



# **CITY OF TROY SAFETY MANUAL**

**June 24, 2014**

## **FORWARD**

Every employee of the City of Troy has the right to a workplace free from safety and health hazards. A "Safety Management" program is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the City. Unsafe acts, unsafe conditions and incidents all demonstrate a weakness in the management system. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all City of Troy personnel with a comprehensive set of written safety policies and procedures. Additional safety materials specific to individual departmental operations may be provided from time to time. For this reason, the manual is published in a loose-leaf format so that additional or revised pages may be inserted without the necessity of publishing an entirely new manual.

These policies and procedures have been developed, and are expected to be followed in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended. Every employee, supervisor and manager shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

ADOPTED:

This 24<sup>TH</sup> day of June, 2014.

City of Troy

# **TABLE OF CONTENTS**

## **SECTION 1 THE CITY OF TROY SAFETY PROGRAM**

- 100 Introduction
- 101 Elements of the Safety Program
- 102 Responsibilities of Individuals
- 103 Physical Examinations and Physical Standards

## **SECTION 2 SAFETY COMMITTEE**

- 200 Purpose of a Safety Committee
- 201 Establishment of Safety Committee
- 202 Duties and Responsibilities of Safety Committee

## **SECTION 3 DEPARTMENTAL SAFETY PROGRAM ACTIVITIES**

- 300 Supervision and Coordination of Activities
- 301 Scheduling the Safety Meetings
- 302 Purpose of Safety Meetings
- 303 Subjects that should be Covered
- 304 Safety Meetings
- 305 Safety Materials
- 306 Training Programs

## **SECTION 4 REPORTING OF JOB INJURIES**

- 400 Reporting of Job Injuries by Employees
- 401 Reporting of Job Injuries by Departments
- 402 Verification of Statements

## **SECTION 5 FUNDAMENTALS OF INCIDENT PREVENTION**

- 500 Fundamental Activities for Incident Prevention
- 501 Incidents are Preventable
- 502 Causes of Incidents
- 503 Unsafe Acts
- 504 Unsafe Conditions
- 505 Control of Incident Causes
- 506 Elimination of Unsafe Conditions
- 507 Control of Work Habits
- 508 Safety Orientation of New Employees

## **SECTION 6 DISCIPLINE POLICY**

- 601 Discipline Policy Rationale
- 602 Discipline Policy

**SECTION 7 HANDLING OF INJURIES, INCIDENT REPORTING, and INVESTIGATION OF INCIDENTS**

- 700 Purpose
- 701 Handling Emergencies
- 702 Cases to be Investigated
- 703 Persons Making Investigations
- 704 Procedures for Making Investigations
- 705 Reports of Investigations

**SECTION 8 MOTOR VEHICLES**

- 800 Use of Vehicles
- 801 When an Incident Occurs
- 802 General Maintenance of City Vehicles
- 803 Physical Safety of City Vehicles
- 804 Use of City Vehicles for Official City Business

**SECTION 9 HAZARD COMMUNICATION PROGRAM**

- 900 Hazard Communication Program
- 901 Purpose
- 902 Policy
- 903 List of In-House Hazardous Chemicals
- 904 Material Safety Data Sheets
- 905 Labels
- 906 Training
- 907 Contractor Employees
- 908 Handling Chemicals

**SECTION 12 APPENDIX: FORMS**

- Appendix A Safety Orientation Form
- Appendix B Employee Safety Responsibilities Signature Form
- Appendix C Near Miss Report
- Appendix D Incident Investigation Report

## SECTION 1 THE CITY OF TROY SAFETY PROGRAM

### 100. Introduction

- a) The City of Troy Safety Program is designed to accomplish one primary purpose; **TO PREVENT INCIDENTS**. Preventing incidents results in saving lives, eliminating injuries, increasing efficiency of operations, and directly and indirectly saving thousands of dollars for both the municipality and its employees. The City of Troy Safety Program provides not only for the safety of all employees, but also for the safety of the public in regard to the operations of the various departments.
- b) To be successful, the Safety Program must have the continuous, active support of all employees and particularly of those in supervisory and management positions. The "push" for an effective Safety Program must come from the "top" person in each department, or crew. If a Department Head or Supervisor appears to be unconcerned about the Safety Program, their employees will adopt this attitude.
- c) This manual has been published and will be updated to provide a readily available reference of written policies and procedures for the guidance of all personnel.

### 101. Elements of the Safety Program

To ensure that the City of Troy Safety Program remains effective, certain elements and objectives of the Program have been outlined. These are:

- a) To assign safety-related responsibilities to personnel.
- b) To ensure that personnel are assigned to jobs, which they are physically, qualified to safely perform.
- c) To make equipment, work areas, and work methods safe.
- d) To search out safety hazards and eliminate them immediately.
- e) To encourage Employee interest in safety and to maintain that interest.
- f) To control the work habits of personnel by adequate and effective supervision.
- g) To provide proper protective equipment and to make its use mandatory.
- h) To educate and train Employees as to the specific hazards of their jobs.
- i) To investigate incidents in order to determine cause and then to take the action necessary to prevent their recurrence.
- j) To prepare and maintain proper and complete incident records which will allow for evaluation of the Safety Program.
- k) To adopt and enforce safety rules, policies and procedures.

## **102. Responsibilities of Individuals**

### **Safety Committee:**

The Safety Committee will consist of representatives from Labor and/or Management. The representative term limits shall be one year. The Department Head will recommend, and the Mayor will appoint committee members. At a minimum the committee will include a representative from administrative employees, Recreation, Police Department, Electric Department, Fire Department, Water or Sewer Department and Environmental Services Department. The Risk Management Coordinator may make exemptions for certain departments whose personnel numbers will not allow for a representative.

The committee will meet at least quarterly to develop and carry out workplace safety programs and programs for continuing education for employees on the subject of workplace safety.

In addition to the committee, each department is encouraged to organize a Department Safety Committee. This committee should assist the department head with compliance with this policy, help identify training needs and review incidents within the Department with the goal of incident prevention.

