

Section 5: A Healthy Workplace

Policy #6: Safety and Health Policy

Effective Date: April 1, 2011

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

I. Purpose

The purpose of the Health and Safety Program of the Town of Mooresville is to provide all Town employees with resources for a safe and healthy work environment, to help develop and maintain a safety awareness culture for all employees so that accidents and occupational injuries are reduced to a minimum and to identify and control safety and health hazards associated with Town operations.

II. Scope

This policy shall apply to all Town of Mooresville employees and volunteers.

III. Background

It is the intent of the Town of Mooresville to comply with federal, state and/or industry standards that are the basis for this safety policy.

IV. Definitions

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|---------------------|--|
| Employee: | An individual employed with the Town or a volunteer or independent contractor |
| Accident: | An unforeseen event that could result in or results in bodily injury or property damage. |
| Near Miss Incident: | Near misses describe incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred. |
| Hazard: | A source of danger; a condition which creates or increases the chance of an accident or injury. |
| Horseplay: | Rough, boisterous, or disorderly conduct. |
| Injury: | Physical harm or damage to a person. |
| Inspection: | Process of surveying work crews, areas or equipment for potential hazards or violations of Town policy. |

- Motor Vehicle Accident: An accident involving a Town owned or leased motor vehicle, equipment or a vehicle driven on Town business that results in bodily injury or property damage.
- Occupational Injury: A work related illness or injury which occurs during the scope of employment.
- Property Damage: Any damage to public or private property involving a Town co-worker or a Town vehicle.

V. Legislation

OSHA 1910
OSHA 1926

VI. Policy

The Town of Mooresville places a high value on the safety of its employees. The Town of Mooresville is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work operations.

It is the basic safety policy of the Town of Mooresville that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all Town of Mooresville safety rules and are encouraged to actively participate in identifying ways to make our Town a safer place to work.

This policy will be implemented by:

1. Developing safety standards for facilities, equipment, tools and work practices that are based on applicable OSHA standards and safe work practices.
2. Initiating education/training programs, on-the-job safety instruction, and enforcing general safety policies and procedures.
3. Conducting safety and health inspections to identify potential workplace hazards.
4. Investigating accidents to determine cause and the remedial action required to prevent reoccurrence.
5. Requiring personal protective equipment for personnel protection in all potentially hazardous areas that cannot be controlled through administrative or engineering controls.

6. Identifying potential safety and health hazards, and developing necessary protective measures.
7. Promoting safety to maintain interest and participation.
8. Budgeting for required safety equipment.

VII. Provisions

Management Commitment

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that safety policies are followed.

1. Town Manager

The Town Manager is the Senior Safety and Health Officer of the Town of Mooresville, and has delegated the responsibility for the overall management and administration of the Safety Program to the Risk Manager.

2. Risk Manager

The Risk Manager is responsible for developing and administering the Town's Safety Program with the assistance of the Safety and Health Committee and the approval of the Town Manager.

Safety and Health Responsibilities

Manager Responsibilities

1. Ensure that a Town wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.

5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Risk Manager Responsibilities

1. Conduct inspections of Town facilities and operations, and provide necessary instruction and guidance to comply with OSHA, DOT and other related federal, state or local regulations. These inspections will adhere to a schedule established by the Safety and Health Committee. All inspections will be documented and follow-up inspections performed until a hazard or violation has been corrected.
2. Maintain records of accident experience and related costs, as well as perform analyses to determine Town wide and departmental trends, problem areas and overall performance.
3. Assist departments with the development and maintenance of department specific safety procedures.
4. Investigate all accidents to determine causes and take preventive measures.
5. Provide the Safety and Health Committee with information concerning all available accident prevention resources.
6. Assist the Safety and Health Committee by:
 - a. Supplying data needed to formulate and evaluate safety program objectives.
 - b. Assist the Committee in all phases of program development.
 - c. Training supervisors and Committee members in accident investigation, safety inspections, and safety techniques.
 - d. Provide information on available training resources.
 - e. Use the Safety and Health Committee as a resource and a means to identify and resolve safety concerns.

