



ADMINISTRATIVE DIRECTIVE

Title: Safety and Loss Prevention Program
Issuing Department: Human Resources
Effective Date: November 30, 2017
Approved: Jamsheed Mehta, Interim Town Manager
Type of Action: New

1.0 PURPOSE

The purpose of the Safety and Loss Prevention Program is to provide guidelines to be followed by all employees in their cooperative efforts to reduce the frequency and cost of occupational injuries and damage and loss of equipment, as well as to minimize exposures to public liability. The Town's policy is primarily aimed at minimizing the exposure of its employees and visitors to its facilities to health or safety risks.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

- 3.1 Occupational Safety Health Act, 29 U.S. Code, Chapter 15
- 3.2 Town of Marana Personnel Policies and Procedures, Chapter 7: Safety and Health
- 3.3 Town of Marana Personnel Policies and Procedures, Policy 4-11, Workers' Compensation
- 3.4 Town of Marana Administrative Directive: Driver Licenses and Vehicle Operation
- 3.5 Town of Marana Administrative Directive: Personal Protective Equipment (PPE)
- 3.6 Town of Marana Administrative Directive: Claims Management
- 3.7 Town of Marana Safety Directive: Accident Reporting Procedures
- 3.8 Town of Marana Safety Directive: GHS Hazard Communication Program

4.0 DEFINITIONS

[Reserved]

5.0 POLICIES AND PROCEDURES

- 5.1 Safety and Loss Prevention Program Manual. The attached Safety and Loss Prevention Program Manual is hereby referred to, adopted and made a part of this directive as if fully set out here.

6.0 RESPONSIBILITIES

- 6.1 The Human Resources Safety Office is responsible for the overall direction and operation of the Safety and Loss Prevention Program.
- 6.2 All Town employees are responsible for compliance with the requirements and rules of the Safety and Loss Prevention Program.

7.0 ATTACHMENTS

- 7.1 Safety and Loss Prevention Program Manual

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	11/1/17

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.

TOWN OF MARANA



SAFETY & LOSS PREVENTION PROGRAM

Revised: November 30, 2017

Adopted: December 19, 1989

SAFETY & LOSS PREVENTION POLICY STATEMENT

The safety of individuals and the protection of property are of great importance to the Town of Marana and are the combined responsibility of all Town officials and employees. The Town of Marana recognizes the importance of this responsibility and is committed to providing a safe and healthy work environment and will maintain a Safety and Loss Prevention Program. Employees shall learn and follow safe work practices outlined in the safety program as directed. It is only through a cooperative effort between management and employees as well as between each employee and his/her co-workers that a safe workplace can be established and preserved.

We are personally committed to the Town of Marana's Safety and Loss Prevention Program and request everyone's full cooperation to make it successful.



11-30-2017

Interim Town Manager

Date

TABLE OF CONTENTS

I.	INTRODUCTION	
	A. Purpose	1
	B. Scope	1
	C. Policy	1
II.	SAFETY & LOSS PREVENTION PROGRAM MANAGEMENT	
	A. Objectives	1
	B. Organization	2
	C. Distribution	2
	D. Program Design	2
	E. Responsibility	2
	F. Safety Committee	3
	G. Enforcement	3
III.	GENERAL SAFETY REQUIREMENTS	
	A. Personal Conduct	4
	B. Violence in the Workplace	4
	C. Protection of Property	5
	D. Protective Equipment	5
	E. Handling of Materials	6
	F. Ergonomics	6
	G. Work Area	7
	H. Above-Ground Work	7
	I. Electrical Facilities	7
	J. Air Quality in Buildings	8
	K. Motor Vehicle operations	8
	L. Transporting of Equipment	9
	M. Fire Prevention	10
	N. Industrial Hygiene	11
	O. Hazardous Communications Standard	11
IV.	SAFETY ORIENTATION FOR:	
	A. New Employees	12
	B. Current Employees	12
	C. Training	12
	D. On-the-Job Safety Training Procedures	13
	E. Fire Drills	14
V.	SAFETY INSPECTIONS	
	A. Facilities	15
	B. Vehicles	15
VI.	OCCUPATIONAL INJURIES, EXPOSURES & ILLNESSES	
	A. Injury, Illness and Exposure Reporting	15
	B. Injury, Illness and Exposure Investigation	15
	C. Medical Clinic	15
VII.	REPORTING PROCEDURES	
	A. Motor Vehicle Accidents	16
	B. Property Damage or Loss	16
	C. Complaints	17
VIII.	SAFETY SUGGESTIONS	17
IX.	TOWN POLICIES AND DIRECTIVES	17