### **Risk Management Coordinator**

The Risk Management Coordinator shall have the responsibility for administering the Safety Program in an advisory capacity, and shall report to the Human Resources Director. The duties of the Risk Management Coordinator as they relate to the implementation of the Safety Program are:

- a) The Risk Management Coordinator shall work closely with the Safety Committee in formulating safety rules, policies and procedures.
- b) The Risk Management Coordinator shall assist departments in planning and conducting safety training and safety education.
- c) The Risk Management Coordinator with the assistance of administrative employees, as needed shall maintain the incident record system for the City, receiving reports for injuries, vehicle incident reports, and investigation reports from the departments, and making required reports to the insurance companies.
- d) The Risk Management Coordinator shall prepare and distribute periodical reports to the heads of departments indicating the effectiveness of the Safety Program.
- e) The Risk Management Coordinator or designee shall make periodic inspections of work areas for the purpose of discovering unsafe conditions or unsafe practices.
- f) The Risk Management Coordinator shall ensure that all incidents, which result in lost-time injuries, are investigated.
- g) The Risk Management Coordinator shall take follow-up action, as necessary, to ascertain that corrective action has been taken by heads of departments or Supervisors to prevent recurrence of incidents.
- f) The Risk Management Coordinator shall provide required resources including funding for safety equipment, personal protective equipment and training materials.

## Department Head

Each Department Head shall have complete responsibility for the Safety Program within their department and facilities. In addition:

- a) The Department Head shall assure that Employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision.
- b) The Department Head or their designee shall assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.
- c) The Department Head shall encourage Employees to report immediately any unsafe conditions, equipment, etc., and shall take necessary action to correct the same.
- d) The Department Head shall require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
- e) The Department Head shall require Supervisors to determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

## Supervisors:

The Supervisor is responsible to the Department Head for the Safety Program as it pertains to personnel and equipment under their supervision. The Supervisor is the "key person" involved in the Safety Program because they are in the best position to observe the work of Employees. Additional responsibilities include:

- a) Giving job instructions to subordinates with special emphasis on the hazards of the work to be performed.
- b) Constantly watching for and immediately correcting unsafe conditions and unsafe working practices as well as reporting to the Department Head those incidents which are beyond the scope of their authority to correct.
- c) Promptly informing the Department Head of all incidents involving personnel or equipment under their supervision, and taking immediate steps to investigate each incident to determine its cause.
- d) Assuring that proper action is taken any time an Employee is injured. This includes:
  - i) Making sure that the injured Employee receives appropriate medical attention, depending upon the severity of the injury.
  - ii) Completing any necessary forms, reports or other documentation related to the injury and treatment of an Employee under their supervision. This includes, but is not limited to, Workers' Compensation Forms and Incident Investigation Forms.
- e) Enforcing safety rules, policies and procedures and making sure that protective equipment is worn as the hazards of the job dictate such use.
- f) Actively promoting safety to all personnel. This shall be accomplished both through word and actions, and will at all times be stressed as being of the utmost importance.

- g) Informing all Employees of their responsibilities as outlined below.

### Employees:

Each Employee is always responsible for his/her own safety, the safety of other workers, and the safety of the general public with regard to the work being performed. In addition:

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment.
- b) An Employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Department Head and/or Supervisor, or as conditions dictate.
- c) An Employee, if injured on the job, shall be required to take the necessary action of:
  - i) **Promptly** giving verbal notice to a Supervisor and/or Department Head of any injury received while on the job **REGARDLESS** of the severity of the injury or whether or not medical treatment is required.
  - ii) Filing with the required Supervisor and/or Department Head, within 24 hours following any incident or injury, a written report of the incident.
- e) An Employee shall promptly inform Supervisor and/or Department Head of any unsafe equipment, unsafe tools or other hazardous conditions.
- f) An Employee shall obtain specific instructions from a Supervisor and/or Department Head in all cases where conditions and/or previous instructions are not completely understood.

## **103. Physical Examinations and Physical Standards**

### Physical Examinations:

- a) New Employees shall be required to undergo a physical examination. An appointed physician will perform this at the time of employment and in accordance with any State and Federal regulations. The purpose of this is to ensure that the Employee has a baseline set of vital signs, can perform the duties of the job without endangering his or her own health and safety, or the health and safety of fellow employees.
- b) There are certain jobs, which allow for the employment of persons with physical limitations. Therefore, the physical requirements of the particular job will be taken into consideration and reasonable accommodations for physical limitations will be made in accordance with any State and Federal regulations.
- c) Limitations noted upon a physician's examination will be brought to the attention of the Department Head and will then be discussed with the Supervisor. After consideration of the job description and the Employees' limitations, a determination will be made as to the suitability of the applicant for the job and any appropriate accommodations.



### Maintaining Physical Standards:

- a) After employment, an Employee shall be expected to continue to meet any physical standards prescribed for the job at time of employment.

In the event that an Employee develops a physical or mental condition, which may in any way endanger them or the health and lives of fellow employees, the Department Head will initiate action to accommodate the Employee to ensure that work can safely be performed.

- b) The Department Head is authorized to require any Employee of their department to undergo, at the City of Troy's expense, a physical examination if it is deemed that such an examination is needed to ascertain the physical condition of the Employee. The Employee will be sent to an examining physician chosen by the City of Troy.

### Return to Work from Injury or Illness:

- a) Before an Employee is allowed to return to work from an absence due to serious injury, illness or major surgical operation, the Department Head shall require the Employee to present a written doctor's release indicating that the Employee is physically able to resume his/her duties. A copy of this release will be forwarded to the Risk Management Coordinator.

## **SECTION 2 SAFETY COMMITTEE**

### **200. Purpose of Safety Committee**

The purpose of a Safety Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations.

### **201. Establishment of Safety Committee**

- a) The Safety Committee consists of employees from different departments throughout the city.
- b) Safety Committee shall meet once each quarter at a date and location determined by the Risk Management Coordinator.
- c) Employee representatives and management representatives shall be recommended by the respective Department Head with appointment by the Mayor.
  - (1) Committee members shall be representative of the major work activities of the employer;
  - (2) Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate or pay for all time spent on such activities;
- d) Representative's term limit is 1 year. At the end of each year representatives can be appointed for an additional term, with approval from the Mayor.
- e) Provide continuing education for employees on the subject of workplace safety. Contribute ideas and suggestions for improvement of workplace safety and influence other to work safely.

