

**SAFETY MANUAL**  
**FOR**  
**TOWN OF CARBONDALE**

**Signed and Approved**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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## **MISSION STATEMENT**

**The goal of the Town of Carbondale’s Safety Committee (SC) is to promote a safety culture and pro-active environment that will effectively identify and manage risk through recognition, evaluation, and educating our employees to ensure that every worker goes home safely.**

### **SECTION: I. POLICY STATEMENT**

This manual has been developed to establish safety policies for the Town of Carbondale to enable and enhance the Town safety program.

The Town of Carbondale recognizes it has a basic responsibility to provide a place of employment that is “free of recognized hazards” that may cause serious physical harm or death. The maintenance of a safe work environment is the responsibility of every employee. The Town’s Safety Committee (hereinafter referred to as the SC) sets the following precepts, which shall be adhered to.

Because of the diversity of operations within the Town, it is impractical to develop a Safety Policy Manual that is applicable to all departments. Therefore, this manual, and the stated policies that follow, are generalized in nature.

### **RESPONSIBILITY**

1. Department Heads will be expected to develop a formal written Annex, which is applicable to their individualized operations. However, the objectives established in the following policy statements are the responsibility of all employees and are not to be compromised.
2. Copies of such documents are to become Annexes to this manual and each employee in the department should receive a copy from the Department Head.
3. Compliance with laws and standards relating to the occupational safety and health of Town employees is an integral element of the Town’s safety policy.
5. It is the responsibility of all employees to ensure compliance with procedures established for the protection of employees against occupational hazards.
6. The SC shall be responsible for guiding management toward safety objectives through implementation of policy and procedural directives, and by offering consultation or recommendations when necessary.
7. All employees are required to review this entire manual within three (3) days of receipt.

8. Department Heads are required to maintain written records, which document that their employees have read and understand both the Town's manual and their departmental annex. Such records are to be included in the employee's personnel file that is maintained by the Finance Department.

Examples of documentation forms appear in Section A of the Appendix.

### **SAFETY RESPONSIBILITY**

While safety is everyone's responsibility, control of the working environment and control of employee's actions fall directly under the Town Manager's responsibility. Effective safety management starts with the Town Manager and extends downward through the organization via regular lines of communication and control.

### **ACCOUNTABILITY**

Each department is accountable for, and shall maintain records of:

1. Safety Education/Training.
2. Safety Education/Training meeting minutes conducted.
3. Accident investigation reports.

Think, Practice, Teach, and Support the safety program.

### **DEPARTMENT HEAD RESPONSIBILITY**

Good safety performance is an essential factor in effective cost and quality control. Safety cannot be subordinate to other management interests, but must be considered an integral part of the entire operation.

Department Heads are responsible for the completion of the various reports. They must be familiar with safety policies, communicate these to their subordinates, and enforce all safety procedures. They must ensure:

1. Safety has been built into each operation and procedure, taking into consideration employees, general public, property, and the environment which may be adversely affected.
2. Each employee is trained to recognize the hazards of his/her job and how to avoid accidents and resulting injury. Documentation of such training shall be maintained by the Supervisor/Department Head.
3. Each employee understands that they are expected to work safely, and that willful

violations of safety procedures will not be tolerated and may be grounds for dismissal.

4. All employees are actively involved in the safety program.
5. An atmosphere wherein employees are encouraged to communicate openly about issues involving safety.
6. Prompt corrective disciplinary action is taken when unsafe acts or conditions are observed or reported.
7. Adequate personal protective equipment, shop safety equipment, protective devices, and related training are provided for tasks associated with daily operations.
8. All injuries are treated immediately, and that appropriate notification is made.
9. Prompt and thorough investigation of all accidents and completion of investigative reports to include Injured Worker Statement and Supervisor's Accident/Incident Investigation Report.
10. An annual department safety checklist is developed and updated. Periodic safety inspections of the work place and equipment are performed to reduce hazards. An annual department safety inspection is completed and copies are submitted to the Safety Coordinator. Periodic safety follow-up inspections are performed noting corrective measures taken. Copies shall be maintained by the department with a copy sent to the Safety Coordinator.
11. Supervisors/Department Heads are held accountable for the application of the safety program.