Department Director Responsibilities

Department Directors are accountable to the Town Manager for establishing a safety program within each Department, and for maintaining safe and healthful working conditions and practices for the safety of all personnel under their supervision. The Department Director will:

1. Be responsible for successfully operating the department Safety program, and completing the department safety objectives.
2. Implement the safety policies and programs prescribed by the Town.
3. Establish and empower a department safety committee to administer the department's safety program.
4. Develop, publish and enforce reasonable safety procedures pertinent to the Department's activities.
5. Provide adequate job training and continuing safety instruction for all employees under his/her supervision.
6. Meet with employees involved in accidents and their immediate supervisors to review the accident for possible corrective or disciplinary actions.
7. Meet initially with all new personnel to explain the department safety program and express personal support and the desire for its success.
8. Set a good example for employees by following safety rules and attending required training.
9. Meet monthly with their department to report and discuss pro-active measures in order to avoid recurring accidents, injuries or illnesses.

Supervisor Responsibilities

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards. Because of their regular contact with their co-workers, supervisors are KEY PEOPLE in the safety program and play a primary role in preventing accidents. Supervisors will:

1. Ensure that each employee under their supervision has received an initial orientation of Town and departmental safety rules and regulations and safe work practices *before* beginning work (re: Town of Mooresville New Employee Checklist).
2. Ensure that each employee under their supervision is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Ensure a daily safety check is conducted of work area(s) where employees are routinely working. Check other work areas, such as remote locations, as work is being performed. Promptly correct any unsafe acts or conditions, which might result in an accident or injury.
5. Frequently conduct an observation of the employees you supervise while they are working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document for employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Promptly investigate all accidents and complete required reports within time frames specified. Report and document corrective actions taken to Risk Management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.
9. Enforce pertinent OSHA standards and department safety rules and regulations that apply to Town employees, volunteers and contractors.
10. Ensure all necessary OSHA documents and Material Safety Data Sheets (MSDS) are in a conspicuous place for all co-workers to review.

Employee Responsibilities

Town of Mooresville employees are responsible for exercising maximum care and good judgment in preventing accidents. No job is complete unless the employee has followed every precaution to protect themselves and their fellow co-workers from bodily injury throughout the operation. Each employee must:

1. Follow safety rules described in the Town Safety Manual, OSHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor, safety committee representative and/or Risk Manager promptly.
3. Promptly report all work-related accidents and injuries to your supervisor within 24 hours regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly for the purpose of identifying potential, injury-causing hazards.
5. Become familiar with and observe all approved safety procedures for your work activities, including the use of personal protective equipment.
6. Use proper judgment in avoiding accidents.
7. Serve as the department safety representative when appointed or elected.
8. Participate in all required safety and occupational health training.
9. Inform your supervisor when taking medication, which may impair physical or mental alertness and affect your ability to perform a job safely (re: Fleet Safety Policy).
10. Maintain all personal protective equipment (PPE) issued in good repair and working order.
11. Always use personal protective equipment (PPE) where it is required. Reference the Protective Footwear Policy attached to the Uniform Policy for rules on purchase and replacement of protective footwear.
12. Report and repair any defective equipment prior to operating such equipment and operate equipment in a safe manner.
13. Do not remove or defeat any safety device or safeguard provided for employee protection.
14. Encourage co-workers by your words and example to use safe work practices on the job. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. The Town has established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. Disciplinary action up to and including termination may result for failure to follow the rules outlined in this policy and the Town of Mooresville Safety Manual. **An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.**

Employee Participation

Safety Committee

The Town of Mooresville has formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program(s). The Town committee is made up of management-designated representatives and one employee-elected representative for each department or division. Departments/Divisions will have an internal safety committee and designate one representative for the Town Safety Committee.