I. INTRODUCTION

A. Purpose

The purpose of the Safety and Loss Prevention Program is to provide guidelines to be followed by all employees in their cooperative efforts to reduce the frequency and cost of occupational injuries and damage and loss of equipment, as well as to minimize exposures to public liability. The Town's policy is primarily aimed at minimizing the exposure of employees, and visitors to health or safety risks.

B. Scope

The provisions of this plan are applicable to all Town of Marana employees. The Town recognizes that each department and/or facility may have to expand the policies and procedures in this manual to meet specific needs. However, these guidelines are considered a minimum requirement. In addition, this manual does not replace or include all federal, state and local safety and health laws and regulations with which the Town may be required to comply. If any policy, law or regulation is more restrictive, it shall take precedence over the provisions in this manual. Appropriate OSHA, EPA, Fire Codes, ADOT, Federal Motor Carrier Safety Regulations and other regulations should be referenced for specific regulatory requirements.

C. Policy

The Town of Marana recognizes it is the responsibility of each employee to make every effort to provide and maintain safe and healthful working conditions throughout the Town.

Consistent with this responsibility, each employee shall comply with and promote safe practices in compliance with the safety rules and procedures set forth in the Safety and Loss Prevention Program.

Questions concerning this program should be directed to the Safety Coordinator. Employees are also urged to offer suggestions for improvements in the program.

II. SAFETY AND LOSS PREVENTION PROGRAM MANAGEMENT

A. Objectives

The main objectives of the Safety and Loss Prevention Program are:

1. Create a positive attitude toward the prevention of accidents by all employees of the Town of Marana.
2. Recognize and correct any unsafe working conditions, operating procedures and practices so that the general public and employees are protected from harm.
3. Develop and maintain procedures to provide for emergency medical care of employees who are injured or become ill during the performance of their duties
4. Comply with relevant federal, state and local occupational health and safety provisions.

B. Organization

The Safety and Loss Prevention Program is organized and operated under the direction of the Safety Coordinator. The Safety Coordinator, along with the Town Manager, Department Heads, supervisors and Human Resources staff, will monitor and require compliance with the Safety and Loss Prevention Program.

C. Distribution

The Safety and Loss Prevention Program manual is located on the Safety Page and listed in the Town of Marana Administrative Directives, in the Town's Employee Intranet.

D. Program Design

The program is designed to provide guidelines to follow in achieving a reduction of accidental losses.

The Safety Coordinator is responsible for reviewing and revising the Safety and Loss Prevention Program. The program shall be reviewed as needed for revision.

E. Responsibility

1. Employee Responsibilities

All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. All employees shall:

- a. Know, understand and comply with safety regulations that apply to the work the employee is performing.
- b. Exercise maximum care and good judgment at all times to prevent accidents and injuries.
- c. Immediately report to supervisors and seek first aid for all injuries, regardless of how minor.
- d. Report unsafe conditions, equipment or practices to supervisors.
- e. Use appropriate protective clothing and equipment provided by the Town at all times.
- f. Observe conscientiously all safety rules and regulations at all times.
- g. Notify their supervisor, at the beginning of the workday, of any medication the employee is taking that may cause drowsiness or other side effects that could lead to injury to the employee or co-workers.
- h. Participate in appropriate safety training as required.
- i. Ask their supervisor if they have any questions or concerns.

2. Supervisor Responsibilities

The role of the supervisor is critical to the success of the program. The supervisor should view this responsibility as being equal in importance to other supervisory responsibilities. In addition to their responsibilities as an employee of the Town, a supervisor shall also:

- a. Assure compliance with and promote and encourage safe work practices consistent with the Safety and Loss Prevention Program.
- b. Know the safety standards that apply to their areas.
- c. Regularly review departmental safety procedures.
- d. Identify hazards and safety deficiencies and report or correct the situation as needed.
- e. Train the employees under their supervision on loss control and safety standards, procedures and the requirements of job tasks.
- f. Enforce the use of protective clothing and equipment and compliance with standards.
- g. Assist with reporting and investigating incidents and accidents as required.