### **EMPLOYEE RESPONSIBILITY**

Each employee must perform the duties associated with their job as safely as possible. Each employee should:

1. Learn the safe way to do the job following accepted practices; seek instructions from the supervisor when in doubt.
2. Always use the safety equipment provided; follow instructions and established procedures.
3. Report any injury, no matter how slight, to the supervisor by the end of the business day. Any employee who fails to report their injury by the end of the business day may be in violation of the Town's safety rules.
4. Report hazardous conditions and recommend corrective actions to the Supervisor immediately.

5. Do not participate in “horse play” or other unsafe activities.
6. Be familiar with, and support the safety program.
7. Understand that **safety rule violations** may be cause for disciplinary action, including dismissal and/or potential loss of Workman’s Compensation benefits.
8. Keep the work area clean and obstruction free.
9. Keep tools, equipment, safety equipment and facilities in good repair.
10. Review at least monthly the department’s safety postings.

## **SECTION: II. SAFETY COMMITTEE (SC)**

### **POLICY**

The Safety Committee (SC) will meet (at least) monthly. The Department Heads will appoint the members to the SC. The SC will appoint a chairperson from the appointed representatives to serve a one-year term. The Safety Coordinator will be a permanent member of the SC and will serve as the secretary.

### **FUNCTIONS**

The SC will function as the advisory body on matters dealing with Town-wide safety matters. Their functions shall include but not be limited to:

1. Recommend updates to the Town Safety Policy Manual.
2. Develop annual & periodic Department safety inspection checklists.
3. Perform the annual safety inspections and periodic follow-up safety inspections to assure noted safety discrepancies are corrected.
4. Identify & recommend safety training for department employees to the Department Head.
5. Identify & recommend Town-wide safety training.
6. Assure the department’s safety postings are updated.
7. Receive and review safety recommendations from other department employees and present them to the Department Head.
8. Perform review of injured worker claims.

### **EMPLOYEE INJURY REVIEW**

#### **I. PURPOSE**

The purpose of the review is to reduce personal injury accidents and abuse of safety standards. The SC shall review all personal injury accidents to determine the

cause and to recommend a procedure that might prevent this type of injury from reoccurring.

The SC shall recommend what action they feel the Department Heads and/or Town need to take to help prevent the reoccurrence of this type incident.

## **II. OBJECTIVE**

- A. The SC shall review the injury at the next meeting following the injury.
- B. The primary objective is to try and prevent future similar injuries.
- C. Record in SC minutes the findings of the review as to:
  - 1. How the injury occurred.
  - 2. Recommendations for corrective measures, additional training, changes in processes and procedure and/or modification of equipment to the appropriate Department Head. No disciplinary recommendations will be made.

## **III. INJURIES**

An injury is considered work-related if an event or exposure in the work environment caused or contributed to the condition, or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries resulting from events or exposures occurring in the workplace, unless an exception specifically applies. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of employment.

Year of Record The year of record is based on the current calendar year.

An employee injury is a personal injury caused by an accident arising out of and in the course of employment.

Occupational illness is defined as an illness or a disease caused by certain hazardous conditions when there is a direct casual connection between the conditions under which the work is performed and the occupational illness or disease.

## **IV. DEPARTMENT HEAD RESPONSIBILITY**

Upon receipt of the minutes from the SC meeting, the Department Head shall review the direction provided by the SC with the employee and/or with the other staff members. Action will be taken to implement corrective measures that might prevent this type of injury from reoccurring in this or any other Department.

## **POLICY**

When an employee sustains a job related injury/illness they shall report the incident

immediately to their Supervisor. Failure of the employee to do so on the day of the incident could result in denial of the claim. A Supervisor/Department Head must report job-related injury to an employee requiring professional medical attention to the town clerk within twenty four (24) hours. An injury to an employee after normal business hours, weekends, holidays, etc. shall be reported to the supervisor and then to the town clerk by the end of the next business day. Any life threatening injury or fatality must be reported immediately.

The Supervisor of the injured employee must ensure that the employee’s medical needs are met, that the accident is investigated, that corrective actions are initiated (if required) and that the required reports are completed, in accordance with this manual. Examples of the forms are in Section A of the Appendix. How an employee’s injury is handled will often influence the extent and nature of losses incurred. Provide for proper care of the injured employee and ensure adherence to Colorado Workers’ Compensation Laws.

An employee injured while off duty, who falsely claims an on-the-job employee injury, or an employee or individual who collaborates a false claim, is committing a felony and they will be subject to the full penalties provided by the law.

