General Risk and Safety

POLICY NUMBER: CEMS-025

PURPOSE:

The City is committed to providing a safe and healthy workplace. Employees must follow this policy and all department-specific safety procedures. Supervisors and Departments Heads are required to be knowledgeable of OSHA/VOSH regulations and enforce compliance and retrain their employees when necessary. with Federal and State Occupational Safety and Health requirements (OSHA/VOSH Regulations).

POLICY:

This City's Risk and Safety policy establishes responsibilities and safety requirements to help prevent workplace injuries, illnesses, exposures, and property damage. The policy also includes requirements and guidelines related to general workplace safety, safety for minors, and job-specific safety practices. All employees must complete their required training and retrain when necessary. Employees have the right and responsibility to report unsafe conditions, hazards, or safety concerns without fear of retaliation.

RESPONSIBILITIES:

Employees Must:

- Avoid horseplay, clowning around, daring games, and mischief activities that could risk or cause injury
- Maintain good housekeeping practices and avoid slip, trip, and fall hazards
- Perform their work safely and protect themselves, coworkers, and the public
- Wear required Personal Protective Equipment (PPE)
- Immediately report all workplace injuries, illnesses, near misses, unsafe conditions, and damaged equipment to their supervisor
- Stop working when an unsafe condition creates immediate danger

Supervisors Must:

- Correct unsafe conditions promptly
- Investigate incidents
- Ensure required training is completed
- Enforce safe work practices

Department Heads Must:

- Maintain department safety procedures
- Conduct required hazard assessments
- Ensure regulatory compliance

Human Resources:

- Coordinates the City's Risk and Safety programs
- Maintain required records
- Assist departments with regulatory compliance and training

City Manager, or designee:

- Provide overall oversight of Risk and Safety

GENERAL SAFETY:

- All work areas must be kept clean, orderly, and in a sanitary condition
- Unsafe or malfunctioning machinery must be taken out of service and reported to your supervisor immediately. Machines under repair must be tagged "DO NOT OPERATE" until repairs are completed

- The use of compressed air to clean any clothing or body parts is prohibited
- Chairs, wastebaskets, and other articles must not be left in aisles or where they constitute a tripping hazard
- Keep drawers closed and arrange cords, equipment, and materials to prevent trip, struck-by, or pinch hazards
- Store materials securely and place heavy items on lower shelves whenever practical
- Departments must conduct and document required PPE hazard assessments and provide appropriate PPE in accordance with applicable VOSH requirements

GENERAL SAFETY FOR MINORS:

Before assigning work to a minor, departments must evaluate the job for hazards and ensure the work complies with Federal and Virginia child labor laws. Minors may not perform any task or operate any equipment prohibited by federal or state child labor laws. Special consideration should be given to:

- Equipment operation
- Terrain and Environmental conditions
- Pedestrian and vehicle traffic
- Weather conditions
- Heat exposure
- Working alone or without supervision

Equipment Operation

- A minor may operate equipment only after completing required training and demonstrated competency

Training: Before a minor performs work independently, the department must provide appropriate training that includes, at a minimum

- Equipment-specific instruction
- Safe operating procedures
- Pre-use inspections
- Hazard recognition
- Emergency procedures
- Safe fueling procedures, when applicable
- Required personal protective equipment (PPE)

Minors should be provided close supervision during initial training and supervisors must periodically observe the minor's work to ensure safe work practices are followed

Departments must provide and require the use of appropriate PPE based on their assigned duties.

Supervisors must ensure the work area has been inspected for hazards. When appropriate, departments must:

- Remove debris and obstacles
- Identify or mark known hazards
- Evaluate ground conditions
- Restrict work in unsafe weather or environmental conditions

When operating authorized vehicles or equipment, minors must:

- Follow all applicable operating procedures
- Wear seat belts when provided
- Avoid distractions, including the use of mobile devices while operating equipment
- Follow designated travel routes and speed limits
- Operate equipment only within the limits established by the department

Departments must provide drinking water, rest breaks, and access to shade or cooling areas, as appropriate, to reduce the risk of heat illness.