3. Safety Coordinator Responsibilities

- a. Develop, implement and administer the Town Safety and Loss Prevention Program.
- b. Ensure that all occupational-connected injuries or illnesses, vehicle accidents, aircraft mishaps or accidents, fires, property damage or other loss of Town resources are reported, investigated and, where appropriate, recommend corrective measures which may preclude

- recurrence.
- c. Compile accident/loss prevention data and analyze such data for experience and trends. Using this information, provide periodic reports on injury, accident and/or loss experience.
 - d. Periodically inspect Town facilities and resources to assure compliance with safety standards and criteria.
 - e. Provide assistance to personnel at all operational levels to coordinate accident/loss prevention activities.
 - f. Conduct and coordinate safety studies designed to evaluate suspected safety problems.
 - g. Participate in the development of training programs and materials.
 - h. Represent the Town at professional meetings pertinent to safety and loss prevention matters.
 - i. Participate in the development, evaluation and revision of standards concerning equipment or work practices.
 - j. Conduct periodic audits of the effectiveness of the Town Safety and Loss Prevention Program.
 - k. Investigate accidents and incidents as needed.

F. Safety Committee

The Town has established a Safety Committee consisting of representatives from each department. The Safety Committee is involved in safety and loss related issues including: identification of safety concerns, accident and injury investigation, policy review, safety incentives, training and other duties as necessary.

G. Enforcement

Along with management and supervisory personnel, the Safety Coordinator will monitor the plan and ensure compliance. Employees may be subject to disciplinary action up to and including termination of employment for violation of safety rules or regulations, or the improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic violations.

The Town Manager may evaluate the Town safety program as needed. The Town Manager's focus will include development and revision of safety policies, and correction of safety-related problems. The Town Manager may also establish criteria for safety awards.

III. GENERAL SAFETY REQUIREMENTS

A. Personal Conduct

1. All employees shall conduct themselves in a manner that assures maximum safety to all persons affected by their actions.
2. At no time shall employees misuse Town equipment or engage in practical jokes, scuffling or horseplay that creates an unsafe environment.
3. The use or possession of alcohol during working hours is prohibited. Being under the influence of any drug or alcohol that impairs an employee from safely performing their duties is prohibited. Employees should inform their supervisor if they are using a legal drug that warns about drowsiness or cautions against operating heavy machinery. Violation(s) of this policy may be sufficient cause for termination.
4. Smoking is prohibited throughout the Town's buildings, immediate workplace and in Town vehicles. Employees may smoke only in the properly designated areas.

5. Any source of ignition, including smoking, is prohibited in any area where a match, flame, spark or careless disposal of lighted material constitutes a fire hazard.
6. Personal work clothing shall be suitable for the individual job and be of the type offering maximum protection from accidental injury. Loose clothing, jewelry or other hanging objects shall not be worn while working around moving equipment. Work areas shall be kept orderly and clean.

B. Violence in the Workplace / Security

1. Security planning must emphasize awareness, prevention, containment and control, all directed toward the protection of life, property and the preservation of the Town governmental process. Effective planning, implementation of policies and procedures, application of appropriate security equipment and training of employees are essential for meeting the goal of providing a safe and secure working environment.
2. Acts or threats of violence, whether made directly or indirectly, explicitly or implied, by words, gestures or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees and are prohibited.
3. Possession of firearms, explosives or weapons not authorized by the Town is considered a threat of violence and is prohibited. The consequence of such prohibited possession is disciplinary action, up to and including immediate discharge.
4. Any employee who believes that he/she has been, is or may be the target of threats or acts of violence or has witnessed or otherwise learned of violent conduct by another employee or by a third party, should contact a supervisor, Department Head, Human Resources or the Police Department immediately.

C. Protection of Property

1. Loss or damage to property may occur in many different forms and for a variety of reasons from damage due to natural causes or disaster, to negligence, to theft or embezzlement. To reduce the risk exposure related to the loss or damage of property, the Town shall establish accountability for all property. Employees will be informed of whom to contact in the event they become aware of a building defect or an item needing repair.
2. Facilities shall remain locked after business hours to maintain security and employees will be held responsible for their entry keys and electronic access identification cards.