## **202. Duties and Responsibilities of Safety Committee**

The committee shall:

- a) Meet at least quarterly to carry out their duties and responsibilities. Minutes of meetings shall be kept and made available for review.
- b) The committee chairperson shall be the Risk Management Coordinator.
- d) Submit verbal or written recommendations in meetings for safety/health improvement/changes and response in the safety program or safety issues in their respective work places.
- d) Submit verbal or written recommendations for specific training that may need to be made available to certain departments or employees.
- e) If a committee member needs to make a recommendation outside of the regularly scheduled meeting, an email should be sent to the Risk Management Coordinator stating the necessary recommendations.

**SECTION 3  
DEPARTMENTAL SAFETY PROGRAM ACTIVITIES**

**300. Supervision and Coordination of Safety Program Activities**

a) Risk Management Coordinator

The Risk Management Coordinator shall supervise and coordinate the City of Troy Safety Program and advise the Safety Committee of problem areas and changes in safety procedures as they may be identified.

b) The Departmental Safety Representative

The Departmental Safety Representative shall be a person with reasonably high supervisory status. They shall be responsible to the Department Head for the operation of the Safety Program as it pertains to that department.

**301. Scheduling of Safety Meetings**

- a) The Safety Committee will meet at least quarterly to carry out their duties and responsibilities. Individual department meetings shall be scheduled with the Risk Management Coordinator and carried out at least once per quarter. If a department request to conduct their own internal safety meetings or online training, documentation shall be provided to the Risk Management Coordinator prior to the end of that quarter.

**302. Purpose of Safety Meetings**

Safety meetings are an integral part of the Safety Program. Their function is:

- a) To arouse and maintain interest in incident prevention.
- b) To develop attitudes sympathetic to the Safety Program.
- c) To educate Employees in every factor entering into the safe performance of their job duties.

**303. Subjects Which Should Be Covered**

- a) Safety meetings should pertain to safety matters wherever possible with the exception being for brief announcements or discussions of interest to all Employees, which are necessary from time to time.
- b) Emphasis should be on safety education and training. Some of the most important subjects, which should be covered, are listed below. They need not be taken up in the order given, but those, which are pertinent to the most serious problems of the particular group, should receive primary attention.
- c) Incidents:
  - i) Thorough coverage of incidents that have occurred within the departments with emphasis being on cause and procedures for preventing recurrence
  - ii) What to do in case of an incident
  - iii) Procedures for reporting incident and/or injuries, etc.

- d) Unsafe Acts or Unsafe Conditions: Discussion as to any unsafe acts or unsafe conditions that have been noted.
- e) Other Safety Related Topics: Discussions or talks on falls, safe lifting, motor vehicle safety, artificial respiration, tool safety, materials handling, good housekeeping, fire prevention, use of personal protective equipment, etc.
- f) Miscellaneous: The Safety Committee may determine any other items as needed.

### **304. Safety Meetings**

- a) The chairperson of the safety meeting shall normally follow an established order of business in conducting meetings. Following a recommended outline:
  - 1) Roll call.
  - 1) Reading of minutes from previous meeting.
  - 2) Old business - with emphasis on follow-up of reported unsafe conditions listed in minutes of previous meeting.
  - 4) Program (film, talk, demonstrations, etc.)
  - 5) Review of all incidents that have happened since the last meeting.
  - 6) Report of unsafe conditions or unsafe acts from Employees present.

### **305. Safety Material**

- a) Bulletin Boards:

Each operating department shall procure and maintain bulletin boards to display safety posters and other material relating to safety. One or more persons should be designated as responsible for posting material received and for keeping it current. Posters will be distributed to the departments.

- b) Pamphlets and Booklets:

Occasionally departments shall be furnished with a supply of safety pamphlets or booklets for distribution to all Employees within the department. In many cases the material contained in these pamphlets are suitable for presentation at safety meetings.

- c) Safety Signs:

Signs pertaining to safety precautions or restrictions should be procured by the department and posted in applicable areas.

### **306. Training Programs**

In order to assure success, a regular training program for departments should be well planned. A training program that is not properly planned will result in poor reception by Employees and the end result could be worse than if there had been no training at all.

- a) One or more persons should be designated as being responsible for planning the safety-training program in each department.
- b) A variety of unique teaching/training methods are needed to maintain Employee interest. The program may include the following:
  - i) Safety lecture or film.
  - ii) Talk on an appropriate incident prevention subject. The speaker may be a member of the department, the Risk Management Coordinator, or an outside expert.
  - iii) Demonstration of artificial respiration, first aid, etc., with hands-on experience by Employees.

**SECTION 4  
REPORTING OF JOB INJURIES**

**400. Reporting of Job Injuries by Employees**

a) Verbal Report to Supervisor

Employees shall be required to report injuries to their Supervisor as soon as possible after the injury occurs. A drug and alcohol test shall be performed per The City of Troy's Drug & Alcohol policy. It should be emphasized that this applies to **ALL** job injuries regardless of the severity of the injury or whether or not medical treatment was required.

b) Written Report to Human Resources

In addition to a verbal report to the Supervisor, the injured Employee is required to prepare a written report and submit it to the Supervisor **within 24 hours** of any injury or incident. The following paragraph gives further explanation of such reports. Supervisors shall take follow-up action to see that injured Employees have reports prepared.

**401. Reporting of Job Injuries by Department**

a) Initial Reports of Injury.

1) Workers' Compensation Report to be prepared by Supervisor, Department Head, or Department Representative.

- i) When **any injury** occurs, the Supervisor or Department Head will prepare a Workers' Compensation Report in the HR office as soon as possible and **no later than 24 hours** after the time the injury occurred.
- ii) This report shall be prepared for **all job injuries** even though medical treatment was not required. Information contained in this report is important because it provides the basis for any future claims that the injured Employee might have in connection with the injury.

2) First Report of Injury.

- i) In the event of a lost time or medical treatment injury, the injured Employee's Supervisor will immediately file a First Report of Injury with the Workers' Compensation carrier.
- ii) If the injured Employee is too disabled to come to the HR office to fill out any required reports, the Supervisor, administrative assistant, or other person designated as the head of department will obtain the required information and have the report prepared.
- iii) The Report will not be delayed pending the return to work of the disabled Employee.
- iv) The department representative will then promptly forward the Report to HR Office.
- v) From the information contained in the Incident Investigation Report and the First Report of Injury, the HR Office will prepare and distribute necessary reports to the Risk Management Coordinator.