Minors must not perform duties that exceed legal restrictions or present an unreasonable safety risk. Examples may include but are not limited to:

- Operating equipment prohibited by law
- Performing mechanical repairs beyond assigned duties
- Work on energized or moving equipment
- Refueling equipment under unsafe conditions
- Operating equipment during severe weather or other hazardous conditions

HAZARDOUS COMMUNICATION PROGRAM:

Departments that use hazardous chemicals must maintain an internal Hazard Communication Program that includes:

- A current inventory of hazardous chemicals provided through the City's software system
- Safety Data Sheets (SDS) for hazardous chemicals used in the workplace
- Proper labeling of chemical containers
- Employee training before initial exposure and whenever new chemical hazards are introduced
- Procedures for safely handling, storing, and disposing of hazardous chemicals

Safety Data Sheets (SDS):

- Safety Data Sheets must be readily available to employees during each work shift
- Employees must review the applicable Safety Data Sheet (SDS) before working with unfamiliar hazardous chemicals
- Supervisors must ensure SDSs are obtained before hazardous chemicals are placed into service

Container Labeling:

- All containers of hazardous chemicals must be properly labeled in accordance with applicable OSHA regulations
- Secondary containers must also be labeled
- Employees must never remove or alter chemical labels

Training - Employees who work with or may be exposed to hazardous chemicals must receive training that includes:

- The hazards associated with chemicals used in their work area
- How to read container labels and Safety Data Sheets
- Safe work practices and required PPE
- Emergency procedures and spill response appropriate to their job duties
- How to report chemical hazards or unsafe conditions
- Clean up and disposal methods per OSHA standards

Non-Routine Tasks - Before employees perform non-routine work involving hazardous chemicals, supervisors must provide information on:

- The hazards associated with the task
- Required safety precautions and PPE
- Emergency procedures

Contractors: Departments must inform contractors of known hazardous chemical hazards that may affect their work and provide information required to protect their employees while working on City property

EXPOSURE CONTROL PLAN:

Departments with occupational exposure to blood or other potentially infectious materials must maintain an Exposure Control Plan that complies with applicable VOSH standards. Employees with occupational exposure must follow department procedures, use required PPE, and report exposure incidents immediately. Department plans can be obtained through the Human Resources Department.

CONFINED SPACE ENTRY:

Departments that require permit-required confined space entry must maintain written procedures, provide required training, and comply with all applicable VOSH regulations. Only authorized and trained employees may enter permit-required confined spaces. The Confined Space Entry program can be obtained through the Human Resources Department.

FALL PROTECTION:

- Use only approved ladders, step stools, or other safe supports to reach elevated work areas
- Only use ladders for their designed purposes
- Always inspect the ladder prior to use
- Avoid electrical hazards, look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment
- Ladders must not be placed in front of doors opening toward the ladder unless the door is blocked, locked or guarded. A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder
- Maintain a three-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing
- Only City-owned ladders must be used by employees, and damaged ladders must be removed from service immediately
- Employees operating or working from bucket trucks, aerial lifts, or similar elevated platforms must wear and properly use the required fall-protection equipment, including a full-body harness and approved lanyard or self-retracting lifeline secured to the manufacturer-designated anchorage point at all times while in the elevated platform

FIRE PREVENTION AND PROTECTION:

All City facilities are protected from fire using sprinklers, extinguishers and alarms as appropriate for the facility. Preventing fires requires employees to follow safe work practices and maintain good housekeeping. Detailed below are requirements for fire prevention and protection.

- The City supports and promotes a tobacco and vape free work environment. Smoking and/or vaping is not permitted within 50 feet of any City facility or in any City vehicle
- Open flames, including candles, are not permitted in City buildings; no scented liquids or oils are permitted to be placed on light bulbs or electric hot plates
- Combustible materials must not be accumulated or stored in staircases, mechanical or electrical equipment rooms, or adjacent to the exterior of any structure. Combustible trash (i.e., oily shop rags, etc.) from the premises must be removed frequently. Trash awaiting removal should be kept in covered metal containers outdoors and away from buildings.
- Limit the use of electric hot plates, microwaves, toasters and coffeepots to a cafeteria, vending-machine area, or other specially confined area that is free of combustibles or chemicals. All electrical equipment must be grounded and never overload a circuit
- Portable heating units may be used to supplement required heating systems if they are three feet away from any combustible materials (i.e., wooden desks, etc.) and must be plugged

directly into a wall outlet to meet manufacture requirements. Never leave the heater 'on' when unattended. Staff must not plug heating units into extension cords or power strips
- Flammable liquids must be always stored in approved safety cabinets or containers
- The access to fire doors, fire extinguishers, and AEDs must be always kept clear and free from obstruction. Fire extinguishers must remain accessible and employees must receive training appropriate to their job duties
- Extension cords must not be used as a substitute for permanent wiring.

