



CITY OF FLINT
DEPARTMENT OF HUMAN RESOURCES
AND LABOR RELATIONS

POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

Safety in the Work Place

ISSUE DATE: December 3, 2010	DATE REVISED: No. of Pages: 4	SOURCE: City of Flint Policies and Procedures Manual
REVIEWED BY CITY ATTORNEY: Pete M. Bade	APPROVED BY DIRECTOR, HUMAN RESOURCES & LABOR RELATIONS: DONNA D. POPLAR	DATE APPROVED BY FLINT CITY COUNCIL: December 20, 2010
DATE REVIEWED: December 6, 2010	DATE APPROVED: December 3, 2010	RESOLUTION NO.: 101340

PURPOSE:

It is the policy of the City of Flint that accident prevention and compliance with all safety-related rules and regulations shall be considered of primary importance in all phases of operations and administration. It is the intention of the City of Flint's administration to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

STATEMENT OF POLICY:

The prevention of accidents is an objective affecting all levels of the City of Flint and its' operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his/her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

The City of Flint will make every effort to provide adequate training to employees. However, if an employee is in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted. Every employee of the City of Flint is responsible for all safety duties that pertain to their jobs.

Every injury that occurs on the job must be reported to City of Flint management, the Employee Health Clinic and the Risk Management Office **as soon as possible**. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When there is an accident, everyone is adversely affected. Safety is everyone's business.



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SAFETY IN THE WORK PLACE POLICY

SAFETY RULES FOR ALL EMPLOYEES:

It is the policy of the City of Flint, the appropriate steps will be taken to protect its' employees from accidents, injuries and/or occupational disease **during the course of performing their duties.** Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken, promptly, to ensure the employee receives adequate treatment.

All operations must be planned to prevent accidents. To carry out this policy, the following rules apply:

- A. All employees shall follow safe practices, rules and such other rules and practices as communicated on the job.
- B. All employees shall report all unsafe conditions or practices to their immediate supervisor and if corrective action is not taken immediately, to Risk Management.

PROCEDURE:

1. The department head or his/her designee shall be responsible for implementing these policies by ensuring (through disciplinary action, if necessary) employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
2. Good housekeeping must be practiced at all times in the work area by removing all spills, trash, dirt/debris, eliminating any dangers in the work area. Orderly and clean work places are every employee's responsibility.
3. Suitable clothing, footwear, hard hats, respirators and eye protection shall be worn at all times in specific designated areas. A PPE Hazard Assessment Certification Form (Attached) shall be completed as required. All necessary steps should be taken to ensure proper maintenance of all safety equipment. Any questions or concerns should be forwarded to Risk Management.
4. Anyone under the influence of intoxicating liquor, illegal drugs or medications not prescribed by their physician, shall not be allowed on the job. Any employee on prescribed medication that might impair motor skills and judgment should be cleared through the Employee Health Clinic.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of any employees are prohibited. This includes yelling, running, throwing tools or material or playing practical jokes on other employees.



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6. Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and equipment.
7. No employee shall be permitted to work while the employee's ability or alertness is impaired by fatigue, illness or other causes that might expose the employee or others to injury.
8. Seat belts must be used at **all times**, under reasonable circumstances, while in a City of Flint moving vehicle. Failure to wear seat belts while operating City vehicles could result in disciplinary action, unless otherwise specified.
9. Employees should be alert to ensure all protective devices are in their proper places and adjusted accordingly and shall report any deficiencies, promptly, to their supervisor/department head or his/her designee or Risk Management.
10. Employees shall not handle or tamper with any electrical equipment, machinery, or water lines in a manner not within the scope of their job duties unless, specifically, instructed to do so.
11. All injuries must be reported to the Employee Health Clinic in order to facilitate medical or first aid treatment. If the injury does not occur between the hours of 7:00 a.m. – 3:00 p.m., **Monday through Friday**, the employee should be taken to the emergency clinic and the incident reported to the Employee Health Clinic at 7:00 a.m. **the following business day**.
12. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
13. Do not throw things, especially, material and equipment. All waste materials shall be disposed of properly and carefully.
14. Employees required to wear safety shoes as provided by the City of Flint, must wear those items at all times while working for the City. At time of termination or leaving the employment of the City of Flint, those items **MUST** be returned to the City, immediately. (See Also Article 55 of AFSCME Local 1600 Collective Bargaining Agreement and Article 50 of AFSCME Local 1799 Collective Bargaining Agreement.)
15. Observe all smoking and fire prevention regulations. **All** Safety Signs must be observed.
16. Fire extinguishers that have been used or have a broken seal must be turned in to **immediate** supervisor.
17. Fire extinguishers **must be** inspected and charged on a, less than, 12-month basis.



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18. Oxygen and acetylene valves must be restrained at least twenty (20) feet from exits and must be turned off at the bottle when not in use.
19. Welding rods are to be removed from the holder when not in use.
20. Employees with long hair (regardless of sex) must maintain their hair in such a way it does not become a safety hazard.
21. Work clothing must not present a safety hazard. Loose or bulky clothing in specific designated areas is not permitted.
22. Lock out tags or locks shall not be removed unless authorization from appropriate supervisor/department head is given.
23. Drivers of vehicles must make daily safety inspections of their vehicles prior to an operation. Defects/damages/needed repairs must be reported to appropriate supervisor, Director of Human Resources & Labor Relations and Risk Management, **immediately**.
24. Obey all posted speed limits **throughout City facilities/property**. If not posted, 15 mph must be maintained while on City property.

All foremen, supervisors, cost center managers, supervisors, department heads, directors and administration have a legal obligation to protect the employees under their care.

(See Attachment: PPE Hazard Assessment Certification Form.)

A copy of this policy is available to all City of Flint employees via

The City of Flint website.