#### **402. Verification of Statements**

- a) Whenever an Employee claims to have been injured in the course of their employment, the City of Troy is obligated to provide, if necessary, an initial medical examination to determine whether or not the injury was, in fact, received as a result of employment.
- b) When the Supervisor is not an actual eye witness to an incident resulting in an injury, he/she shall make every effort to verify the statements of the injured Employee as part of the incident investigation procedure to assure that:
  - i) The injury occurred on the job, and
  - ii) Circumstances described by the injured Employee are correct.
- c) If there is reason to doubt statements made by the injured Employee, or evidence indicates that all or part of the statements are false, the Employee will be informed of these findings.
- d) If the Employee persists in claiming that the injury was job connected, a Workers' Compensation Report must still be submitted. The Supervisor or Department Head will also attach a memorandum to the Report detailing the reasons why he/she believes that the Employee's statements are not correct.
- e) Employees who make false statements concerning job injuries (which statements can be documented as being false), are subject to dismissal from their jobs as well as being held liable for the repayment of any compensation or medical payments received by them in connection with the injury.



## SECTION 5 FUNDAMENTALS OF INCIDENT PREVENTION

### 500. Fundamental Activities for Incident Prevention

- a) Successful incident prevention requires a minimum of four fundamental activities:
  - i) A study of all working areas in order to detect, eliminate, or control physical hazards, which contribute to incidents.
  - ii) A study of all operating methods and practices.
  - iii) Education, instruction, training, and discipline to minimize human factors, which contribute to incidents.
  - iv) Thorough investigation of incidents in order to determine other circumstances, which may contribute to incidents.

### 501. Incidents are Preventable

- a) Many persons, either through ignorance or misunderstanding, believe that incidents are the inevitable results of unchangeable circumstances, fate, or a matter of luck.
- b) It must be emphasized that incidents do not happen without cause, and the identification, isolation and control of these "causes" are the underlying principles of all incident prevention techniques.
- c) No person in a Supervisory position can be effective in the job of incident prevention without being convinced that incidents can be prevented and without a constant striving to prevent incidents in their immediate supervisory area.

### 502. Causes of Incidents

Causes of incidents are divided into three major categories:

- a) Acts of Nature (floods, hurricanes, etc.).
- b) Unsafe Physical or Mechanical Conditions.
- c) Unsafe Acts of People.

The greatest percentages of incidents are caused by unsafe acts of people; therefore, emphasis of an incident prevention program should be on the elimination of these unsafe acts.

### 503. Unsafe Acts

- a) The majority of unsafe acts of persons may be assigned to one or more of the following classifications:
- 1) Failure to follow instructions or proper job procedures.
  - 2) Failure to take necessary safety precautions when performing maintenance on equipment, i.e. cleaning, oiling, adjusting, or repairing equipment that is moving, electrically energized, or pressurized.
  - 2) Failure to use available protective equipment such as gloves, goggles, hard-hats, etc.
  - 3) Failure to wear safe personal attire (PPE).
  - 4) Failure to secure a work area or warn others of the safety hazards in the work area.
  - 5) Failure to use equipment properly.
  - 6) Failure to maintain the proper function of safety devices.
  - 7) Failure to exercise common sense when performing job duties.
  - 8) Improper use of hands or body parts.
    - i) Taking an unsafe position or posture.
    - ii) Operating or working at unsafe speeds.
    - iii) Unsafe placing, mixing, combining of hazardous substances.
    - iv) Using tools or equipment known to be unsafe.
    - v) Driving errors.
    - vi) Horseplay.
- b) Unsafe acts are usually brought about by one of the following:
- 1) Lack of knowledge, skill, coordination or planning.
  - 2) Improper attitudes.
  - 3) Physical or mental limitations.
  - 4) Temporary lack of safety mindedness at time of incidents.

## 504. Unsafe Conditions

- a) Most unsafe or hazardous conditions can be grouped into one of the following classifications:
  - 1) Defectiveness, inferiority, or unsuitability of tools, machinery, equipment, or materials.
  - 2) Hazards of surroundings. (Poor housekeeping)
  - 3) Hazards of methods or procedures being implemented.
  - 4) Hazards of improper employee placement. (Person not mentally or physically compatible with job requirements.)
  - 5) Inadequate safeguarding of machinery, equipment, work areas, etc.

## 505. Control of Incident Causes

There are three main methods utilized in the control of incident causes. These are sometimes referred to as “**The Three E's of Safety**” and are outlined in the section below.

To be completely effective, incident prevention controls cannot be applied “hit or miss”. All controls will be directed toward the solution of specific problems, which are based on a collection of facts relating to unsafe acts or unsafe conditions.

### a) Engineering:

- 1) Environmental causes of incidents or unsafe conditions can be eliminated through the application of engineering principles.
  - i) When an operation is mechanically and physically safe, it helps reduce the risk of unsafe acts by Employees. Machines are less apt to fail than humans.
  - ii) It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts.
  - iii) Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and handrails are varied examples of safety engineering at work.

### b) Education and Training:

- 1) Just as safety engineering is the most effective way of preventing environmental incident causes (unsafe conditions), safety education is the most effective tool in the prevention of human causes (unsafe acts).
  - i) Personnel will gain useful knowledge and develop safe attitudes through adequate instruction in safety principles.
  - ii) Safety consciousness developed in personnel through education will be supplemented and broadened by specific, additional instruction in safe working habits, practices and skills.

- iii) Training gives each employee a personal safety tool by developing in them habits of safe practice and operation. This is very important.

c) **Enforcement and Supervision:**

- 1) Usually incidents can be prevented through adequate safety engineering and education. However, there are some people who are a hazard to themselves and others because of their failure to comply with accepted safety standards.
  - i) Strict enforcement of safety practices is imperative, as incidents are frequently the direct result of violations of safety principles. This is particularly true of vehicle incidents, many of which are caused by unsafe acts constituting violations of traffic laws.
  - ii) Department Heads and Supervisors are responsible for enforcing safety standards and regulations. Failure to do so, in some cases, would be condoning conduct which may lead to an incident which otherwise would have been preventable.
  - iii) Violations of safety practices should be backed by prompt corrective action.

