



Town of Blades  
OFFICE OF MAYOR & COUNCIL  
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## **10.0 SAFETY AND HEALTH**

### **NEW 10.5 DRIVING RECORDS**

Annual driving record reviews will be conducted to ensure that employee's licenses are current and appropriate for the class of vehicle they use.

### **NEW 10.10 ON-THE-JOB ACCIDENTS**

All on-the-job accidents, injuries, potential safety suggestion and health and safety related issues must be reported immediately to the Town Administrator. All employees are subject to post-accident alcohol and drug testing as a condition of continued employment with the Town of Blades. On-The-Job accidents also include but not limited to motor vehicle accidents while on town time and/or in a town vehicle.

If an employee is seriously injured, the employee should contact outside emergency response agencies. If an injury does not require medical attention, an Employee Report of Accident Form must be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Workers' Compensation Benefits Form, available from the Town Administrator, must be completed in all cases in which an injury requiring medical attention has occurred.

In cases where injuries requiring the absence of the employee from work at the direction of a physician, hospital, or other medical professional occur, the employee must provide a note from the physician authorizing the employee's return to work after recuperation from the injury.

In cases where injuries requiring light duty and/or the absence of the employee from work at the direction of a physician, hospital, or other medical professional occur, the employee must provide a note from the physician authorizing the employee's return to work and whether the employee has limitations in performing his/her duties.

Failure to comply can result in disciplinary action as stated in this personnel policy and subject to section 10.6.

## **NEW 10.11 Safety Workplace Program**

### **SDS \*Safety Data Sheets**

For every chemical kept on the town property there must be an SDS sheet on file with the Water/Maintenance Department and with the Town Administrator. OSHA has standards for the SDS that is to be followed by the town.

### **Back Safety & Lifting Techniques**

Proper lifting techniques are critical to back safety. The techniques are kept in the copy/file room for your reference. Follow these techniques at all times. A copy is also included with the program.

### **Council and Employee Involvement**

Council commits the necessary resources to ensure that all persons on the worksite are protected from injury and illness hazards. Council establishes and reviews annually the site's safety and health policy and ensures that all employees know, understand, and support that policy. Council, with input from hourly employees, develop an annual safety and health goal with objectives and action plans to reach that goal. At the end of each year Council and the Town Administrator, with input from hourly employees, evaluate progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal. This evaluation, which also includes an evaluation of the overall safety and health program, results in a written report that includes the next year's goal, objectives, and action plans, including any remaining action needed to accomplish the current year's goal.

Council ensures that all employees, including themselves, have clearly written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities. Also, council ensures that all employees receive performance evaluations that include a written evaluation of the accomplishment of assigned safety and health responsibilities.

Council ensures that all visitors to the site, including contract and temporary labor, co-op students, interns, vendors, and sales people, have knowledge of site hazards applicable to them and how to protect themselves against those hazards, including emergency alarms and procedures. Council also ensures that these visitors do not introduce to the site hazards that can be prevented or that are not properly controlled.

Council ensures that at least several avenues exist for employee involvement in safety and health decision making and problem solving. These avenues may include serving on committees and ad hoc problem solving groups, acting as safety observers, assisting in training other employees, analyzing hazards inherent in site jobs and how to protect against those hazards (writing JHAs), and planning activities to heighten safety and health awareness. Council encourages employees' involvement and devises appropriate recognition for outstanding employee participation.

*Suggested documents to implement this element.*

- Worksite policy (note how this policy is communicated to the work force and visitors);
- Current year's goals, objectives, action plans, and program evaluation;

- Job descriptions that include safety and health responsibilities;
- Performance evaluations that include an evaluation of safety and health responsibilities;
- Orientation outline for all site visitors, including contractors;
- Evidence of employee involvement, such as committee minutes or other records of employee participation in safety and health program decisions.

### **Worksite Analysis**

Council hires outside consultants as necessary to conduct baseline surveys that identify all safety and health hazards at the site at the time of the survey. All hazards found during these surveys are eliminated whenever possible or controlled. All employees who may encounter the controlled hazards are trained in appropriate job procedures to follow to protect themselves from these hazards. (State of Delaware: Workplace Safety Program)

Council establishes change procedures to follow whenever the site experiences changes in equipment, material, or processes. To ensure employee protection, these change procedures include consideration of safety and health in the selection of the change, equipment and process shut down procedures, startup procedures, and phase hazard analysis. Appropriate employees are trained to follow these procedures.

