

**RESOLUTION NO. 871**

**A RESOLUTION ADOPTING A SAFETY AND HEALTH MANUAL, INCLUDING SAFETY AND HEALTH POLICIES, AND AUTHORIZING THE CITY MANAGER TO MANAGE THE CITY'S SAFETY AND HEALTH PROGRAM.**

WHEREAS, the City of Wilsonville supports federal and state mandates for establishing a safe workplace; and

WHEREAS, the City of Wilsonville has hired safety and health consultant, Wise Steps, Inc. to develop a written manual setting forth policies, goals, objectives, rules and procedures; and

WHEREAS, a proposed Safety and Health manual has been developed for the City of Wilsonville with the assistance of Wise Steps Inc., after review and input from City Staff; and

WHEREAS, the proposed Safety and Health Manual ensures the compliance with the OSHA written program plans and notification of the City's employees of the basic occupational safety and health requirements; and

WHEREAS, the proposed Safety and Health Manual will assist the City's employees to focus on specific safety issues; and

WHEREAS, the Safety and Health Manual will provide guidance for the reduction of injuries; and

WHEREAS, the proposed Safety and Health Manual provides uniform policies and safety practices for the city's employees.


NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The proposed Safety and Health manual on file with the City Recorder; including, but not limited to, the written policies in Chapter I and II, as provided in attachment "A" hereto, is hereby adopted.
2. The City Manager is authorized to manage the City's Safety and Health program; including, but not limited to, making recommendations to the City Council for amendment to the adopted written policies and, as from time to time may be necessary, amending the other provisions of the manual.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof the 16th day of September, 1991 and filed with the Wilsonville City Recorder this same day.

  
GERALD A. KRUMMEL, Mayor

ATTEST:

  
VERA A. ROJAS, CMC, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Carter	<u>AYE</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>

TO: Honorable Mayor and City Council  
FROM: Deanna Morrison, Administrative Assistant  
SUBJECT: Resolution No. CB-R-546-91  
DATE: September 12, 1991



The proposed resolution being brought before the City Council adopts the Safety and Health Manual for the City employees. The policies of the Safety and Health Manual have been made a part of Resolution No. CB-R-546-91 and as referenced in the resolution as Attachment "A". Each City Council member will be provided a complete manual the evening of the City Council meeting.

The Safety and Health Manual and its policies are being introduced to the Council for primarily two reasons: (1) OSHA (Occupational Safety and Health Administration) of the State of Oregon have mandated that a health and safety program be adopted by public employers. (2) This manual will provide guidance, uniform policies and safety practices to all City employees, thereby providing a safer and healthier workplace.

Last spring Wise Steps, Inc. was selected to prepare policies, rules and employee training that would result in the preparation of a safety manual for the City employees. This has been accomplished by the consultant meeting with the City's management team and other employees that are directly affected by this manual because of the nature of their job functions. This manual has been tailor made for the City of Wilsonville.

The City Council may wish to postpone adoption of Resolution CB-R-546-91 to provide additional time to review the manual as a whole document.

DM:km

# Exhibit A

## I. Safety Goals & Objectives

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### A. CITY OF WILSONVILLE'S SAFETY POLICY

#### 1. Management Commitment

COMMITMENT

The City of Wilsonville regards employee safety and health as fundamental to our City and will apply its commitment to safety and health protection with as much vigor as to other organizational programs. We will provide the motivating force and the resources for organizing and controlling safety activities for all of our Departments.

Accountability & Responsibility

#### 2. Accountability

All our employees are accountable for meeting their safety responsibilities. Authority and resources have been provided so that all assigned safety responsibilities can be met.

#### 3. Hazard Identification and Control

Hazard Identification

Hazard Identification will be specifically done by our Safety Committee and our management. This involves:

- Conducting periodic comprehensive worksite surveys for safety and health hazards.
- Evaluating and reviewing our facilities, processes, materials, and equipment for proper safety features.
- Performing routine job hazard analyses.
- Assuring that routine equipment maintenance is performed and that inspections are done to ensure proper and safe machinery functioning.