**506. Elimination of Unsafe Conditions**

One of the most effective means of preventing incidents is to eliminate unsafe conditions. To talk safety while unsafe conditions exist and remain unaddressed will obviously create a barrier to Employee understanding of, acceptance of, and cooperation in the program.

a) **Supervisor Involvement:**

- 1) The Supervisor must take the initiative in safety-related matters. This should be done without additional instruction from higher authority.
- 2) The principle goal of the Supervisor should be to search out hazardous conditions and eliminate them before they cause work interruption or injury. Too often an unsafe condition is allowed to exist simply because it has not caused an incident yet. The job must be made safe as possible.
- 3) If the elimination of an unsafe working condition is beyond the Supervisor's authority, it is his/her responsibility to bring it to the attention of their immediate Department Head or Risk Management Coordinator.

b) **Procedures for Elimination of Unsafe Conditions.**

- 1) Remove all obstacles and impediments to the safe movement of personnel, vehicles or machines.
- 2) Repair damaged floors, broken steps, broken glass, cracked walls and ceilings.
- 3) Replace worn or damaged tools.
- 4) Install guards for moving parts of machinery, fans, etc.
- 5) Provide protective equipment such as goggles and hard-hats.

- 6) Insist on good housekeeping practices - remove debris, waste material and obsolete or useless equipment.
- 7) Replace worn electrical wiring and fixtures.
- 8) Post signs warning of hazards in certain areas.

## 507. Control of Work Habits

Regardless of the degree of safety built into a job, unsafe actions on the part of human beings will always be a cause of injuries. Teaching employees good work habits means showing them how to do their tasks with less risk to themselves, less spoilage of materials, and less damage to equipment.

### a) Showing the "Why" as Well as the "How".

An Employee, from time to time, may need to be reminded **why** a safety procedure is in place. It may be necessary to insist that an Employee repeat a certain step or work practice to stress the seriousness with which safe practices are regarded by the department.

Demonstrations of "Right" and "Wrong" ways of performing tasks should be conducted as a basis for showing **how** one work habit is preferred over another.

### b) Providing Adequate and Constant Supervision.

- 1) It is important to provide watchful supervision on subsequent performances.

### c) Implementing Disciplinary Action for Failure to Comply.

- 1) When the right way has been presented and agreed to by the individual workers, it is essential that failure to comply be noted. No matter how skillful an Employee may be in performing his duties, if they are not performed safely, the Employee will not be performing acceptably.
- 2) Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action, including discharge if necessary.

## 508. Safety Orientation of New Employees

- a) Attitudes Which Promote Safety Consciousness.
- 1) It is imperative that the Department Head, Supervisor, and fellow Employees exhibit proper attitudes about incident prevention and safety to all new Employees.
  - 2) The new Employee must also be told that unsafe workers will not be tolerated. In addition, Employees should be told that they are always required to obey safety rules and instructions, wear personal protective equipment (PPE) whenever required, and attend safety meetings. These are necessary conditions to be met in order to continue employment with the City.
  - 3) The new Employee will complete a safety orientation process administered by the Risk Management Coordinator. Verification of this orientation will be placed in the employee's permanent personnel file.
- b) Previous Experience is never an Adequate Substitute for Proper Instruction.
- 1) It will never be taken for granted that the previous experience and apparent qualifications of the new Employee mean that "somewhere along the way" they have learned to do the job in a safe manner.  
  
For example, a driver's license plus many years of driving experience does not automatically exempt a newly hired vehicle operator from being thoroughly instructed in safe driving practices. The Employees must be made aware of what is expected of them in their capacity of operating a City vehicle, and they must be checked to assure that this role is understood.
- c) The Supervisor Will Do Review and Follow Up with the New Employee.
- 1) The Supervisor will meet with the new Employee, being sure to point out the possible hazards specific to their job.
  - 2) If possible, the new Employee should be assigned to work with a safety-minded Employee during the first few weeks.
  - 3) The Supervisor will check on the new Employee at frequent intervals.
    - i) The new Employee will be asked about any problems that may have arisen.
    - ii) The new Employee will be reminded of safe work practices.
    - iii) The Supervisor with regard to any tendency of overlooking safety procedures will promptly and vigorously warn the new Employee.
    - iv) New employee will be issued a copy of the Safety Manual.
    - v) **Complete Safety Orientation Form (appendix A)**
    - vi) **Complete Employee Safety Responsibilities Signature Form (appendix B)**

## **SECTION 6 DISCIPLINE POLICY**

### **600. DISCIPLINE POLICY RATIONALE**

Employers are required to promulgate safety policies and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced. We fully expect to have problems when disciplining employees for safety violations. Some issues we anticipate are:

1. Employee accusations of unfair/unequal enforcement.
2. Employee accusations of no enforcement.
3. Using your disciplinary actions to cast a poor light on your personnel practices.
4. Employees trying to get revenge on supervisors or co-workers.
5. Calling into question the character and integrity of the employer by casting a poor light on the employer's supervisory practices and/or personalities.

The key to an effective disciplinary process insures that the rights and obligations of the employer and employee are guarded.

Safety in the workplace is not only a legal requirement but also a sound social policy for employer and employee alike.

The employer, in all cases of alleged misconduct, must conduct a thorough and fair investigation before administering discipline. In addition, the employer must use discipline a fair and consistent fashion. Simply stated, the discipline must reasonably be related to the seriousness of the proven offense and the employee's record. It is essential that the employer administered and not let the employee talk the employer out of administering the penalty.

A fair process requires that the employer inform the employee of the precise nature of the offense and any verbal or written warning tells the employee the consequences of further violations. A fair process also allows the employee to present his/her version of events and any evidence or mitigating circumstances.

### **601. DISCIPLINE POLICY**

- a) Per the City of Troy Personnel Policies and Procedures, employees are expected to display conduct both on and off the job in such a manner as to reflect credit on both the employee and the City. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored. Section 8.3 in the City of Troy Personnel Policies and Procedures outlines the Classification of Offenses. Section 8.3.1.6 Safety Violations is a Group One Offense and is a violation of normal safety practices to include failure to report a work-related accident or injury, accident proneness, or failure to attend safety classes when directed.
- b) When practical, counseling sessions will be used to correct unacceptable conduct by an employee before disciplinary action is required. However, one or more counseling sessions shall not be required before instituting disciplinary action. Appropriate action will be taken after consideration, which could include further training, additional counseling, job change (if possible and qualified), or disciplinary action if required.

