

CITY OF TAYLORVILLE SAFETY POLICY

The basic objective of the Safety Program is to prevent accidents and injuries and to reduce operating costs by following safe practices which prevent lost time, equipment and property damage, and expenditures of City funds for medical care, compensation, and liability. It recognizes that to accomplish this task, a sound accident prevention safety program must be integrated into the day-to-day activity of each employee. All employees must think, talk, and work safety.

SAFETY COMMITTEE

The basic functions of the Safety Committee are to create and maintain an active interest in safety and to reduce accidents. The Committee will discuss the current safety problems and seek solutions or ways of prevention.

The Committee will discuss current safety policies and make recommendations to the City for improvement where needed.

Policy changes will come from the City Council and Mayor and would include:

1. Formulate, recommend and submit safety policies for the Council's approval.
2. Act as an advisory body for all City matters pertaining to safety programs.
3. Recommend training methods, types of safety equipment and devices.
4. Assist departments in integrating safety into the everyday activities of the department.
5. Coordinate activities of supervisors to assure compliance with the overall safety program.
6. Schedule and supervise inspections for recognition, evaluation and control of unsafe conditions and work practices.
7. Where necessary, coordinate health hazard inspections with medical personnel.
8. Establish and supervise adequate record keeping of accidents, injuries and illnesses resulting from on-the-job situations.
9. Promote activities, furnish material, and provide a positive program to maintain employee interest in safety.
10. Receive, examine, discuss and dispose of accident/injury reports to identify and eliminate causes.

SAFETY COMMITTEE MEMBERSHIP

The City Safety Board should consist of personnel from various departments as designated by the Mayor or fellow workers.

Fellow workers shall have elections every 6 months, within their department, to determine their Safety Committee representative.

Starting with the third month, the workers will select one person and then at the end of six months the second and so on. To be a viable safety group, it must have the active support of all workers.

The Safety Board Membership will be elected bi-annually. At the first meeting of this group, they must decide on a Chairperson and a Secretary.

The duties are as follows:

Chairperson - Arrange Program & Meeting Place – Conduct Meeting
Make Time Schedule For Meetings

Report On Status of Recommendations

Review Previous Minutes & Material

Secretary - Notify Members of Meeting

Prepare Minutes

Distribute Minutes

Note: A word of caution here is to keep secretary's job simple and get the job done rather than add more paperwork.

Committee Members –

Report unsafe conditions, working methods and equipment

Attend all safety meetings

Review preventable personal and vehicular accidents

Make decisions regarding accident assessment

Contribute ideas and suggestions for improvement of safety

Work safely as well as influence others to work safely

Make inspections

Help sponsor contests, safety drives, etc.

Below is a recommended meeting procedure:

1. Call meeting to order
2. Roll call by secretary
3. Introduction of visitors
4. Minutes of previous meeting
5. Unfinished business
6. Review of accidents and preventive measures taken
7. Inspections and Recommendations
8. New Business
9. Adjournment

SUPERINTENDENT'S DUTIES AND RESPONSIBILITIES

Each Superintendent has the full authority and total responsibility for maintaining safe and healthful working conditions within their jurisdiction. Whether it be in the field, in the shop, or in the office, personnel problems and hazards vary from department to department, it is expected all Superintendents will work at all time to control injuries.

Each Superintendent shall:

1. Be fully accountable for preventable injuries, collisions, and liabilities caused by his employees.
2. Insure that all management policies herein are fully implemented for maximum efficiency of each job.
3. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect City loss control efforts.
4. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform and by being prompt to give recognition to those who perform well.
5. Insure that each employee is fully trained for the job they are assigned to do, that they are familiar with published division work rules and that they certify in writing that they understand compliance is mandatory.
6. Fully cooperate with the Safety Committee and Inspector in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.
7. Conduct safety meetings at regular intervals and provide instruction for employees relating to specific job hazards.
8. Act upon safety suggestions, continuously demonstrate concern over entire safety program and set a good example by working safely themselves.
9. Observe working conditions and methods to prevent development of possible safety hazards.
10. Investigate thoroughly the causes of all accidents and take corrective action.
11. Make sure all accidents are promptly recorded, regardless of the extent of injury or property damage.
12. Instruct all employees regarding disciplinary policy for violation of safety rules and insure impartial, positive enforcement.

LOSS PREVENTION CONTROL

The effectiveness in this area will be based on job performance. The manner in which this objective will be obtained is through safety training and education. This will develop a person's awareness to the point where he/she performs tasks with a minimum of risk to themselves and their fellow employees. The payoff is in reducing days off from on or off-the-job accidents.