The Safety Committee will conduct regular safety inspections so that new or previously missed hazards and failures in hazard controls are identified. These hazards are to be reported to City Manager for correction. The Safety Committee's role and procedures are defined in Chapter III of this manual. Management first priority will be to ensure hazard correction and compliance with OSHA regulations.

Employees are required to report unsafe conditions to their supervisor. Employees are also to submit recommendations for improved safety or efficiency of any operation to their supervisor and the safety committee.

Hazard  
Control

When hazards are identified, our staff will work to prevent the conditions by effective design of the job process or operations. Where it is not feasible to eliminate the hazards, they are to be controlled using various procedural and personal protective equipment methods. Elimination or hazard control will be accomplished in a timely manner, once a hazard or potential hazard is recognized.

#### **4. Safety and Health Training**

Training

Our safety and health training addresses the safety responsibilities of all personnel at the City's facilities. It is essential that employees understand the hazards and necessary controls for the chemicals and equipment with which they are working, know what hazards are involved in the operations and how those hazards are controlled.

Table I-1 shows the overall employee training requirements for each basic job classification.

Equipment  
Training

Due to the variety of operations at the City, our employees are required to use a variety of tools and machines. This equipment, if handled improperly, can cause serious injury. In order to eliminate any such injuries, the City will provide training in the correct, safe operation of the tools and equipment you will need to use.

Upon satisfactory completion of your training, your supervisor will approve and record the training on the Job Training Record. This record will be kept in your personnel file and you may be issued a photocopy for your records.

Our employees are not to use equipment which can result in safety hazards without training or prior approval. The specific equipment we require training or prior approval on is included in Table I-1. If for any reason you are asked to use any equipment that you have not received training approval for, you must inform your supervisor.

Fire Safety

Our new employees will be given a tour of the areas before starting work to show them where each of fire extinguishers is located, where the fire exits are and where the first aid supplies are kept. Their supervisor will train the person in how to use a fire extinguisher. (OAR 437- Division 2 - 1910.38 (b)(4))

**Chemical/  
Biological  
Hazards**

Special training in the safe handling of chemicals such as Chlorine, Hydrogen Peroxide, Digester Gases and pesticides will be given before any employee is assigned responsibility to work around or with them.

Biological hazards are present in the jobs of treating waste, consequently all employees who work at our waste- water treatment plant will receive training in the prevention and control of disease agents.

**5. Accident Reporting**

**Accidents  
Reporting**

All accidents and first aid only incidents are to be reported. Reporting of accidents must follow the City of Wilsonville's Loss Prevention Program procedures.

This requires that all employees and/or supervisors submit all completed accident and injury records, to the City's main office.

**Required  
Reports**

The following forms and/or reports are required: (Note Copies of Forms are included at the end of this Chapter)

- **Minor Injury Not Requiring Medical Treatment**
  - Enter employee related incident on the First Aid Incident Log
  - Wilsonville Accident/Injury Form
- **Injury or Illness Requiring Medical Treatment**
  - Wilsonville Accident/Injury Form
  - State of Oregon Workers' And Employers Report of Occupational Injury or Disease Form 801

**Incident Form**

The City of Wilsonville's Incident/Accident Report is to be completed and returned the same day of the incident or accident any time there is an incident involving injury or vehicle accident or property damage. In no case should the form be submitted later than the following day for vehicle or property damage or five days for work related injuries where no outside medical attention was needed.

**801 Form**

The 801 form must be completed and sent to the City's Administration office within five days from the date of the injury or the known date of an occupational disease or injury. If the

injured worker is not available to sign the 801 form within five day submission requirement, the form still needs to be sent to the City's Administration office.

Return-to-Work Form

When an injured worker loses time from work as a result of work-related injury and then returns to work, a "Return to Work Record" form is to be completed by the injured worker's supervisor and sent to the City's Administration office on the day the worker returns.

## 6. Accident Investigations:

Accident Investigation

All injuries that result in medical treatment or time loss shall be investigated by the our management staff and reviewed by the Safety Committee, so that their causes and means for their prevention are identified.