- c) These rules are published for the employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that the employee should be familiar with those rules the organization considers to be important. It is also fair that the employee be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.
- d) For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.
  - 1) Based on the severity of the offense, City management reserves the right to discipline employees up to and including termination at any time.
  - 2) Any discipline will be consistent with the personnel policies and departmental rules and regulations.
  - 3) The following disciplinary steps are a guideline to be following by department heads and supervisory staff:
    - i) First Offense: Verbal warning (documented in file)
    - ii) Second Offense: Written warning (documented in file)
    - iii) Third Offense: Suspension without pay (documented in file)
    - iv) Fourth Offense: Dismissal

**In the event that any conflict with local, state or federal law exists, the law will take precedence.**

- a) Group Two Offenses are instances of unacceptable conduct by an employee that are very serious and constitute grounds for dismissal upon the first occurrence of such conduct unless mitigating circumstances, as defined by the department head, render lesser discipline more appropriate. Section 8.3.3.10 Flagrant Safety Violations are defined as flagrant violations of safety practices that might endanger the life or health of the employee or others
- b) For Group Two offenses the first offense will normally constitute grounds for dismissal.



## Section 7 HANDLING OF INJURIES, INCIDENT REPORTING, and INVESTIGATION OF INCIDENTS

### 700. Purpose

A workers' compensation injury is defined as an incidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are definitive State requirements for reporting these injuries, which are summarized in this section and to which conformance by all employees is mandatory.

Naturally, the first thing to do when an incident occurs is to ensure that proper medical treatment is provided.

Incident investigation is important and necessary if future incidents are to be prevented. Investigations are primarily concerned with finding the "cause" of the incident and are not necessarily concerned with fixing "blame".

Investigations must be kept objective, factual, and free from the "punishment" motive, otherwise they will do more harm than good. This is not to say that responsibility may not be fixed where personal failure has caused the incident, or that such person should be excused from the consequences. Investigations also provide information through which recommendations for corrective action can be developed. Corrective action may involve additional training, mechanical revision, and direct supervision or enforcement measures.

However, the investigation itself is concerned only with the facts and the investigating individual or group is best kept free from involvement with the consequences.

#### b) The Principle Purposes of Incident Investigation.

- 1) To determine the cause of an incident so that similar incidents may be prevented through mechanical improvement, better supervision, and/or Employee instruction.
- 2) To publicize the particular hazard among Employees and their Supervisors and to direct attention to incident prevention in general.
- 3) To determine facts bearing on legal liability.

### 701. Handling Emergencies

Judgment is a key factor in handling any emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of an injury, call for help and take every due precaution to preserve life.

- a) The employee/supervisor/management personnel shall call the appropriate emergency service (medical, fire/rescue, police). **Call 911.**
- b) The employee shall notify his/her supervisor.
- c) A drug & alcohol test shall be performed per The City of Troy's Drug & Alcohol Policy.
- d) The employee will follow reporting and investigation requirements.

## **702. Cases to be investigated**

The immediate supervisor and/or Risk Management Coordinator, will **investigate all incidents** and near misses that occur within their jurisdiction of authority. The purpose of the investigation shall be to determine what happened, why it happened, and what steps should be taken to prevent a reoccurrence of the incidents. An incident investigation report shall be filed in writing with the HR office within 72 hours, the Risk Management Coordinator should also be notified.

- a) Every incident, which results in death, disabling injury or City property damage, shall be investigated.
- b) Near-misses or incident resulting in non-disabling injuries will also be investigated because they are equally important from the safety standpoint. An incident that results in only slight injury to a person may easily result in death to the next person.
- c) Notify the Risk Management Coordinator of any and all injury, near miss reports, or incident reporting.

## **703. Persons Making Investigations**

- a) Department Heads or Designee:
  - 2) Are responsible for immediately notifying the Human Resources Department whenever a "lost-time" injury occurs.
  - 3) Every incident will be formally investigated. The Department Head and/or Risk Management Coordinator shall make investigation of all incidents and injuries.
  - 4) All near miss and/or incident reports should also be forwarded to the Risk Management Coordinator.
  - 5) Notify the Risk Management Coordinator of any and all injury, near miss reports, or incident reporting.
- b) Supervisors:
  - 1) A Supervisor shall be required to investigate and document every incident and near miss, which involves personnel or equipment under his or her supervision. This should be for the purpose of taking or recommending corrective action, or preventing recurrence of similar incidents.

## **704. Procedures for Making Investigations**

Each investigation should be started as soon as possible after the incident. A delay of only a few hours may permit important evidence to be destroyed, or removed, intentionally or unintentionally.

The following guides are to be used by persons conducting investigations:

1. Arrive at Incident Scene Promptly: In order to obtain facts while they are still fresh, investigators should arrive at the scene as soon as possible after an incident has been reported.
2. Conduct Interviews With Involved Parties: The injured person, the Supervisor and all witnesses will be interviewed to obtain results, and allow each person to relate what happened in his own way. The investigator, if necessary, should make only brief notes, at this time. Complete, formal statements, if required, can be made later.

3. Note Conditions and Evidence: Record information as to conditions present at the time of the incident. These could relate to weather, mechanical defects, or other unsafe working conditions. Also note any physical evidence that is available. If possible, photographs should be taken of the scene.
4. Note Any Reference to Unsafe Acts: Note any reported unsafe acts that may have contributed to the incident.

## **705. Reports of Investigation**

Written reports of investigation will be as complete as possible, preferably in narrative form. The report should include information that would answer the following questions:

WHO was injured or WHAT was damaged?

- HOW did the incident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons, equipment, materials and conditions were involved?
- WHY did the incident happen?

The investigator must be particularly thorough in determining the WHY of each incident. For example, in the case of an Employee receiving an eye injury, the investigator might list the cause as "failure to wear goggles". The WHY of this incident is: "Why didn't the Employee wear goggles? Were goggles available? If so, was the Employee instructed to wear them? If so, why didn't the Employee wear them?"

- WHAT could and should have been done to prevent it and similar incidents?

## SECTION 8 MOTOR VEHICLES

The following is a guideline pertaining to the use of motor vehicles owned by the City of Troy.