JOB SAFETY ANALYSIS

A detailed study can be made of the various components of a job to analyze the duties of the worker and conditions of the operation. This analysis is useful for developing the on-the-job training presentation for that particular operation. In order to develop the highest level of safety and health, worker qualification must be taken into account when the presentation is made.

NEW EMPLOYEE TRAINING

The first training a new employee receives should be safety training, before he/she even begins working.

Some of the points he/she needs in the beginning of employment are:

1. Management takes an active interest in the prevention of accidents.
2. Accidents can always happen, but most of them are preventable.
3. Equipment has safeguard built-in which work as long as they are in place. They are not to be removed for the employee's convenience.
4. All employees are expected to report any unsafe conditions to their supervisor.
5. Supervisors will instruct employees in areas that are new or unfamiliar to him/her. An employee is not expected to do any job he is unfamiliar with.
6. No employee shall undertake any job that appears unsafe.
7. If the employee suffers any injury, regardless how minor, he/she is required to report it at once to his/her immediate supervisor.

JOB SAFETY TRAINING

Job instruction techniques should include both telling and showing the learner how to perform the element of the job.

The learner can discover proper methods here and if he/she makes mistakes, they can be corrected until proper work habits are developed. When all the elements are learned, the student can be put on his own. At this point, the instructor only checks on him/her now and then.

Instruction of persons for job-related duties is best carried out using the four-step method. They are as follows:

1. Preparation

- a. Put them at ease
- b. Define the job and find out what they already know about it
- c. Get them interested in learning the job
- d. Place them in the correct position for them to work

2. Presentation

- a. Tell, show, and illustrate one important step at a time
- b. Stress each key point
- c. Instruct clearly, completely, and patiently, but cover no more than the employee can master each time.

3. Performance

- a. Have them do the job; coach them while they work
- b. Have them explain each key point to you as they do the job again

4. Follow-Up

- a. Put them on their own
- b. Designate to whom they go for help
- c. Check frequent; encourage questions
- d. Taper off extra coaching and close follow-up

PERSONAL PROTECTIVE EQUIPMENT

The designation and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisors involved. Detailed specifications for the design, purchase and use of all protective equipment shall be coordinated by the Safety Committee, Purchasing Department and the supervisors and users. Specialized Protective Equipment specified as mandatory on hazardous jobs shall be provided by the City and the employees shall be fully accountable for its use and conditions.

TYPES OF EQUIPMENT

Equipment listed shall be worn when hazards as described exist::

1. Hard hats to protect the head against falling objects, head bumping situations or electrical conductors
2. Goggles, face shield or safety glasses to guard against airborne debris, dust, flying particles, chips, chemical, heat or injurious rays
3. Ear plugs or earmuffs to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law
4. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions
5. Safety shoes to protect feet against possible mashing from articles that can be dropped, from vehicle wheels, machines and nail punctures
6. Life jackets when working over water reservoirs or in pollution control areas
7. Reflective vests or bright articles to increase worker visibility while working in or around traffic lanes

8. Protective clothing such as gloves, sleeves, aprons, leggings and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals

MANDATORY USE OF PROTECTIVE EQUIPMENT

When the use of personal protective equipment has been specified for hazardous its use shall be mandatory as a condition of employment. Supervisors shall be held accountable for employees allowed to work without compliance. Enforcement can be made easier by educating employees on the reasons for using or wearing the articles and the possible injuries that can result when the need is ignored. The monthly review of injuries by the Safety Committee shall place emphasis on those that resulted from failure to use protective equipment.

Note: City employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with the safety regulations established by those employers. Employee shall also know their safety regulations before being disciplined for such.

PROPER DRESS FOR WORK

Each employee shall wear clothing suitable to the job he/she is performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc.

Individuals with long hair shall wear protective covering while working around machines.

Individuals required to wear breathing devices in toxic atmospheres shall be clean-shaven where the mask contacts the face.

EMPLOYEE WORKING IN HAZARDOUS AREAS SHALL NOT WEAR TENNIS SHOES, LOAFERS OR SANDALS AT ANYTIME.

EMPLOYEES SHALL NOT WEAR HIGH PLATFORM SANDALS OR SHOES WHILE WORKING IF THE THICKNESS OF THE SOLE AND HEEL IS EXTREME AND CAUSES THE WEARER TO WALK PRECARIOUSLY.

FIRST AID TRAINING AND CPR FOR PERSONNEL

All personnel shall be allowed the opportunity to be trained in first aid and CPR annually. All accidents shall be reported, no matter how minor, to the Human Resource Manager, at the beginning of the next workday.

