



Safety and Health Program

Safety & Health Programs & Committees

Management Commitment

Safety and Health Policy

The Town of Shallotte places a high value on the safety and health of our employees. We are committed to providing a safe workplace for all employees and have developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety and health policy of this town that no task is so important that an employee must violate a safety and health rule or take the risk of injury or illness to get the job done.

Employees are required to comply with all town safety and health rules and are encouraged to actively participate in identifying ways to make our town a safer place to work.

Supervisors are responsible for the safety and health of their employees and, as a part of their daily duties, must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety and health committee composed of management and selected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors, and we will establish a disciplinary policy to ensure that town safety and health policies are followed.

Safety and Health Responsibilities

Manager Responsibilities

- Ensure that sufficient employee time, supervisor support and funds are budgeted for equipment, training and carrying out the safety and health program.
- Evaluate supervisors each year to make sure they fulfill their responsibilities as described in this program.
- Ensure that incidents are fully investigated, and corrective action is taken to prevent hazardous conditions or behaviors from happening again.
- Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
- Set a good example by following established safety and health rules and attending required training.
- Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities

- Ensure that each employee has received initial orientation before beginning work.
- Ensure that each employee is competent or has received training in the safe operation of equipment or tasks before starting work.
- Ensure that each employee receives the required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Perform a daily safety check of the work area. Promptly correct any hazards you find.
- Observe the employees you supervise while they are working. Promptly correct any unsafe behavior. Provide additional training and take corrective action, as necessary.

Note: This document is intended to be consistent with existing OSHA Specific standards; therefore, if an area is considered by the reader to be inconsistent with a standard, then the OSHA Specific standard should be followed.

- Document employee evaluations.
- Set a good example for employees by following the safety and health rules and attending required training.
- Investigate all incidents in your area and report findings to management.
- Talk to management about changes to work practices or equipment that will improve employee safety and health.

Employee Responsibilities

- Follow the safety and health rules established by the town. Report unsafe conditions or actions to your supervisor or safety and health committee representative promptly.
- Report all work-related injuries and illnesses to your supervisor promptly, regardless of how minor they may seem.
- Report all near miss incidents to your supervisor promptly.
- Always use personal protective equipment that is in good working condition when it is required.
- Do not remove or bypass any safety device or safeguard provided for your protection.
- Encourage your co-workers to use safe work practices on the job.
- Make suggestions to your supervisor, safety and health committee representative, or management about changes that will improve employee safety and health.

Employee Participation

Safety and Health Committees and Meetings

The Town has formed a safety and health committee to help employees and management work together to identify safety and health problems, develop solutions, review incident reports, and evaluate the effectiveness of the safety and health program. The committee should be made up of management-designated representatives and employee-selected representatives from all areas within the town.

Employees from each operational area may volunteer to be a representative on the committee.

Volunteering or selected representatives should be willing to serve for at least two years before stepping down or being replaced.

Management representation should not outnumber employee representation. If the town employs a medical professional on staff, it is recommended that this individual serve on the safety and health committee as well but at least an individual who manages the workers' compensation, injury, and illness, and first aid logs.

A chairperson should be selected by a majority vote by the committee members each year. If there is a vacancy, the same method should be used to select a replacement. The duties of safety and health committee members include:

- Conducting a monthly self-inspection of the area they represent.
- Communicating with the employees they represent on safety and health issues.
- Encouraging safe work practices among co-workers.
- Reviewing the injury, illness and first aid logs for trends and conducting a separate investigation of any incident (if determined appropriate).
- Providing any recommendations to management for consideration.

The safety and health committee should meet at least quarterly. Each area committee member should bring information from the monthly inspections of their areas and any concerns from the employees in the area they represent. Using this information, the committee can help identify safety and health problems, develop solutions, review incident reports, provide training, and evaluate the effectiveness of the safety and health program.

A committee member will be designated to keep minutes. A copy of the minutes will be posted in a place where all affected employees have access to them. The town should archive meeting minutes for one year for follow-up/review purposes.

General Employee Safety Meetings

All employees are required to attend a monthly safety and health meeting as a regular part of their training. This meeting will help identify safety and health problems, develop solutions, provide training, and evaluate the effectiveness of the safety and health program.

An employee will be designated each month to keep the minutes. A copy of the minutes will be posted in a place where all affected employees have access to them. The town should archive meeting minutes for one year for follow-up/review purposes.

The Police, Fire and Public Works Department incorporate safety and health topics in monthly training and are reflected in the formal lesson plans.

