



CITY OF BATH EMPLOYEE SAFETY POLICY

INTRODUCTION AND PURPOSE STATEMENT

Purpose

This safety policy handbook is to set forth a written set of objectives, rules, and procedures for the City of Bath and its employees, which will provide a working environment free of unnecessary risk. Although no safety program can guarantee a totally risk-free workplace, it is important that both labor and management commit to striving towards that goal.

The City Safety policy is intended as a general City guideline and is not intended to replace any existing State or Federal regulations. It is the City's intention that all State and Federal safety regulations listed herein or otherwise, shall be practiced.

Scope and Applicability

Departments and divisions may promulgate additional safety regulations to be followed by those persons working or operating under the jurisdiction of those departments. Employees assigned to work at work sites outside their home department will follow the safety procedures of the site at which they are working. If a difference of opinion arises in the application or interpretation of these regulations, the decision of the supervisor in charge of the job shall be followed. Subsequent appeal may be made through the City Manager's Office or through the normal grievance procedure.

Safety Committee

The City has a combined management/labor Safety Committee comprised of salaried and hourly employees representing the City's various departments. The Committee meets at least every other month and more frequently, if necessary. The Committee membership will consist of department heads or one member of each department appointed by the department head. If a member cannot attend due to unusual circumstances, the department head is required to assign an alternate. The chairman will be appointed by the City Manager.

The Committee's duties include the review of accident investigations, monitoring of losses, and the development and/or review of safety policies, safety equipment, etc. The Committee also has the authority to make recommendations on safety policies, training methods, and safety equipment and to discuss unsafe conditions, practices, or equipment. The Committee may also coordinate or recommend informational training programs, such as, poster programs, safety contests and training programs, which can help promote safer operations.

Minutes of Safety Committee meetings are distributed to all Committee members and are made available for any City employee upon request. Recommendations developed by this Committee will be presented to the City Manager for his/her review and consideration. The primary function of the committee is to guide the various City departments toward the singular goal of a coordinated Citywide loss prevention program. The Committee does not have the authority to directly overrule decisions made by the supervisory management of an individual department or to recommend or initiate disciplinary action against any employee.

Supervisory Responsibility and Enforcement

Each supervisor or foreman shall make certain that all employees under his or her jurisdiction are familiar with these regulations and their applications and assure compliance with applicable State and Federal regulations. Supervisors have the responsibility to see that new employees, prior to performing any work task, are introduced the employee safety policy and applicable operating procedures for their division or department. Each employee shall sign an "Employee Statement" which states that the employee has participated in a safety orientation and has been given a copy of the employee safety plan. The supervisor will be responsible for making sure that all employees are issued the proper safety equipment needed for the job function of each employee.

Each supervisor will be responsible and held accountable for handling their respective department/division accident prevention program through safety inspections, employee safety education and training programs for new employees, periodic employee retraining, and compliance with accident reporting requirements.

The supervisor shall take appropriate disciplinary action for violations of safety rules and procedures according to the severity of the violation and the increased level of risk placed on other employees or the public. Disciplinary action may include, and shall not be limited to, cost of damages, suspension with or without pay, reassignment or termination. The employee may appeal the decision of the supervisor through the grievance procedure as outlined in his union contract or in the Bath City Code.

Safety Training

Employees will attend all required safety trainings. Management shall provide safety training for all operations and tasks as well as the proper use of safety equipment needed to perform such tasks. Training will be accomplished through supervisors, qualified City employees, outside consultants or training firms. Written documentation shall be kept on file at each department. The documentation

should include the title, the time and date, a short description of the training, the instructor, and a sign-in sheet. Required training should be scheduled as determined by the City and as required by State and Federal law. The Safety Committee, department heads, and risk management representative will jointly create a yearly master plan for periodic training sessions for each department.

Additional Safety Policies

In addition to this Citywide Safety policy, there are several safety-related policies that apply to all City of Bath employees and are regularly reviewed by the Safety Committee. This includes and is not limited to: Blood Borne Pathogens; Ergonomics; Hazard Communication; and Slips, Trips, and Falls.

Departments also have their own safety policies and trainings, which are managed by that department and specific to the type of work done by each department or position. This may include and is not limited to topics such as: operating equipment, confined spaces, motor vehicles and driving, hazardous materials, lockout/tag out, traffic control, hearing conservation, and respiratory protection.

