

# Safety Program

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## 1.0 POLICY

The Town of Carolina Beach has established a Safety Program to provide employees with safe working conditions and promote maximum safety awareness.

## 2.0 PURPOSE

The Town expects employees to have a safe working environment and expects supervisors to promote maximum safety awareness with employees. This policy is also designed to meet the criteria established by the North Carolina Department of Labor Occupational Safety and Health Administration which the Town considers minimum expectations for a safe working environment.

## 3.0 SCOPE

This policy applies to all Town employees.

## 4.0 DEFINITIONS

- 4.1 **Occupational Safety and Health Act (OSHA)** - A Federal law that specifies the working conditions employers are required to maintain for a safe working environment for employees. In North Carolina administration and enforcement of the OSHA provisions is delegated to the North Carolina Department of Labor.

## 5.0 ORGANIZATIONAL RULES

- 5.1 Responsibilities of the Safety Officer – The Town Manager appoints a Safety Officer. The Safety Officer will:
  - A. Maintain all records of injury as required by the OSHA Division of the NC Department of Labor. These records shall be kept current and retained for five years following the end of the calendar year to which they relate.
    1. Maintain the Injury Summary Report (OSHA 200 Log) as required by the North Carolina Department of Labor.
    2. Within eight hours after an accident that is fatal to one or more employees or which results in in-patient hospitalization of one or more employees (report to OSHA Division within 24 hours), initiate a report either orally or in writing to the North Carolina Commissioner of Labor. The report will include the name of the establishment, location and time of incident, the number of fatalities or hospitalized employees, contact person, phone number and a brief description of the incident.
    3. Submit annually to the Commissioner of Labor a status report of the Town's Safety program.
    4. Establish a Safety Committee, or similar program of formal review of all safety related incidents and accidents.
  - B. Keep department/division heads informed of matters affecting the Town Safety Program in their respective departments/divisions.
  - C. Assist in developing and administering programs for supervisors and employees in safety technique and practices.

- D. Advise and assist department/division heads in developing and administering active and effective safety programs.
- E. Provide follow-up inspections of safety violations, accidents and injuries, as needed to determine cause and establish preventive measures.
- 5.2 Departmental Responsibilities - All departments are responsible for promoting and enforcing Occupational Safety and Health regulations on a continuous basis. Departments are expected to:
  - A. Formulate, implement, and coordinate safety program goals and objectives.
  - B. Encourage and make safety activities an integral part of departmental policy.
  - C. Periodically review the status of the department's Safety Program and set future goals and objectives.
  - D. Develop, publish and enforce reasonable and practical safety procedures pertinent to the activities conducted by the department/division.
  - E. Inform all employees on a continuing basis about safety practices and procedures.
  - F. Establish and maintain a system of job vehicle safety analysis, safety inspection, accident investigation, and other pertinent safety performance records for the department/division.
  - G. Submit required accident and injury reports using standard reporting procedures. See **Policy on Workers Compensation**.
  - H. Provide adequate on the job safety training, assist in scheduling training courses for supervisors and other employees and maintain written records of all safety training provided to employees.
  - I. Carefully review all accidents for implementing corrective or preventive measures.
  - J. Notify the Safety Officer immediately of any accident which is fatal to one or more employees or which results in hospitalization of one or more employees.
  - K. Initiate a return to work schedule for employees experiencing work-related injuries/illnesses including modified work duties.
- 5.3 Supervisory Responsibilities - The full potential of effective accident prevention can only be realized when immediate supervision cooperates without reservation in all phases of the safety program. Their close contact with the work environment, and the employees performing the work, makes them the best qualified to translate safety principles into accident prevention on the job. The following items include, but are not limited to, the responsibilities that supervisors have in the area of safety and health:
  - A. Provide adequate basic job training and safety instruction to their employees, or ensure that required training is performed before the employee **begins** work. This may include, but is not limited to, training in Hazard Communication, Blood borne Pathogens, Personal Protective Equipment (PPE), and Defensive Driving.
  - B. Maintain written records of all safety training provided to employees.
  - C. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions or procedures.
  - D. Actively support safety promotional measures.
  - E. Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices and establish a system of immediately reporting and correcting imminent dangers. Implement timely corrective measures.
  - F. Promptly investigate accidents and near misses and complete required reports.
  - G. Be receptive to and encourage employees to report unsafe practices and conditions and submit practical suggestions for correction.
  - H. Participate in training programs designed to increase professional knowledge of safety supervision principles and techniques.