### **800. Use of Vehicles**

- a) Reckless driving will NOT be tolerated, even on emergency calls.
  - 1) The City of Troy Police Department and/or other Law Enforcement Agency, will investigate incidents involving City vehicles.
  - 2) The Risk Management Coordinator will be provided a copy of the investigative report by the investigating agency.
  - 3) The Supervisor in coordination with the Risk Management Coordinator will ensure that all the necessary reports are made and proper action is taken in accordance with rules and regulations.
- b) **Seat belts: in All City own vehicles are mandatory; also if you are using your personal vehicle (POV) on city time wearing your seat belt is mandatory.**
- b) Any city employee operating a city-owned vehicle or a POV on city business must adhere to the City of Troy Vehicle & Equipment Usage Policy.

### **When an Incident Occurs**

When City vehicles are involved in any incident, **STOP IMMEDIATELY**, the immediate Supervisor must be called at once regardless of the extent of damage to the vehicles or whether or not personal injury has occurred.

- Set out and or turn on warning devices.
- Call 911, (police/fire/ems).
- If you have no radio equipment and or phone, stop a passerby and ask him or her to call for help.
- Assist injured persons, but DO NOT move if likely to cause further injury.
- The radio dispatcher should be notified immediately of conditions surrounding the incident request a police officer and supervisor.
- Give your name, address, employer name and phone number to police.
- Discuss details **only** with your supervisor, and the investigating police officer.
- If you strike an unattended vehicle and owner cannot be located you **MUST** call the Police Department for a report, and notify a supervisor.
- Protect the vehicle from any further damage.
- Complete driver's report at incident scene using the Incident Reporting.

- Drivers subject to post incident testing shall remain readily available for such testing.
- Post incident drug and alcohol testing is required of each driver who was driving a vehicle. As well as severe personal injury or loss of life resulting from the incident or, the driver has been issued a citation for a moving traffic violation resulting in the incident.
- Personnel may be subject to disciplinary action when damage to City vehicles results from their carelessness or poor judgment.

### **801. General Maintenance of City Vehicles**

- Personnel who have vehicles assigned to them shall be held personally responsible for their condition.
- When a vehicle breaks down, the operator shall immediately notify the immediate Supervisor. The Supervisor will instruct the operator in accordance with the rules and regulations.
- Personnel are responsible for the cleanliness of the vehicle. They shall keep windshields and windows clean so that vision will not be impaired.
- Proper tire pressure must be maintained.
- No personal equipment shall be installed on City vehicles without prior approval from the Department Head.
- Personnel must not push or tow any vehicle or object with a City vehicle unless said vehicle is properly equipped for such purpose.
- No City vehicle will be allowed to jump a battery with any privately owned vehicle.

### **803. Physical Safety of City Vehicles**

- a) Except in extreme emergencies, personnel are forbidden to leave vehicles unlocked when they contain City property or other valuables.
- b) Under no circumstances are ignition keys to be left in the vehicles.
- c) Engines are to be turned off when vehicle is not in use and unit is left unattended.
- d) Persons who are permanently or temporarily subject to recall and who have vehicles assigned to them will keep the vehicles either at their homes or at the designated area for the vehicle, whichever is determined necessary for administrative efficiency by the Department Head. In making such determination, the Department Head shall regulate the use of assigned vehicles according to the following classifications:
  - d) Persons to whom City vehicles are assigned vehicles shall monitor the two-way radio when using the vehicle.

## **SECTION 9 HAZARD COMMUNICATION PROGRAM**

### **900. Hazard Communication Program**

Employees who might be exposed to toxic substances during the course of their work shall be informed of the nature and hazards of these substances.

- a) Engineering and administrative controls shall be implemented, whenever feasible, to maintain concentration levels below the levels established.
- b) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

### **901. PURPOSE**

1. This Administrative Regulation sets forth policy and procedures relating to Hazard Communication compliance by compiling hazardous chemical lists, by using Material Safety Data Sheets (MSDS's), by ensuring that containers are labeled, and by providing employees with training.

### **902. POLICY**

1. All Department Heads and Supervisors will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.
2. Under this program, employees will be informed of.
3. The contents of the hazard communication standard.
4. The hazardous properties of in-house chemicals with which they work.
5. Safe handling procedures.
6. Measures to take to protect oneself from these chemicals.

### **903. List of In-House Hazardous Chemicals**

The Department Heads or their designee will ensure that a list of all hazardous chemicals used in any City building is compiled, and will update the list as necessary.

The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located at specified locations within each department.

#### 904. Material Safety Data Sheets

- a) MSDS's provide employees with specific information on chemicals they may be exposed to. The Department Heads or designee will maintain a binder in each facility with an MSDS on every substance on the list of hazardous chemicals MSDS Index. A master MSDS manual will be maintained at the Troy Fire Department.
- b) Department Head or their designee shall be responsible for acquiring and updating MSDS's. The Department Heads or designee shall contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment received by the City of Troy.

#### 905. Labels

- a) The Department Heads or their designee shall ensure and verify that all containers received for use are properly labeled (**NFPA 704 label**) as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer, importer, or responsible party.
- b) If you transfer chemicals from a labeled container to a portable **container** that is intended only for your **immediate use, labels are not required on the portable container.**

#### 906. Training

- a) Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals by the Department Heads or designee.
- b) Employees will be required to sign a form to verify that they have received training, received written material, and understand the policies on hazard communication. A copy of any documentation should be made available to the Risk Management Coordinator when complete.

#### 907. Contractor Employees

- a) Each contractor bringing chemicals on-site must provide the City with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

#### 908. Handling Chemicals

All Employees should be aware that all chemical products may be potentially harmful or dangerous if improperly mixed or applied or when used without protective equipment or in a manner not consistent with the manufacturers guidelines. Many commonly used products not commonly regarded as "hazardous" are, in fact, chemicals and can cause injury if not properly used. Extreme care should be used at all times by personnel who are working with acids, caustics, solvents, pesticides, toxic, petroleum based or other chemical products (specific rules for certain activities and/or use of specific chemicals are provided in departmental safety policies and procedures).

Basic safety information relating to the usage of chemicals is outlined as follows:

Material Safety Data Sheets (MSDS) will be obtained from the manufacturer or supplier for all hazardous chemical products used by the City.

The MSDS will be kept in the appropriate departments and made available to Employees on request.

Always consult the MSDS before working with a new product. The MSDS provides information on the product such as: the physical and health hazards, proper handling methods, spill cleanup data, fire fighting information and required protective equipment.