Chapter IV. Section A discusses Accident Investigation Procedures in more detail. The Safety Committee members receive special training on Accident Investigation and their training program is documented in the Safety Committee Training Manual.

Injury and illness trends shall also be analyzed by the Safety Committee and Management, so that patterns with common causes can be identified and prevented.

## *B. Program Organization*

Policy

The City of Wilsonville's overall safety program is managed by the City Manager and management staff who have authority for its administration. These safety responsibilities include:

Management: Staff

- Ensuring that safety and health regulations are observed.
- Developing and implementing the safety program.
- Assist in preparing and revising safety policies and implementation of the safety rules.
- Monitors and audits facility for safety and health hazards.

- Involved in investigations of accidents, and conducts assessments of near-misses, and hazardous conditions.
- Reviews and approves the safety aspects of the City's facilities layout and designs.
- Establishes or approves procedures for hazardous operations.
- Maintaining the OSHA injury and illness logs and complying with state and federal injury reporting requirements.
- Retention of air monitoring records by the Management Staff where the sampling was performed. Medical records are kept in the employee's personnel file in City's Administration office.

**Risk Management**

Risk Management staff safety responsibilities include:

- Handling our workers' compensation program.
- Maintaining the OSHA injury and illness logs and complying with state and federal injury reporting requirements.
- Assists supervisors and managers with safety performance issues if requested or sees a specific trend of injuries.
- Assists with safety training of personnel as requested.
- Works with the Managers, Supervisors, and Safety Committee to develop safety training needs and ensures the delivery of the necessary training.

**Safety Committee**

Safety Committee reports to the City Manager and its role is defined in detail in Chapter III.



## **C. Basic Regulatory Requirements**

### **OSHA**

#### **1. The Occupational Safety & Health Act**

Each employer has an overall responsibility under the Oregon OSHA to provide a safe and healthful workplace. The basic program record keeping requirements include:

### **Elements**

a. **Recordkeeping:** The types of records that are required to be kept include:

### **Recordkeeping**

**1. Injury and Illness Logs:** OSHA Form 200, supplement injury forms (form 801) and other related data is kept by Risk Management as a centralized program.

Each Department office, however, is required to have available a copy of the log and summary. (OAR 437-Division 1 rule 437-01-705(2))

**2. Hazard Exposure** information including all hazards associated with chemical or toxic substances used by the City. These records under Oregon OSHA rules for Access to Medical and Exposure Records include (OAR 437-2-1910.20(c)(5):

- Results of workplace air monitoring or measuring of a toxic substance and relevant data as to the interpretation of the results.
- Biological monitoring results which directly assess the absorption of toxic substance or physical agent which include hearing tests or levels of a chemical in the blood, urine, breath, hair, fingernails, etc.
- Material safety data sheets or in absence of previous used chemical MSDSs a chemical inventory or any other record which reveals where and when used and the identity of the toxic substance.

**3. Medical Records** including employee medical examinations and test results, work histories, and workers' compensation claims. (OAR 437-2-1910.20 Access to Medical and Exposure Records)

These records are kept in individual employee personnel files at the City's Administration office.

**4. Accident Investigation Reports:** These reports are kept at Administration offices the for the investigations that City manager is involved in.

**5. Minutes of Safety Committee:** These records are retained for three years by the City. Minutes will be posted at each Department's employee Bulletin Board.

**6. Training Materials:** Training materials for the various programs will be kept in the Safety Training Manual and in the City of Wilsonville's Administrative Building. Records of attendance at training programs will be kept by the management staff.

**7. Safety Informational Materials and Rules** are maintained in the Administrative Building for the management staff, Safety Committee members and others involved in technical safety issues. This could include:

- Oregon Safety Regulations
- Applicable Standards adopted by private standards-setting organizations, ie. American National Standards Institute.
- Trade Association & Safety Journals

Posting

**b. Posting Requirements:** All required posting will be on the employee bulletin boards at each of the Department offices..

- 1.** Injury and Illness Summary Report on the OSHA 200 are posted for the month of February.
- 2.** Any citation or variance will be posted for at least 60 days or until they become a final order or are corrected.
- 3.** The Oregon Safe Employment Poster shall be kept posted.