- I. Obtain and maintain high standards in housekeeping, personal and environmental sanitation in work activities.
- J. Ensure that pertinent personal protective equipment is worn and maintained properly.
- K. Ensure that all tools, equipment and protective devices are properly maintained and properly utilized.
- L. Become thoroughly familiar with and actively enforce all safety procedures applicable to the work they supervise.
- M. Inform employees of their right to report directly to the Safety Manager any circumstances where unsafe practices or situations exist, without fear of reprisal.
- N. Ensure that prompt medical surveillance/prevention/treatment is provided for employees such as Respiratory Clearance, Hearing Conservation, Hepatitis A and B vaccinations (where appropriate) and Tetanus Inoculations.
- 5.4 Employee Responsibilities - Town employees are required, as a condition of employment, to develop and maintain safe work practices and to contribute in every manner possible to their own safety, the safety of co-workers and the general public. Employees will:
  - A. Comply with OSHA standards and all Town Safety Policies.
  - B. Become familiar with and observe approved safe work procedures for their work activities.
  - C. Immediately report to their supervisor all accidents, injuries and near miss accidents occurring in the course of their employment.
  - D. Immediately report to their supervisor all unsafe work practices or conditions observed.
  - E. Support and participate in safety committees and training programs utilized in the department/division.
  - F. Wear all pertinent personal protective equipment when necessary and maintain Personal Protective Equipment (PPE) appropriately.
  - G. Ensure appropriate inoculations required for the job performed by the employee are received in a timely manner.
- 5.5 The use of intoxicating beverages or illegal drugs by an employee while on duty is strictly prohibited. Any employee reporting to work under the influence, or any supervisor who permits any employee to work under the influence, will be subject to immediate corrective action up to and including dismissal.
- 5.6 Employee Rights - Employees have the following rights under the North Carolina Department of Labor (NCDOL) OSHA Division:
  - A. An employee has a basic right to make a complaint to the NC-DOL regarding workplace conditions that he feels are unsafe, unhealthy, or in violation of OSHA standards.
  - B. During an OSHA inspection, an employee has the right to point out unsafe or unhealthy conditions, and to freely answer any questions asked by the inspector.
  - C. When making a complaint with the Department of Labor, an employee may request that his name be kept confidential.
  - D. Employees may contest any abatement period set as a result of an NC-OSHA inspection. An employee has the right to appear before the Independent Safety and Health Review Board of North Carolina to contest the abatement period. Employees may take their appeal to the North Carolina Superior Court.
  - E. Refuse work in an environment where appropriate actions have not been taken to eliminate or control hazards that could result in illness, injury, or death.
- 5.7 Safety Training - The Town will provide training in safety procedures and principles to all levels of management, supervisory and non-supervisory personnel.
  - A. Department Directors are responsible for ensuring that supervisors provide adequate job training to all new employees and to all employees affected

when job conditions or procedures change and for ensuring that written records are maintained of all safety training provided to employees. This on-the-job training will include:

1. Familiarization with applicable safety procedures
2. Periodic safety meetings of employees to emphasize specific accident prevention efforts; to instruct in new safety procedures; to inform about known accident problem areas; and to enhance general safety promotion efforts; and
3. Individual contact by supervisor with at least one employee each day to discuss safety, safe work practices and/or accident prevention.

B. The Safety Officer, Department Directors and Division Heads will cooperate in accomplishing appropriate special training requirements. This will include such training as:

1. First Aid Training and Cardiopulmonary Resuscitation/AED
2. Defensive Driving
3. Safety Supervision
4. Personal Protective Equipment
5. Hazard Communication
6. Blood borne Pathogens
7. Accident/Injury Reporting Procedures

## **6.0 PROCEDURES**

None

## **7.0 APPENDIX, APPENDICES**

None