One important area needing persons trained in first aid is for night or field crews. Even though medical care is very accessible, it may take longer to get transportation. The first-aider can stop bleeding and administer artificial respiration. This is why we need CPR.

Also, people trained in first aid have a much greater respect for accidents and how to prevent them.

The City should provide a meeting place, pay for textbooks and supplies.

PHYSICAL CONDITION OF EMPLOYEES

Many times pre-existing illness is the cause of accidents and injuries. For this reason, the supervisor must be concerned with the health of the employee.

If the person appears ill when he/she reports for work, it will be up to the supervisor to decide if the person should work or not. An ill person can cause an accident or be involved in one.

RISK CONTROL- REVIEW BY A SAFETY COMMITTEE BOARD

1. Meet once a month or as needed to review all accident and injury reports.
2. Interview the involved employee and his/her immediate supervisor to obtain all available facts on the case.
3. Verify equipment failure or malfunction (if this is claimed or determined to be a cause through the use of maintenance work orders or laboratory analysis report if warranted).
4. Determine if the employee had been briefed on, and was complying with, all published work rules and operating instructions.
5. Determine the exact cause of the accident (i.e., ignorance of work procedures, poor supervision, unsafe equipment, lack of equipment, or other causes).
6. Review the injured person's past record of injuries.
7. Determine if the accident was preventable or non-preventable.
8. Report in writing to the department head on what the Board finds to be the case factor and make recommendations for action to be taken that will reduce the likelihood of a recurrence. Board findings shall be made a part of the employee's work record and a copy shall be forwarded to the Safety Committee for filing with the accident report or personnel file.

The report from the Board will include the following:

- REFERENCE:** Type of injury or accident, date, time, person(s) involved (directly or indirectly), significant weather.
- DESCRIPTION:** Give pertinent details such as location, vehicle I.D. number, supervisor's name, injury sustained, and/or damage incurred, and whether preventable or non-preventable.
- *SUMMARY:** The Board describes what events occurred to cause the collision, injury or property damage.

This should be consolidated from both formal reports and interview information obtained at the Board meeting.

EMPLOYEE'S PREVIOUS ACCIDENT RECORD: List a review of types of accidents, their dates and a summary of days lost to date.

UNDER NO CIRCUMSTANCE will any assessment(s) be made by the Board relative to responsibilities or negligence in accidents subject to liability actions with the prior approval of the Mayor.

ANY VISION OF THIS REPORT WILL BE ACCEPTABLE AS LONG AS THE PERTINENT INFORMATION IS COMPLETE.

CONCLUSION: Here the Board concludes what the true cause of the accident was, and what unsafe act of condition brought it about.

RECOMMENDATION: The Board states what corrective action should be taken to prevent a reoccurrence and whether disciplinary action is recommended.

SIGNATURES: The report shall be dated and signed by the Board Chairman, by direction of Board Members.

CORRECTIVE ACTION: The division or appropriate head reviewing the report shall indicate corrective action and disciplinary action taken and sign his name.

cc: Safety Chairman
Personnel File
Department File
Head Of Union
City Clerk File

INSPECTIONS AND HOW TO MAKE THEM

WHY SHOULD WE DO INSPECTIONS?

The best reason is prevention of accidents before they happen. This is one of the best ways to find unsafe or unhealthful conditions. And many times it is the chance to observe unsafe acts.

PURPOSE

To eliminate accident and illness causes through specific procedures. An adequate inspection will:

- Uncover unsafe and unhealthful acts and conditions.
- Point out area needing safeguards for men and machines.
- Sell the safety program.
- Encourage individuals to inspect their own work areas, tools, equipment, and review their own work practices.
- A better relationship between safety committee, management, and personnel:

1. A safety and health inspection should be designed to determine if everything is satisfactory. It should not be conducted to discover how many things are not. It offers a prime opportunity for safety and health personnel to sell safety and health to supervisory and line personnel. To bring this about, the inspections should be conducted in an atmosphere of cooperation. The basic intent is to help supervisory and line personnel discover unsafe and unhealthful conditions and practices. They should not feel that they are being criticized.

2. Specifically, safety and health are concerned with:

- Conditions of work areas, structural components and personal service facilities
- Job procedures
- Condition of equipment
- Characteristics of materials, chemical, and processes

TYPES OF INSPECTIONS

1. Regular Inspection - This is done on some interval of time. It can be for a department or an area. This type is set up annually, semi-annually, monthly or some suitable period of time. On this inspection, everything in a given area is checked. It is to be all encompassing.

