

# CITY OF NORTON SHORES

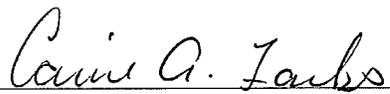
## SAFETY POLICY

The City of Norton Shores realizes it has the responsibility to provide a safe work place for its employees and a safe environment for its citizens. We expect our employees to pursue the highest standards in their assigned activities. All City employees must recognize that the well-being of their co-workers and our citizens, and the protection of our physical resources are as important as the activity and work they perform. The City expects its management and employees to actively participate in all planned safety efforts and to perform their assigned jobs in the safest possible manner.

All department directors are responsible for the safety and well-being of the workers under their supervision. They must also repair and maintain the facilities and equipment in their areas of responsibility.

The City of Norton Shores is determined to make its Safety Program successful and expects all its employees to assist in this effort by following all established safety rules and procedures and by contributing ideas for improvement in the area of safety.

Signed this 10<sup>th</sup> day of August, 2004 at the City of Norton Shores.

  
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Carrie A. Larks  
Director of Administrative Services/  
Assistant to the City Administrator

## **GENERAL RULES OF CONDUCT FOR EMPLOYEES**

The City of Norton Shores has established the following rules to ensure the well-being of all employees. Failure to comply with any rule may result in disciplinary action up to and including discharge.

1. Employees' first and most important obligation is to work safely while performing their duties.
2. Employees shall follow all rules. These rules are essential to safety.
3. Employees must show the ability to accept greater responsibility to be promoted.
4. Employees whose duties require that they operate a motor vehicle must comply with all traffic laws.
5. Employees who have questions about the meaning of any rules or instructions shall ask the proper authority for an explanation.
6. The employee in charge shall obtain the names and addresses of all witnesses whenever an accident involving personal injury or property damage occurs.
7. Employees may not use or possess intoxicants, narcotics, sedatives, stimulants, or a combination of any of these, or any illegal drug or drug paraphernalia while on duty, while on City property or in a City vehicle, or at any time that such use or possession may subject the City to criticism or loss of goodwill.
8. Employees taking medication, including over-the-counter items or those prescribed by a doctor, must not report for work if such medication will adversely affect their ability to work safely. Employees shall not use such medication while at work.

9. Employees are subject to disciplinary action up to and including discharge for any of the following: dishonesty, desertion, immorality, violations of the law, uncivil conduct, insubordination, sleeping on duty, making false statements or concealing facts concerning matters under investigation.
10. Employees may not gamble in any form while on duty or on the premises.
11. Employees may not smoke in any City facility or vehicle.
12. Employees on duty shall comply with the prescribed dress and grooming code and present a neat appearance.
13. Employees shall protect City property at all times. They may not remove any material from City property without obtaining prior authorization. This includes any material that might be considered worthless, useless, or scrap. Employees must report articles of value which they find on City property.
14. Employees shall use good judgment to avoid injury to themselves or others. They must inspect equipment and tools prior to use and, if they are defective, repair them or request a replacement. Employees must report any defective equipment to their supervisor.

## GENERAL SAFETY RULES

City management is concerned with the safety and well-being of all its employees. Employees may not take any unnecessary chances in the performance of their duties. City management has established the following general safety rules which it expects employees to know and follow:

1. Employees must be concerned about their own and others' safety. If they see another employee engaging in an unsafe or improper practice they are expected to point out the hazard involved to the employee. The employee should not take offense at these warnings since they are impersonal and intended for the good of the employee and the City.
2. Safety committees are very important to a safety program. Employees who serve on such committees must do so conscientiously. All employees must participate by making suggestions and pointing out hazards. No employee should feel censured if his or her work practices are discussed in a safety meeting since the intent of such discussions is to improve working practices and conditions.
3. Because conditions or circumstances may arise which are not foreseen, safety rules cannot be all-inclusive. Therefore, employees must demonstrate good judgment, refrain from unsafe and improper practices which are violations of written rules and instructions, and avoid violations of unwritten rules of "common sense".
4. Employees must use the safest methods and practices possible when performing their jobs.
5. Safety demands teamwork. When employees are working in crews or groups, each member must know and understand what other members are expected to do.
6. The City offers a program of safety education to improve the employee's skill and awareness of safety issues. We expect all employees to participate in and support this program.

