



City of Clemson Employee Safety Manual

NOTHING IN THIS MANUAL OR IN ANY OF THE CITY OF CLEMSON'S POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT AND ALL EMPLOYEES OF THE CITY OF CLEMSON ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY REASON OR NO REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY LEGITIMATE REASON OR NO REASON.

The Mayor, City Council and City Administrator of the City of Clemson recognize the need for safety awareness and declare safety to be of first importance for every employee. The resolution adopted by The City Council on _____, reads as follows:

RESOLUTION

CITY OF CLEMSON)
COUNTY OF PICKENS)
STATE OF SOUTH CAROLINA)

WHEREAS, the Mayor and City Council of the City of Clemson does recognize the need for safety and health awareness for all City staff and employees, and

WHEREAS, awareness and implementation of safety and health procedures by City employees for themselves, their families, fellow employees and the citizens of the City of Clemson should be of first importance for every employee, and

WHEREAS, the City’s emphasis on safety will be of no value unless each employee does their part to prevent accidents and injuries, and that Safety is a team effort, and

WHEREAS, the Safety Committee and the Mayor and City Council of the City of Clemson wish to inform all employees that the City of Clemson remains committed to the following:

- Providing a safe work environment for all employees.
- Requesting that all employees become safety conscious.
- Providing proper training and safety equipment for all employees for maximum job performance.
- Reducing the number and severity of accidents that City employees are involved in.
- Requesting that any unsafe acts or conditions be reported immediately.
- Providing a “Drug Free Workplace”.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clemson, South Carolina, of their commitment to providing a safe and healthy work environment for its employees, citizens and community.

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Note:

In this manual the word “supervisor” is used to designate the person next in authority over the employee.

SECTION I

Introduction and Overall Policy

Safety Management and General Rules Policy

The City of Clemson has a sincere concern for the welfare and safety of its employees and the public that it serves. The City acknowledges that it will provide safe working conditions for employees and maintain a safe environment for the public it serves. It is our belief that most accidents can be prevented. Thus, the City's Safety Committee, through the various department heads, has developed and will administer an aggressive occupational safety program for the City's work force.

All City of Clemson employees are expected to make safety the top priority above all other operational considerations. To reach that goal, department heads and supervisory personnel will:

1. Develop and enforce safe job procedures for City operations in accordance with Federal and State guidelines.
2. Provide appropriate safety training for all employees on a continual basis.
3. Provide safe equipment and supplies appropriate for each task.
4. Continuously evaluate work practices and conditions to seek improvement and to correct any deficiencies.

All employees are charged with the responsibility to cooperate with, and support, the safety program objectives. All employees are required, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to perform it. Failure of any employee to follow safe work practices will result in disciplinary action.

Safety practices are also a part of the employee's annual evaluation.

Responsibilities

Safety Committee:

The Safety Committee Members will be appointed by the City Administrator to review and recommend an occupational safety program. The committee will be comprised of twelve members. The membership will have one member from each City Department plus one Department Head, one at-large member and one ex-officio member of safety consultant. The committee chairman will be elected annually by the Committee members and is responsible to

the City Administrator for matters relating to the development, administration and management of the safety program. The committee will be responsible for:

1. Conducting inspections of city operations and providing the necessary instruction and guidance to achieve compliance with city, state, and federal safety guidelines.
2. Informing the City Administrator and Department Heads about the status of matters affecting the safety program and performance of departments.
3. Reviewing and recommending accident investigation guidelines.
4. Performing accident and injury analysis.
5. Development of training / training guidelines.
6. Providing for employee involvement in safety policies, (ie: suggestion program).

