

Safety and Health Manual



SAFETY AND HEALTH MANUAL

SAFETY VISION STATEMENT

The City of Williamsburg holds in high regard the safety, welfare, and health of its employees and will give priority to the prevention of occupationally induced injuries and illnesses. No job will be considered so important or urgent that we cannot take time to perform our work safely.

Revised 3/27/2012

SAFETY AND HEALTH MANUAL
TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Loss Prevention Management Statement	1
Mission Statement	2
Establishment of Safety Committee	3
Safety Rules	6
Implementation	10
Employee Safety Information and Training	14
Hazard Inspection and Control	16
City Vehicle Use	19
Fleet Maintenance and Safety	21
Accident/Injury Reporting	23
Safety Performance Measures	24
In Case of Emergency	25
Emergency Fire Procedures/Designated Safe Area	27
APPENDIX MATERIALS	
Supervisors Incident Investigation Report	
OSHA Training Chart	
Vehicle Inspection Forms	
Office Self-Inspection Form	

CITY OF WILLIAMSBURG
LOSS PREVENTION MANAGEMENT STATEMENT

The City of Williamsburg places a high priority on the safety, welfare, and health of its employees. The city must make every reasonable effort to maintain a safe and healthful working environment. No job will be considered so important or urgent that it cannot be done safely.

This Safety and Health Manual is the city's primary guide to effective safety and loss management. A Safety Committee has been established to promote workplace safety and health, and to create overall safety guidelines to assist all front line and management employees in promoting safe working conditions.

The City has established a loss prevention program that integrates safety and health measures into each job task so that safety and job performance become inseparable. Safety and loss prevention efforts require the cooperative efforts of all employees to eliminate safety and health hazards, and to obtain the lowest possible workplace incident/accident rates. Safety orientation for new and transferred employees, timely and appropriate training, an active self-inspection program, proper mechanical guards, and the use of personal protective equipment, will be some of the means used to maintain a safe work environment.

The City's Safety Committee will meet regularly to review *Supervisor's Incident Investigation* reports of injuries, accidents, and property damage. Additionally, the committee will review losses and loss trends reports on a monthly basis. The Safety Committee will be available to provide loss prevention assistance to all employees.

By accepting mutual responsibility to operate safely, we will all contribute to the well being of one another and subsequently to the City of Williamsburg.

February 1, 2008

Jackson C. Tuttle, City Manager

CITY OF WILLIAMSBURG MISSION STATEMENT

*“To make the City of Williamsburg an increasingly
safe and healthy place to work.”*

ESTABLISHMENT OF SAFETY COMMITTEE

The City of Williamsburg Safety Committee has been established to promote workplace safety and health, and to support the overall safety program established by the City Manager.

The function of the committee includes:

- Serves as advisory to the City Manager in all matters of health and safety.
- Holds regular committee safety meetings.
- Reviews incident/injury/property damage reports and makes recommendations to create and improve a safe work environment.
- Promotes health and safety in all City Departments.

Safety Committee Organization

The City's Safety Committee was created by the City Manager, with representatives from city departments.

Membership

Membership will consist of a representative from each City Department, selected by the City Manager, the Human Resources Specialist, and the Risk Manager. Each year, the members will select a chairman. Members serve for a two-year term and may be reappointed at the discretion of the department head. Vacancies will be filled as soon as practical.

Role of Safety Committee

The following activities have been assigned to the Safety Committee:

- Recommend programs for the safety and health of employees.
- Review *Supervisor's Incident Investigation* reports, and convey committee findings and recommendations to the City Manager's

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

Office, Department Head, supervisor, and employee. The City Manager's Office may choose to take action based on the committee reports.

- Follow-up on recommended actions.
- Review loss reports and trends on a quarterly basis.
- Submit an annual report to the City Manager's Office, with copies available to employees.
- Address safety issues and suggestions referred to the Committee and respond in a timely manner.

Safety Committee Meetings

The committee will forward all safety and health recommendations to the City Manager's Office for consideration and/or approval.

The committee will meet monthly.

A quorum must be present to conduct a meeting.

Special meetings will be held on-call as needed.

Minutes will be kept of all meetings by a designated recorder and distributed to staff.

The committee will review *Supervisor's Incident Investigation* reports.

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

The Safety Committee will serve as a line of communication between the city and its employees. Employees are encouraged to contact the Committee with any safety concerns or suggestions. The Safety Committee will respond to the employee in writing as to the outcome of the suggestion/concern.

SAFETY RULES

Enforcement

Enforcement of our safety rules will be vigorous and equitable, reinforcing the City's intent to provide a safe workplace for all employees. Supervisors are required to take quick, consistent action to change unsafe behavior or practices. Failure to follow safety practices and procedures on an employee's part could result in disciplinary procedures as outlined in this chapter. Safety rules apply equally to all employees.

The City is committed to ensuring that all employees are trained in safety and health issues, and understand safety rules and regulations.

Basic Safety Rules

Basic safety rules address general safety procedures, specific job procedures, fire safety, and disciplinary action.

