

A RESOLUTION ADOPTING)
A CITY SAFETY POLICY)

RESOLUTION NO. 10
for 1985

WHEREAS, the City of Lebanon is concerned about the safety of all of its employee's; and

WHEREAS, the City of Lebanon's Safety Committee has developed a safety policy to help govern some of the employee's actions and working conditions; and

WHEREAS, the Workmans Compensation Board requires that the City of Lebanon have a safety policy.

BE IT RESOLVED, that the City of Lebanon hereby adopts the safety policy as written by the Safety Committee as its safety policy.

Passed by the Council by a vote of 6 for and 0 against and approved by the Mayor this 27th day of February, 1985.



Mayor

ATTEST:



Recorder

CITY SAFETY POLICY

The basic objective of the safety program is to prevent accidents and injuries and to reduce operating costs by following safe practices which prevent lost time, equipment and property damage, and expenditures of city funds for medical care, compensation, and liability. It recognizes that to accomplish this task, a sound accident-prevention safety program must be integrated into the day-to-day activity of each employee. He must think, talk, and work safety.

The objective is to be accomplished by:

1. Providing employees with a safe and healthful environment in which to work and maintaining this environment through periodic inspection, correction and followup.
2. Keeping employees aware of safety and health factors in their job and creating good safety attitudes among all employees by establishing and maintaining effective safety training and incentive programs.
3. Maintaining safety and health standards that safeguard the health and welfare of all employees.
4. Providing prompt aid for injured personnel.
5. Establishing and maintaining an appropriate reporting and recordkeeping system.

SAFETY COMMITTEE

The basic functions of the safety committee are to create and maintain an active interest in safety and to reduce accidents. They will discuss the current safety problems and seek solutions or ways of prevention.

They will discuss current safety policies and make recommendations to management for improvement where needed.

Policy changes will come from city management and would include:

1. Formulate, recommend and submit safety policies for the city manager's approval.
2. Act as an advisory body for all city matters pertaining to safety programs.
3. Recommend training methods, types of safety equipment and devices.
4. Assist departments in integrating safety into the everyday activities of the department.
5. Coordinate activities of supervisors to assure compliance with overall safety program.
6. Schedule and supervise inspections for recognition, evaluation and control of unsafe conditions and work practices.
7. Where necessary, coordinate health hazard inspections with medical personnel.
8. Establish and supervise adequate recordkeeping of accidents, injuries and illnesses resulting from on-job situations.
9. Promote activities, furnish materials, and provide a positive program to maintain employee interest in safety.
10. Receive, examine, discuss and dispose of accident/injury reports to identify and eliminate causes.

SUPERVISOR'S DUTIES AND RESPONSIBILITIES

Each supervisor has the full authority for maintaining safe and healthful working conditions within his jurisdiction. Whether it be in the field, in the shop, or in the office, personnel problems and hazards vary from department to department, it is expected all supervisors will work at all times to control injuries.

Each supervisor or foreman shall:

1. Assume responsibility for safe and healthful working areas for his employees while they are under his jurisdiction.
2. Be accountable for preventable injuries, collisions and liabilities caused by his employees.
3. Insure that all management policies herein are fully implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affects City loss control efforts.
5. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform and by being prompt to give recognition to those who perform well.
6. Insure that each employee is fully trained for the job he is assigned to do, that he is familiar with department and city work rules and that he understands that compliance is mandatory.
7. Shut down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
8. Shall provide instruction for employees relating to specific job hazards.
9. Act upon safety suggestions, continuously demonstrate concern over entire safety program and set a good example by working safely himself.

10. Observe working conditions and methods to prevent development of possible safety hazards.
11. Investigate thoroughly the causes of all accidents and take corrective actions.
12. Make sure all accidents are promptly reported, regardless of the extent of injury or property damage.

EMPLOYEE RESPONSIBILITIES

Employees are responsible to know:

1. Management takes an active interest in the prevention of accidents.
2. Accidents can always happen but most of them are preventable.
3. Equipment has safeguards built in which work as long as they are in place. They are not to be removed for the employee's convenience.
4. All employees are expected to report any unsafe condition to their supervisor.
5. Supervisors will instruct employees in areas that are new or unfamiliar to him/her. An employee is not expected to do any job he is unfamiliar with.
6. No employee shall undertake any job that appears unsafe.
7. If the employee suffers any injury, regardless how minor, he/she is required to report it at once to his/her immediate supervisor.
8. Employees shall be responsible for wearing personal protective equipment.
9. Employees are responsible for working in a safe and cautious manner at all times.
10. Employees are responsible for reporting to work in a physically fit and mentally alert state.
11. Employees shall conduct themselves in a safe manner at all times. (Horseplay will not be condoned.)
12. If the employee is uncertain of a procedure or job, he shall approach his supervisor before proceeding.
13. Employees are responsible for reporting all accidents involving city vehicles immediately.