- ◆ Employees in each division will elect from among themselves a representative to be on the Town committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.
- ◆ Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.
- ◆ In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve on the Town committee until replaced by management.
- ◆ A chairperson will be selected by majority vote of the Town committee members each year. If there is a vacancy, the same method will be used to select a replacement.
- ◆ In addition to the committee responsibilities explained above, duties of safety committee members include:
 - Ensuring the completion of a monthly self-inspection of the area they represent
 - Communicating with the employees they represent on safety issues and

- Encouraging safe work practices among co-workers.
- ◆ **The regularly scheduled meeting time for the Town safety committee is from 10:30 am to 12:00 pm on the second Wednesday of each month at the Police Department training room unless changes are required due to room availability or committee inspections. This may be changed by vote of the committee.**
- ◆ A Town committee member will be designated each year during elections to keep minutes. Copies of minutes will be forwarded to management and all department directors and supervisors. Copies will be posted on employee bulletin boards in each department after each meeting for one month. The minutes will be electronically filed and kept indefinitely.

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes not requiring medical attention can be entered on the "Form 19" and marked "For Information Only". All other injuries must be reported to Risk Management on a "Form 19" which will then be forwarded to the Town's insurance carrier.

The employee will:

- Complete an "Employee Incident Statement".
- Assist their supervisor in the completion of the "Supervisor Accident Investigation Report"

The supervisor will:

- Investigate a serious injury or illness using procedures in the Incident Investigation section below.
- Complete a "Supervisor Accident Investigation Report" form.
- Forward the "Form 19" , the "Employee Incident Statement" and the "Supervisor Accident Investigation Report" to Risk Management within the time frames required using the Incident Reporting and Investigation section below.

The Risk Manager will:

- Determine from the Form 19, Employee Incident Statement and Supervisor Accident Investigation Report, and any other form associated with the incident, whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
- Enter a recordable incident within seven days after becoming aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.

- Each month before the scheduled safety committee meeting, meet with the Accident Review Committee and make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

The Risk Manager will post a signed copy of the OSHA log summary for the previous year on the HR bulletin board and the Intranet each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

If an injury occurs

- First aid kits are kept in Town buildings in employee common areas. Also, each Town vehicle is equipped with a first aid kit. These kits are checked monthly by members of the safety committee or by the assigned vehicle driver. An inventory of each kit shall be taped to the inside cover of the box. Report missing or outdated items to your supervisor who will then report to Risk Management. Risk Management will report issues to the current service provider. If you are injured, promptly report it to your supervisor.
- Supervisors and other employees may be first-aid/CPR certified. Unless specifically required as part of their job duties, trained employees are not required to administer first aid/CPR and do so as Good Samaritans so long as reasonable care is used in doing so. Employees whose job duties specifically require the performance of first aid/CPR are responsible for ensuring the certification(s) remain active.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training and authorization. Call 911 for assistance.
- Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. In the event of a bleeding injury where first aid is needed and your job requires you administer first aid/CPR or you choose to do so, use gloves to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing shall be available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated.

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, the Risk Manager or designee will contact the North Carolina Department of Labor-OSH within 8 hours after becoming aware of the incident. The toll-free notification number is: 1-800-NCLABOR. The Risk Manager or designee must talk with a representative of the department. The Risk Manager or designee must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

- **DO NOT DISTURB the scene except to aid in rescue or make the scene safe.**

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), the Risk Manager or designee, an employee representative of the safety committee, and may include a person or persons designated by management, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the management and the safety committee will review the report at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Supervisor Incident Investigation Report" to accompany the "Employee's Injury/Illness Report (Form 19)" and forward the reports to Risk Management.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred (determination to be made by Risk Management). The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to Risk Management to record on the near miss incident log.