**REPORTING PROCEDURES–Action & Responsibility**

<u>Nature of Incident</u>	<u>Action to be Taken</u>	<u>Responsibility</u>
Incident with no injury (near miss)	1. Report incident to immediate supervisor	Employee
	2. Investigate the incident And take corrective action	Supervisor
	3. Document and retain accident information	Supervisor
Injury/Illness Requiring in-house First aid only	1. Obtain first aid immediately	Employee
	2. Report incident to Immediate supervisor	Employee
	3. Complete Injured Worker’s Statement	Employee/Supervisor
	4. Complete Supervisor’s AI Report. File with Town Clerk	Supervisor/Dept Head
	5. Forward report to insurance Carrier	Town Clerk

Injury/Illness requiring Outside medical treatment Including injury w/ lost time	1. Obtain Immediate first aid	Employee
	2. Report incident to Supervisor By end of business day	Employee
	3. Complete Injured Worker's Statement	Employee/ Supervisor
	4. Complete Supervisor's AI Report. File with Town Clerk	Supervisor/Dept Head
	5. Forward report to insurance Carrier	Town Clerk
Life-threatening injury	1. Call 911	Anyone
	2. Follow steps 2,4,5 above	Supervisor

**B. Reoccurrence of an Injury from a Previous Injury**

1. Should an employee experience recurrence of a previously reported employee injury, they shall report it to their Department Head immediately.
2. The Department Head shall call the town clerk to determine if the claim is open or closed.
  - a. If the claim is still open, the employee shall go to the doctor who treated them before and advise the doctor that they require further treatment for a previous employee injury.
  - b. If the claim is closed, it is the town clerk's responsibility to petition the Workman's Comp carrier to have it reopened.

**C. Accident Compensation for Lost Time**

1. Supervisory and Dept. Head personnel shall be responsible for closely monitoring time lost by their employees and provide this information to the Finance Department by:
  - a. Ensuring that the employee has been given a signed disability slip by the treating physician.
  - b. Periodically checking on the progress of the employee's recovery.
  - c. Ensuring that the employee returns to work on the date the physician releases him/her. Any disability claimed in excess of that indicated by the

doctor shall be considered unauthorized, and the employee shall be carried on a leave-without-pay status and subject to disciplinary action.

- d. Making every attempt to put the employee to work on **MODIFIED WORK STATUS** (light duty) when authorized by the treating physician. The treating physician, noting the essential functions of the job the employee can perform must approve the **MODIFIED WORK STATUS**. This modified work status will remain in effect until the treating physician authorizes the employee to return to full duty.

### **Investigation of Employee Injuries**

The Supervisor or Department Head of the injured employee shall, as soon as possible after the injury has occurred, investigate each employee injury. The following procedures shall be adhered to as closely as possible:

- A. Consider the nature of the accident versus your knowledge of the circumstances involved.
- B. Check the scene
  1. Begin by examining where the injury occurred.
  2. Reconstruct, as closely as possible, the chain of events leading up to the injury. Attempt to determine the events that caused the injury.
  3. Draw a diagram of the location, if it will be helpful in arriving at a conclusion. Sketch in machinery, equipment and any other nearby physical objects, together with the places where witnesses were standing.
  4. **PHOTOGRAPHS AND DOCUMENTATION SHOULD BE TAKEN WHEN POSSIBLE.**
- C. Write It Down
  1. Make notes of all facts that may relate to the cause of the injury.
  2. Write down any procedure used, misuse of equipment or other factors not in accordance with published work rules or safety policies.
  3. Write down any unsafe conditions in work area, defective tools or faulty equipment.
  4. Write down other items such as the date and time of your investigation, the lighting conditions, the weather conditions (if pertinent), a description of supplementary evidence, and conversations having a bearing on the case.
- D. Collect the Evidence

If an injury or near miss occurs for any reason, including faulty machine parts, structures or human error, it is essential to determine what failed and why.

Any evidence shall be retained until the cause of the incident is determined and resolved.

#### E. Interview Witnesses

It is important to immediately interview witnesses at the scene or as soon as possible thereafter. Keep a written record of the interview.

### **SECTION: V. JOB SAFETY TRAINING**

#### **POLICY**

Supervisors shall ensure that a newly hired, newly assigned or reassigned employee thoroughly knows all the safe job procedures. They must be trained to include a discussion of techniques and procedures for safety. Indoctrination of employees concerning hazard identification, and accident investigation and reporting is vital. All employees shall be required to attend training sessions on general safety and may be required to attend other specialized safety training for certain job classifications. The four-point method of job instruction has been found best: Preparation, Presentation, Performance and Follow-up.