GENERAL SAFETY RULES

1. Practical jokes and horseplay have no place on the job. Any employee participating in such activities shall be subject to disciplinary action.
2. Drinking of alcoholic beverages on the job or during working hours is prohibited. Any employee reporting to work under the influence of alcoholic beverages or consuming alcoholic beverages during working hours shall be subject to disciplinary action.
3. Work should be at a steady consistent pace. Unnecessary hurry such as running up stairs can be contributed to accidents.
4. Jumping from an elevation such as a table, bench or platform may result in injury. Such action will be avoided.
5. Climbing on or off a moving vehicle may result in injury. Such action will be avoided.
6. All tools and equipment should be inspected prior to use. Defective items should be reported to supervisors and potential users.
7. All hazardous areas and/or equipment will be clearly marked with appropriate signs or tags.
8. All hazard warning signs and tags will be obeyed.
9. Only personnel properly authorized and trained will operate city equipment.
10. All machinery and equipment will have appropriate safety guards installed in accordance with manufacturers' recommendations and good safety practice and will not be removed except for service.
11. Appropriate clothing suitable to the type work performed will be worn. Loose clothing or personal equipment will not be worn near machinery or equipment with moving parts.
12. Protective equipment and/or clothing will be worn as required by rules specified for each department in this safety plan. Personnel failing to make use of provided protective equipment will be subject to disciplinary action.
13. It is not possible to cover in detail all hazardous situations that might arise on the job site. Most hazardous situations and conditions can be eliminated with proper advance planning and use of common sense.

14. Use the prescribed tools to do the job right.
15. All first aid and fire equipment shall be maintained and accessible for emergency use.
16. Use caution when carrying hand tools.
17. Handling Materials:
 - a. Know the safe way to lift. Use caution when lifting or lowering materials.
 - b. Always ASK for ASSISTANCE in handling heavy loads or loads of ungainly shape or size.
 - c. KEEP HANDS AWAY from pinch points, such as between walls and objects being handled, to prevent crushed fingers and hands.
 - d. USE the proper EQUIPMENT for moving or lifting the load.
 - e. Remove exposed nails from all lumber, crates, etc..., before handling.
 - f. WHEN PILING materials for storage, make sure the base is firm, level, and not stacked too high.
 - g. WHEN CUTTING wire or metal straps, stand clear so the flying ends will not strike you. Warn others of danger.
 - h. MAKE sure the PATH through which you must move material is free of traffic, tripping hazards and other dangers.
 - i. KEEP aisle to exits and fire equipment CLEAR.
18. Using hand tools:
 - a. Tools not in use should be PUT AWAY properly on racks or in suitable tool boxes.
 - b. MAINTAIN tools in good working condition. INSPECT tools REGULARLY for damage such as mushroomed striking heads, loose or cracked handles and bent or sprung jaws.
19. Portable power tools:
 - a. Inspect these tools before using.
 - b. Portable electric TOOLS should always be GROUNDED, either at the frame or by use of three-wire conductor and plug.
 - c. In wet locations WEAR RUBBER BOOTS and GLOVES or stand on a good insulating mat or platform

TYPES OF PERSONAL PROTECTIVE EQUIPMENT

Equipment listed shall be worn when hazards as described exist:

1. Hard hats to protect the head against falling objects, head bumping situations or electrical conductors.
2. Goggles, face shield or safety glasses to guard against airborne debris, dust, flying particles, chips, chemicals, heat or injurious rays.
3. Ear plugs or ear muffs to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.
4. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions.
5. Safety shoes to protect feet against possible mashing from articles that can be dropped, from vehicle wheels, machines and nail punctures.
6. Life jackets when working over water reservoirs or in pollution control areas.
7. Reflective vests or bright articles to increase workman visibility while working in or around traffic lanes.
8. Protective clothing such as gloves, sleeves, aprons, leggings and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals.
9. Shall wear clothing suitable to the job he is performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc...
10. Individuals with long hair shall wear a cap or net while working around machines.
11. Individuals required to wear breathing devices in toxic atmospheres shall be clean shaven where the mask contacts the face.

SAFETY RULES

LEBANON PUBLIC LIBRARY /

LEBANON SENIOR CENTER

LIBRARY:

1. Put rock salt on entryways during icy weather.
2. Keep basement clean and orderly.
3. Keep materials 6 feet from boiler.
4. NO SMOKING in building.