Reports should be forwarded to Risk Management within the following time frames:

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| 24 Hours | Form 19's, initial Vehicle Accident Reports, Near Miss Reports |
| 48 Hours | Employee Incident Statements, Supervisor Accident Investigation Reports |
| ASAP | Police Reports, Serious Incident Investigation Reports, etc. |

Safety Inspection Procedures

The Town of Mooresville is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey -- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey -- We will assign a supervisor or form a team to look at any changes to processes, equipment or building structures we make to identify safety issues. A team may consist of a Department Director or Supervisor, maintenance, an affected employee and safety committee representatives. The team will examine the changed conditions and make recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety committee meeting, safety committee representatives along with other designated department employees will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by

the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and the use of any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every three years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

Hazard Prevention and Control

Eliminating Workplace Hazards

The Town of Mooresville is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc. Timely maintenance of facilities and equipment is also an effective preventive measure.

General Safety Rules

The following general safety rules have been established to help make our organization a safe and efficient place to work. These rules are in addition to safety rules outlined in the Town of Mooresville Safety Manual, departmental safety rules or specific rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with Town of Mooresville safety rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Seatbelts are required when operating any Town vehicle or equipment so equipped (e.g. tractors, mowers, etc.).
- Use your personal protective equipment whenever it is required (re: Protective Footwear Policy, PPE, Respiratory Protection, Hearing Conservation, and Work Zone Safety). Personal Protective Equipment (PPE) shall be worn when working in or passing through any work area where hazardous operations are present (e.g. Town Garage).
- Obey all safety warning signs.

- Each employee shall wear clothing or protective equipment suitable to the job he/she is performing at all times. Suitable clothing or protective equipment means clothing or equipment that will minimize personal injury from moving machinery, hot or injurious substances, sunburn, or other harmful agents. Loose clothing, jewelry and hair longer than shoulder length shall not be worn around rotating machinery or equipment.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives on Town property.
- Smoking is only permitted outside the building away from any entry or ventilation intake (re: Town of Mooresville Use of Tobacco Products in Municipal Buildings and Vehicles).
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately to prevent slips/falls or environmental hazards. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.
- Lift heavy items carefully. Follow Safe Lifting Procedures found in the Town of Mooresville Safety Manual.
- Notify your supervisor if any protective equipment or devices are damaged or not working properly (e.g. Fire Safety equipment, machinery/equipment guards, etc.)
- Only qualified personnel shall make repairs to electrical circuits and/or mechanical equipment.
- Ladders shall be examined before use and shall be in good condition with all warning labels visible. If found defective, they shall be repaired or replaced immediately.
- An adequate supply of drinking water shall be provided in all work areas. Any container used to distribute drinking water shall be capable of being tightly closed and equipped with a tap and shall be clearly marked as to the nature of its contents and not used for any other purpose. Water shall not be dipped from containers.
- Town of Mooresville management expects each employee to perform work for which he or she is qualified. If an employee is instructed to perform work that he or she believes exposes him (or other employees) to unwarranted hazards, the employee should call this to the attention of their supervisor before beginning the work.

Job Related Safety Rules

Town departments may develop specific safety policies dependent upon specific job requirements that will be based on a hazard assessment of the job and work area.

Equipment Maintenance

Town owned machinery and equipment shall be inspected and serviced on a routine basis per manufacturers' standards or industry best practices. Preventive maintenance extends the life of the machinery and may prevent accidents. The following machinery and equipment shall be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

| <u>Equipment</u> | <u>Interval</u> | <u>Location of record</u> |
|---------------------|--|--------------------------------|
| Cranes* | Monthly | Department files |
| 150-ton press brake | Weekly | Department files |
| Town Vehicles | Check prior to use | |
| | Maintenance to be determined by Fleet Services | Fleet Services Vehicle Records |
| Forklifts* | Daily | Department files |

***Forklifts and cranes shall be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.**

Emergency Planning

Employees shall be trained and become familiar with the Emergency Action Plan outlined in the Town of Mooresville Safety Manual. Specific departmental plans may also apply. An emergency is defined as any situation where the health and safety of an employee is in danger due to fire, smoke, acid, gas leak, bomb threat, inclement weather, etc. It is the responsibility of each department head to ensure this training is conducted for their particular area. All new hires will be trained on their initial assignment into their area. If at any time the Emergency Action Plan, or any of the facility responsibilities or designated actions under the plan change, all associated are to be notified.