The following safety rules apply to overall City operations:

1. No employee shall knowingly violate a City safety rule or State safety and health regulation.
2. The use of intoxicating liquor or illegal drugs on the job is strictly prohibited. (Section 706, *Personnel Manual*).
3. Each employee is responsible for their own safety and the safety of others around them. Hazards shall be immediately corrected or reported to the supervisor for corrective action. A hazard is any condition, act or event that has the potential to cause injury or illness.
4. City employees will follow the City's "No Smoking" policy (Section 605, *Personnel Manual*).

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

5. No employee shall work alone when entering confined spaces or hazardous locations such as basins or manholes. Entry permits are required to be completed and followed prior to confined space entry.

6. A Supervisor's *Incident Investigation* report must be completed and filed. All injuries are to be reported within 24 hours to the employee's supervisor and Human Resources Specialist. All accidents are to be reported within 24 hours to the employee's supervisor and Risk Manager. (Section 304, *Personnel Manual*)

7. When safety and health hazards cannot be eliminated or controlled by other means, employees will be provided with and required to wear suitable personal protective equipment. Personal protective equipment shall be selected, inspected, used, and cared for in accordance with applicable regulations and the manufacturer's instructions.

Personal protective equipment provided to employees includes, but may not be limited to:

- Eye protection (safety glasses) as issued and required.
- Hearing protection if noise exposure is at or above 85 dBA average for an 8 hour period. Work areas and machinery shall be tested and the area posted with warning signs for the hazard.
- Safety shoes, hard hats, and other protective devices that have been issued will be worn at all times during work hours when the potential for injury exists.
- Gloves and/or safety clothing as required for the work being performed.

8. Employees shall not wear hair, loose clothing, or jewelry in a manner that would allow it to be caught in equipment or machinery.

9. Employees shall only operate machines, tools, vehicles, trucks, and equipment that they have been authorized, trained, and qualified to use.

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

Supervisors are responsible for the proper safety training of each employee.

10. Employees shall use the correct tool or equipment for the job. If uncertain, ask the supervisor. Never abuse tools or equipment by straining them beyond safe working loads.

11. Employees shall not use defective equipment that could affect personal safety. All defective equipment shall be immediately reported to the supervisor.

12. Safety guards shall not be removed from machinery unless it is for necessary repair/maintenance work. Replace all guards in their proper position.

13. Stop and lock-out any moving machine or tool before it is cleaned or before making any changes or repairs. Follow the procedures in the City's Lock-Out Tag-Out program.

14. Keep water away from switch panels and motors unless electrical equipment is designed for wet conditions.

15. All employees (except licensed electricians and authorized qualified persons) shall stay out of motor control centers, motor drive cabinets and all electrical panels where direct contact with voltages is possible.

16. Employees are strictly forbidden to be riders on tractors or any other type of mobile equipment, unless the equipment is designed for passengers.

17. Compressed air is not to be used to blow dust or dirt off of body.

18. Horseplay, scuffling, practical jokes or similar activities are absolutely forbidden.

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

19. All employees are to keep their work places clean and orderly. Pick up tools, materials, scrap, spills, etc. so they do not cause a hazard.

20. Keep stairways, passageways, and approaches to fire extinguishers, electrical panels, and safety equipment clear and uncluttered.

21. Never leave tools or materials where they may fall on a worker below or create a tripping hazard.

22. All refuse or garbage is to be placed in appropriate waste receptacles provided.

23. Employees shall follow department specific safety policies and procedures.

24. Report all unsafe conditions and equipment.

This manual is not intended to outline every specific rule that may apply to city operations, but is to establish basic safety rules and procedures. For a specific rule question, please refer to various department safety regulations, administrative orders, or ask your supervisor, Department Head, Human Resource Specialist, Risk Manager, or City Manager.

Enforcement and Discipline

The supervisor will issue disciplinary action. Verbal warning may be given as a first notice in appropriate cases. All disciplinary action must follow the procedures outlined in the *Personnel Manual*.

IMPLEMENTATION

Management Commitment

The City Manager and Department Heads will provide the motivating force and the resources for organizing and controlling safety activities for all employees.

Responsibilities of Employee:

- Promoting and following all health and safety policies, procedures, and regulations.
- Participating in safety training and being actively engaged in promoting safe practices with coworkers.
- Using Personal Protective Equipment (PPE) as issued.
- Reporting any damaged or unusable PPE's to immediate supervisor or superintendent.
- Reporting all accidents or injuries to immediate supervisor or superintendent.
- Reporting any unsafe condition or action to immediate supervisor or superintendent.
- Arriving to work on the job site in work ready condition.
- Being aware of all job specific policies, procedures, and regulations, and asking questions if unsure.
- Being alert to any on-site changes that may be hazardous and communicate to all personnel.

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

- Reporting any unsafe practices observed to immediate supervisor.
- Attending departmental safety meetings and training sessions.
- Understanding that failure to observe safety and health policies shall result in disciplinary actions as per the *Personnel Manual*.