Safety Inspections

Department heads and supervisors shall make periodic walk-through inspections of buildings/facilities to assure that the desired high standards for housekeeping and safe employee operations are maintained. Emphasis shall be placed on good housekeeping; the condition of buildings, tools, machines, equipment, vehicles, materials; procedures for hazardous operations; and personnel attitudes toward established work procedures. Supervisors shall inform all employees of unsafe conditions that cannot be immediately corrected and take steps to establish all necessary precautions to prevent mishaps.

The frequency and documentation of these inspections will be determined and assured by the department head and the risk management representative. The department heads shall take appropriate steps to correct any safety discrepancies within his/her control that were outlined in any inspection report. Any high-risk conditions shall be immediately acted upon. Corrections requiring special unbudgeted funds, or those which are beyond the control of the department head, shall be presented to the City Manager.

Periodic inspection of the City's buildings and facilities are also made as required by various State, Federal, and local agencies. It is the City's intent to fully cooperate with such agencies toward providing the safest possible workplace and conditions.

Employee Responsibility

Each employee of the City shall be required to know, to understand and to follow the safety regulations which apply to the work he/she is performing for the City. Employees shall notify the

City, through appropriate supervisors, of any unsafe working condition(s) encountered on the job. If the working conditions pose an imminent danger to an employee's health, then the employee should review the situation with his/her supervisor immediately. There are certain tasks performed by City personnel during emergency situations to protect the public's welfare (i.e., police and fire protection, natural disasters, chemical leaks, etc.). Personnel required to respond to such situations shall be trained to a response level appropriate for the hazard level.

ACCIDENTS AND INJURIES

Employee Responsibility Concerning Accidents and Injuries

Minor Injuries:

1. Seek first-aid assistance immediately. If immediate medical attention is required, the employee should be sent to the nearest emergency hospital or clinic for treatment. Injuries requiring non-emergency care will be sent to the city's preferred workers' compensation care provider for evaluation, or to the Midcoast Hospital walk-in clinic if afterhours. The emergency room should only be used for true emergencies.
2. Notify supervisor immediately. Regardless of severity, every City employee, if able, must report immediately all injuries and accidents incurred in the performance of his duties to his/her supervisor. Any employee witnessing an injury or accident shall report such to his immediate supervisor.
3. The employee shall assist the supervisor in completing the required accident forms. Prompt reporting of injuries is a requirement of state and federal law.

Serious Injuries:

1. Seek first aid assistance immediately. Each employee is encouraged to learn emergency first aid and CPR (Cardio-Pulmonary Resuscitation.). He/she is to use this knowledge only in an emergency and only until medical help arrives. Knowing what to do can save a life.
2. Call 911 and give exact location and explain situation. Stay with victim, if possible. If immediate medical attention is required, the employee should be sent to the nearest emergency hospital or walk-in clinic for treatment. Injuries requiring non-emergency care will be sent to the city's preferred worker's compensation care provider for evaluation, or to the Midcoast Hospital walk-in clinic if afterhours. The emergency room should only be used for true emergencies.
3. Notify Supervisor or another employee immediately. Regardless of severity, every City employee, if able, must report immediately all injuries and accidents incurred in the performance of his duties to his/her supervisor. Any employee witnessing an injury or accident shall report such to his immediate supervisor.

4. The employee shall assist the supervisor in completing the required accident forms. Prompt reporting of injuries is a requirement of state and federal law. All injuries involving hospital admittance or amputation, loss of fracture of any body part must be reported to the Maine Bureau of Labor at (207) 592-4501 or emailed to accident.bls@maine.gov within 24 hours of the occurrence. Fatalities must be reported within 8 hours of the occurrence.

Supervisor Responsibility Concerning Employee Accidents and Injuries

The supervisor or their designee, with information obtained from the injured employee, shall immediately complete a First Report of Injury and a Supervisor's Investigation Report, and forward it to the City Manager's Assistant. All injuries, serious or minor, shall be investigated and reported on an accident investigation form that shall be forwarded to the City Manager's Assistant. All accidents should be investigated as soon as circumstances permit.

Employee Responsibility Concerning Physical Illness or Non-Work-Related Injury

Employees shall report, to their immediate supervisor, any physical illness or non-work-related injury that may hinder his/her performance or jeopardize the safety or health of fellow employees. Any employee suspecting a physical illness or injury of another employee that jeopardizes any employee's safety shall advise his/her immediate supervisor immediately.