Council and employees work together to analyze safety and health hazards inherent in each job site and to find means to eliminate those hazards whenever possible, and otherwise to protect persons against those hazards. These job hazard analyses (JHAs) are revised as appropriate, for example, following a change in the job, the reappearance of a hazard, or an accident at this job.

All employees at this site are trained to recognize hazards and to report any hazard they find to the appropriate person so that the hazard can be corrected as soon as possible. In addition to taking immediate action to report a hazard orally and to provide interim protection, if necessary, including stopping the work causing the hazard, employees may submit a safety work order to the Town Administrator, or they may submit a safety suggestion form. Safety work orders take priority over any other work order. All employee reports of hazards must be eventually written, with the correction date recorded. These reports are posted in the lunch room until the hazard is corrected and then are kept on file in the Town Administrator's office for three years. During that time they are available for employee review.

Any near miss, first aid incident, or accident is investigated by the Council and Town Administrator. All investigations have as a goal the identification of the root cause of the accident, rather than assigning blame. All accident reports are posted in the lunch room and are open to comment by any employee. The Council and Town Administrator assign responsibility to appropriate employees for correcting any hazards found and for assigning a date by which the correction must be completed.

As part of the annual safety and health program evaluation, the Town Administrator reviews all near misses, first aid incidents, and entries on the OSHA 300 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The results of this analysis are considered in setting the goal, objectives, and action plans for the next year.

*Suggested documents to implement this element.*

- Results of baseline safety and health surveys, with notation of hazard correction;
- Forms used for change analyses, including safety and health considerations in the purchase of new equipment, chemical, or materials;
- JHAs;
- Employee reports of hazards;
- Site safety and health inspection results, with hazard corrections noted;
- Accident investigation reports, with hazard corrections noted;
- trend analyses results.

### **Hazard Prevention and Control**

Council ensures that this priority is followed to protect persons at this site: (1) Hazards will be eliminated when economically feasible, such as replacing a more hazardous chemical with a less hazardous one; (2) Barriers will protect persons from the hazard, such as machine guards and personal protective equipment (PPE); (3) Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

Council ensures that the worksite and all machinery is cared for properly so that the environment remains safe and healthy. If maintenance needs exceed the capability of the worksite employees, contract employees are hired to do the work and are screened and supervised to ensure they work according to the site's safety and health procedures.

All employees are held accountable for obeying site safety and health rules. The following four step disciplinary policy will be applied to everyone by Council/Commissioner:

- oral warning;
- written reprimand;
- three days away from work;
- dismissal

Visitors, including contractors who violate safety and health rules and procedures, will be escorted from the site. The disciplined person may request a review of the disciplinary action to Council for a hearing and final determination.

Through consultants, Council has assessed all work at this site and determined that the following OSHA standards apply to the site's work. Individual safety and health programs for each of these standards have been written and implemented. Employees affected by these standards have been trained to understand them and to follow the programs' directions. These standards are:

Emergency Plan & Fire Prevention  
 Driver/Vehicle Safety  
 Lifting/Back Safety  
 Required PPE, Including Respiratory Protection

Chemical Hazard Communication (SDS)  
 Respiratory Protection  
 Portable ladders

*Suggested documents to implement this element.*

- Preventive Maintenance Schedule
- Disciplinary program and records
- Site Rules

- Written Programs mandated by OSHA
- Maintenance records
- Emergency drill procedures and critiques
- Health surveillance and monitoring records
- Reports and investigations of near misses, first aid, and OSHA 300 logs

### **Training**

Council believes that employee involvement in the site's safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. Therefore, training is a high priority to ensure a safe and healthy workplace. Finding time and knowledgeable personnel to do effective training is vital. Each year Council will pay special attention to the evaluation of the year's training efforts to look for methods of improvement.

Currently, all new employees receive safety and health orientation before they begin work.

All employees are encouraged to suggest qualified trainers, including themselves. Council is responsible for ensuring that all training offered at the site is conducted by qualified persons.