#### **METHODS**

##### A. Preparation

1. Put employee at ease.
2. Define the job and find out what they already know about it.
3. Review safety policies.
4. Provide thorough explanation of approved safety procedures, hazard identification, accident investigation and reporting.
5. Emphasize safe operation of equipment, machines and hazards associated with the job.

##### B. Presentation

Clearly explain and illustrate each important safety aspect of the job.

##### C. Performance

1. Have employee do their job safely; coach them while they work.
2. Have employee explain each key safety point as they do the job.
3. Make sure they understand.

##### D. Follow-up

1. Put employee on their own.
2. Designate to whom they report for assistance.
3. Check frequently; encourage questions.
4. Taper off extra coaching and follow-up closely.

## **SECTION: VI. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **POLICY**

The supervisor and/or Department Head shall specify the designation and use of Personal Protection Equipment (PPE) for all jobs that have a potential for injury. The Town shall provide PPE specified as mandatory on hazardous jobs; supervisors and employees shall be fully accountable for its use and condition. The Town shall provide safety footwear and safety eyewear when required.

### **TYPES OF EQUIPMENT**

The listed equipment shall be worn when the potential exists for injury:

1. Hard hats.
2. Goggles, face shield or safety glasses.
3. Ear plugs or ear muffs.
4. Respirators and self-contained breathing apparatus.
5. Safety footwear.
6. Reflective vests or bright clothing.
7. Other protective clothing or equipment as may be required by a particular job.

### **MANDATORY USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

When the use of PPE has been specified, its use shall be mandatory.

Supervisors and employees shall be held accountable for employees allowed to work without compliance. The review of injuries by the SC shall place emphasis on those injuries that resulted from failure to use protective equipment.

NOTE: Town employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with any additional safety regulations established by those employers.

### **PROPER DRESS FOR WORK**

Each employee shall wear clothing suitable to the job they are performing at all times. Suitable clothing means clothing that will minimize potential for injury. Department Heads may have the need for safety policies restricting facial hair, hair length, jewelry, etc.

Individuals required to wear breathing devices in toxic atmospheres shall successfully complete fit testing annually.

Exceptions to proper dress for medical or religious reasons will be submitted to the Department Head for approval.

## **SPECIAL EQUIPMENT RESPONSIBILITY**

The Department Head shall be responsible for assuring that their employees who require special equipment in order to perform their work are issued the necessary equipment and trained in the use of that equipment. The employees shall be responsible for maintaining and using this equipment.

## **SECTION: VI. FIRST AID TRAINING**

Employees shall be trained in First Aid and/or CPR if required by their job description or Department Head.

## **SECTION: VII. PROCUREMENT OF TOOLS & EQUIPMENT**

(Heavy Equipment, Safety & Protective Equipment, Vehicles, etc.)

Detailed specifications for the design, purchase and use of these items shall be fully developed by Supervisors and approved by the Dept. Head of the users. Input by the users should be encouraged. Emphasis shall be placed on the inherent safety consideration used in design, quality, durability and uniformity of each item.

## **SECTION: VIII. HAZARD COMMUNICATION**

This occupational safety and health standard, commonly referred to as the “Right to Know” is intended to comprehensively address the issue of evaluating potential chemical hazards, and communicating information concerning these hazards and appropriate protective measures to employees.

The Town has developed a Hazardous Communication Program to inform, educate, and train all employees working directly or indirectly with chemicals, of the health hazards associated with chemicals they may come in contact with during their work shift.

Regardless of what type of chemicals are being used, the requirements of the Town of Carbondale Hazardous Communications Program must be strictly enforced by management. The Department Head or designated supervisor must document the training each employee receives using the Town of Carbondale EMPLOYEE’S RIGHT TO KNOW FORM as well as assuring the HAZARDOUS CHEMICALS/MATERIALS form and HAZARD COMMUNICATION “SELF HELP CHART’ BY LOCATION are current for their department. A copy of these documents is to be provided to each employee, and with a copy submitted to the Risk Coordinator for inclusion into the Town’s master file.

A copy of the Material Safety Data Sheet (MSDS) for all the hazardous chemicals used/stored by each department shall be maintained in a MSDS binder and kept in a location in the shop area for quick reference. Do not destroy any MSDS sheets even if the material identified is no longer in use. You will need to maintain these forms in a separate binder.

