

SECTION 8 SAFETY PROGRAM

Safety is of vital importance to the Town's operation and specifically to all employees. It is the Town's goal to continuously be safety conscious and to strive to maintain an accident free workplace. Not only do we have a responsibility to our citizens but to ourselves to make safety paramount in our everyday routine. This section of these Rules outlines the Town's Safety Program.

8.1 POLICY STATEMENT

Since it is to the benefit of both the Town and its employees that all Town activities be performed in a safe manner, the Town has established a Safety Program with the goal of reducing on-the-job accidents and injuries. The objectives of this program are to:

1. Provide a physically safe environment in which Town employees can work;
2. Increase each employee's level of awareness concerning safety and safe working habits;
3. Record and monitor the Town's accident record for the purpose of developing accident prevention programs; and,
4. Reduce insurance costs through accident reduction and prevention.

8.2 SAFETY COMMITTEE

The Town shall have a Safety Committee, appointed by the Town Manager, whose function is to develop and oversee the Safety Program and to advise the Town Manager on all Town policies and procedures relating to safety. The Committee shall consist of employee representatives and shall be chaired by the Human Resources Manager.

8.3 WORKING CONDITIONS

1. Department Heads – Department Heads shall be held responsible for providing safe and suitable working conditions within their means and for making recommendations to the Safety Committee for the alleviation of unsafe or unsuitable conditions not within their means of correction. Additionally, Department Heads shall be held responsible for offering and providing the hepatitis vaccination series to all employees with an inherent risk of exposure to blood borne pathogens. Any applicable employee that declines the vaccination series must sign a waiver indicating the declination.
2. All Employees – It is the responsibility of each and every employee to bring to the attention of his/her supervisor any unsafe working condition or practice. It is also

the employee's responsibility to practice safe working habits and to perform all Town functions in a safe manner.

8.4 SAFETY EQUIPMENT

The Town shall supply whatever safety equipment or clothing is deemed necessary to perform safely the duties and responsibilities of the Town.

The employee's supervisor shall be responsible for deciding when and where any apparel or equipment must be used. Examples of protective apparel and the guidelines for their use are as follows:

1. *Hard hats* – working in trenches or areas where equipment is at or above head level or in areas where overhead construction or maintenance is being performed.
2. *Safety glasses/goggles or full-face shield* – mowing grass, welding, using a jack hammer, operating a weedeater, or in any other instance in which objects could fly in eyes. The Town will pay the difference in the cost of prescription glasses for safety lenses.
3. *Ear muffs or plugs* – when on the firing line at the firing range, when using a jackhammer or weedeater, or in other situations where noise is excessive.
4. *Painting masks* – when performing any large-scale spray painting.
5. *Work gloves* – when handling sharp or heavy objects.
6. *Reflective vests* – on fixed traffic direction posts, while flagging traffic, while working in the streets, and when working in street medians.
7. *Respirators* - spraying pesticides and other chemicals, sanding wallboard and similar dust producing surfaces, operating rock drill, sawing pipe, working with certain chemical products, or in any other instance in which foreign substances could be inhaled.
8. *Steel-toed safety shoes* – Each fiscal year, the Town shall provide steel-toed safety shoes, at a cost not to exceed that contained in the annual budget, for Pay Plan positions deemed appropriate by the Department Head. The Town will also provide one pair of steel-toed safety shoes, at a cost not to exceed the budgeted cost for one pair of safety shoes, for wage employees working more than six months as Laborers. For persons in these positions scheduled to work less than six months, the Town will pay one-half the budgeted cost for one pair of safety shoes.

All employees must reimburse the Town for the Town's share of the cost of the safety shoes if the employee resigns or is terminated for disciplinary reasons within six months after the purchase of the safety shoes.

The budgeted cost shall mean the cost allocated each year for one pair of safety shoes. All costs incurred above and beyond the budgeted cost shall be the responsibility of the employee.

It is mandatory that all employees in deemed positions wear steel-toed safety shoes and that they provide adequate protection at all times while on the job as deemed appropriate by the supervisor. The purchase of steel-toed safety shoes shall be compatible with the nature of the work to be performed.

8.5 ACCIDENT REPORTING

Any employee injured on the job must immediately report the injury to his/her supervisor. The supervisor must ensure that the injured employee reports the accident by phoning the insurance carrier's reporting line as soon as possible following the injury, but in no event more than 24 hours following the injury. The supervisor must also provide the injured employee with a copy of the Town's Workers' Compensation Physician's Panel and submit a detailed accident report to Human Resources within 24 hours.