D. Protective Equipment

1. All employees shall comply with the requirements set forth in the Town's Personal Protective Equipment (PPE) Administrative Directive.
2. Employees shall not be required and should not work in areas or situations where they may be adversely affected by working under such conditions as extreme heights, underground, closed areas, etc. without proper protective devices. Prescribed protective equipment shall be used at all times in work areas as designated by safety procedures. Protective equipment might include: eye, hearing, head, hand, foot or respiratory protection.
3. Approved hard hats shall be furnished to employees and worn when the employee is exposed to hazards from falling objects.

4. Approved safety shoes shall be worn in those departments, shops or by crews requiring safety shoes.
5. Goggles face shields and other suitable protection devices shall be worn when employees are exposed to possible flying particles or possible splashing from chemicals.
6. Approved respiratory masks shall be used when employees are exposed to concentrations of dust, fumes, vapors or gases.
7. Protective equipment shall be kept clean and free from damage. Frequent inspections shall be performed to assure protective equipment offers maximum protection. Damaged or defective protective equipment or clothing shall not be used and shall be replaced or repaired prior to use.

E. Handling of Materials

1. All employees are responsible to know and practice the proper lifting technique presented in safety training.
2. Before an object is lifted, it shall be inspected for grease or other slippery substances to ensure that the object will not slip from a grip. Request help when needed.
3. Long objects shall not be carried without assuring that the way is clear and vision is unobstructed to ensure that other persons or objects will not be struck by the load.

F. Ergonomics

1. This discipline encompasses the systematic study of the ill effects on employees of poorly designed workstations that lead to stress, fatigue and low productivity. Improper procedures for lifting and moving heavy materials, repeatedly stooping and bending to access files, long hours working at a computer terminal and repetitive motion may impact the stress to the human body. Employee involvement at all levels is extremely important for a safety program to succeed in eliminating ergonomic hazards in the workplace.
2. The Town of Marana will conduct periodic work site analyses to evaluate and improve the ergonomic soundness of workstations.
3. General training should be given to supervisors and employees that describe the varieties of cumulative trauma disorders, their causes, how to recognize symptoms and how to prevent these disorders. Job specific training should be given to new or reassigned employees which includes a demonstration of how to properly perform various tasks.

G. Work Area

1. All personnel shall enter and leave buildings in an orderly manner.
2. Water, oil or any other slippery substance shall be removed at once to eliminate slipping hazards. Extension cords, wastebaskets and other materials shall be kept out of walkways or aisles to prevent tripping and/or evacuation hazards. Standing on chairs, boxes or makeshift supports to reach overhead objects is prohibited. Doors shall always be opened with caution to avoid striking someone on the other side. Keep to the right when walking to avoid collisions. Handrails shall be used at all times when ascending or descending stairways.
3. Desk and filing drawers shall be kept closed at all times when not in use. Caution should be observed in opening file cabinet drawers to avoid tipping the cabinet. Only one drawer shall

be opened at any time.

4. Spindles or other sharp or pointed objects on desks to fasten papers are prohibited. Special care must be observed in disposing of broken glass and other sharp objects.
5. Cigars, cigarette butts and matches shall not be discarded in wastebaskets but in appropriate non-combustible containers.

H. Above Ground Work

1. Employees shall use approved safety belts, lifelines or other devices that are adequate for maximum protection while working at heights.
2. No person, material or equipment shall be lifted from the ground by supports inadequate for the job. The supports or lines shall be approved supports, sufficiently strong and properly secured in place.
3. All ladders used shall be of good quality, securely placed and held or tied to prevent slipping or falling. Ladders shall not be placed in front of doorways unless the door is open, locked or guarded. Materials which interfere with the free use of both hands shall not be carried up or down the ladder. Metal ladders shall have safety feet.
4. Scaffolding shall be built from sturdy materials with a solid footing and strong guardrail. Scaffold material shall be sturdy enough to support at least four times the maximum weight of the user and equipment.