Responsibilities of Supervisors:

- Leading to ensure that all safety and health policies, procedures, laws, and regulations are implemented and followed by employees.
- Ensuring that employees follow safe work procedures.
- Ensuring that employees are provided with Personal Protective Equipment (PPE) needed to perform duties in a safe manner.
- Ensuring the use of PPE as issued and required.
- Promoting regular safety training.
- Identifying and correcting hazards, unsafe acts or conditions.
- Ensuring all employees are trained in departmental health and safety regulations, including OSHA laws when applicable.
- Communicating all potential hazards of duties to employees.
- “Leading by Example;” instilling the safety mentality by following all applicable policies, procedures, and regulations.
- Reporting all injuries involving personnel to Human Resources Specialist and department head.
- Reporting all incidents involving City property to the Risk Manager and the department head.
- Conducting thorough “Supervisor Incident investigation” of all reported incidents/accidents/injuries; follow-up on corrective actions recommended by the Safety Committee.
- Advising Department Head of additional prevention needs (i.e. training, equipment, etc.).
- Applying the city’s disciplinary policy when applicable.

Responsibilities of Department Head:

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

- Leading to ensure that all safety and health policies, procedures, laws, and regulations are implemented and observed by all subordinates.
- Reporting all injuries involving personnel to Human Resources Specialist.
- Reporting all incidents involving City property to the Risk Manager.
- Working cooperatively with the Safety Committee to ensure a healthy and safe work environment for employees.
- Monitoring/auditing city facilities for potential safety and health hazards, improvements, and compliance by periodic inspections.
- Encouraging and promoting employee participation in health and safety training and programs.
- Assisting with assessments of incidents, accidents, and injuries, and any hazardous conditions.
- Reviewing all applicable *Supervisor Incident Investigation* reports for possible policy or procedural improvements.
- Establishing or approving safe procedures for hazardous operations.
- Recommending an employee to serve as department representative on the safety committee.
- Following and enforcing the city's disciplinary policy when applicable.

Responsibilities of Safety Committee

- Creating an overall safety and health program that is both practical and can be adhered to by its employees.
- Reviewing the *Supervisor's Incident Investigation* report; recommending follow-up actions.
- Reviewing loss trend reports.
- Reviewing employee safety suggestions and concerns.
- Identifying work place hazards that may causes significant injury or illness.
- Recommending safety policies, procedures, and regulations to the City Manager.
- Compiling an annual report to the City Manager.

Responsibilities of Human Resources Specialist:

- Administering the city's workers' compensation program.
- Maintaining the OSHA injury and illness logs and complying with state and federal injury reporting requirements.
- Forwarding copies of the *Supervisor's Incident Investigation* reports for injuries to the Safety Committee for review.
- Informing the Safety Committee of safety issues and concerns.
- VML Liaison for Worker's compensation.

Responsibilities of the Risk Manager:

- Administering the City's Risk Management Program.
- Maintaining OSHA compliance.
- Forwarding copies of the Supervisor's Incident Investigation reports for property damage to the Safety Committee for review.
- Informing the Safety Committee of insurance annual assessment requirements.
- VML Liaison for property damage.

Responsibilities of the City Manager:

- Leading by promulgating and promoting the city's Safety and Health Policy.
- Appointing the Safety Committee members.
- Reviewing the recommendations of the Safety Committee.
- Reviewing all "Supervisor's Incident and Investigation" reports forwarded from the Safety Committee.

EMPLOYEE SAFETY INFORMATION AND TRAINING

Employee Information

The Occupational Safety and Health Act poster is provided to each department and work place by the Human Resources Specialist and shall be permanently displayed in a location obvious to all employees.

The OSHA 300 Report for occupational injuries and illness shall be maintained by the Human Resources Specialist and the resulting OSHA 300A Report shall be posted from February 1 through April 30 in each department and work place. The OSHA 300A will be filed with the Department of Labor and Industry.

The City of Williamsburg's Safety and Health Manual shall be provided to all city employees either electronically or hard copy. The employee's supervisor is directly responsible to ensure that safety training is provided as required by their department's administrative regulations and/or procedures. Employees are provided information to identify and warn of work place hazards through appropriate signs, labels, and tags.

Examples of departmental safety and health related materials:

Williamsburg Fire Department Directives and Procedures

Emergency Operations and EMS Operations Manuals

NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program

Material Safety Data Sheets

Environmental Management Systems Manual

Training

All employees will be provided with effective safety training and instruction as required for their position and job duties. Employees shall attend on-going safety training provided by their departments.

First-line supervisors shall conduct frequent safety talks to communicate safety and health related information and work-specific hazards and hazard control procedures. Supervisors shall evaluate the effectiveness of training by observing employee work practices and compliance with established safety and health related policies and procedures. Supervisors shall take appropriate actions to correct skill and knowledge deficiencies.

Supervisors and department heads are encouraged to use training opportunities and the expertise Virginia Municipal League Loss Control Department personnel, as well as the VML Resources Library. VML provides safety and loss control training classes for its members, as well as specific on-site training, and maintains an extensive safety/loss control video library.

All departmental training sessions shall be documented and filed in the appropriate departmental office or in the office of the Human Resources Specialist.