SENIOR CENTER:

DIAL-A-BUS:

1. Passengers to remain seated until the bus is completely stopped.
2. Passengers cannot carry dangerous objects on the bus.
(Flammable liquids, explosives, firearms, etc.)

SENIOR CENTER BLDG.:

1. NO SMOKING - except in balcony area.

RULES COVERING BOTH:

1. Don't overload electrical circuits.
2. Keep file drawers closed.
3. Walk carefully on stairs and do not place items on stairs.
4. Entryways to be kept clear (in case of fire, etc.)
5. Place extension cords in safe locations - and use heavy duty extension cords.

PUBLIC WORKS
DEPARTMENT SAFETY POLICY

- 1) HARD HATS WILL BE WORN WHEN THERE IS ANY OVERHEAD DANGER.
- 2) FACE SHIELDS WILL BE WORN WHENEVER THERE IS POTENTIAL DANGER TO THE FACE. GOGGLES WILL BE WORN WHEN THERE IS POSSIBLE DANGER TO EYES. AT SOME TIMES IT IS APPROPRIATE TO WEAR GOGGLES UNDER A FACE SHIELD.
- 3) HEARING PROTECTION WILL BE WORN WHENEVER DB LEVELS WARRANT.
- 4) CLEAN UP OR PUT SAWDUST OR FLOOR SWEEP ON ALL OIL AND GREASE SPILLS IMMEDIATELY.
- 5) KEEP FLAMMABLE STORAGE CONFINED TO OIL ROOM OR SIGN SHOP.
- 6) NEVER RUN ANY MACHINERY IF YOU HAVE QUESTIONS ABOUT HOW IT OPERATES.
- 7) ALWAYS UNPLUG POWER TOOLS WHEN CHANGING BITS OR BLADES.
- 8) DRILL PRESS WILL BE RUN AT SPEED INDICATED ON DRILL CHART FOR BIT SIZE. ALWAYS HOLD SMALL WORK PIECES IN DRILL VISE.
- 9) REMOVE ROD FROM WELDING STINGER BEFORE LEAVING WELDING AREA.
- 10) CLOSE OXYGEN AND ACETYLENE BOTTLES AND BACK OFF REGULATORS BEFORE LEAVING.
- 11) TOOLS AND MATERIALS WILL BE PUT AWAY AFTER JOBS.
- 12) SAFETY BELT WILL BE WORN AND SECURED TO THE BUCKET WHEN USING THE LADDER TRUCK. KEEP BOOM AND TOOLS AWAY FROM ELECTRIC WIRES.
- 13)
 1. WHEN CLEANING SEWERS, GAS DETECTOR SENSOR UNIT MUST BE IN PLACE IN MANHOLE BEFORE ENTERING AND REMAIN THERE WHILE PERSON IS IN THE HOLE.
 2. THE HYDRO-FLUSHER OPERATOR WILL BE RESPONSIBLE FOR WATCHING THE DISPLAY ON THE GAS DETECTOR.
 3. HARNESS AND ROPE WILL BE WORN IN HOLES OVER FIVE FEET DEEP.
 4. DON'T TIE THE HARNESS ROPE TO THE TRUCK.
- 14) ORANGE SAFETY VESTS WILL BE WORN WHENEVER WORKING IN TRAFFIC. THIS RULE WILL NOT APPLY WHEN WEARING ORANGE OR YELLOW RAIN COAT.
- 15) STOP GUTTER BROOM BEFORE EXITING THAT SIDE OF THE SWEEPER.
- 16) USE ADEQUATE SIGNING WHEN WORKING IN STREET OR HIGHWAY.
- 17) USE PROPER SHORING WHEN REQUIRED.
- 18) ALWAYS BLOCK DUMP BED BEFORE WORKING UNDER OR NEAR WHILE IT IS IN THE RAISED POSITION.
- 19) BLOCK WHEELS BEFORE JACKING UP ANY VEHICLE AND USE JACK STANDS.
- 20) DO NOT USE ANY VEHICLE TO LIFT OR MOVE MORE THAN IT IS DESIGNED FOR.

WATCH OUT FOR THE OTHER GUY!

LEBANON FIRE DEPT.