2. Special Inspections - Are just what it says, special inspections. They cover the following areas:

- a. Acceptance of new equipment
- b. Establishment of new procedures
- c. Modification of existing equipment
- d. Employee complaints
- e. Accidents
- f. Imminent danger situations

Note: In an imminent danger situation, the employee shall have the right to tag something. That item shall not be removed until approved by a member of the Safety Board or Supervisor.

SCHEDULING OF INSPECTIONS

Careful thought should be given to the scheduling of inspections. The object is to inspect often enough so the establishment or activity is safe and healthful at all times. Safety and health inspections when possible should coincide with the inspections of facilities.

Some factors that influence frequency of inspection are:

- Frequency of use of the items
- Criticality of items that are needed in emergency situation such as fire extinguisher, emergency lighting, rescue equipment and rescue breathing apparatus, etc
- New equipment needing inspection before use
- Machines or equipment with poor safety and health records
- Machinery or equipment that is under constant use
- Patterns of repetitive injuries and illnesses
- Repeated failure to use prescribed personal protective equipment
- Frequency patterns established by regulations

HOW TO MAKE THE INSPECTION

The most important thing in doing an inspection is, TO LOOK INTO--NOT AT SOMETHING.

When making an inspection, the very first thing is to look at prior inspections. See what problems there have been and if they have been corrected.

1. Start of inspection - Look over the whole area on the outside. Get your bearings on locations and their relationship of inside to outside. Look for problems of exhaust systems or electrical hazards.

- a. Check entrances and exits
- b. Notice the number of people working in that area
- c. Check the general housekeeping

2. Route your inspection

- a. Start at the top or the bottom
- b. Do not forget the roof or the basement
- c. Take your time and be thorough
- d. Do not overlook at area, closet, room or concealed space
- e. Look in places that are locked

Note: NEVER TAKE SOMEONE'S WORD ON WHAT IS BEHIND A CLOSED OR LOCKED DOOR

- f. Take notes of hazards and/or violations
- g. Be diplomatic and constructive
- h. Ask questions if you do not understand
- i. Consult with employees
- j. Inspect night shifts
- k. Inspect plans and/or specifications

USE OF CHECKLIST

Checklists are a systematic way of making sure each item in the department is inspected, that it complies with the standards or that its deficiencies are corrected. For experienced inspectors, checklists are reminders; for less experienced inspectors, they are essential guides.

Checklists should be designed to coincide with the pattern of the inspections.

The inspection plan should avoid time-consuming re-examination of the same item or activity, long walks between items unnecessary interruptions or production processes, and other time-wasting or inappropriate methods. Checklists have the disadvantage of tempting the inspector to rely solely on them. Alertness to what is not on the list is essential to its successful use.

Sample of accident prevention and health preservation inspection checklist will be on Page 16 and 17. They may be used as a base for developing lists that more precisely fit a particular situation.

It is advantageous to have a few items on a checklist such as fire extinguisher, but most often it is better to look for the hazards.

SAFETY AND HEALTH INSPECTION RECORDS AND REPORTS

Unsafe and unhealthy conditions and practices should be recorded on the checklist during the inspection. Recommendations made for correction should be clearly and concisely stated.

Each operating unit should maintain a master file of all inspection reports. Each operation or sub-unit should have a copy of those inspections made in their areas. Over a period of time, if proper corrections are being made, the inspections will uncover fewer and fewer and unhealthful conditions and practices.

Inspection reports can be used to check progress and to stir the competitive spirit of personnel. If the competition is wisely handled, it can result in improved safety and health. The reports can be used in a myriad of ways, such as discussion material for safety and health committee meetings, management staff meetings, and tail-gate meetings; articles in plant or base publications; and most importantly, as one of the informational sources for determining accident causes.

MEDICAL EXAMINATION

ACCORDING TO COLLECTIVE BARGAINING AGREEMENT

RECORDKEEPING-REPORTING SYSTEM

Timely reporting of any accident is mandatory. Insuring full employee benefits and reasonable liability adjustments at the lowest cost to the City is totally dependent upon proper reporting. It is the responsibility of each employee to report all accidents in accordance with this chapter.

REPORTING OF INDUSTRIAL INJURIES

Regardless of the degree of injury, the employee shall report its occurrence to the immediate supervisor and fill out proper forms, immediately thereafter or as soon thereafter during the current shift as is practicable.