EPA/DEQ

**2.** Environmental permits and records will be kept by the management staff as required by DEQ and/or EPA. For further information on these requirements contact the XXXXXXX

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**NOTICE**

Specific Safety requirements are detailed in Chapter IV Hazard Assessment & Controls. The Department Managers will keep copies of the current Oregon Safety Regulations.

This manual is not intended to outline every specific rule requirement that may apply to our operations but is to establish the basic safety rules and procedures. For a specific rule question please refer to the various Safety Regulations.

## II. General Safety Policy and Rules

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**Safety Policy** Enforcement of our safety rules will be vigorous and equitable, reinforcing our intent to provide workplace safety. Our managers are required to take quick, consistent action to change unsafe behavior. Lack of observance to follow the safety rules on our employee's part could result in disciplinary procedures as outlined in this chapter. Our safety rules apply equally to all our employees.

The City is committed to ensuring that our employees are trained in safety and health issues and understand the basic safety rules. Specific safety equipment is also required.

**Safety Rules** The safety rules are divided into several categories including:

- General safety procedures
- Accidents and claims
- Specific job procedures
- Fire Safety
- Disciplinary Actions for Unsafe Practices

**General Rules** The following safety rules apply to our overall City operations:

1. No employee shall knowingly violate a City safety rule or the State Safety and Health Regulations. (437-40-055(1))
2. The use of intoxicating liquor or illegal drugs on the job is strictly prohibited. Anyone whose ability to work safely is impaired by alcohol, drugs or medication shall not be allowed on the job while in that condition. (437-40-020)
3. Each employee is responsible for their own safety and the safety of others around them. Unsafe conditions shall be corrected or immediately reported for corrective action. (437-40-055(3))
4. "No Smoking" areas are marked and smoking is prohibited in those areas. Employees are prohibited from expectorating upon walls, floors, workplaces or stairs. (437-136-040)

5. No employee working shall work alone when entering confined spaces or hazardous locations such as basins or manholes.
6. Horseplay, scuffling, practical jokes or similar activities are absolutely forbidden. (437-40-025)

Accidents &  
Claims

7. All accidents or or first aid only incidents shall be reported to your manager immediately. The proper reports need to be made per Chapter I page 1-3, which includes a Form 801 for injuries requiring medical assistance or the First Aid log and an Incident form. The injured employee needs to report the following information: (Note for additional information see Chapter IV Section A. Accident Investigation) (437-40-055(2)).

- Who was hurt.
- How the accident happened.
- Who saw the accident.
- Immediate action taken and by whom.

8. An industrially injured employee's treating physician must confirm in writing that the employee can return to work after one or more shifts of time loss.
9. Modified light-duty jobs as part of the return-to-work program shall be provided if at all possible for the benefit of an on-the-job injured employee.

Specific Job  
Rules

10. Keep out from under suspended loads. Cranes and hoist operators shall not pass loads over personnel.
11. Eye protection must be worn at all times in the designated areas.
12. Hearing protection must be worn if your noise exposure is at or above 85 dBA average for an 8 hour period. These work areas are posted.
13. Safety shoes must be worn by specified employees. Safety shoes are required when there is a potential hazard of material or equipment falling or dropping on a persons feet that could cause a foot injury. (see Safety Shoe Policy in the Personnel Manual) (437-50-040(2))
14. Wear gloves and/or safety clothing as required for your job duties.

15. Do not wear your hair in a manner that it could be caught in equipment/machinery, or loose clothing, or jewelry around moving machines.
16. Employees will only operate machines, tools, power trucks or City equipment that they are authorized for (ie. power tools, heavy equipment, or other devices requiring specially knowledge or training). The supervisors will provide proper equipment safety training for each employee. If for any reason you are asked to use any equipment that you have not received training approval for, you must inform your supervisor.
17. Always use the correct tool or equipment for the job. If you do not know what tool to use, ask your supervisor. Never abuse tools or equipment by straining them beyond safe working loads.
18. Never use defective equipment which could affect your safety, and report all defective equipment to your supervisor immediately. (437-65-010(3))

Examples of defective tools/equipment would include: handles on tools that have sharp edges or splinters or cracked, heads on shock tools such as hammers, sledges, and cold chisels that have mushroomed or cracked, cutting edges of tools that have dulled edges, electrical equipment with exposed wires, etc.