HAZARD INSPECTION AND CONTROL

Hazard Identification

Hazard Identification will be done by the employees and supervisors in each department. This involves:

- Conducting regular comprehensive work site inspections.
- Identification of hazardous materials.
- Evaluating facilities, processes, materials, and equipment for proper safety.

The City's first priority is to ensure hazard correction and compliance with OSHA regulations. Each department will conduct regular safety inspections so that new or previously missed hazards or failures in hazard controls are identified. These hazards are to be reported to the Department Heads via the Supervisor for correction.

Employees are required to report unsafe conditions to their supervisor. Employees are encouraged to submit recommendations for improved safety or efficiency of any operation to their supervisor and/or the safety committee.

Building Inspection Policy

To be compliant with the Virginia Municipal League (VML) guidelines, each City building will be inspected twice a year. During the first week of April each department's self-inspection will be completed and during the month of September, the fire inspection will be performed by a fire inspector.

Office Self-Inspection: A designated representative from each department will be responsible for performing the office self-inspection. The Office Self-Inspection Form (included in Appendix) will be utilized and will assist in

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

identifying unsafe practices and conditions. All violations will be noted on the form, each department has until the end of April to make the necessary corrections. The completed form is due to the Risk Manager no later than April 30.

Fire Inspection: The Fire Inspector will perform the annual fire inspection of each City building, accompanied by the designated department representative in September. At the completion of the inspection, the fire inspector will provide each department with a written report of any violations or it will state no violations.

Hazard Control

When hazards are identified, the department will take action to remedy the condition identified.

Safety and Health Training

Safety and health training addresses the safety responsibilities of all personnel at the City's facilities. It is essential that employees understand the hazards and necessary controls for the chemicals and equipment with which they are working, know what hazards are involved in the operations, and how to prevent and control hazards.

OSHA Training Requirements:

The chart included in the Appendix lists overall OSHA employee training requirements. All training completed by employees shall be documented and filed in the appropriate departmental office or in the office of the Human Resources Specialist.

Equipment Training

Due to the variety of operations of the City, employees are required to use a variety of tools and machines. This equipment, if handled improperly, can

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

cause serious injury. In order to eliminate any such injuries, employees shall be trained in the correct and safe operation of the tools and equipment used on their job.

Material Safety Data Sheets (MSDS)

Special training in the safe handling of chemicals and/or hazardous materials used by each department or facility will be given before any employee is assigned responsibility to work around these materials. Employees will not handle materials until they have learned the procedures for the use and storage of materials.

CITY VEHICLE USE

License and Compliance with Law

Each employee who operates a City owned vehicle shall possess a valid driver's license. Employees operating city vehicles are representatives of the City of Williamsburg and are therefore responsible for the safe, courteous, and lawful operation of the vehicle at all times.

Valid Driver's License Check

A Valid Driver's License check will be completed on all employees at time of hire and annually. Drivers shall report any revocation or suspension of their driver's license to their immediate supervisor the first working day after receiving such notification and shall not operate a city vehicle while their license is revoked or suspended.

Annual Department of Motor Vehicle Record Checks

Annual Department of Motor Vehicle record checks will be conducted annually to determine if employees are maintaining a suitable driving record.

Failure of an employee to report a conviction, suspension, or violation will result in disciplinary action, up to and including termination.

CDL

Employees required to operate city commercial motor vehicles must obtain a Commercial Driver's License (CDL) in accordance with Virginia Law as a condition of employment. Drivers with a CDL will uphold the special requirements of this licensing. Each supervisor is responsible for ensuring that the requirements are met by their employees. Drivers shall report any revocation or suspension of a CDL license to their immediate supervisor

CITY OF WILLIAMSBURG
SAFETY AND HEALTH MANUAL

the first working day after receiving such notification and shall not operate a city vehicle while their license is revoked or suspended.

Failure of an employee to report a conviction, suspension, or violation will result in disciplinary action, up to and including termination.

Use of Seatbelts

Seat belts will be worn by City employees at all times when operating a City owned vehicle or riding as a passenger in a City owned vehicle.

City Vehicle Use Restrictions

A supervisor shall not permit any employee to drive a city vehicle if they do not appear fit for duty. A supervisor may request alcohol or drug testing for any employee who appears impaired and the employee shall NOT be authorized to drive until test results are received.

Generally, city owned vehicles shall be used in the performance and conduct of City business, normally limited to the Hampton Roads to Richmond corridor. This area shall be identified as the Williamsburg Service Area. Any travel outside this area, such as attendance at meetings and conferences, must be pre-authorized by the department head or the City Manager. (Further detailed in Section 602, *Personnel Manual*).

Smoking is not permitted in city vehicles (Section 605, *Personnel Manual*).

The safe operation of a city vehicle is a condition of employment.

Collisions/Accidents

All collisions/accidents involving city vehicles shall be reported immediately to the Risk Manager.

FLEET MAINTENANCE AND SAFETY

The city automobile shop shall be responsible for conducting thorough annual vehicle inspections of city vehicles, and employees will conduct regular vehicle inspections at established intervals. Inspections will be documented on vehicle checklists.