I. Electrical Facilities

1. Only qualified and properly authorized maintenance personnel shall be permitted to install and maintain electrical facilities and equipment. Apprentice personnel, when permitted to work on electrical equipment, shall be under the supervision of a fully qualified electrician.
2. All electricians shall be familiar with the National Electrical Code, the National Bureau of Standards Handbook H30 and applicable sections of the National Fire Protection Association Codes.
3. All electricians shall be trained and fully qualified in emergency first-aid requirements for artificial respiration and closed-chest massage.
4. Electrical equipment and lines shall always be considered "live" until proven "dead." Before beginning work, each electrical circuit shall be inspected and tested and, where possible, isolated from the power source. Extreme care shall be exercised as wires designed to operate at ground potential may become energized by faulty or inadequate connections.
5. All portable extension cords shall be equipped with a non-conducting plug and outer socket shell. All electrical cords shall be equipped with the three-prong grounded plug. Extension cords shall not be used as permanent wiring.
6. Electrical outlets and power strips shall not be overloaded.

J. Air Quality in Buildings

Air quality problems can affect employees by causing increased absenteeism or reduced productivity. Air quality problems can generally be avoided or corrected through routine maintenance of the air supply systems in buildings. A routine maintenance schedule for air supply systems shall be implemented by the Town of Marana to include routine replacement

of air filters.

K. Motor Vehicle Operation

1. Operators of Town-owned vehicles shall be responsible for checking all vehicle safety devices before driving the vehicle. Any defects found shall be reported and the vehicle will not be operated until the defect has been corrected.
2. All drivers of Town vehicles shall comply with all laws governing the safe and legal operation of vehicles including the legal use of over-cab colored, flashing lights.
3. Town employees occupying a Town vehicle or a private vehicle for Town business shall wear seat belts if the vehicle is so equipped. The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles or any other place not designed for passengers.
4. No passenger will be transported in the cargo area of a Town vehicle, including in the bed of a pickup truck. Under emergency conditions, the Public Works Director or his/her authorized supervisors may grant an exception when Town employees are dealing with natural disaster conditions, an accident or other special circumstances.
5. Trucks transporting materials shall not be loaded to a height of greater than 13 feet, six inches, from the ground surface. No vehicle or load shall be of a width greater than 96 inches. All materials shall be tightly secured to prevent movement in transport. All cargo that extends four feet beyond the end of the bed shall be clearly marked with a red cloth not less than 16 inches square. At night, red lights or reflectors shall be used as required.
6. Speed limits on public roads and highways shall be strictly observed by all drivers of Town vehicles or drivers of personal vehicles performing Town business, except for authorized law enforcement officers in the performance of their official duties as authorized pursuant to the operational procedures of the Marana Police Department. Speeds in parking lots, maintenance yards or in close proximity to persons or equipment shall not be in excess of 10MPH. Lower speed limits may be imposed for selected areas.
7. Defensive driving represents an approach to the driving task that, when applied, can lessen the chance of being involved in a motor vehicle accident. Defensive driving means driving so as to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. Annual defensive driving training courses are offered by the Town and very strongly encouraged for all Town employees.
8. Standard Accident Prevention Formula: See the hazards. Think about what is going to happen or what might happen as far ahead of encountering the situation as possible. Never assume everything will be "all right."

L. Transporting of Equipment

1. Transporting of equipment to the job site shall be accomplished in accordance with all state and local laws governing traffic control.
2. Mobile equipment operated on streets and highways shall conform to all state and local laws governing motor vehicles. All regulations concerning speeds and load limits shall be strictly observed by personnel operating mobile equipment.

3. When mobile equipment is hazardous to other vehicles on the road, traffic shall be controlled by flag-persons, signs or temporary barriers.
4. When equipment is to be towed to the job site, safety chains shall be used in addition to towing hooks or tow bars. The safety chain shall be of sufficient strength to prevent separation of the towed vehicle, should the tow bar break or disengage enroute.
5. Personnel shall never stand or ride on the tow bar while equipment is being towed.
6. Towing should not be accomplished after dark. When emergency needs require nighttime towing, fully operating lights shall be placed at the rear of the tow.
7. When equipment is to be transported by trailer, extreme care shall be taken to prevent equipment from tipping while loading or traveling.
8. Clearance heights along the proposed route shall be reviewed for low hanging objects and operators shall keep a close watch to avoid striking low-hanging objects with the equipment.
9. Equipment shall be secured and latched to the trailer with the wheels checked to prevent enroute movement.
10. All trailers shall be equipped with fully operating stop and directional lights and they shall be checked for operation prior to transporting equipment.