Reporting Injuries Requiring Treatment By A Doctor

a. Employer's Report of Industrial Injury

1. The supervisor of the injured employee shall insure that all information required to complete the form is furnished to his respective office.
2. The section/division/department office shall be totally responsible for typing the complete form and forwarding it directly to the Safety Committee and Personnel Department without delay.
3. All sections of the report form are essential for completing requirements of the State Worker's Compensation Act. Forms submitted only partially filled out will be returned to the originating office for completion.

b. City Accident Report

1. Each supervisor shall be furnished with a pad of forms for his own use. The supervisor shall thoroughly investigate the cause of each injury occurring within his area of operation and record his findings and recommendations on this form. Handwriting must be legible and the form shall be signed.
2. A copy shall be forwarded to the Safety Committee.
3. A copy shall be retained in the supervisor's book for his record.

FATALITY REPORTING

The death of an employee as a result of a fatal injury by accident arising out of and in the course of his employment shall be reported to the City Clerk's Office as soon as possible. The supervisor in charge shall be responsible for making the call and providing as much initial information as possible.

SUDDEN SEVERE ILLNESS REPORTING

Sudden illness occurring to employees during duty hours requiring EMERGENCY MEDICAL TREATMENT such as possible heart attacks, strokes, seizures, fainting, etc., shall be reported to the City clerk's Office BY TELEPHONE as soon as possible.

VEHICLE COLLISION REPORTING

1. When a City employee is involved in a vehicular collision while operating a City-owned vehicle, he/she shall call the police to the scene for investigation and report.
2. The supervisor of the employee shall also investigate the collision and complete the City Vehicle Collision Report Form within 48 hours. Investigation in this context does not mean drawing any conclusion, making any statement or otherwise involving one's self in the policy investigation. The supervisor shall confine his fact finding to names, vehicle numbers and similar information. Statements as to liability are strictly forbidden.

PUBLIC ACCIDENTS

Public accidents shall be reported in accordance with the Vehicle Code, State of Illinois.

INCIDENT/NEAR MISS REPORT

1. Close calls or near accident information is frequently as valuable as accident reports in flagging hazardous procedures or conditions.
2. Supervisors shall encourage employees to report details on incidents which nearly produced an accident.
3. Information gained from such reports will then be dismissed to all who can benefit from the lesson.

4. Use plain paper or memo sheet using subject; NEAR MISS and send details to the Safety Committee.

UNSATISFACTORY REPORT

1. Equipment or facilities which are poorly designed for the task at hand, and in themselves constitute additional hazards to personnel, shall be reported if attempts to make corrections have failed.
2. Information furnished by such a report can be used to advantage when future procurement of equipment or construction of building is anticipated.
3. Tools and other equipment can frequently be modified to eliminate most of the undesired features when exposed by this Unsatisfactory Report.
4. Use plain paper or memo sheet using subject: UNSATISFACTORY REPORT and send details through channels to the Safety Committee.

PROPERTY DAMAGE/PUBLIC SAFETY

An area of concern to the City is that of safety to the public and reducing liability. This area can be reduced by City employees being alert to problems with which they come in contact and the reporting of these problems.

This control can be affected in two areas:

A. Municipal Building

1. Good Housekeeping
2. Tripping hazards
3. Loose railings
4. Broken or cracked glass
5. Adequate lighting and exit signs light
6. Emergency lights in working order
7. First Aid Kits and Fire Extinguisher fully loaded and location identified

8. No nails sticking out or holes in the floor
9. Emergency numbers for Police, Fire and Ambulance posted near telephone
10. Proper storage of materials
11. Broken furniture in need of repair

B. Other Municipal Areas

1. Condition of sidewalks and gutters
2. Recreational areas such as pools, parks, and golf courses:
 - a. Tripping hazards
 - b. Debris and trash
 - c. Hazards which could cause bumping or falling
3. Alleys
 - a. Weeds
 - b. Trash
 - c. Holes in pavement
4. Trees or shrub growth that can:
 - a. Hurt people
 - b. Create blind intersections
5. Drainage ditches
6. Crosswalks
7. Placement of traffic barriers around work areas:
 - a. Markers and lights maintained in a clean and workable condition.
 - b. Placing hoses or barricades with diagonal lines on them, so the bottom of the line is

closest to moving traffic. All the lines on the barricades should be the same. The reason for putting them this way is it gives the driver the feeling he/she should move away from the danger area.

8. All vehicles should have lights inspected, working and in a clean condition.

Those vehicles that can create a hazard due to their slow speed should be equipped, according to State Law.

MOTOR VEHICLE ACCIDENTS

City vehicles are a must, but the safe operation is also a great concern to Cities. They are a necessity that affects how the City does its job. Some departments such as police, rescue and fire could not do their jobs without vehicles.

The problem is that City vehicle collision and accidents produce high insurance costs.