19. Never remove safety guards from machinery unless it is for necessary repair/maintenance work. When the work is completed, replace the guards in their proper position.
20. Stop and lock-out any moving machine or tool before making any changes, repairs, or while cleaning. Follow the Lock-out procedures in Chapter IV.
21. Keep water off of switch panels and motors unless the electrical equipment was design for wet conditions.
22. Keep electrical panel doors closed except when authorized personnel are working in and around them.
23. All employees (except licensed electricians and qualified persons authorized by their manager) are to stay out of motor control centers, motor drive cabinets, and all electrical panels where direct contact with voltages is possible.

24. All employees are strictly forbidden to be riders on tractors or any other mobile equipment, except for the equipment designed to permit passengers.
25. Compressed air is not to be used to blow dust or dirt off your body.
26. Under routine/normal conditions, WALK, do not run.
27. When moving material or equipment - lift with your legs and arms and keep your back straight , if possible. Push wheeled loads do not pull.

Housekeeping

28. All employees are to keep their workplaces clean and orderly. Good housekeeping is of first importance in all phases our our operations. Pick up tools, material, scrap, spills, etc. so they do not present a hazard to yourself and fellow employees
29. Keep stairways, passageways, and approaches to fire fighting, electrical panels, and safety equipment clear and uncluttered.
30. Never leave tools or materials where they may fall on another worker below or where they may create a tripping hazard.
31. All refuse or garbage is to be placed in appropriate waste receptacles that are provided.

Fire Safety

32. Keep flammable liquids in closed containers and/or safety cans and in areas provided for proper storage.
33. Know the location of and how to use the fire extinguishers.
34. Learn the location and use of the fire alarm system and evacuation routes to be followed in case of fire in your work area. Employees trained in the use of fire extinguishers should attempt to control a fire at its incipient stages.

## DISCIPLINARY ACTIONS FOR UNSAFE PRACTICES

### Policy

All employees are to follow our Basic safety rules. If employees knowingly violate our safety procedures and rules which includes behaviors that jeopardize their own and other's safety disciplinary action will be taken. The supervisor is responsible to take disciplinary action as follows:

- *First Offense:* Verbal warning from your supervisor and notation in your personnel file.
- *Second Offense:* Written warning from your supervisor with a copy retained in your personnel record.
- *Third Offense:* Suspension for a variable period or termination of employment if circumstances warrant.

### Procedure

The supervisor will issue disciplinary action. Verbal warning may be given as a first notice. Warnings must be in writing, one copy to the employee, one copy to management, and one copy to the personnel file.

Any record of disciplinary action older than four years will not be used in the evaluation of your performance (this assumes that no additional safety infractions occur during each four year time period).

**For serious infractions of our safety rules the above disciplinary procedure may be bypassed, resulting in immediate suspension or dismissal.**

This would include, but not limited to, the following serious safety infractions:

- Horseplay or violation of safety practices
- Being under the influence of liquor, illegal drugs, and bringing in and or consuming alcohol on the premises.
- Irresponsible, or uncontrolled behavior that endangers or causes others to be concerned for their safety.

Any questions should be directed to your supervisor.

**SAFETY RULE/PROCEDURE VIOLATION  
DISCIPLINARY ACTION**

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*(Employee Name)*

*(Date)*

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**Supervisor: Describe the observed rule or procedure violation.**

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Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Any infraction will receive the following disciplinary action:

*First Offense:* Verbal warning from your supervisor with note to the file.

*Second Offense:* Written warning notice.

*Third Offense:* Suspension without pay or termination of employment.

The supervisor will issue disciplinary action. Warnings must be in writing, one copy to the employee, one copy to the union, one copy to management, and one copy to the personnel file.

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**THIS IS THE ( 1st, 2nd, 3rd) Offense  
(Circle)**