Supervisors Responsibility Concerning Employee with Physical Illness or Non Work-Related Injury

Supervisors shall determine if an employee, with a physical illness or injury is at-risk or places other employees at-risk, should be in the workplace. They shall investigate any employee's concern for another employee's physical health.

If a Supervisor becomes aware of such an illness or injury, they shall take the following action: determine if the employee should be left unsupervised or leave work unescorted; suggest to the employee that they seek medical attention; suggest to the employee that a family member or other relative be informed of the situation; and assist the employee in any of these steps, if requested.

Release for Work after Injury

In all cases of injury requiring the services of a physician, it is the responsibility of the employee to obtain from the physician a return-to-work release authorization form. The release shall indicate the date upon which the employee may return to work. No employee shall be allowed to return to work without a properly signed release from a physician.

MOTOR VEHICLES

Operation of Motor Vehicles

The City Safety policy is intended as a general City guideline and is not intended to replace any existing State or Federal regulations. It is the City's intention that all State and Federal safety regulations listed herein or otherwise, shall be practiced. Please refer to department policies for exceptions and additions to this policy.

Operators of City-owned vehicles shall be responsible for checking all vehicle safety devices before driving the vehicle. Any defects found shall be reported, and the vehicle will be operated only if it is safe to do so.

Speed limits on public roads and highways shall be strictly observed by all drivers of City vehicles, except as specifically exempted by city ordinance or state law. Speeds in parking lots, maintenance yards, or near persons or equipment, shall not be in excess of 10 m.p.h. Lower speed limits may be imposed for selected areas.

Seat belts shall be worn and always secured when the vehicle is moving. The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, tops of vehicles or any place not designed specifically for passengers. Trucks, when used for transportation of employees, shall be equipped with facilities, which will afford safe seating; and the truck shall be protected on sides and ends to prevent falls from the vehicles.

Trucks transporting materials shall not be loaded to a height of greater than thirteen (13) feet six (6) inches from the ground surface without the proper permits from the Maine Department of Transportation. All materials shall be tightly secured to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth, not less than 64 square inches. At night red lights shall be used.

Motor Vehicle Accidents with City-Owned Vehicles

All motor vehicle accidents involving City-owned or other vehicles used in City business shall be reported immediately to the Police Department and department supervisors. Call your supervisor and report the accident as soon as possible. Follow the above procedures if there are employee injuries. If there are damages to vehicles or property, the supervisor must notify the Finance Department as soon as possible. Do not make statements pertaining to responsibility to anyone except your supervisors and investigating officers.

Operable vehicles shall be moved out of the way of traffic only in accordance with directives of a police officer or emergency medical technician. If a serious injury exists, the vehicle(s) shall be moved only if moving can be accomplished without causing further injury (also at the direction of police or EMT). If one or more vehicles cannot be driven or pushed, advise the police that

assistance is needed. After all above guidelines are followed, refer to your department's written motor vehicle program for any further requirements/procedures.

Motor Vehicle Accidents with Personally Owned Vehicles while on City Business

Unless authorized by prior agreement, the City of Bath does not insure personal vehicles for damages sustained while conducting City business. Employees are covered under the City's liability policy for accidents incurred while conducting official business, but this insurance only applies to auto liability in excess of the employee's own policy coverage. Report the accident to your own insurance company. It is not necessary to submit a report to the City's insurance company. The employee involved shall file an accident report with his/her immediate supervisor.

Employees utilizing personally owned vehicles for City business on a regular basis must present a Certificate of Insurance from their Insurance Company or Agent demonstrating proof of automobile liability coverage.

ACCIDENT PREVENTION AND PERSONAL CONDUCT

Personal Conduct and Housekeeping

All employees shall conduct themselves in a professional manner to assure the safety of all persons and property affected by their actions. It is the responsibility of the City and its employees to maintain equipment and working conditions within OSHA guidelines. Every employee shall be alert for possible hazards that could result in accidents and should act promptly to eliminate such hazards. If the hazard cannot be corrected immediately, the employee shall report the problem to the immediate supervisor. Proper warning devices or barricades shall be put in place until the hazard is corrected.