*Suggested documents to implement this element.*

- List of yearly training topics with name of trainer and his/her qualifications;
- Yearly training class schedule with attendance lists;
- Individual employee training records with evidence of subject mastery

## Appendix F

### Back Safety & Lifting Techniques

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Proper lifting technique is critical to back safety, but perhaps more important is proper planning. Before you lift that box, or tool, or piece of equipment, take a moment to consider your action:

- ❖ Do you need to lift the item manually?
- ❖ How heavy is it?
- ❖ Where are you moving the item from?
- ❖ Where does it have to go?
- ❖ What route do you have to follow?

Many times the item you are moving could be moved with a piece of equipment - a dolly, a handtruck, a forklift. Consider using mechanical help wherever possible. If the item needs to be moved manually, and it is heavy or ungainly, ask for help. When using mechanical help, remember to push, not pull - you'll have more control, and greater leverage. Fasten the load to the equipment, so sudden stops or vibration don't jar it off. When moving an item from a hard-to-reach place, be sure to position yourself as close to the load as possible. Slide it out to get it closer, and be sure that you have adequate room for your hands and arms. Be aware of adjacent obstructions, on either side or above the load. Think about where the item will be placed once you've lifted it - will it be overhead? Under an overhang? In a narrow spot? Try to allow yourself as much room as possible to set the load down. You can always shift it slightly later. Check your path from place to place - remove tripping hazards, protect openings, set up a "well wheel" or a "bucket and line" if you need to get materials up a ladder. Make sure that the lighting is sufficient to see where you are going. Stabilize uneven or loose ground, or choose an alternate route. The shortest way isn't always the fastest, or the safest.

As in life in general, moderation and balance are important considerations in care and maintenance of your back. You need the correct proportions of strength, flexibility, and overall quality of life to eliminate or minimize back injuries. You need to exercise, eat right, and stretch as often as possible to help prevent injuries, and to recover more quickly if injured. In addition, a reduction in stress levels can help to relieve the muscle tension that can contribute to injuries.

Remember that most back injuries can be attributed to one of these five causes:

- 1) Posture
- 2) Body Mechanics/Work Habits
- 3) Stressful Living
- 4) Loss of Flexibility
- 5) Poor Conditioning

Also consider that not all back injuries are a result of sudden trauma - most are of a cumulative type, where a repeated minor injury has flared up, or continued use of a heavy tool in the same position has caused pain, or a great deal of time is spent in the same position. Familiarize yourself and practice these techniques when lifting items on the job and at home:

## Proper Lifting Techniques

Squat to lift and lower. Do not bend at the waist.

Keep your low back bowed in while bending over.

Keep the weight as close to you as possible.

Bow your back in and rise up with your head first.

If you must turn, turn with your feet, not your body.

Never jerk or twist!

Put the weight down by keeping your low back bowed in.

Keep your feet apart, staggered if possible.

Wear shoes with non-slip soles.



**The wrong way!**

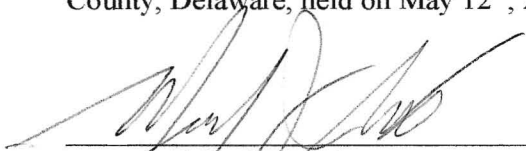


**The right way!**

**Risk Factors for Back Injury**

Lifting with your back bowed out.
Bending and reaching with your back bowed out.
Slouched sitting.
Twisting or jerking movements.
Lack of proper rest.
Obesity and poor nutrition.
Stressful work and living habits.

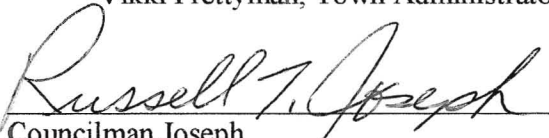
PASSED AND ADOPTED at a Public Meeting of the Town of Blades Town Council, Sussex County, Delaware, held on May 12<sup>th</sup>, 2014.

  
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Mayor Michael J Smith

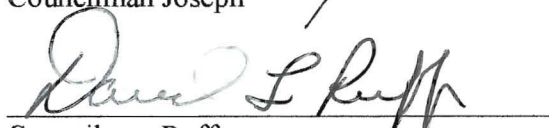
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Date

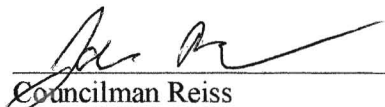
Attest:   
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Vikki Prettyman, Town Administrator


May 12<sup>th</sup>, 2014  
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Date

  
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Councilman Joseph

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Councilman Chaffinch

  
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Councilman Ruff

  
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Councilman Reiss

  
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Councilman Atkinson