An injured employee needing medical attention must seek treatment from a doctor on a list approved by the Human Resources Manager. Obtaining treatment from a doctor who is not on the approved list may result in disqualification for Workers' Compensation benefits. In the event of a serious injury requiring emergency medical treatment, the employee may go immediately to the hospital emergency room.

8.6 USE OF SAFETY BELTS

In order to avoid injuries or deaths resulting from vehicle accidents, the Town requires the usage of safety belts for all occupants in all departmental vehicles and any personal vehicle on Town Business whenever the vehicle is in motion.

Each Department Head is responsible for ensuring that properly-working safety belts are installed in each automobile or regular-sized truck assigned to his/her department and that one safety belt is in place on each bucket seat in automobiles, vans, and on other motorized equipment such as backhoes. The Garage Supervisor shall assist the Department Heads and other employees by promptly installing safety belts as needed and by checking their functioning during regular vehicle maintenance programs.

Exceptions to the safety belt policy shall only be made for (1) sworn law enforcement officers when they are transporting a prisoner or when circumstances will render the wearing of a safety belt impractical; (2) meter readers when they are having to get in and out of a vehicle

several times in one block; (3) bus passengers; and (4) employees with bona fide medical reasons for not wearing a safety belt.

If an employee is found not to be wearing a safety belt within the above provisions, the following action(s) shall take place with documentation outlining the offense appearing in the employee's Human Resources file:

- First Offense:.....Oral Reprimand
- Second Offense:One day suspension without pay
- Third Offense:Two day suspension without pay
- Fourth Offense & each offense thereafter: ... Five day suspension without pay

Individual Department Heads may provide for more stringent disciplinary action for non-compliance but may not be less stringent than this section.

8.7 REVIEW OF DRIVERS' RECORDS

Personal driving records of all employees who operate Town-owned vehicles shall be reviewed annually. Each Department Head is responsible for submitting to the Human Resources Manager the appropriate DMV form for all employees who operate Town vehicles. The Human Resources Office shall perform the checks and review the driving record for compliance with the Town's policy. The Human Resources Manager will forward recommendations to the departments. Department Heads may also request checks of individual driver's records at other times during the year through the Human Resources Officer.

8.8 REPORTING REQUIREMENTS

It is the responsibility of each employee who operates Town vehicles to immediately report all moving traffic convictions, suspended or restricted driving privileges to his or her Supervisor during the person's next scheduled shift. The Department Head, together with the Human Resources Manager, will determine the appropriate action consistent with the Acceptable Driving Record Policy noted below. Failure to report a traffic violation or suspended or restricted driving privileges may result in disciplinary action. (Please see Section 6.20 and Section 12.2 for additional reporting requirements.)

8.9 ACCEPTABLE DRIVING RECORD POLICY

The following actions shall be taken upon receipt of a driver's record check:

1. The driving record will be examined for the last 18-month period. If a driving record check shows that an employee has received a moving violation with a point value, the employee will be required to attend a defensive driving course. The course must

be completed within three months of the driving record review. The employee must submit written proof to his/her supervisor that he/she has successfully completed the defensive driving course. A copy of this proof shall be placed in the employee's Human Resources file.

2. If demerits have occurred more than once during the subsequent driving record review, causing the net balance to remain negative, the Department Head may take disciplinary action. The Department Head also reserves the right to suspend driving privileges of Town vehicles if necessary.

8.10 DEFENSIVE DRIVING COURSE

The Town shall sponsor a defensive driving course at least twice per year. The Human Resources Manager shall select the course to be sponsored. All employees who drive a Town vehicle (no matter how often) are required to attend the Town's defensive driving course within twelve months of hire. (If an employee can show certification proof of having attended such course within one year prior to being hired by the Town, that employee may be exempted from this requirement.) All employees who drive (no matter how frequently) are also required to attend a refresher defensive driving course every two years. Department Heads are responsible for ensuring that employees are aware of the requirement to attend the course and for monitoring their attendance.

Sworn police officers, firefighters, and transit employees are exempted from this policy because of their department specific training and recertification requirements that include regular defensive driver training.

Wage and temporary agency employees who drive a Town vehicle (no matter how often) will be required to attend this course.

8.11 EVALUATING EMPLOYEE SAFETY

An employee's conformance to safety rules and regulations and his/her work habits will be considered in his/her annual evaluation. An employee's contributions to improved safety conditions for the Town should be recognized. The refusal of an employee to abide by safety rules, such as wearing hard hats, safety shoes, or safety belts, may result in disciplinary action including, if appropriate, suspension or dismissal from employment.