Never mix chemical products unless it's safe to do so. Many common products are incompatible or become unstable when mixed. Consult the MSDS or ask a knowledgeable superior.

First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital if you suffer an injury or illness due to contact with or exposure to a chemical.

All containers of chemicals must be labeled.

When using small quantities of a chemical, use the entire chemical or return it to the original container.

Never leave any quantity of hazardous material in an unlabeled or improper container.

No food or drink shall be allowed in areas where potentially toxic or harmful chemicals are stored, mixed or otherwise handled.

Caution should be used to avoid spills or splashes when handling chemicals. Spilled chemicals should be cleaned up and properly disposed of immediately.

Wash hands frequently.

Wear protective clothing, respiratory protection, rubber gloves, protective goggles and face shield when required. The safe way to handle chemicals is as if they are all dangerous.

Ensure adequate ventilation. Do not use chemicals, which release toxic, noxious or harmful vapors or fumes in a confined space or an area, which is not adequately ventilated.

Keep fire and flames away from flammable materials.

In case of a chemical fire, use only the correct extinguishing agent. Be aware of noxious or toxic fumes. If a fire cannot be safely and quickly extinguished, notify the Fire Department and leave the area.

If you are exposed to a chemical product, take immediate first aid precautions and seek medical assistance. First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital.

If acid or caustic materials come in contact with the eyes or skin, flush immediately with large amounts of water. Get medical attention for any eye injury.



# **APPENDIX**

**CITY OF TROY  
SAFETY ORIENTATION FORM**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date Hired: \_\_\_\_\_

**Check Appropriate Employee Status:**

New Employee:  Full-time:  Part-time/Seasonal:  Rehire:

**Check Completed Items:**

- Purpose of orientation
- Reporting of incidents to supervisor immediately
- Tour of facilities and equipment
- Vehicle safety

**First Aid/Kit:**

- Obtaining treatment
- Location in facilities
- Emergency Telephone Numbers

**Potential hazards on the job:**

- What they are
- How to use equipment safely
- Care and use of personal protective equipment

**What to do in event of emergencies:**

- Exit locations and evacuation routes
- Use of fire fighting equipment (extinguisher, hose)
- Specific procedures (medical, chemical, fire, etc.)
- Emergency Telephone Numbers

**The total safety program:**

- Function of Safety Committee
- Introduced to Safety Committee Representative
- Safety policies and procedures

**Personal work habits:**

- Proper lifting techniques
- Horseplay, good housekeeping, no smoking policy
- Safe work procedure
- Proper use of equipment

We have discussed the items checked above. I will consciously try to perform my assigned duties safely.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF TROY  
EMPLOYEE SAFETY RESPONSIBILITIES SIGNATURE FORM**

**As an employee of the City of Troy I will:**

Observe all City of Troy safety rules and apply the principles of incident prevention in my day-to-day duties.

Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.

Report hazardous conditions (unsafe equipment, floors, materials) and unsafe acts to my supervisor, Safety Committee representative, or Risk Management Coordinator promptly.

Observe all hazard warnings and no smoking signs.

Keep aisles, walkways and working areas clear of slipping/tripping hazards.

Know the location of fire/safety exits and evacuation procedures.

Keep all emergency equipment such as fire extinguisher, fire alarms, fire hose, exit doors and stairways clear of obstacles.

Not report for work under the influence neither of alcoholic beverages or drugs nor to consume them while on City of Troy property.

Refrain from fighting, horseplay, or distracting my fellow workers.

Observe safe operating procedures for all equipment I am authorized to operate.

Follow proper lifting procedures at all times.

Ride as a passenger in a vehicle only if it is equipped with a passenger seat.

Be alert to see that all guards and other protective devices are in their proper places when operating equipment.

Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving objects or other sources of entanglement, or around electrical equipment.

Actively participate in the City of Troy's efforts to provide a safety management program.

I hereby acknowledge that I have received a copy of the employee safety responsibilities form, safety policy, and that my responsibilities were explained to me.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF TROY  
INCIDENT / INJURY REPORT**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION OR DEPARTMENT: \_\_\_\_\_ OTHER: \_\_\_\_\_

NATURE OF INCIDENT (FALL, DAMAGE, ETC.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE ON SCENE: \_\_\_\_\_ FIRE ON SCENE: \_\_\_\_\_

PHOTOS TAKEN: \_\_\_\_\_ BY WHOM: \_\_\_\_\_

PERSONS INVOLVED

NAME: \_\_\_\_\_ AGE OR DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

INJURY: \_\_\_\_\_ NATURE OF INJURY: \_\_\_\_\_

MEDICAL TREATMENT: \_\_\_\_\_ WHO WAS TREATED: \_\_\_\_\_

TREATMENT PROVIDER: \_\_\_\_\_ OTHER: \_\_\_\_\_

WITNESSES

NAME: \_\_\_\_\_ AGE OR DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE OR DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSON REPORTING: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE CITY OF TROY  
NEAR MISS REPORT**

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and /or correct these potential accidents/incidents immediately. Please complete this form as a means to report these near-miss situations.

Department/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM or PM

Please check all appropriate conditions:

Unsafe Act

Unsafe equipment

Unsafe Condition

Unsafe use of equipment

Description of incident or potential hazard:

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**NEAR MISS INVESTIGATION**

Description of the near-miss condition:

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Causes (primary & contributing):

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Corrective action taken (Remove the hazard, replace, repair, or retrain in the proper procedures for the task):

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Signed: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Not completed for the following reason: \_\_\_\_\_

Management: \_\_\_\_\_

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

## THE CITY OF TROY EMPLOYEE HAZARD COMMUNICATION TRAINING RECORD

The following employee(s) have completed training in Hazard Communication. Each trained employee is now knowledgeable in all different training topics covered in the City of Troy Hazard Communication/Safety Policy.

- Policies and procedures related to the Hazard Communication Standard.
- Location of the written Hazard Communication Program.
- Physical and health hazards of hazardous substances in their work area.
- How to prevent or reduce exposure to hazardous substances.
- Personal protective equipment.
- Methods/observation/techniques to determine the presence or release of hazardous chemicals.
- How to read and interpret MSDS.
- Location of MSDS.
- Work practices that result in exposure.
- Procedures to follow if exposure occurs.
- Emergency response procedures for hazardous chemical spills.

Employee's Name	Employee's Signature	Date of Training	Trainer	Trainer's Signature