Department Heads:

All Department Heads are charged with responsibility for providing the type of work environment, work procedures, and services to the public that will promote safety. They will initiate and actively support a department safety program that will integrate safety principles and accident prevention techniques in all work programs and services to the public. They will:

1. Enforce safety procedures pertinent to the activities conducted by the department.
2. Inform all employees during their introductory period of safety procedures and provide each employee with a printed copy of the safety manual.
3. Establish and maintain a system of safety inspections, accident investigations, and safety performance records.
4. Submit a copy of all required accident and injury reports to the City Clerk or Human Resources within twenty-four hours or during the next business day.
5. Provide ongoing safety instruction to all employees under their supervision. Employees are to sign a form documenting that they have received this training.
6. Personally interview each employee who suffers an on-the-job injury. If the injury is determined to be preventable, a review of the accident conditions and prevention actions shall be conducted no later than the next departmental safety meeting. The purpose of this review is to ensure that other departmental employees might avoid a similar accident when working in conditions similar to the event of the incident.

Supervisors:

Must know the details of each job they supervise and identify any hazardous situation. They must enforce safety procedures and guidelines that apply to the work they supervise. They will:

1. Provide ongoing job and safety training to employees.
2. Provide ongoing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions, change in procedures, etc.
3. Actively support the safety program, become thoroughly familiar with and actively enforce all applicable safety procedures.
4. Periodically, but no less than annually, evaluate work conditions and procedures to correct unsafe conditions and practices.
5. Promptly and in a timely manner, investigate accidents and complete required reports.
6. Encourage employees to report unsafe practices and conditions and to submit practical suggestions for correction.
7. Maintain high standards in housekeeping and environmental sanitation in work activities.
8. Determine that tools, equipment and protective devices are properly maintained and properly utilized.

Employees:

Are required to develop safe work habits and contribute to the safety of themselves, their co-workers, and the general public. They will:

1. Promptly report to their supervisor all accidents and injuries.
2. Promptly report to their supervisors all unsafe practices and conditions.
3. Cooperate and assist in investigation of accidents to identify causes and prevent reoccurrence.
4. Support and participate in department safety programs.
5. Practice approved safety work procedures for their work activities.

The success of the safety program of the City of Clemson will depend upon the dedication of management; the sincere and consistent example set by supervisors, and the cooperative efforts of all employees.

Repeated violations of safety rules will be handled according to City Personnel Policy No. F-101, Basic Rules of Conduct and Disciplinary Actions.

A. Physical Fitness

Physical fitness and good health are synonymous. An employee who maintains good physical condition normally nurtures good health through diet as well as physical training.

Employees are encouraged to maintain themselves physically to meet the requirements of their particular job.

Employees are strongly encouraged to practice good health habits. These would include diet, personal sanitary habits, and physical training.

B. Employee Safety Suggestions Encouraged

Safety suggestions from employees at all levels of the work force are extremely valuable to management.

Employees are encouraged to be observant at all times for unsafe practices. If employees become aware of unsafe practices or equipment, they should inform their immediate supervisor.

When an employee feels that there is a "safer" way to perform a particular task, the employee should write his/her suggestion and place it in the safety suggestion box as provided within each Department or at the Central Suggestion Box located at City Hall. The suggestion should be explained in detail and an opinion offered as to why the suggestion would make the job safer.

Employees are reminded that supervisory personnel take safety suggestions seriously. Safety suggestions will be reviewed by the Department Head and the Safety Committee. The employee will be notified by the Department Head of the status of his suggestion.

C. Work-Related Time-Loss Injury

Accidents and injuries may occur even in the safest environment. When an accident does occur, no matter how slight the injury, it must be reported to the employee's supervisor immediately.

Medical care for the injured will be the supervisor's first priority should an injury occur. The Department Head should be notified as soon as possible of any incident involving personal injury or property damage.

The supervisor should obtain as much information as possible regarding the accident from the injured employee and any witnesses in order to thoroughly complete the Accident Report Form. He/she should state what he/she believes to have caused the accident based on evidence, and what recommendations should be made to prevent or minimize the chances of its happening again. The Accident Report Form (attached) should, also, include the names and contact numbers of any other employees involved in the incident and any specific equipment being used.

The supervisor will send the completed Accident Report Form to Human Resources within twenty-four hours of the supervisor's first knowledge of the injury.

Copies of injury reports will be sent monthly to the City Safety Committee. The Committee will review all incident reports received at the regular monthly meeting and make necessary recommendations to the Department Heads regarding the findings of the Committee.