## **SECTION: IX. MOTOR VEHICLE SAFETY**

### **POLICY**

The safe operation of vehicles is essential in conducting Town business. This applies to all employees who operate Town-owned, leased, or personal vehicles in the conduct of their employment by the Town. This chapter sets forth the safety, maintenance, inspections, accident reporting, and operational procedures for the use of all Town vehicles.

### **DEPARTMENT HEAD RESPONSIBILITIES** (Regarding motor vehicle safety)

Department Heads are responsible for the following:

- A. Create a driver's screening process appropriate to the department to include items such as the following:
  1. Obtain a copy of employee driver's license
  2. The Safety Coordinator annually will share with Department Heads information obtained from the Town's insurance carrier of employees' driver's license history. Department Heads will take the necessary action based on information provided to assure the employee is qualified, authorized and appropriately trained to operate the vehicle they need to perform their job.
- B. Fleet manager shall maintain a written vehicle safety, maintenance, and inspection program. Maintenance shall conform to manufacturer's recommendations while under warranty and shall be regularly maintained thereafter.

### **VEHICLE ACCIDENT**

For purposes of this policy, the term "motor vehicle accident" includes an occurrence during the course of performing Town duties which involved either a Town vehicle or the employee's personal vehicle and results in:

- ▶ A fatality or bodily injury to anyone;
- ▶ Damage to a vehicle or any other property; or
- ▶ A citation for a moving traffic violation arising from the accident.

### **REPORTING & REVIEW**

Any employee involved in an accident while driving a Town vehicle shall adhere to the following procedures:

1. Obtain pertinent data of other party involved, i.e. name, address, license number, etc.

2. Refrain from moving the vehicle until instructed to do so by the police officer attending the accident.
3. Any accident involving Town personnel or equipment must be reported to the Department Head immediately. Any motor vehicle accident, regardless of location or extent of damage, must also be reported immediately to the police department having jurisdiction of the accident scene.
4. The Department Head must: (a) Report any accident to the town clerk by the end of the business day or the next business day if the accident occurs on a weekend or holiday; (b) Ensure, within five (5) days of the accident, the Employee Vehicle Accident Report and Incident Report is completed and provided to the town clerk. These reports are found in Section B of the Appendix.
5. Any accident in which an employee requires medical attention must be reported to the town clerk immediately.
6. The town clerk will ensure that all required forms are complete and submitted to the Town's insurance carrier.
7. For any serious injury or accident involving injury and/or damages to Town personnel, equipment, vehicles, or buildings the Supervisor or Department Head must request that the police department investigate the matter.
8. Upon request for an accident investigation, the Police Department will handle such investigation according to standard operating policies and procedures. A written report will be submitted to the town clerk with a copy to the risk coordinator within seven (7) working days.
9. Any accident occurring after normal working hours must be reported the morning of the next working day to the Supervisor/Department Head and town clerk.
10. Any serious accident involving damage and/or injury to Town equipment, vehicles, buildings and/or personnel, occurring after normal working hours or weekends, must be reported immediately to the Department Head and town clerk.

## **DRUG AND ALCOHOL TESTING**

If an employee's actions either contributed to a motor vehicle accident, or cannot be discounted as a contributing factor to a motor vehicle accident, as determined by a supervisor in the employee's chain of command. The Department Head, or the Town Manager, the employee shall provide, as soon as possible after the motor vehicle accident, breath and urine samples to be tested for drugs and alcohol at the testing site designated by the Town.

Unless unable to do so because of a serious injury, the employee must immediately contact a supervisor in the employee's chain of command to report the accident. The supervisor will contact the Department Head or the Town Manager. If the supervisor, the Department Head, or the Town Manager determines that the employee shall be tested under this policy, transportation will be arranged to take the employee to the designated testing site.

If the employee is seriously injured and cannot provide a sufficient breath or urine sample, the employee shall provide the necessary authorization to permit the Town to obtain hospital reports and other documents that would indicate the concentrations, if any, of alcohol or drugs in the employee's system.

Alcohol tests under this Subsection should be performed as soon as possible after the motor vehicle accident. If an alcohol test is not performed within two (2) hours of the accident, the supervisor must document the reasons for the failure. If an alcohol test is not performed within eight (8) hours of the accident:

- No further efforts to test will be made based on that accident, and the supervisor must document the reasons for the failure; and
- If the employee is a CDL employee, the employee may not drive a commercial vehicle or otherwise perform any safety-sensitive functions until he or she has been off of work for at least twenty-four (24) hours, or has undergone an alcohol test with a result below a concentration of two one-hundredths (0.02) grams of alcohol per two hundred ten (210) liters of breath.