A well-managed maintenance program is extremely important in fleet operation. Reduced operational costs, reduced incidents from vehicle defects, and improved public opinion are the direct results of a well-implemented maintenance policy.

Preventive Maintenance

For city vehicles to give the most economical service possible it is essential that a fleet have a realistic preventive maintenance system. The groundwork for a good preventive maintenance system usually starts with the manufacturer's recommendations concerning necessary maintenance and the time or mileage at which it should be performed.

Preventive maintenance anticipates problems and plans for their correction before they become serious. Normally, preventive maintenance is performed on a mileage or a time basis. Typical jobs, which are normally performed on a routine basis, are oil and filter changes, lubrication, tightening of components, engine tune-ups, brake jobs, tire rotation, replacement of specific engine hoses, and radiator maintenance. A well-defined consistently applied preventive maintenance program will result in the lowest total maintenance cost.

If preventive maintenance is ignored or postponed, the inevitable result will be crisis maintenance when a vehicle has a breakdown while en route. Mechanics may have to be sent out to repair the vehicle or possibly another unit will have to be dispatched to replace the one having problems.

In extreme cases, the mechanical failure could cause, either directly or indirectly, an incident. Often the failure of an item, which should have been detected and replaced, will result in damage to other component parts.

In addition to regular inspections by the City Shop, supervisors will establish a monthly schedule for regular inspections of non-emergency city vehicles and use of the Vehicle Inspection Checklist. This form gives the driver direction in inspecting the vehicle in a systematic manner so that the driver does not inadvertently overlook any important areas. It also provides a convenient means for the driver to note vehicle deficiencies and report it to the city automobile shop. (Checklist included in Appendix)

Maintenance Records

A good record-keeping program supports every good maintenance program. To be useful, maintenance records must be kept current, record meaningful data, and reviewed on a periodic basis.

The city automotive shop keeps a maintenance and repair record on city vehicles.

ACCIDENT/INJURY REPORTING

All accidents and injuries are to be reported in accordance with the procedures outlined in the *Personnel Manual* (Sections 304, 601, and 602). Employees and their supervisors are required to submit accident reports to the Risk Manager and injury reports to the Human Resource Specialist.

Accidents and injuries that result in medical treatment or loss time shall be investigated and reported by the supervisor and reviewed by the Safety Committee.

OSHA

Injury and Illness logs (OSHA Form 300) are kept by the Human Resources Specialist.

The Human Resource Specialist will annually post the completed OSHA Form 300 as required. This Injury and Illness Summary Report shall be posted from February 1 through March 1 of the current year.

Any OSHA citations or variances will be posted for at least 60 days or until they become a final order or corrected.

Medical Records

All employee medical records except employee physicals required under Section 709 of the City Personnel Manual are filed in confidential files in the City Manager's Office. (Physicals required under Section 709 are maintained as confidential only by the Fire Chief or Police Chief for their respective department).

SAFETY PERFORMANCE MEASURES

Workers Compensation

The City of Williamsburg complies with the Workers Compensation Laws of Virginia, and maintains workers compensation insurance on all paid employees through the Virginia Municipal League (VML). Every reportable (and record only) work-related injury, illness, or death shall be submitted to VML as required by law. VML maintains a record of all cases reported and provides the city with a monthly “Summary of Losses” report. The Safety Committee reviews and considers this report as a tool to help identify safety and loss trends and tracks the report with the *Supervisor Incident Investigation Reports received by the Committee*.

Workers Compensation reports serve as the basis for preparation of OSHA 300.

OSHA Reporting

Reportable injuries and illnesses are summarized as required on the OSHA 300A *Summary of Work Related Injuries and Illnesses* (prepared from the OSHA 300 form data collected throughout the calendar year). As required, the form for the calendar year is posted in each department and workplace every February 1 through April 30.

Performance Measurement Survey

The city is a member of the Virginia Performance Consortium, a program of the International City/County Management Association. Every year the city participates in the consortium’s Performance Measurement Survey. Standardized data concerning days lost, expenditures, safety programs, and training are reported for comparison with other government organizations from across the country.

IN CASE OF EMERGENCY

In any medical emergency, time is a critical factor in minimizing injuries. We believe first-aid services must be provided immediately for any injured worker. The City's Fire Department/Emergency Medical Service (EMS) employees have been trained in bleeding control, airway management, ventilation, CPR, and fracture care techniques. The standard of care includes the employment of Emergency Medical Technicians (EMT's), trained at different levels to offer Basic and Advanced Life Support services to city employees.

Emergency Services can be accessed by dialing 911 on any telephone. Employees trained in radio communications may elect to access emergency services, using their city radio, through the Emergency 911 communication staff for the City of Williamsburg.

Each facility owned by the City of Williamsburg should have a minimal first aid kit available for use by the occupants. Medical emergencies, both minor and critical, occur every day and can happen in any workplace. Since time is a critical factor in many medical emergencies, the first person to arrive at the scene of an accident has a key role in the rescue of a victim. With knowledge of some common medical procedures and emergency actions, this "first responder" can make a positive contribution to the welfare of the accident victim. In some cases, this contribution can make a difference between life and death. No employee is expected to provide first-aid; however, should they decide to utilize their first-aid training, they shall do so as "Good Samaritans".