M. Fire Prevention

1. All flammable storage areas and fuel dispensing facilities shall be posted "NO SMOKING OR OPEN FLAMES WITHIN FIFTY FEET." Work areas in which flammable materials such as paints, lacquers, gas, oil, compressed gases/oxygen, acids or other volatile chemicals are used shall be posted as "NO SMOKING" areas.
2. When removing supplies of paints, solvents or other flammables from storage, only the minimum supply to perform the job shall be taken. At no time shall the quantity removed exceed one day's working supply.
3. Combustible products of rubbish, waste or other residues shall not be allowed to accumulate. Oil soaked rags and similar materials subject to spontaneous combustion shall only be stored in non-combustible containers with self-closing lids.
4. Flammable liquids shall not be stored in aisles or in walkways and shall be so located that there will be no interference with evacuation of the area in case of fire.
5. Cigarette butts, matches or other similar materials shall not be discarded without fully extinguishing the substance. Ashtray contents, cigarette butts or matches shall only be disposed of in approved non-combustible containers. Smoking, striking of matches or other sources of ignition shall not be permitted within "NO SMOKING - FIRE HAZARD" areas.
6. No gasoline or flammable solvents or liquids shall be stored inside a building in other than approved flammable materials storage-containers.

N. Industrial Hygiene

1. Industrial hygiene is the professional specialty concerned with preserving the health of employees while at work. It is of major concern because many processes and operations either produce or use compounds that may be harmful to a person's health. The appointed

Safety Coordinator will refer to a professional health industrial hygienist in cases where the occupational health exposures have such significance and frequency that specialized assistance is necessary. In order to be familiar with industrial health hazard exposure, it is necessary for the Safety Coordinator to have knowledge of the more common toxic compounds found in industry and the principles for their control.

2. Necessary actions shall be taken to control health hazards created by municipalities that may affect the health of either employees or the general public. These actions shall assure compliance with all applicable environmental protection laws.

O. Hazardous Communication Standard

1. OSHA regulations specify that employees have the "right to know" when they are working with chemicals that might cause them physical harm. Safety Data Sheets (SDS) shall be made available to employees in compliance with OSHA regulations. "Right to Know" training sessions shall be conducted on an as needed basis at the direction of the Safety Coordinator.
2. SDS include the following information:
 - a. The specific chemical identity of the hazardous chemical(s) involved and the common name
 - b. The physical and chemical characteristics of the hazardous chemical.
 - c. Known acute and chronic health effects and related health information.
 - d. Exposure limits to the chemical.
 - e. Whether the chemical is considered to be a carcinogen.
 - f. Precautionary measures for storage, handling, control and disposal.
 - g. Emergency and first aid procedures.
 - h. The identification of the organization responsible for preparing the sheet.

IV. SAFETY ORIENTATION FOR:

A. New Employees

1. Each new employee, upon beginning employment, will be given a safety orientation by his/her supervisor or by the supervisor's qualified designee. The orientation shall include a review of safety policies and a thorough explanation of the approved and safe procedures for accomplishing all phases of each job assignment.
2. Emphasis will be given to safe operation of equipment, hazards associated with the job which must be avoided, safety precautions to be followed and the proper usage of required personal protective equipment.
3. Each employee will be thoroughly informed by his/her supervisor concerning his/her responsibilities for accident reporting.
4. The orientation should be followed up with observations. Supervisors shall not rely on verbal instructions alone nor will they allow an inexperienced employee to perform a hazardous duty before they have observed that employee can perform the task safely.

B. Current Employees

It shall be the responsibility of each supervisor to acquaint employees with new or revised safety policies, procedures and practices as they are implemented. It is important to remember that "old habits can be wrong habits" even if an accident has not resulted. Reassigned employees shall also participate in safety orientation applicable to their new position as appropriate.