7. Employees must courteously assist new employees in learning their duties.
8. Employees must not use profane, indecent or abusive language.
9. Employees who have sustained an off-duty injury which adversely affects their ability to perform their usual assigned duties must report to the proper authority prior to going on duty.
10. Employees must watch where they step at all times. Many injuries are the result of falling, slipping, tripping and may occur at any time and under all circumstances.
11. Employees working at night should avoid the hazards caused by shadows resulting from the use of light.
12. Employees shall not engage in any activities that might subject them to falls while holding protruding articles, such as pencils in their mouths.
13. Employees shall keep their work areas clean and orderly at all times. They shall clean up after completing each work assignment and immediately remove items that may pose a hazard. Good housekeeping is essential to safety.
14. Employees must not litter or throw articles from vehicles. They must place trash in appropriate receptacles and not on the ground or floor.
15. Employees must not leave tools or equipment on window sills, ledges, ladders, vehicles, or similar places since they might fall or be jarred from place.
16. Employees must keep all aisles, stairways, driveways, halls and walkways free of debris, tools, equipment and other materials.
17. Employees must place appropriate warning signs and/or barricade areas that are wet or freshly waxed until the area has been made safe.

18. Employees must, as far as practicable, avoid walking or stepping on surfaces made slippery by grease, oil, wet paint, water, ice, or similar substances.
19. Employees must remove ice from over doorways, from off walkways and stairs, and from any other location where it might fall and cause injury or result in a fall. Employees must clean, and if necessary, apply salt or other suitable materials to steps, walkways and other locations where slipping might occur.
20. Employees must use handrails if practicable, when using stairs.
21. Employees must not walk or stand under suspended loads, workers on poles, ladders or scaffolds; they shall not straddle or stand adjacent to ropes/cables that are under tension or might be tightened at any moment.
22. Employees shall not slide down guy wires, rods, railings or ladders; jump off ladders or over excavations, pits or manholes.
23. Employees must not run unless the location makes it safe to do so and **there is an emergency**.
24. Employees must exercise caution when rounding corners or opening doors to prevent collisions with people or vehicles.
25. Employees shall not stand or attempt to stand on improvised scaffolds or supports made of boxes, barrels, chairs, stools or other unsafe means of reaching high shelves or places.
26. Employees shall clean up broken glass from doors, windows and from the floor/platform promptly with gloved hands or proper tools.
27. Employees may not engage in horseplay, practical jokes, harassment or similar conduct of any kind whether on or off duty while on City property.

28. Employees must keep physically and mentally fit, stay alert, and cooperate with their associates.
29. Employees must remove boards or other materials with protruding nails/screws from any areas where they may be stepped on, walked into or brushed against.
30. Employees who are allergic to certain oils, greases, chemicals, or similar agents must avoid using them. Employees should not expose their skin to such agents more than absolutely necessary when performing their work and must wash their hands and arms thoroughly after exposure using a mild soap and water. Employees must not use gasoline, kerosene or other volatile liquids for this purpose.
31. Employees are expected to report on time to their designated work station. During working hours they should be alert and devote themselves exclusively to the City's service.
32. Employees who have been off duty because of illness/accident or whose sight, color sense, hearing or health may have become affected may be required to pass a physical examination.
33. Employees must exercise care to prevent fires and inspect the premises for fire hazards. They must remove or correct such hazards, or, if unable to do so, report them to their supervisor promptly.
34. Employees who notice an unsafe condition should correct it when practicable or report it promptly to their supervisor.
35. Employees must not ask non-employees to assist them with their work except in cases of accident, personal injury, or other emergencies.
36. Employees shall not play games, read non-work related literature, or engage in other activities which may prevent them from paying full attention to their duties.

37. Employees may not carry, possess or store firearms or other weapons while on duty, unless authorized to do so by the City, even if they are licensed.
38. Employees responsible for other employees must not allow them to work if their condition renders them unfit to do so. They should promptly report employees who are physically unable to perform their work to the proper individual.
39. The supervisor or employee in charge must take care of all cases of physical injury properly and promptly. If the person asks for or the person in charge feels it is necessary, the injured party should receive medical attention.
40. Employees must report all on the job personal injuries immediately to the individual in charge. Verbal reports must be followed up with a written report. If injured employees are unable to make the report, another employee or the supervisor may do so.
41. A supervisor or qualified employee must make an inspection immediately if an injury results from the use of tools, machine or other equipment.
42. Employees must perform their assigned duties in the most efficient manner that is consistent with safety.
43. Employees (operators/mechanics) may not remove or cut out any safety switches/devices/apparatus on any type of equipment or machines. Employees shall not remove protective guards from hand tools, machines or equipment unless required to do so for maintenance. They may not operate machines or tools that do not have guards in place.
44. Employees are required to use and wear personal protective equipment issued by their departments.