General safety rules:

1. No person shall enter a toxic or hazardous atmosphere without S.C.B.A. and protective clothing.
2. No one shall enter a contaminated atmosphere or building unless accompanied by a properly protected partner. While in buildings the two shall remain in direct contact with each other.
3. In imminent life saving situations the person in charge shall use reasonable and prudent judgement on entering the building.
4. Vehicles will not be backed without a guide person to assist. However, staff vehicles may be backed up without a guide person.
5. Eye protection will be worn when operating any power tool or when cutting grinding chipping etc.
6. Full protective clothing will be worn when on the fire ground except when otherwise directed by command.
7. Whenever possible motor vehicles and gasoline powered tools (generators, Jaws, chain saws etc.) will be shut off for refueling.
8. Proper lifting methods will be used whenever possible.
9. Personnel driving apparatus should remain in a defensive driving mode at all times.
10. All personnel will report any injury to thier immediate supervisor.
11. Report any unsafe condition or unsafe act to your supervisor immediately.

SAFETY RULES

CITY OF LEBANON FINANCE DEPT.

1. Keep electrical cords secured out of walkways.
2. Keep file drawers closed.
3. Watch those sharp desk corners.
4. Make sure all typewriters & calculators are turned off each evening.
5. Use handrails on stairway; do not "bound" up & down the stairway.

VAULT

1. Do not try to handle heavy objects on higher shelves without using step ladder, making sure footing is secure.
2. Do not try to handle large, heavy objects alone, get assistance if needed.

PERSONAL PROTECTIVE EQUIPMENT

PD


The equipment listed is provided by the City and shall be utilized when appropriate.

1. Seat belts in the patrol vehicles.
2. A protective vest.
3. A cannister of chemical irritant.
4. A 357 magnum revolver.
5. A 12 gauge shotgun.
6. A pair of ear muffs.
7. A dog control stick.
8. A fire extinguisher in each vehicle.
9. A pair of handcuffs.
10. A two way radio.
11. Highway flares.
12. A cannister of "Halt" for dogs.

GENERAL SAFETY RULES

PD

1. Practical jokes and horseplay have no place on the job.
2. Drinking of alcoholic beverages on the job or during working hours is prohibited.
3. All employees should be aware that unnecessary haste, such as running, may contribute to accidents.
4. Jumping onto or from platforms, vehicles, or ect. may result in injury. These types of actions should be avoided whenever possible.
5. The safety equipment that is issued, such as, a protective vest, chemical irritant, revolver, and handcuffs will be worn when an employee is wearing a duty uniform.
6. The seat belt shall be worn when operating a vehicle.
7. Ear muffs will be worn anytime any employee participates in firearms training.
8. Employees should always use care when lighting highway flares. The flares should be held away and down when striking it.
9. The dog control stick or "Halt" should be used to handle any aggressive dogs.
10. Employees at the scene of a fire or hazardous spill exercise normal caution and secure the scene for the Fire Department.
11. Areas such as the use of deadly force, use of force, pursuit driving, use of chemical irritant, and etc. are governed by Departmental Policy. All employees will be familiar with these policies.
12. It is impossible to cover, in detail, all hazardous situations that might arise on the job site. Employees should always exercise reasonable caution and good common sense in the performance of their duties.

FROM: Fred R. Bouma 
Safety Committee Chair

TO: Joseph A. Windell
City Administrator

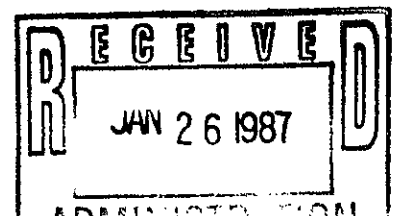
DATE: January 26, 1987


SUBJECT: City-wide employee seat belt policy.

At their January 20, 1987 meeting, members of the City Safety Committee adopted a motion recommending the following addition to the City Safety Policy:

To the "Types of Personal Protective Equipment" section of the City Safety Policy, add the following:

12. City employees shall wear seat belts while in moving vehicles. This policy applies to employees on city business in privately- or publicly-owned vehicles. Exceptions are as follows:
- The Safety Committee may recommend full or limited exemption on a case-by-case basis. Exemptions are granted at the discretion of the City Administrator.
 - Department Heads may grant temporary exemptions in urgent situations. Temporary exemptions are valid only for the period remaining until the next meeting of the Safety Committee. At that time, a request for permanent exemption shall be presented, with written supporting documentation or arguments, for review by the Committee.
 - Written records and supporting documentation shall be maintained for all exemptions. The Safety Committee shall maintain records of permanent exemptions. Individual departments shall maintain records of active temporary exemptions.



TO: MAYOR AND CITY COUNCIL
FROM: JOSEPH A.  WENDELL, CITY ADMINISTRATOR
DATE: FEBRUARY 20, 1987
SUBJECT: CITY SEAT BELT POLICY

The City Safety Committee has recommended that the City establish a seat belt policy and incorporate it into the City Safety Policy adopted by Council February 27, 1985.

The Safety Committee has developed a well thought out policy that is both comprehensive and flexible.

I recommend Council approval.