



Town of Columbus

PO BOX 146 · Columbus, NC 28722

Safety Program Policy

- 1) It is the policy of the Town of Columbus to provide a safe and healthful environment for all employees. Safety and health programs dedicated to the elimination of causes of accidents will be emphasized. These ongoing programs are intended to provide the knowledge and the motivation necessary to eliminate unsafe work practices / conditions and to reduce the potential for accidents and personal injury. Every employee is obligated to observe safe practices and obey all safety rules.
- 2) Safety Responsibilities
 - a) Program Coordinator Responsibilities
 - i. Insure that a Town department-wide safety committee is formed and is carrying out its responsibilities as described in this program.
 - ii. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
 - iii. Evaluate Supervisors each year to make sure they are carrying out their responsibilities as described in this program.
 - b) Supervisor Responsibilities
 - i. Insure that incidents that occur are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
 - ii. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed and to the Safety Coordinator.
 - iii. Insure that each employee you supervise has received an initial orientation before beginning work.
 - iv. Insure that each employee you supervise is competent or receives on-the-job training on safe operation of equipment or tasks before starting work on that equipment, project, or any new work assignment.
 - v. Insure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE, and that he/she is trained on any new PPE.
 - vi. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
 - vii. Investigate all incidents in your area and report your findings to your department head and to the Safety Coordinator
 - viii. Inform other employers/subcontractors of our safety/health program requirements prior to commencing work
 - ix. Talk to your department about changes to work practices or equipment that will improve employee safety.
 - c) Employee Responsibilities
 - i. Follow safety rules described in this program, OSHA safety standards and training you receive.
 - ii. If any safety rule in this program or in any training material you receive is unclear, inform your supervisor immediately.
 - iii. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.



Town of Columbus

PO BOX 146 · Columbus, NC 28722

- iv. Report all work-related injuries and illnesses to your supervisor promptly regardless of how serious.
 - v. Report all near-miss incidents to your supervisor promptly.
 - vi. Always use personal protective equipment (PPE) in good working condition where it is required.
 - vii. Do not remove or defeat any safety device or safeguard provided for employee protection.
 - viii. Encourage co-workers by your words and example to use safe work practices on the job.
 - ix. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.
- d) Safety Coordinator
- i. Responsible for enforcement and communication of all safety and health programs.
 - ii. The primary responsibility to take prompt corrective action whenever unsafe conditions exist.
 - iii. Will determine if an incident must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
 - iv. Enter a recordable incident within seven days after the company becomes aware of it.
 - v. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
 - vi. During the quarterly safety meetings, the Safety Coordinator shall make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.
- 3) Safety Committee
- a) The Town of Columbus shall have a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program.
 - b) The Safety Coordinator shall facilitate all committee activities.
 - c) Safety Committee members will serve for two (2) years.
 - i. Terms may be staggered.
 - ii. Vacancies shall be filled by a vote of the remaining Safety Committee members.
 - d) The committee shall be co-chaired by the Safety Coordinator and the Town Manager.
 - e) The Safety Committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:
 - i. Review the safety program upon establishment and yearly thereafter.
 - ii. Review incidents involving work-related fatalities, injuries/illnesses, near-miss incidents and safety/health complaints.
 - iii. Review Town work injury/illness records (other than personally identifiable medical information), and other reports/documents relating to occupational safety/health.
 - iv. Conduct inspections at least semi-annually and in response to employee/committee complaints.
 - v. Conduct interviews with employees during inspections.
 - vi. Conduct meetings at least quarterly and keep written minutes.
 - vii. Observe the measurement of employee exposure to toxic materials and harmful physical agents.



Town of Columbus

PO BOX 146 · Columbus, NC 28722

- f) The regularly scheduled meeting time is 9:00 am on the first Wednesday of every third month, in the conference room. This may be changed by vote of the committee.
- g) A committee member will be designated at each meeting to keep minutes.
 - i. A copy will be presented to the Town Clerk for filing after each meeting.
 - ii. Minutes of the Safety Committee are a permanent record.

- 4) Management and the Safety Committee will regularly check the workplace for hazards, will periodically review injury records, and will investigate all incidents to determine their cause. We will take prompt action to eliminate any hazards we find.

- 5) The Town of Columbus will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace and will require employees to use personal protective equipment (PPE).

- 6) Training is an essential part of our plan to provide a safe work place for the Columbus.
 - a) Employees are responsible to complete assigned training courses within the required time period
 - b) Supervisors are responsible for insuring that all employees are trained before they start a task that requires training.
 - c) Supervisors are responsible to verify that each employee has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced), any training needed to do the job safely, and that the employee file documents the training.
 - d) Supervisors will coordinate training needs with the Safety Coordinator.
 - e) The Safety Coordinator will make sure that an outline and materials list is available for each training course we provide and that written compliance plans are in place and current.

- 7) Town employees are expected to use good judgment when doing their work and to follow established safety rules. An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death. Other violations of any rule or unacceptable behavior will be handled in the following manner:
 - a) First Instance - verbal warning, notation in employee file, and instruction on proper actions.
 - b) Second Instance - written reprimand and instruction on proper actions.
 - c) Third Instance – 1-5 day suspension without pay, written reprimand, and instruction on proper actions.
 - d) Fourth Instance - termination of employment.