C. Training

1. Indicators that might show a need for training or retraining are:
 - a. Excessive waste of time and materials
 - b. High employee turnover
 - c. An increase in the number of "near misses" which could have resulted in injuries or illnesses
 - d. A recent upswing in actual accident experience
 - e. High frequency of injury or illness
 - f. Expansion of operations or new employment
 - g. A change in process, or adding a new process or equipment
 - h. Employee requests for ear plugs, respirators or other protective devices
 - i. Repeated questioning by employees seeking answers which may seem obvious
2. Safety training may occur in many different forms including seminars, department talks, videos, newsletters, posters and other specialized safety training. All Town employees will be assigned mandatory monthly safety awareness courses from the Safe Personnel training platform, in a Computer-Based-Training (CBT) format. The Town expects departments to participate in on-going safety training. In addition, Town-wide safety training sessions are offered to all employees from time to time. The Human Resources Department may be contacted to purchase or borrow safety training materials. The Safety Coordinator may assist with coordinating safety-training sessions.
3. All employees shall be required to attend training sessions on general safety and may be required to attend first-aid and other specialized safety training for certain job classifications.

D. On-the-Job Safety Training Procedures

1. Prepare the employee to accept instructions.
 - a. Put the employee at ease.
 - b. Do not assume new employees know anything about the job even though they may tell you otherwise. Explain in a respectful manner all aspects of the job from start to finish.
 - c. Explain the importance of the job and how performance relates to the Town's mission.
 - d. Make sure that the employee understands his/her job in relation to the remainder of the Town's operation.
2. Present the operation.
 - a. Explain, demonstrate, illustrate and repeat instructions.
 - b. Present the operation in small doses.
 - c. Emphasize key points.
 - d. Go slowly at first to obtain accuracy and expect speed at a later date.
 - e. Repeat as often as necessary, because retention of new ideas varies with each individual.
3. Try out the employee's first performance.
 - a. Have the employee perform the job. Watch to be certain that it is being done properly and safely.
 - b. Have the employee repeat the operation a second time and also explain what is being done and why. Be certain that there is clear understanding.
 - c. Have the employee explain the key points of the job.
 - d. Correct any errors in a calm manner without shouting or expressing any anger.
 - e. Repeat all of the above steps until certain that the employee can do the job safely as instructed.

4. Follow-up.
 - a. Encourage the employee to proceed on their own, as soon as possible, to instill self-confidence.
 - b. Tell the employee whom to contact if they need assistance.
 - c. Check on the employee frequently at first and then less frequently as it is observed that he or she is able to the job.
 - d. Make certain that the key points of the job are understood.

E. Fire Drills

1. The Safety Coordinator shall develop an emergency evacuation plan for all employees at Town facilities. This plan will include action to be taken by employees in the event of a fire or other emergency. The plan shall include notification procedures, plan for disabled personnel evacuation and designation of an assembly area for employees once outside the building.
2. An evacuation route map shall be posted at each facility in one or more areas frequented by employees. A floor plan of the level on which the work center is located should be drawn illustrating routes an employee may utilize to evacuate the building. Once an employee has reached the exterior of the building, he/she should report directly to the assembly area.
3. General steps in the event of a fire:
 - a. Call the Fire Department. Assign a person to call the Fire Department, give exact location of the fire and answer questions calmly.
 - b. Remove injured persons from the fire area. Warn people in the area of the fire. Evacuate the building of personnel not involved in fighting the fire.
 - c. Confine the fire. If it is indoors, close doors of adjacent rooms.
 - d. Fight the fire using fire extinguishers suitable for the type of fire.
4. Fire is always unexpected. If a drill is always conducted in the same way at the same time, it loses much of its value; and when an actual fire occurs, it may not be possible to follow the usual routine of the fire exit drill to which occupants have become accustomed. Confusion and panic may ensue.
5. Drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but also they should use different means of exit. Assume, for example, that some given stairway is unavailable due to fire or smoke and all occupants must be led out by some other route. Fire drills should be designed to familiarize the occupants with all available means of exits, particularly emergency exits that are not habitually used during normal occupancy of the building.
6. The Safety Coordinator shall select areas of assembly. All employees must be aware of these locations. A roll call shall be taken to determine that all employees assigned to each section are present or accounted for.
7. In the conduct of the drill, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. Drills shall include suitable procedures to make sure that all persons in the building or all persons subject to the drill actually participate.
8. A fire exit drill will be conducted in all Town occupied buildings as needed and recorded. The Safety Coordinator will plan and execute fire drills and will be responsible for ensuring that they occur on a random but regular basis.
9. Checklists are available from the Safety Coordinator for fixed fire extinguishing systems.