The City of Clemson adheres to the South Carolina laws governing Workers Compensation Benefits and stresses the importance of timely reporting of all injuries and accidents. The State can and will levy a fine against the City for failure to report workers' compensation accidents within ten (10) days of the injury regardless of the severity. Late reporting will also jeopardize compensation payments. In addition to being required by state law, prompt reporting of accidents will help ensure that the injured employee receives the care he/she needs, and will ultimately lead to lower accident costs.

SECTION II.

General Office Safety Procedures and Housekeeping

Many painful and sometimes disabling injuries are caused when employees are struck by falling objects or strike against or trip over objects they did not see. Many injuries and much property damage stems from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work with within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many other sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping promotes efficient performance when materials, tools, and equipment all have a place for orderly storage, and are returned to the proper place after use. Also, the materials are easier to find and easier to inspect for damage and wear when stored properly.

The following Safety Procedures are established for housekeeping:

1. Keep work areas and storage facilities clean, neat and orderly.
2. Keep all aisles, stairways, passageways, exits and access ways to buildings clear of obstructions at all times. Clean all spills from traffic areas immediately.
3. Do not place supplies and parts on top of lockers, hampers, boxes or other movable containers at a height where they are not visible from the floor.
4. When storing materials suspended from racks on hooks, secure them from falling.
5. Return tools and equipment to their proper place when not in use.
6. Do not use extension cords as primary power.
7. Secure pointed or sharp articles to prevent persons from coming in contact with the sharp edges or points.
8. Store new or soiled rags in a metal container meeting OSHA standards. (OSHA standard (1926.26 b))
9. Keep electrical control or fuse boxes closed and clear at all times with a minimum 3-foot clearance (SFPC 705).

SECTION III.

Law Enforcement

All Police Department employees will, at all times, adhere to the Police Department's Policy and Procedures Manual, which is hereby made a part of this Section. A violation of the stated policy concerning safety will constitute a violation of the City safety regulations as well as departmental policy.

SECTION IV.

Fire Suppression

(Note: The City of Clemson is under contract with Clemson University to provide fire suppression.)

The Clemson University Fire Department operates in accordance with applicable safety standards established by the South Carolina Occupational Safety and Health Administration.

SECTION V.

Fire Prevention

Potential fire hazards may exist where activities or municipal operations take place. Orderly planning, good housekeeping, control of fire producing activities, and common sense, can prevent fires.

A. Basic Fire Plan

It is necessary that all City buildings have a plan to respond to a fire. A basic fire plan is as follows:

1. The immediate detection of fire.
2. Adequate warning measures for alerting all personnel.
3. The immediate evacuation of personnel.
4. Rapid reporting to the Fire Department ("911").
5. Attempt to confine the fire by closing doors and windows to isolate the fire area.
6. Attempt to extinguish the fire if employee is properly trained in the use of portable fire extinguishers, insofar if it is "safe" to do so, and only to the extent that it is possible to maintain a safe exit for personnel so engaged. "Do not endanger any personnel at any time."
7. Standby to direct Fire Department personnel to the fire area.

Each City of Clemson building should have a posted Emergency Fire Plan. The Clemson University Fire Department offers a source of knowledge and assistance in establishing such a plan.

B. Training

Training to support the basic fire plan should be conducted as follows:

1. All employees should be familiar with the location and operations of the nearest fire alarm box or telephone.
2. Fire extinguisher equipment will be prominently displayed, labeled for usage, and kept clear for easy access at all times.
3. Employees will receive fire prevention and fire extinguisher training annually per OSHA standard 1910.157 (g1 and g2).

4. Fire drills will be conducted and properly documented annually as scheduled by the Department Head.
5. After the use of a fire extinguisher, the user shall report such use promptly to a supervisor so a replacement may be obtained immediately.