The City pays premiums for their insurance and unless the record is good, they pay penalties just like private citizens. The City may have to pay higher rates because of being in a high-risk category. Not to mention the adverse public relations it can create.

One way to control problems in this area is to establish responsibilities for supervisors and department heads. A way of selecting drivers and a set of records on each driver should also be established. The reason for records on each driver is if that person has an accident, he/she should be reviewed as an individual rather than by the unit he/she works for.

The City shall have an accident review board to decide the cause of the accident, if it was preventable or not, and what measures will stop it from happening again.

RESPONSIBILITIES

1. Department and division heads having a need for the use of City vehicles shall:
 - a. Employee will assume full responsibility for their driving record, while they are on duty.
 - b. Establish firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.
 - c. Personally review the Board of Inquiry decisions on collisions and take all steps necessary to prevent a reoccurrence.
 - d. Establish firm policies on disciplinary actions that will be taken against employees and their supervisors who show a repeated disregard for good driving practices and insure it is applied consistently.
 - e. Insist that all assigned vehicles are maintained adequately for safe operation.

- f. Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
- g. Review each preventable vehicle collision and unsafe driving report with the employee and his/her supervisor to emphasize management's intolerance of irresponsibility behind the wheel.

2. Supervisors, having direct authority over employees, shall:

- a. Insure that employees do not drive any City vehicles unless they have valid State of Illinois drivers license and are familiar with State and City driving rules and regulations. An employee having driving as a primary duty shall be required to have a proper license.
- b. Insure that only authorized personnel are allowed to operate City vehicles, special purpose vehicles and trucks.
 - 1. An employee shall not be certified as authorized to operate a special purpose vehicle until he/she has satisfactorily demonstrated his/her complete familiarity with its functions. The employee shall thoroughly understand the operating instructions, vehicles limitations, emergency procedures and be able to successful pass an operator's checkout test to the satisfaction of the supervisor.
 - 2. These procedures shall be accomplished for each type of special purpose vehicle and truck the operator is required to operate.
- c. Be alert in observing unsafe driving practice of City employees and insure that action is taken immediately to correct the driver.
- d. Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act or condition that was responsible so that something can be gained from the loss.
- e. Periodically ride with special purpose vehicle and truck drivers to check for compliance with operating instructions and traffic regulation.
- f. Insure that unsafe vehicles are not driven until safety discrepancies have been corrected by the automotive maintenance shop.
- g. Fully utilize the decisions and recommendations handed down by the Board of Inquiry.
- h. Insure that all employees are briefed and understand that the use of seat belts while driving or riding in a City vehicle is mandatory.

3. Employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees and the City. Each employee driving a City vehicle shall:
 - a. Inspect the vehicle which he/she is about to drive in accordance with established work rules:
 1. If there is evidence of accident damage, the employee shall report it to his/her supervisor before leaving. Otherwise, he/she could be charged for the accident he/she did not have.
 2. If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle.
 3. Vehicles having steering or brake defects shall not be driven. They shall be towed to the garage and repaired before being returned to service.
 - b. Report to the supervisor in writing all defects noted during the trip.
 - c. Wear seat belts at all times while driving.
 - d. Call police to investigate all collisions involving City vehicles and report details to immediate supervisor as soon as possible.

General Policies

a. Driver Selection

Selection of employee who will be required to drive full or part time shall be done with care. The lives of people and the professionalism of City employees are under public evaluation every time a City vehicle is operated and it is of paramount importance that only employees who have a healthy attitude toward their driving tasks. Drivers of City vehicles shall be considered qualified when capable of meeting the following criteria:

1. Possess a valid Illinois driver's license of the proper class.
2. Capable of passing a City physical examination when a question of fitness to drive arises because of prolonged or serious illness.
3. Capable of passing written tests on driving regulation required.
4. Capable of successfully passing a driving check ride administered by his supervisor periodically.

5. Capable of demonstrating familiarity with the type of vehicles assigned.

6. Capable of passing eye test given by the Secretary of State.

b. 3-D Driving Course

Full-time and designated part-time employees driving City vehicles shall be required to attend the 3-D Driving Course and periodic refresher courses every year. Any driver involved in a preventable collision or demonstrating questionable driving capabilities shall be required to be retained in 3-D Driving or reassigned to non-driving if no improvement is noted.

Employees shall be responsible for traffic citations received while operating City vehicles.

SAFETY COMMITTEE BOARD

The board shall review all accident reports and schedule for hearing those cases which require further investigation.

1. A suggested board for communities too small to have a full-time safety person would be as follows:

a. Person responsible for taking care of insurance records would be the City Clerk.

b. A management person from the Police Department. It would be desirable if the person had worked traffic.

c. The City traffic engineer.