First-Aid Supplies

First-aid supplies shall be in proximity to all employees. The supplies will be located in labeled safety supply/first-aid cabinets at the following facilities: Municipal Building, Police Department, Fire Department, Quarterpath Pool, city shop area, Water Treatment Plant, and Parks and Recreation facilities. City vehicles should be supplied with First Aid kits as necessary. Individual departments will monitor the first-aid supplies.

Automatic External Defibrillator (AED)

As in all serious medical emergencies, Emergency Medical Services should be called at "911." Most City Building's are equipped with an automatic external defibrillator for use in possible cardiac arrest. An AED plan has been established for each city building.

Natural Disasters or Radiological Event

The City of Williamsburg has established an Emergency Operations Center to be activated by the City Manager. In that event, all city personnel shall follow the city's Emergency Operations Plan.

EMERGENCY FIRE PROCEDURE AND DESIGNATED SAFE AREA

Employees should be familiar with building exits in case of emergency. An evacuation plan showing the proper escape route or exit signs are in all City buildings. In the event of a fire or other emergency, all city employees should evacuate the building and direct guest/visitors to the nearest exits. Senior staff should direct others as needed in the evacuation.

It is the duty of a senior staff member to contact the fire department, provide guidance and instruction to employees at the time of fire or other emergency, and confirm that all persons have been evacuated. All employees shall be advised of the emergency plan.

In case of fire, only qualified and trained employees should use portable fire extinguishing equipment.

Emergency Systems in City Buildings

MUNICIPAL BUILDING

Building has an automatic sprinkler system and is equipped with a fire alarm system. In the event of a fire, dial 911, and immediately exit the building. Respond to nearest exit - get out, stay out. City staff should direct visitors to the nearest exit – DO NOT USE ELEVATOR! Everyone shall meet in the parking lot near the flag pole, account for working employees of the day.

LIBRARY

Equipped with fire alarm & sprinkler systems. Upon activation of alarm or discovery of a confirmed fire, have all employees exit through nearest route. Have all employees and patrons exit the building and report to the fountain/arbor. Send individual to call "911" confirming they have received alarm.

FIRE DEPARTMENT

Building is equipped with an audible alarm. Upon the discovery of fire or smoke, contact dispatch via phone or radio and ensure that everyone exits the building.

POLICE DEPARTMENT

Building is not equipped with an audible alarm. Upon the discovery of fire or smoke, contact dispatch via phone or radio and ensure that everyone exits the building.

STRYKER BUILDING

Building is not equipped with an audible alarm. Upon the discovery of fire or smoke, contact dispatch via phone or radio and ensure that everyone exits the building.

QUARTERPATH RECREATION CENTER

Building equipped with audible alarm system and building is partially sprinklered. Respond to nearest exit - get out, stay out. Upon the discovery of fire or smoke, contact dispatch via phone or radio and ensure that everyone exits the building.

CITY SHOPS

Buildings are not equipped with an alarm system. Respond to nearest exit - get out, stay out. Everyone shall meet in the parking lot. Upon the discovery of fire or smoke, contact dispatch via phone or radio and ensure that everyone exits the building.

WATER TREATMENT PLANT

Buildings are not equipped with an alarm system. Verbal notification or all-page over phone system, if possible. Respond to nearest exit - get out, stay out. Everyone shall meet in the front parking lot. Upon the discovery of fire or smoke, contact dispatch via phone or radio and ensure that everyone exits the building.

SUPERVISOR'S INCIDENT INVESTIGATION
INJURY OR PROPERTY DAMAGE - FORM MUST BE COMPLETED WITHIN 24 HRS OF INCIDENT

WHO	Employee Involved _____ Job Title _____ Department _____ Length of Employment _____ How Long at Present Job _____ Time Shift Began _____
WHEN	Date/Time Incident _____ When Reported? _____
INJURY/LOSS	Description of Injuries or Property Damage _____ _____ Was Company Nurse on Call © contacted? _____ Was Medical Attention Sought? _____
WHERE	Exact Location Incident Occurred _____ Name of Persons/Witnesses _____
WHAT/HOW	Type of Incident (see page 2 for examples) _____ Description of Incident (Detail what employee was doing, how he/she was doing it, and what physical objects, tools, machines, structures or equipment were involved). _____ _____
WHY	Refer to list of possible causes on second page of this report & comment fully here. List all that apply. _____ _____ _____
PREVENTION	What should be done and by whom to prevent recurrence of this type of incident? (Example: physical changes, procedural changes, employee training). _____ _____ _____ What corrective actions have been taken to prevent a reoccurrence? _____ _____ _____