C. Fire Safety

1. Oily rags and other flammable wastes will be stored in containers meeting OSHA standards. (OSHA standard (1926.26 b))
2. For storage of flammable and combustible liquids, refer to (OSHA 1910.106 table (h)(12)).
3. Gasoline will be stored and transported in safety containers meeting OSHA standards. Containers must be approved metal cans with flame arrestor openings. All containers must be labeled as to contents (OSHA 1910.107 (e)(3)).
4. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, the filler nozzle will remain in contact with the equipment being fueled or other proper grounding procedures will be maintained to avoid a static electrical discharge (OSHA 1910.107 (e)(9)).
5. Never overfill a tank, but rather, under-fill it to allow room for expansion of the liquid.
6. No artificial lights except OSHA approved lighting will be used near all flammable liquids or vapors.
7. "No smoking" will be enforced in all areas where hazardous substances are stored or used and all other areas where "No Smoking" signs are posted. Proper ashtrays will be provided in all designated smoking areas.
8. Exits should be properly marked and will not be locked (chained or otherwise obstructed) to prevent exit from the building, while the building is occupied (OSHA 1910.36 (b)(4)).
9. All designated motorized equipment will have an appropriate fire extinguisher, which will be serviced annually by a State certified technician (OSHA 1926.601 (14)).
10. The Department Head will be responsible for assuring maintenance of fire extinguishers on an annual schedule.

SECTION VI.

Vehicles/Equipment

A. Operation

1. Vehicles/equipment will be operated and maintained in accordance with established procedures.
2. If an employee is authorized to use a private vehicle or private equipment for City business purposes, the private vehicle and equipment will be operated and maintained in accordance with established procedures equal to City provided vehicles and equipment.
3. Each operator must possess a valid South Carolina Drivers License of the class required for the vehicle to be driven.
4. It will be the responsibility of the Human Resources Department to verify, annually, each employee's driver's license through the Highway Department and maintain records of such verification.
5. Seat belt use is required at all times in a City vehicle, or while in a personal vehicle on City business. This rule will be strictly enforced. All violations of the safety belt rule will be subject to disciplinary measures.

B. Safeguarding Vehicles and Their Contents:

1. No unauthorized equipment will be carried or installed on City-owned vehicles.
2. All equipment or tools assigned to a particular vehicle will be transported in its proper location.
3. Engines will not be left running and ignition key will be removed when vehicle is unattended except when necessary to perform a job or function.
4. Before leaving the work site, drivers will inspect their assigned vehicles for the security of equipment and materials.
5. When the operator is the sole occupant and the vehicle must be left unattended, the operator will take necessary steps to secure the vehicle, materials, and equipment against damage, loss, or theft.
6. Unless authorized, City vehicles will not be operated outside City service areas.

C. Training

It will be the duty of each Department Head to develop and implement a documented procedure for the following:

New Employee Training:

1. Each Department will have standards for new employees on the proper operation of equipment within their Department.
2. This plan will become a part of the employee's training during his introductory period. Failure to complete this training may be grounds for termination. Supervisors are required to maintain a log of individual safety training, including the completion date, comments of the supervisor or instructor, and the equipment on which the employee has been trained.

D. Accidents Involving City Vehicles

Accident Reporting:

A uniform and consistent accident reporting process will be maintained for documentation of the facts surrounding an accident.

1. All accidents involving a City vehicle will be immediately reported to the City Clerk.
2. Any accident involving a non-city vehicle will be reported immediately to the appropriate law enforcement agency.
3. A written accident report will be forwarded by the supervisor to the Department Head. The Department Head may then use the report to review the circumstances surrounding the accident and take the appropriate action.

SECTION VII.

Bloodborne Pathogens

Bloodborne Pathogens are microorganisms in human body fluids and can cause disease. Examples of the Bloodborne Pathogens include, but not limited to the following:

- Hepatitis B virus (HBV)
- Human Immune Deficiency Virus (HIV)

The City is required to provide annual Bloodborne Pathogen training and to offer appropriate immunizations to employees prior to assignment to work activities where risk of infection is involved.

SECTION VIII.

Personal Protective Equipment (PPE)

A. General

Personal protective equipment is provided by the City and will be used by employees when required. Supervisors will perform assessments of jobs and determine what PPE is appropriate and required. The immediate supervisor will enforce the wearing of personal protective equipment in accordance with this safety guideline.