HEARING CONSERVATION:

Hearing Protection is required to protect employees from occupational noise exposure. Departments where employees may be exposed to hazardous noise levels must maintain a Hearing Conservation Program.

- Departments must evaluate work activities to identify employees who may be exposed to hazardous noise levels
- Employees required to wear hearing protection must use the hearing protection provided and follow all OSHA safety procedures
- Departments must provide required training on noise hazards, the proper use and care of hearing protection, and hearing conservation practices
- Employees must report damaged or defective hearing protection to their supervisor and replace it before continuing work
- Departments must maintain required monitoring, testing, and records in accordance with applicable OSHA/VOSH regulations

RESPIRATORY PROTECTION:

Respiratory Protection is required to protect employees from airborne hazards that may affect their health or safety. Departments that require respirators must maintain a written Respiratory Protection Program that complies with applicable VOSH requirements. The program can be obtained through the Human Resources Department.

- Departments must evaluate work activities to determine when respiratory protection is required
- Employees required to use respiratory protection must complete all required medical evaluations, fit testing, and training before using a respirator
- Employees must use, inspect, clean, store, and maintain respirators according to manufacturer instructions and department procedures
- Respirators must not be shared unless they are specifically designed for shared use and have been properly cleaned and disinfected
- Employees must immediately report damaged or malfunctioning respiratory equipment to their supervisor and remove it from service
- Departments must maintain required program evaluations, fit testing, and records in accordance with applicable OSHA/VOSH regulations

MACHINE GUARDING SAFETY:

Departments that operate machinery must ensure equipment is properly guarded and maintained.

- Machinery and equipment must be equipped with required guards or safety devices before being placed into service
- Employees must inspect machinery before use and immediately report missing, damaged, or malfunctioning guards or safety devices
- Machinery with missing or defective guards must be removed from service until repairs are completed

- Employees must never remove, bypass, disable, or modify machine guards or safety devices unless authorized as part of an approved maintenance procedure
- Employees must operate machinery only after completing required training and following department safety procedures
- Loose clothing, jewelry, and other items that could become caught in moving equipment must not be worn while operating machinery. Long hair must be secured when working near moving parts
- Employees must never reach into moving equipment unless it has been properly shut down and secured
- Departments must provide employees with the required PPE while operating equipment
- Departments must maintain machine guarding procedures, inspections, and maintenance records as required by applicable OSHA/VOSH regulations

EMERGENCY ACTION PLAN:

The City is committed to protecting employees and the public during emergencies. Each department must maintain emergency procedures appropriate for its operations and facilities. Employees must know the emergency procedures, evacuation routes, and assembly locations for their work area. An Emergency Action Plan can be obtained through the Emergency Management Department.

Emergency Preparedness:

- Departments must maintain emergency action procedures that comply with applicable VOSH requirements
- Employees must participate in required emergency drills and safety training
- Exit routes, emergency exits, fire protection equipment, and access to automated external defibrillators (AEDs) must always remain clear and unobstructed
- Supervisors are responsible for ensuring employees know emergency procedures and designated assembly areas

Emergency Response - When an emergency occurs, employees must:

- Report the emergency immediately by calling 911 and following department emergency procedures
- Activate the building fire alarm or other emergency notification system when appropriate
- Evacuate the building or work area immediately when instructed or when an alarm sounds, unless trained and authorized to respond as part of their job duties
- Use the nearest safe exit and never use elevators during a fire or evacuation unless specifically authorized
- Report to the designated assembly area immediately and remain there until instructed otherwise, report any missing employees to your supervisor or emergency responders
- Follow instructions from emergency responders, supervisors, or other authorized officials
- Do not leave the designated assembly area or re-enter the building until emergency responders or an authorized City representative has declared it safe to do so

Reporting:

- Employees must immediately report all fires, emergencies, injuries, property damage, hazardous conditions, and near misses to their supervisor as soon as it is safe to do so
- Departments must assist in investigating emergency incidents as required and take appropriate corrective actions to help prevent similar incidents from occurring