Note: The above persons would be voting members. Other persons listed below would assist the board but have no voting power.

d. Persons from the garage to explain mechanical problems.

e. The Fire Department (for fire related problems) should be familiar with fire investigations.

2. The chairperson will send out notices of the meeting to all those considered in those cases where an employee is to appear before the board. The driver and his/her immediate supervisor shall attend at the appointed time unless other arrangements are made.

- a. Before the meeting, the chairperson supplies the other board members with an agenda listing each accident during a given month. This enables them to gather any information they deem necessary.
- b. The driver's overall record is reviewed to determine if it is an occasional or a regular occurrence. For example the record is reviewed to determine if the driver is on any kind of medicine.
- c. If a defect or malfunction of any vehicle component is claimed it is incumbent upon the Board to determine validity by reviewing maintenance records or obtaining information from the mechanic involved in the post-crash repair or examination. If laboratory analysis of component failure is deemed essential, the Board shall order the analysis and withhold judgment until the lab report is received.
- d. Report in writing to the department or division head what the Board findings shall be entered in the employee's Vehicle Operator's Record, and a copy of the report shall be forwarded to filing.
- e. If, in the judgment of the department or division head, the Board failed to fulfill its responsibility, he/she should require it to reconvene and re-evaluate the case. Board findings and recommendations provide guidance for management decisions on loss control policies and the importance of a thorough, objective examination of each collision cannot be overemphasized.

3. Disciplinary action shall be in accordance with Department policy or Union Contracts. In some cases, the board may render a decision that the person is at fault in the accidents.

VEHICLE OPERATOR'S RECORDS/PERSONNEL RECORDS

Each division with fleet operations shall maintain a record on each vehicle operator to show a complete of his capability. Information shall include: date started, date of driver's permit and subsequent dates of renewal, date of driver training course and refresher courses, date of physical examinations, physical limitation, accident history showing date, type of accident, whether it was preventable and a list of traffic or civil law violations. Forms will be provided by the Safety Coordinator and supervisors shall review them annually. These records shall be an item of interest on annual formal inspections.

The following pages give some ideas of types of records to be kept.:

Example I

CITY VEHICLE OPERATION

1. Operators of City vehicles shall be accountable for the care and control of the vehicle.

VEHICULAR COLLISION AND PROPERTY DAMAGE

Vehicular collision and property damage is defined as any collision occurring between a City vehicle (or private car when employee is on official City business and has been formally authorized mileage) and another vehicle, pedestrian, animal or fixed objects.

INVESTIGATION PROCEDURES

1. Each collision involving a City vehicle, large or small, shall be fully investigated and reported by the police and supervisor of the employee involved AS SOON AS POSSIBLE. The supervisor shall submit his DAMAGE REPORT to the Safety Committee Chairman within two (2) working days of occurrence. Although police are called to investigate all City vehicle collision, it is incumbent upon the supervisor to insure that all facts are obtained with respect to the driver himself. Under no circumstances will any City employee make any statement relative to liability or draw any conclusions as to the facts asserted at the scene.

2. Using the report form as a checklist, the supervisor shall determine as many facts as possible and submit a copy of his complete report to the Safety Board for hearing when required.

SUPERVISOR'S RESPONSIBILITY

The supervisor is called on to do investigations because he/she is responsible for the persons in his/her department or area. The personnel look to the supervisor for direction and guidance.

1. The supervisor knows his/her people better than anyone else. If there is a definite problem or practice that could injure someone else, he/she can make the immediate change.

2. Most often, you will be one of the first supervisors on hand that understands how things should be operated. You can get the reports first hand. With your insight, you can stop persons from over-reacting.

3. By your filling out the reports and investigating the incident, you can prevent it from happening again. You might set up special training to retrain your personnel. Also, you can take the correct role in the disciplinary action if necessary.

4. In the investigation, you should maintain your cool. Be a professional at all times and do not shout and scream at the employee. Do not threaten him/her with discipline at the time of the accident. GET ALL THE FACTS. Keep the victim calm in order not to miss any detail.

5. Make a list of persons involved.

INTERVIEWING THE EMPLOYEE

1. The persons involved should be interviewed in a quiet area or office. Interview only one person at a time.

2. The five basic questions are:

a. Who? Who was involved?

b. What? What was the accident and the extent of damage? Were there contributing factors?

c. Where? Where did the accident occur?

d. When? When did the accident occur? Example: April 4, 1979 at 12:45 P.M. Also include weather conditions and temperatures.

e. Why? Why did this accident occur? What are the reasons behind it?