1. PPE will be provided at no cost to the employee who is responsible for the care, loss, and return of worn or damaged equipment. If equipment is stolen or damaged, report it immediately to the supervisor.
2. All PPE will meet ANSI standards, be in good working condition at all times, and be suitable for its intended use.
3. The use of PPE will be enforced as a part of standard operating procedures. Any employee who fails to use appropriate PPE will be subject to disciplinary action. It will be the responsibility of the supervisor to instruct employees in the proper use of PPE.
4. The City is required to provide annual PPE training. The City must provide training prior to the assignment of any task requiring the use of PPE.
5. The following is a list of commonly used PPE:
 - Respirators
 - Reflective Vests
 - Steel toe boots/shoes
 - Gloves
 - Hardhat
 - Safety glasses
 - Hearing protection
 - Face protection
 - Coveralls
 - Chaps

6. Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If you are using a City provided respirator for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following when using a respirator:

- Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Section IX.

Material Handling

Back injuries can be avoided by taking time to plan ahead and thinking about the proper way to perform the task.

A. Lifting Procedures

The single and most significant preventive safety measure an employee should keep in mind is the four-step lifting process. It is essential that you carefully read and execute the following lifting process:

1. Size up the load. If it is too heavy or bulky - get help. Check the load and remove protruding nails, splinters, sharp edges, oil, grease or moisture. If the surface is rough - wear gloves.
2. Get a firm footing and good balance; have your feet about shoulder width apart. If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible. Grip the load firmly. Lift the object to carrying position, keeping it close to the body. Let leg and arm muscles do the work.
3. Be sure you can see where you are going.

B. Material Storage

All materials stored in tiers will be stacked, racked, blocked, interlocked, or otherwise properly secured.

C. Handling Gas Cylinders (OSHA standard (1910.101) & (1910.253))

The Department Head will determine that compressed gas cylinders, under their control, are in a safe condition to the extent that this can be determined by visual inspection.

SECTION X.

Hazard Communication

The City of Clemson maintains a hazard communications program. The purpose of this program is to ensure that the hazards of all chemicals handled throughout the course of employment and information concerning their hazards are transmitted to employers and employees.

This information will include:

1. Proper handling
2. Proper labeling
3. Proper containment
4. Proper distribution of Material Safety Data Sheets (MSDS)

The City is required to provide annual Hazard Communication Training. Department heads are responsible for scheduling and documenting Hazard Communication Training for all employees within their departments.

SECTION XI.

Lockout/Tagout

This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy could cause injury to employees.

The City will provide effective initial training and annual retraining as necessary and will certify that such training has been given to all employees.

The City will provide proper Lockout/Tagout devices for the equipment and/or machinery being serviced.

SECTION XII.

Digging and Trenching Operations

1. A qualified and competent individual will be on site for all trenching, shoring, and excavating operations.
2. The Department Head will be responsible in seeing that all applicable training will be completed before engaging in any trenching, shoring, or excavating operation.
3. The City is to provide annual trenching and shoring training. The City must provide training prior to the assignment of any task requiring trenching or shoring.

SECTION XIII.

Confined Space

A confined space is defined as follows:

1. An area large enough and so configured that employees can enter and perform assigned work,
2. Has limited means of entry and exit, and
3. Is not designed for continuous employee occupancy.

No confined space atmosphere is assumed safe. Always regard confined spaces as dangerous.

The Department Head will ensure all applicable training is completed before any employee is allowed to enter a confined space and annual training thereafter.

An individual qualified in confined space entry must be on site.

The City of Clemson Safety Committee recommends that each department have a copy of:

OSHA Standard 29CFR

- **1910 (OSHA Standards for General Industry)**
- **1926 (OSHA Standards for the Construction Industry)**

and that all employees review the attached list of commonly cited OSHA standards.

The City of Clemson has available a copy of the National Fair Labor Standards Handbook and recommends all employees' familiarity with the NFLB Standards. It is the ultimate responsibility of all employees to be familiar with regulations and standards governing their work environment.

Thank you for doing your part to make the City of Clemson a safe place to work!