Recordkeeping and Reporting

29 CFR Part 1904—Recordkeeping provides the recordkeeping requirements for recording and reporting injuries and illnesses. 29 CFR 1910.1020—Access to Employee Exposure and Medical Records for general industry, or 29 CFR 1926.33—Access to Employee Exposure and Medical Records for construction, provides the recordkeeping requirements for employee exposure and medical records referenced in many health standards. The North Carolina Industrial Commission (NCIC) administers the Worker’s Compensation Act

Injuries and Illnesses Reporting

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes will be entered on the first aid log. The employee will use an “*Employee’s Incident Report*” form (or Workers’ Compensation Form 18) to report more serious/compensable injuries.

The supervisor will:

- Investigate all injuries and illnesses in their work area, including serious first-aid cases and near miss incidents. Complete an “*Incident Investigation Report*” form and *Supervisor’s Incident Investigation*” form immediately following the incident.
- Provide all incident investigation report forms to the safety and health manager/town medical professional or HR/personnel office within three days of the incident.

The safety and health manager/town medical professional/HR or personnel manager will:

- Determine from the Employee’s Incident Report form, Incident Investigation Report form and any claim form associated with the incident whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form. (The N.C. Industrial Commission Form 19 may be used in lieu of OSHA Form 301.)
- Enter any recordable incident within seven calendar days after becoming aware of the injury/illness/fatality.
- If the injury is not recorded on the OSHA log, add it to the first aid log, which is used to record non-OSHA recordable injuries and near misses.
- The employer may need to fill out and file a Workers’ Compensation Form 19, “Employer’s Report of Employee’s Injury,” with the Industrial Commission within five days of learning of an injury or allegation. If a Form 19 is filed with the Industrial Commission, the employer must provide a copy of the Form 19 to

the employee, together with a blank Form 18, "Notice of Accident to Employer and Claim of Employee," for use by the employee.

A signed copy of the OSHA log summary (OSHA Form 300A) for the previous year must be posted on the safety bulletin board from February 1 through April 30. The log must be kept on file for at least five years. Any employee can view an OSHA log upon request at any time during the year.

Employee Access to Medical and Exposure Records

Medical Records—Whenever an employee or designated representative requests access to a record, we must ensure that access is provided in a reasonable time, place, and manner. If we cannot reasonably provide access to the record within 15 working days, we will apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

The medical record for each employee will be preserved and maintained for at least the duration of employment plus 30 years. (Reference 29 CFR 1910.1020—Access to Employee Exposure and Medical Records for general industry or 29 CFR 1926.33—Access to Employee Exposure and Medical Records for construction.)

First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like that do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records and the medical records of employees who have worked for less than one year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

Exposure Records—Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained are retained for at least 30 years.

Safety data sheets and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least 30 years.

Biological monitoring results designated as exposure records by specific occupational safety and health standards must be preserved and maintained as required by the specific standard.

Analyses using exposure or medical records must be preserved and maintained for at least 30 years. Reference 29 CFR 1910.1020—Access to Employee Exposure and Medical Records for general industry and 29 CFR 1926.33—Access to Employee Exposure and Medical Records for construction.

Training Records

Some standards require training records to be maintained for three years and some do not require training records. Records of employees who have worked for less than one year need not be retained after employment, but we are required to provide these records to the employee upon termination of employment. Our policy is to maintain training records as part of the personnel file.

Accident/Incident Investigation

Accident/Incident Investigation Procedures

If an employee dies while working or within 30 days of the initial accident/incident causing an injury or illness, the town must contact the N.C. Department of Labor's OSH Division within eight hours of becoming aware of the

accident/incident. The toll-free notification number is 1-800-NC-LABOR (1-800-625-2267). If an employee is hospitalized, has an amputation, or loses an eye, the town must report the incident to the OSH Division within 24 hours of becoming aware of the incident.

Whenever there is an incident that results in death or serious injuries or illnesses, a preliminary investigation will be conducted by an accident investigation team made up of the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety and health committee, and any others whose expertise would help in the investigation.

The accident investigation team will take written statements from witnesses and photograph the incident scene and equipment involved. The team will also document, as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will complete a written incident investigation report. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. This report will be given to Human Resources for corrective action. The report will be reviewed by the safety and health committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an incident investigation report to accompany the employee's report and forward them to Human Resources.

In addition, whenever there is an incident that did not result in an injury to an employee (*a near miss*), the supervisor will investigate the incident. The incident investigation report form will be filled out to investigate the near miss and to establish any corrective action as applicable. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to Human Resources to record on the incident log and for further action.

Safety and Health Inspection Procedures

We are committed to aggressively identifying hazardous conditions and practices that are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below.