V. SAFETY INSPECTIONS

A. Facilities

1. To assure compliance with safety and health standards, safety self-inspections shall be conducted on a regular basis by Department Heads, Supervisors and/or the Safety Coordinator.
2. Inspections should include all buildings, facilities, equipment, materials, tools and work activities of each department. Special emphasis will be placed on housekeeping, illumination, machine and hazard guarding, fire prevention and protection and mechanical and electrical safety. Inspection checklists are available from the Safety Coordinator.

B. Vehicles

Vehicles will be checked daily by the assigned employee. Any safety and/or other deficiency (e.g. bad tires, headlights, brakes, etc.) shall be reported to the employee's supervisor and Fleet Mechanic.

VI. OCCUPATIONAL INJURIES EXPOSURES AND ILLNESSES

All employees shall follow the reporting requirements set forth in Town Personnel Policy 4-11 and the Town's Accident Reporting Procedure Safety Directive in addition to the requirements set forth, below:

A. Injury, Illness and Exposure Reporting

1. When an employee sustains an injury, illness or exposure arising out of and in the course of employment, it will be reported immediately to the employee's supervisor. Failure of the employee to do so within 24 hours of the alleged incident could result in denial of the claim. Supervisors should ensure the injured employee receives prompt medical treatment.
2. The supervisor will immediately complete Form 64-100, "Supervisor's Report of Industrial Injury," available through the Human Resources Department. The supervisor, or his/her representative, will also:
 - a. Report the mishap in person or by telephone to the Safety Coordinator as soon as possible, but in no case later than the first day after the injury.
 - b. Investigate the alleged injury or illness.

B. Injury, Illness & Exposure Investigation

Prompt investigation of all occupational injuries, illnesses and exposures; regardless of severity, is necessary before the facts and evidence of the mishap are removed, destroyed or forgotten. The primary purpose of the investigation is to determine action necessary to prevent recurrence of the same or similar type mishap.

C. Medical Clinic

In order to provide the best emergency medical care and to control claims costs, the Town of Marana has designated a clinic that is to be used, if possible, to treat job related injuries, illnesses and exposures. The clinic has been made aware of the Town's desire to return an injured employee to work as soon as possible. The injured employee always has the right, if he/she so chooses, to seek treatment with his/her own physician.

VII. REPORTING PROCEDURES

All employees shall follow the reporting requirements set forth in the Town's Claims Management Administrative Directive and the Accident Reporting Procedure Safety Directive in addition to the requirements set forth, below:

A. Motor Vehicle Accidents

1. Employees involved in vehicle accidents, or incidents involving vehicle damage, shall notify their immediate supervisor as soon as possible.
2. Employees may be subject to post-accident drug and alcohol testing.
3. Vehicle accidents involving Town vehicles shall be reported to the appropriate law enforcement agency. Employees shall not conduct the investigation of an occurrence in which they are personally involved.

B. Property Damage or Loss

1. All personnel are accountable for equipment used to perform their assigned duties. Care of equipment entails proper maintenance and security. When equipment is damaged, lost or stolen, documentation is required for claims processing and notification.
2. The employee discovering the damage, loss or theft of equipment shall immediately report the incident to his/her immediate supervisor and to the Marana Police Department.
3. Questions concerning the replacement of lost or stolen property, or repair or replacement of damaged property should be directed to the Safety Coordinator.

C. Complaints

Whenever any employee of the Town receives information regarding a complaint by any individual regarding the unsafe action of a Town employee, a written memorandum documenting the substance of the complaint, the name, address and telephone number of the complainant and a copy of the complaint (if one is filed in writing) shall be prepared and forwarded to that employee's Department Head, with a copy to the Town Manager. Within 15 days of receipt of the memorandum, the Department Head will indicate either on the memorandum or in written form attached the results of any investigation conducted and disciplinary action taken, if any, with a copy to be given to the Town Manager.

VIII. SAFETY SUGGESTIONS

Employees are encouraged to submit suggestions concerning the modifications of any facility, equipment or procedure which the employee feels will reduce the chances of bodily injury and/or damages to equipment or property. Suggestions should be submitted to the Safety Coordinator.

IX. TOWN POLICIES AND DIRECTIVES

Employees shall reference specific Safety Directives, Administrative Directives and Town Personnel Policies and Procedures for specific safety related activities or subject matter. The Safety Coordinator maintains a Safety Page on the Town's Employee Intranet that contains safety resources and information on a variety of subjects.