Supervisor Signature _____ Date of this report _____

Comments by Department Head _____

 _____ Department Head Signature _____

Safety Committee Comments/Recommendations: _____

 _____ Recommendation Deadline _____

City Manager Signature: _____ Date: _____

Safety Committee Follow Up _____

SUPERVISOR'S INCIDENT INVESTIGATION

INJURY OR PROPERTY DAMAGE - FORM MUST BE COMPLETED WITHIN 24 HRS OF INCIDENT

TYPE OF INCIDENT

INJURY

1. Fall, from Elevation
2. Fall, Same Level
3. Struck by/Stuck by
4. Caught In, Under or Between
5. Overexertion - push, pull, lift, lower, carry, hold
6. Cumulative Trauma, i.e. noise, repetitive motion, vibration

7. Heat, Cold
8. Electrical Contact
9. Fumes, Dust, Gas
10. Motor Vehicle
11. Illness, Rash
12. Other (describe)

PROPERTY DAMAGE

1. Fire or Explosion
2. Collapse
3. Rupture or Bursting
4. Collision or Overturn
5. Other (describe)

INCIDENT CAUSES

UNSAFE ACTS

1. Horseplay
2. Defeating safety devices
3. Failure to secure or warn
4. Operating without authority
5. Working on moving equipment
6. Taking an unsafe position or posture
7. Operating or working at an unsafe speed
8. Unsafe loading, placing, mixing, combining
9. Failure to use personal protective equipment
10. Other (describe)

SUPERVISION

1. Failed to provide guidance, oversight, or training
2. Failed to track qualifications or performance
3. Failed to provide correct information
4. Failed to provide adequate instructional time
5. Improper staffing
6. Task not in accordance with rules/regulations
7. Failed to correct known problems
8. Failed to enforce rules and regulations
9. Other (describe)

PRECONDITIONS FOR UNSAFE ACTS

1. Mental States: haste, distraction, complacency, mental fatigue, task saturation, channelized attention, get-it-done-fast.
2. Physiological States: medical illness, physical fatigue, spacial disorientation, skipped meals and dieting.
3. Physical/Mental Limitations: hearing, visual limitation, muscular weakness, intelligence/aptitude.
4. Environmental: improper PPE, improper tools, improper guarding, poor housekeeping, improper ventilation, defective equipment, improper illumination, unsafe dress.
5. Habit of worker: self-medicating, alcohol impaired, insufficient rest, failed to communicate.

ORGANIZATIONAL INFLUENCES

1. Management and human resources: selection, training, staffing, lack of funding, facility resources, purchasing of unsuitable equipment.
2. Chain of command
3. Delegation of authority
4. Communication
5. Formal accountability
6. Hiring and firing
7. Promotion
8. Drugs and alcohol
9. Norms and rules
10. Values and beliefs
11. Organizational justice

CORRECTIVE ACTIONS

BEST - Make physical changes, sub the job out, substitute different equipment, modify the existing environment or safeguard machines.

- Change operating/production procedures that were a cause.

LEAST - Re-Train all employees who will do the same job as the injured employee.

OSHA TRAINING CHART

Program	Training Frequency			Written Program Required
	Initial	Annual	Retraining	
1. Access to Exposure & Medical Records	x	x		no
2. Accident Signs	x		If signs change	no
3. Asbestos(Awareness)	x	x		Yes plan and modification
4. Blood borne Pathogens	x	x	Also when plan changes	yes
5. Chemicals**	x		If over action level	yes for some
6. Confined Space	x		If plan changes	yes
7. Crane Opt.	x		Construction - 3 yrs. General if changes or problems	yes
8. Electrical	x		Job duties change	no
9. Emerg. Medical Plan	x		If plan changes - update	yes
10. Emergency/Fire Plan	x		If plan changes - update	yes
11. Fall Protection	x		If plan/equipment change or inadequacies found	yes
12. Fire Exting. Systems	x	x		no
13. First Aid	x		1-3 years	no
14. Forklift Opt.	x	x	Annual practical and every 3 years classroom	yes
15. General Duty to Train*	x		If program/hazards changes	no
16. Haz. Communication	x		If new chemicals are used	yes
17. Haz. Matrls. Response CHLORINE	x	x		yes
18. Laboratories	x		If plan changes/chemicals	yes
19. Lead (awareness)	x	x	Posting	yes
20. Lockout	x		If plan changes or problems noted	yes
21. Mech. Power Press	x		Initial must remain competent	no
22. Noise	x	x		no
23. Personal Protective Equipment	x		If there are changes or problems noted	yes
24. Process Safety	x	x	Training certificate required	yes
25. Respirators	x		If program changes	yes
26. Welding	x		Initial must remain competent	no

*General duty includes all processes or equipment safety training. This list does not include all possible training including construction related issues.

**Specific chemical substance standards include: acrylonitrile, asbestos, anhydrous ammonia, arsenic, benzene, cadmium, carcinogens, ethylene oxide, formaldehyde, lead, methylene chloride, vinyl chloride, DBCP, Pesticides.