- **Annual Site Survey**—Once a year, an inspection team made up of members of the safety and health committee will conduct a wall-to-wall walk-through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections, and as part of the annual review of the effectiveness of the accident prevention program.
- **Periodic Change Survey**—A supervisor or a team will be assigned to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or changes to the building structure. The team will be made up of maintenance, production, and safety committee representatives. It will examine the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created because of the change.
- **Monthly Safety Inspection**—Each month, the safety and health committee representatives will inspect their areas for hazards using the standard safety and health inspection checklist. They will talk to co-workers about their safety and health concerns. The committee representatives will report any hazards or concerns to the safety and health committee at the next scheduled meeting for consideration. The results of the area inspection and any action taken will be posted in the affected area. Safety and health committee representatives should inspect each other's area.

Hazard Prevention and Control

Eliminating Workplace Hazards

We are committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of OSHA standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible, we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work practices (administrative controls) that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection and foot protection.

Basic Safety and Health Rules

Note: The town establishes a set of basic safety and health rules; however, the town does not address requirements for specific standards in this section. They are addressed as part of the specific written program requirements of the standard.

The following basic safety and health rules have been established to help make the town a safe, healthy and efficient place to work. These rules are in addition to safety and health practices that must be followed when doing particular jobs or operating certain equipment. Failure to comply with any safety or health rules may result in disciplinary action.

The following are examples of basic safety and health rules. The town should base these rules on the hazards in its work environment.

- Never do anything that is unsafe to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Always keep guards in place on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Loose clothing, jewelry, and hair longer than shoulder length will not be worn around moving machinery.
- Working under the influence of alcohol or illegal drugs and using them at work are prohibited.
- Smoking is only permitted outside the building away from any entry or ventilation intake. Smoking is not permitted in any areas where flammable or combustible liquids are dispensed, mixed, used or stored.
- Horseplay, running, and fighting are prohibited.
- Report spills immediately so that they can be cleaned up promptly by appropriately trained employees.
- Replace all tools and supplies after use.
- Do not allow materials (especially combustible materials) to accumulate where they will become a tripping or fire hazard. Always keep lids on trashcans.
- Do not block any fire extinguisher, fire exit, or exit pathway with materials or equipment.

Disciplinary Policy

The town has established a progressive disciplinary program in Article IX of the Town of Shallotte Personnel Policy for those acts or practices not considered immediately dangerous to life or health. Unsafe acts will not be tolerated. Each employee has an individual responsibility to work safely. We have established a progressive disciplinary program for those acts or practices not considered immediately dangerous to life or health.

An employee may be subject to immediate termination when a safety or health violation places the employee or co-workers at risk of permanent disability or death. These include but are not limited to:

- Failure to follow fall protection requirements.
- Failure to wear required respiratory protection.
- Failure to follow the substance abuse policy.
- Failure to wear a protective vest when working on or near a city street.
- Possession of firearms, explosives, or dangerous weapons.
- Violation of project security rules or procedures.
- Fighting, horseplay, practical joking or gambling.
- Entering a confined space without following procedures.
- Unsafe or reckless operation of motorized vehicles or equipment.
- Failure to follow lockout/tagout procedures.
- Failure to follow hot work permit procedures.

Alcohol and Drug Use Policy

Please reference NCGS Chapter 90, Article 5—North Carolina Controlled Substances Act for more information.

We have a vital interest in maintaining safe, healthy and efficient working conditions for our employees. Therefore, the use of substances that impair an employee’s ability to perform the job safely is not allowed. The use of these substances (except legally prescribed drugs reported to the supervisor/employer) during duty hours is prohibited, and their use may result in disciplinary action. Duty hours consist of all working hours, including break periods and on-call periods, whether on or off town premises.

The consumption of alcohol or illegal drugs while performing town business or while in a town facility or vehicle is prohibited and will result in disciplinary action up to and including termination of employment. Additionally, employees must report to their supervisor the use of legally prescribed drugs (such as narcotics) that may affect their ability to perform any part of their job safely so that alternate assignments/duties may be considered when necessary. Failure to report this type of drug use may also result in disciplinary action under certain circumstances.

Drug testing may be performed after all accidents that occur on town time or property or in or on a town owned vehicle or other equipment. Additionally, random drug testing may be performed if employees are suspected of being under the influence of alcohol or any illegal drug and when they appear to be impaired by **any** substance, including unreported use of legally prescribed medications, while at work. Refusal to submit to a drug test after an accident/incident may result in termination of employment.

The Town of Shallotte has a Drug and Alcohol Policy that is consistent with the Controlled Substance Examination Act that complies with procedural standards that employers must follow when conducting drug testing of applicants and employees. The act does not protect employees from adverse actions taken by employers because of test results.