Any employee who believes an emergency exists will first call 911 (8-911 for those using a Town office phone) and report the emergency. The employee will then notify his/her supervisor as soon as possible. A list of emergency contact names and telephone numbers will be made available to employees.

Evacuation maps for Town buildings shall be posted. The maps shall show the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

All employees will receive training on how to use fire extinguishers as part of their initial orientation and annually thereafter. A fire evacuation drill will be conducted once a year during the month of March.

- If you discover a fire: Call 911 immediately and alert others in the area to evacuate. Make sure visitors are evacuated and accounted for.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher but only if you are comfortable doing so.

- **If the fire grows or there is thick smoke, do not fight the fire. Leave immediately.**
- Go to the designated assembly point outside the building.
- If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area or building. Make sure visitors are evacuated and accounted for.
- Verify that 911 has been called.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, **do not** re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

Severe Weather

In the event of a severe weather warning, employees will be directed to stay inside buildings or seek shelter when outside.

Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe work place at the Town of Mooresville. Under no circumstances may an employee work until he/she has successfully completed proper training. The department director/supervisor is responsible to verify that each employee has received an initial orientation, receives safety training before the employee starts a task that requires training, and receives any additional training needed to do the job safely and that the employee file documents the training. The following is an example of safety training to be provided. Training requirements and frequency are outlined in the Town of Mooresville Safety Manual. Other training may be required based on department specific policies.

| <u>Course</u> | <u>Who must attend</u> |
|--------------------------------|--|
| Basic Orientation | All employees (given by the employee's supervisor) |
| Blood-borne Pathogens | Employees potentially exposed to BBP, emergency responders |
| Chemical Hygiene Plan | Employees who work in laboratories |
| Confined Space (Awareness) | All employees |
| Confined Space (Advanced) | Employees involved in confined space entry |
| Electrical Safe Work Practices | Employees who work on energized (live) circuits/equipment |
| Emergency Evacuation/egress | All employees |
| Excavation Policy | Employees involved in Trenching/Shoring type work |

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| Fall Protection | Employees exposed to falls >4' in general industry, >6' in construction work. |
| Fire extinguisher safety | All employees |
| Fire Prevention Plan | All employees |
| Forklift Training | Employees who operate a forklift |
| Hand/Power Tools | Employees who operate hand/power tools |
| Hazard Communication | All employees |
| Hearing Conservation (noise) | Employees exposed to >85 decibels |
| Ladder Safety | Employees who use ladders |
| Lockout Training (Awareness) | All employees |
| Lockout Training (Advanced) | Employees who service/repair equipment/machinery |
| PPE Training | Employees who use PPE (e.g., safety glasses, safety-toe shoes) |
| Respiratory Protection | Employees who use a respirator |
| Safety Policy & Manual | All employees |
| Safe Lifting | Any employee who lifts more than 20 pounds |
| Welding Safety | Employees who operate welding equipment |
| Work Zone Safety | Employees working in or responsible for setting up safe work zones |

VIII. Program Evaluation

It is inherent that problems may occasionally arise in this written Safety and Health policy. Although we may not be able to eliminate all problems, we try to eliminate as many problems as possible to improve employee protection and encourage employee safe practices. This program is evaluated during an annual review. Any revisions required are made as necessary. Please report any problems with this policy to the Risk Manager who is the Program Administrator.

IX. Authorization

Approved by:

Erskine Smith
Interim Town Manager

March 8, 2011
Date