## **MOTOR VEHICLE OPERATION PROCEDURES**

Department Heads shall ensure that employees are encouraged to practice safe driving while they are on duty. Disciplinary actions will be taken against employees and their Supervisors who show a repeated disregard for good driving practices. Safe driving practices can be accomplished by:

- Establishing internal safety requirements for personnel to adhere to and frequently check on their compliance.
- Personally reviewing vehicle accidents and reports and taking all the steps necessary to prevent a reoccurrence.
- Ensuring that all assigned vehicles are maintained for safe operation by periodic inspection of assigned vehicles for safety discrepancies.
- Ensuring that employees have the appropriate license, skills and training for the vehicle assigned.
- Ensuring that all employees are briefed and understand that the use of seat belts is mandatory while driving or riding in a Town vehicle or private vehicle while performing Town business.

## **CELL PHONE USE**

### **POLICY**

Since an employee's first responsibility is the safe operation of the motor vehicle or other moving equipment, use of cellular telephones while operating a motor vehicle or other moving equipment is strictly prohibited.

## **SECTION: X. SLIPS AND FALLS**

### **POLICY**

Department Heads and employees have an equal responsibility in the prevention of falls by striving to maintain work areas free of conditions that are conducive to falls and by motivating employees to exercise care to prevent falls. The following checklist should be utilized to eliminate slip and fall hazards.

### **PREVENTION CHECKLIST**

Are floors maintained in a slip-resistant status?

Are employees maintaining three (3) points of contact when entering/exiting vehicles?

Are employees trained and encouraged to call attention to conditions that creates opportunities for fall?

Do employees wear clothing and shoes appropriate for work conditions usually experienced?

Are slippery conditions caused by ice, snow, water or liquid spills corrected promptly?

Are parking lots and other ground areas kept as oil-free and clean as possible?

Are parking lots free of ice and snow?

Are pits and holes refilled, covered or protected by barriers?

Are floors kept free from accumulations of materials or defects that produce tripping hazards?

Are aisles, walks and pathways kept open for traffic?

Are good housekeeping practices enforced; do employees clean as they go?

Are stairs well lighted and are tread surfaces slip-resistant?

Do ramp surfaces provide good traction and are handrails provided?

## **SECTION: XII. MATERIALS HANDLING**

Supervision, training and employee awareness are key elements in preventing most injuries that result from materials handling. A well applied preventive program can reduce the incidence of such injuries. The most common and costly ailments associated with improper handling of materials are strains/sprains and lower back injury. The best

preventive measure is avoidance of circumstances leading to improper handling of materials.

A. Listed below are common factors involved in improper materials handling accidents:

- Incorrect lifting techniques
- Improper personal protective clothing/equipment
- Equipment in poor conditions
- Unsafe procedures
- Poor housekeeping
- Employee's physical condition

B. Preventive program consists of four components:

1. Job Review: Town policy requires a written job description for each classified position. Each job description needs to be reviewed to assess the materials handling aspects of the job responsibilities. Job descriptions, which include materials handling, must include a statement to the effect: "Repeated bending, stooping and lifting will be required." When appropriate, weight ranges should be specified.
2. Job Design: This concept consists of structuring the job so that the employee can reasonably perform the work. When handling materials, the object is to minimize heavy lifting or handling heavy materials where possible. Job design should include:
  - a. Assignments of two or more people to move heavy objects if mechanical means are impractical.
  - b. Design of storage areas to place heavy items on mid-level shelves.
  - c. Provide an environment where proper lifting techniques can be applied.
  - d. Use appropriate size containers so that when full they will not be too heavy to carry.
3. Training: Making employees aware of proper lifting and carrying is a critical factor in avoiding injuries involving handling materials. Department Heads and Supervisors should demonstrate and have the employee perform proper lifting procedures.

## **SECTION: XII. FIRE PROTECTION**

### **POLICY**

The Fire Department has the primary responsibility for fire protection. All Town employees should be alert for conditions that could cause a fire and report their concerns to their Supervisor or Department Heads when they are identified. In the time period between reporting and arrival of fire equipment, only trained employees may participate in initial fire fighting activities.

