAFETY TRAINING REPORT

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

<u>DEPARTMENT</u>	<u>DIVISION</u>	<u>DATE OF MEETING</u>
<u>INSTRUCTOR</u>	<u>POSITION</u>	<u>LOCATION OF MEETING</u>

TYPE OF MEETING (such as lecture, discussion, demonstration, hands on, video/slide program)

TRAINING AIDS USED (video/DVD, overhead transparencies, slide projector, workbook or handbook, handouts)

SOURCE OF INFORMATION: _____

ITEMS, TOOLS AND/OR EQUIPMENT USED
 (such as ladders, containers, boxes)

TITLES OF TRAINING AIDS USED

BRIEF DISCRIPTION OF SAFETY MATERIAL COVERED IN MEETING:

****Use form T-050 to record employee's attendance at meeting****