Report all accidents, whether an injury occurs or not, to your immediate supervisor. Supervisors shall promptly investigate all reported hazards and accidents. Hazards that could cause or contribute to accidents shall be corrected as soon as possible. After correction, a follow-up inspection shall be scheduled to assure that corrections remain effective.

Loose materials or waste shall not be allowed to accumulate in the work area. This is particularly important in aisles and in the vicinity of ladders, ramps, stairs, machinery, and equipment. All aisles and doorways shall be clearly defined and kept free of any hazardous obstructions. Tools shall not be allowed to accumulate unnecessarily in the work area or left on overhead platforms where they could be knocked off, or kicked off, onto persons or other materials. Stored materials shall be neatly stacked and easily reached by adequate aisle ways. Shelving shall be secured, as necessary. Materials shall not be stacked in such a manner as to project into aisle ways.

Oil, grease, gasoline, and other substances spilled on floors and walkways shall be cleaned up immediately. Approved noncombustible absorbent shall be used to dry up spills before cleaning.

Combustible waste and flammable materials subject to spontaneous combustion shall be clearly marked and only be deposited in noncombustible metal containers with self-closing lids.

Material storage shall be kept at least eighteen (18) inches from all sprinkler heads. Aisles in storage areas shall be kept clear to allow access to firefighting equipment and to enable firefighters to reach a fire. Areas shall be kept clear around sprinkler control valves, fuse boxes and electrical panels. These areas shall be clearly identified at all times.

Drugs and Alcohol

The use of intoxicating beverages or illicit drugs during working hours is prohibited. No employee shall report to work while under the influence of intoxicating beverages or illicit drugs. Violations of this policy will be sufficient cause for termination of employment. Refer to Drug and Alcohol Policy. Any employee under a doctor's care and required to take prescribed medication that may affect his ability to safely perform his normal duties, may report for work with the prior approval of his supervisor and be assigned alternative work duties.

Smoking

There is **No Smoking** in City building and on City property in accordance with the Maine Laws and Rules related to Secondhand Smoke. Smoking is prohibited within 20 feet of entryways, doorways, vents, and in any location where smoke could circulate back into an enclosed area. This law regulates smoking including but not limited to cigarettes, pipes, cigars, and vapor pens or vaporizers. When smoking in designated areas, employees must dispose of cigarette butts and ignition sources in approved non-combustible containers.

Clothing and Personal Protective Equipment

Personal work clothing should be suitable for the individual job and offer maximum protection from accidental injury. Loose clothing, loose jewelry or hanging objects, which may be a safety hazard, should not be worn while working around moving equipment.

Prescribed personal protective equipment (PPE) **MUST** be always used in work areas designated as hazardous or where such equipment is required by safety procedures. Refer to respective State and Federal regulations and the City department's safety procedures and follow the Personal Protective Equipment requirements for each task. When in doubt, always err on the side of safety and use or wear PPE.

Protective equipment shall be always kept clean and free from damage. Frequent inspections by supervisors shall be performed to assure protective equipment offers maximum protection. Damaged or defective protective equipment or clothing shall not be used and shall be replaced or

repaired prior to use. It is the responsibility of the City and its employees to maintain equipment and working conditions within OSHA guidelines at all times.

All ladders shall be good quality and securely placed, held, or tied to prevent slipping or falling. Ladders shall not be placed in front of doorways unless the door is open, locked or guarded. Employees shall face the ladder when ascending or descending. Excepting items carried by firefighters during emergencies, materials that interfere with the free use of both hands shall not be carried up or down the ladder.

Employees working around power lines are cautioned that NO line is safe to touch, EVER, under ANY circumstances. Metal ladders will not be used for electrical work.

Lifting and Handling of Materials

All employees are responsible to know and practice the proper lifting technique. Employees should not lift weights of fifty (50) pounds or more. Mechanical equipment or employee assistance should be used in lifting heavier materials.

Before an object is lifted, it shall be inspected for grease or slippery substances to ensure that the object will not slip from grip. Long objects shall not be carried without first assuring that the way is clear, and that vision is unobstructed to insure that persons or objects will not be struck by the load.

Fire Prevention and Safety

While the Fire Department has the primary responsibility for fighting fires, each employee has the responsibility of being alert for possible fire hazards. Each employee shall be provided training in fire prevention, emergency exiting procedures and essential precautions to prevent injury. All employees are required to know the proper evacuation procedure for their work areas.