The Department Head shall be responsible for training each employee in fire prevention and essential precautions to prevent injury and property loss due to fire.

### **GENERAL PROCEDURES IN THE EVENT OF A FIRE**

1. Evacuate the building of all personnel. Only trained fire-fighting employees may use fire suppression equipment.
2. Notify the Fire Department by dialing 9-1-1.
3. Supervisors should select areas of assembly; all employees must be aware and trained to know of these locations. A roll call shall be taken to determine that all employees assigned to each location are present or accounted for.
4. Do not allow people to re-enter the building until cleared by the Fire Department.

### **FIRE SAFETY INSPECTIONS**

- A. Annual Inspections: To ensure compliance with fire safety and health standards, safety inspections will be conducted on an annual basis by the SC and Department. Inspections will include all facilities, equipment, materials, tools, and work activities. Special emphasis will be placed on housekeeping, fire protection, and mechanical and electrical fire safety.
- B. Items for Evaluation: The following items will be evaluated during the annual inspection of all Town facilities; however, these items serve as a guide for all employees, and when discrepancies are noted, they should be brought to the attention of a Supervisor or Department Head. Fire prevention is a responsibility of all employees.
  1. Are exits unobstructed and well light?
  2. Are all designated exits unlocked?
  3. Do emergency lights operate properly?
  4. Are egress routes clear of obstructions?
  5. Are fire extinguishers properly mounted, easy to see, and easy to get to?
  6. Are all fire extinguishers tagged, noting current monthly and annual maintenance?
  7. Are extinguishers of proper size and type?
  8. Are all accumulations of refuse or rubbish removed from the premises?
  9. Is Combustible material stored away from heating equipment?
  10. Are bottled gas cylinders (inside and outside of building) properly supported and protected from physical damage (chained, caps on, etc.)?
  11. Is all heating equipment, including chimney, gas appliances, flues, smoke pipes and air ducts, in good condition and well maintained?
  12. Are the premises free of defective wiring or equipment?
  13. Are flexible extension cords used as a substitute for fixed wiring?
  14. Are covers for fuse, switch boxes, and electrical outlets and switches in place of secured?

15. Are electrical panel boards unobstructed for a minimum of 3 feet and are they accessible?
16. Are Circuits on panel boards properly identified?
17. Are approved containers and tanks used for the storage and handling of flammable, combustible, and hazardous liquids?
18. Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
19. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing.
20. Are chemicals stored in a compatible manner.
21. Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?
22. Are "No Smoking" signs posted on liquefied petroleum gas tanks?
23. Is the fire alarm system tested at least annually?
24. Is the automatic sprinkler system checked annually?
25. Do metal guards protect sprinkler heads when exposed to physical damage?
26. Is proper clearance maintained below sprinkler heads?
27. Are Dept. special conditions in high hazard areas within manufacturers recommended standards? Are these standards posted where all employees can see before entering these areas?

## **Employee Acknowledgement Form**

I, \_\_\_\_\_, an employee of Town of Carbondale have a copy, read, and understand the Town Safety Policy Manual and the Departments Safety Annex.

Employee's Signature:

Date: \_\_\_\_\_

**Volunteers & Temporary Employee Acknowledgement Form**

I, \_\_\_\_\_, an employee of Town of Carbondale have read and understands the Town Safety Policy Manual and the Departments Safety Annex.

Employee's Signature:

Date: \_\_\_\_\_

SAFETY INSPECTION  
CORRECTIVE ACTION PLAN

Account \_\_\_\_\_ Date of Inspection \_\_\_\_\_

<u>DISCREPANCY</u>	<u>CORRECTIVE ACTION</u>	<u>BY WHOM</u>	<u>TARGET DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## JOB SAFETY ANALYSIS

Date Prepared \_\_\_\_\_

Prepared by \_\_\_\_\_

Reviewed by \_\_\_\_\_

Task: \_\_\_\_\_

File Number \_\_\_\_\_

WHAT TO DO	HOW TO DO IT	KEY POINTS

**SAFETY EDUCATION**

TOPIC:

DATE:

TIME:

The following employees attended this safety education session:

PRINTED NAME

SIGNATURE

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

(Retain in Records for 2 years)

Instructor's Signature \_\_\_\_\_

## SAFETY HAZARD CHECKLIST

*Location:* \_\_\_\_\_

Inspected by: \_\_\_\_\_

1.

2.

3.

4.

5.

Date: \_\_\_\_\_