**CITY OF WILLIAMSBURG
VEHICLE/EQUIPMENT INSPECTION CHECKLIST**

Date _____ Vehicle ID _____ (last 4 #s VIN)
OR Equipment _____ Year _____ Make _____
Department _____ Operator _____
Mileage _____

Maintenance Code

A _____ (oil change) B _____ (tune up) C _____ (cooling system)

Fluids:

Oil _____
Coolant _____
Brake Fluid _____
Fuel _____
Washer Fluid _____

Lights:

Headlamps _____
Brake _____
Turn Signals _____
Hazard _____
Back-Up _____
Parking _____
Strobes _____

Misc. :

Windshield Wipers _____
Horn _____
Tires: Tread _____
Inflation _____
Tarp: Hardware _____
Tarp _____
Tailgate Safety Latches _____
First Aid Supplies _____
Registration Card _____
Wheel Chocks _____

Cleanliness: Inside _____
Outside _____

Overall Condition-Body of Vehicle _____

Operator's Comments: _____

Operator's Signature _____ Date _____

**Operators: Submit completed form to your immediate supervisor.
Supervisors: Forward form to Risk Manager by the last day of each month.**

Mechanic's Comments: _____

Mechanic's Signature _____ Date _____

ANNUAL VEHICLE INSPECTION REPORT (City Auto Shop)

UNIT/VIN #	DEPT.	MAKE	MODEL	LICENSE PLATE #	
INSPECTED BY		DATE OF INSPECTION		ODOMETER READING	
COMPONENTS INSPECTED					
Item	PASS	DEFECT	Item	PASS	DEFECT
1. BRAKE SYSTEM			b. Part(s) of vehicle or condition of loading area such that the spare tire or any part of the load or equipment can fall onto the roadway.		
a. Service brakes					
b. Parking brake system					
i. Push rod travel					
ii. Lining thickness					
c. Brake drums or rotors			7. STEERING MECHANISM		
d. Brake hoses			a. Steering wheel free play		
e. Brake tubing			b. Steering column		
f. Low pressure warning device			c. Front axle beam and all steering components other than steering column		
g. Tractor protection valve			d. Steering gear box		
h. Air compressor			e. Pitman arm		
i. Electric brakes			f. Power steering		
j. Hydraulic brakes			g. Ball and socket joints		
k. Vacuum system			h. Tie rods and drag links		
2. COUPLING DEVICES			i. Nuts		
a. Fifth wheel			j. Steering system		
b. Pintle hook					
c. Safety devices			8. SUSPENSION		
3. EXHAUST SYSTEM			a. Any U-bolt(s), spring hanger(s) or other axle positioning part(s) cracked, broken, loose, or missing resulting in shifting of an axle from its normal position		
a. Any exhaust system determined to be leaking at a point forward of or directly below the driver/sleeper compartment.			b. Spring assembly(s)		
b. No part of the exhaust system shall be so located as would likely result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle.			c. Torque, radius, or tracking components		
4. FUEL SYSTEM AND LINES			9. FRAME		
a. Visible leaks			a. Frame members		
b. Fuel tank filler caps			b. Tire and wheel clearance		
c. Fuel tank security			10. TIRES		
5. LIGHTS AND REFLECTORS			a. Cuts or blemishes		
a. Turn Signals and Lens			b. Tread depth		
b. 4-way Emergency flasher			11. WHEELS AND RIMS		
c. Headlights			a. Lock or side ring		
d. Clearance Lights			b. Wheels and rims		
e. Stop & Tail Lights & Lens			c. Fasteners		
f. Reflectors			d. Welds		
6. SAFE LOADING			12. WINDSHIELD GLAZING & CRACKS		
a. Protection against shifting cargo			13. WINDSHIELD WIPERS		
			14. TAILGATE OPERATION		

Remarks _____

Date: _____

Signature: _____



CITY OF WILLIAMSBURG

2012 APRIL - OFFICE SELF-INSPECTION FORM



	Safety Standard	OK	Needs Attention	N/A	Corrective Action and Date
1.	Exit signs are visible and illuminated.				
2.	Exit doors are not blocked and open easily.				
3.	Emergency lighting is working.				
4.	Stairwells clear of obstruction and all fire rated doors closed.				
5.	Fire Alarm pull stations are visible and not blocked.				
6.	Fire Extinguishers are mounted properly, not blocked and have current inspection tag.				
7.	Sprinkler Heads have an 18 inch clearance at all times.				
8.	Electrical Panels have a 3 ft. clearance in front of door.				
9.	Circuit breakers in electrical panels are clearly labeled and no exposed openings.				
10.	Power strips are not plugged together or to extension cords				

	Safety Standard	OK	Needs Attention	N/A	Corrective Action and Date
11.	Employees complete fire extinguisher training annually.				
12.	Extension cords are not used in place of permanent wiring.				
13.	Portable space heaters must be approved and a 3 ft. clearance maintained around the heater.				
14.	Storage areas kept neat and clean.				
15.	Floors are free of slip and trip hazards.				
16.	Employees are trained on building emergency procedures.				
17.	Fire Drills are held for employees annually.				
18.	Flammable liquids are stored properly.				
19.	First Aids Kits are available and stocked.				
20.	Aisles, hallways and exits are free of obstruction.				
21.	All work areas are adequately illuminated.				

City Department

Date

Department Representative – Print Name

Department Representative – Signature

Thank you for completing this inspection. Please return completed form to the Safety Committee representative from your department.