All firefighting extinguishing equipment shall be kept in a ready condition and accessible at all times. Fire-extinguishing substances that are conductors of electricity, such as water and acids, shall not be used for electrical fires.

Any source of ignition is prohibited in any area where a match, flame, spark, or careless disposal of lighted material constitutes a fire or explosion hazard. All gasoline or flammable solvents or liquids shall be stored in approved flammable storage containers and in approved areas. (See respective department safety procedures.) When removing supplies of paints, solvents, or other flammables from storage, only the minimum supply to do the job shall be taken. Combustible products, rubbish, waste or other residues shall not be allowed to accumulate. Oil-soaked rags and similar materials subject to spontaneous combustion shall only be stored in non-combustible containers with self-closing lids. Materials shall not be stored in aisles or walkways and shall be so located that there will be no interference with evacuation of the area in case of fire.

Office and Clerical Safety

The majority of injuries or near misses for Administrative staff are slips, trips, and falls. To that point, please note the following:

- Wastebaskets, boxes, electrical cords, etc. should be kept out of walkways and/or aisles to prevent tripping. Standing on chairs, boxes or other makeshift supports to reach overhead is prohibited. Carpeting should be monitored to make sure there are no warps or wrinkles that can become tripping hazards, not only to employees, but also to any visitors to the office. Approved extension cords should be used only when necessary, as they can be tripping hazards and can also overload circuits.
- Employees should use extreme caution when winter conditions exist. Employees should immediately notify their supervisors if parking lots, walkways, stairways, etc. are not adequately cleared of snow and/or salted or sanded. Travel paths to City owned facilities should be cleared by the Department using that facility prior to the reporting of employees to work and the beginning of the business day.
- Desk and file drawers are to be kept closed when not in use. Use caution in opening heavy top drawers in file cabinets. If possible, heavy material should be kept in the lower drawer (s) and lighter material in the top drawer(s) of file cabinets to prevent tipping. Only one drawer of a file cabinet is to be opened at any one time.

Ergonomics training for clerical, administrative, and other jobs will be completed and followed as required. Employees who operate video display terminals (VDT) should complete VDT training and adapt their workstation and VDT use to mitigate short-term and long-term-use injuries. Workstations should be arranged to provide proper design that includes adequate lighting, elimination of glare, and a comfortable sitting position, which allows the employee to sufficiently reach, use, and observe the screen, keyboard, and document.

Any worker who may remain in a building to work late should still ensure that the building is locked at the appropriate time to prevent unwanted "walk-ins". Parking lot lights should be on early enough in the winter to illuminate the parking lot before employees walk to their cars.

Key Contacts:

Emergency - 911

Bath City Manager's Office – 207-443-8330

Occupational Health Associates – 207-442-8625, www.ohamaine.com

Midcoast Hospital – 207-373-6000, www.midcoasthealth.com

Midcoast Hospital Walk-in Clinic – 207-406-7500, www.midcoasthealth.com/walkin/default.aspx

**City of Bath, Maine
Annual Policy Review**

Policy Availability

A copy of this policy will be made available, upon request, to employees or their designated representatives by contacting the Department Program Coordinator

Policy Name: Employee Safety Policy

Who Reviews This Policy?

City Safety Committee

Who Approves This Policy?

City Manager

History/Revision Dates:

September 2017, December 2019, March 2021

Last Amended Date:

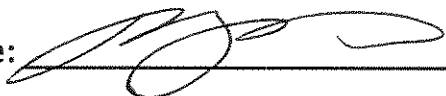
March 2021

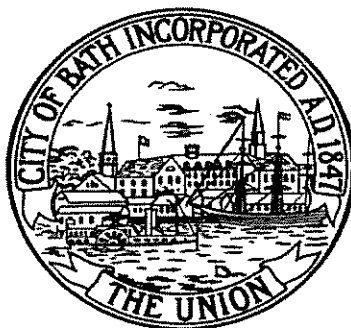
Next Review Date:

March 2022

Comments/Notes:

City Manager's Signature:





CITY OF BATH

ACKNOWLEDGEMENT OF SAFETY POLICY

I have read and understand the City of Bath Safety Policy. I have received a copy and know where to access a copy for reference.

I understand that I must abide by all procedural rules and that failure to do so can result in disciplinary action up to and including termination.

Signed: _____

Printed Name: _____

Date: _____