SAFETY AWARDS

Safety awards are very important to the success of a safety program. They can contribute greatly to accident reduction among employees. The awards should be of a special nature and given for the purpose of getting active participation in the accident prevention program. This can either be for individuals, for a certain, group, or a division.

It will be up to the Safety Committee to establish areas for awards and the requirements. They will assist top management in the implementation, periodic review, and evaluation of the safety awards to determine their effectiveness in achieving stated objectives.

Department heads shall be responsible for the implementation of this section. They will insure that reports are reviewed periodically (at whatever date the committee agrees on) to see whether persons qualify for awards.

The cost of vehicle insurance is soaring like never before, and local governments are caught up in this also. Having safer drivers can help keep the cost down. This could be a major area for awards.

Awards should cover only full-time employees. The base period is usually on a calendar year running from December 1 to November 30.

GENERAL SAFETY RULES

1. Practical jokes and horseplay have no place on the job. Any employee participating in such activities shall be subject to disciplinary action.
2. Drinking of alcoholic beverages on the job or during working hours is prohibited. Any employee reporting to work under the influence of alcoholic beverages or consuming alcoholic beverages during working hours shall be subject to disciplinary action.
3. Work should be at a steady consistent pace. Unnecessary hurry may result in injury. Such action will be avoided.
4. Jumping from an elevation such as a table, bench or platform may result in injury. Such action will be avoided.
5. Climbing on or off a moving vehicle may result in injury. Such action will be avoided.
6. All tools and equipment should be inspected prior to use. Defective items should be reported to supervisors and potential users.
7. All hazardous areas and/or equipment will be clearly marked with appropriate signs or tags.
8. All hazard warning signs and tags will be obeyed.
9. Only personnel properly authorized and trained will operate City equipment.
10. All machinery and equipment will have appropriate safety guards installed in accordance with manufacturers' recommendations and will not be removed except for servicing.
11. Appropriate clothing suitable to the type of work performed will be worn. Loose clothing will not be worn near machinery or equipment with moving parts.
12. Jewelry such as rings, identification bracelets, etc., should be removed when work involves climbing, material handling, or operating mechanical equipment.
13. Protective equipment and/or clothing will be worn as required by rules specified for each department in this safety plan. Personnel failing to make use of provided protective equipment will be subject to disciplinary action.
14. It is not possible to cover in detail all hazardous situations that might arise on the job site. Most hazardous situations and conditions can be eliminated with proper advance planning and use of common sense.

15. Use the prescribed tools to do the job correctly.
16. All first aid and fire equipment shall be maintained and accessible for emergency use.
17. Use caution when carrying hand tools.
18. Handling Materials:
 - a. Know the safe way to lift. Use caution when lifting or lowering materials.
 - b. Always ASK for ASSISTANCE in handling heavy loads or loads of ungainly shape or size.
 - c. KEEP HANDS AWAY from pinch points, such as between walls and objects being handled, to prevent crushed fingers and hands.
 - d. USE the proper equipment for moving or lifting the load.
 - e. Remove exposed nails from all lumber, crates, etc., before handling.
 - f. WHEN PILING materials for storage, make sure the base is firm, level, and not stacked too high.
 - g. WHEN CUTTING wire or metal straps, stand clear so the flying ends will not strike you. Warn others of danger.
 - h. MAKE sure the PATH through which you must move material is free of traffic, tripping hazards and other dangers.
19. Using Hand Tools:
 - a. Tools not in use should be PUT AWAY properly on racks or in suitable toolboxes.
 - b. MAINTAIN tools in good working condition. INSPECT tools REGULARLY for damage such as mushroomed striking heads, loose or cracked handles and bent or spring jaws.
20. Portable Power Tools:
 - a. Inspect these tools before using.
 - b. Portable electric TOOLS should always be GROUNDED, either at the frame or by use of a three- wire conductor and plug.

- c. In wet locations, WEAR RUBBER BOOTS AND GLOVES or stand on a good insulating mat or platform.
- d. MAINTAIN ELECTRIC CORDS in good condition.
- e. Do not operate power tools unless required guards are in place and adjusted.
- f. Shut off power, wait for machine to stop, lock out starting switch (disconnect electrical plug or spark plug wire) before MAKING ADJUSTMENTS or clearing jammed objects.
- g. Do not REFUEL a running or hot engine. Refuel outdoors. Use only safety cans to carry or store gasoline. Store fuel in a safe place and avoid spillage. Never smoke when refueling.
- h. DO NOT LEAVE ENGINES RUNNING when unattended.
- i. DO NOT OVERSPEED engine. Operate it at the slowest speed needed for effective operation.