

City of Amarillo
Personnel Policies and Procedures

Policy Title: Safety Policy

Policy Number: 1700

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Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The City of Amarillo intends to provide a safe and healthy work environment for our employees. The purpose of this policy is to establish a workplace culture that ensures the safety and well-being of all City of Amarillo employees

II. Scope

This policy applies to all City of Amarillo employees, interns, volunteers, and departments. Enforcement upon civilian personnel shall be in accordance with the City's disciplinary rules and procedures. Mission-appropriate/essential exceptions and associated tolerable risks are recognized as inherent in some functions of the law enforcement and fire services. Enforcement upon sworn fire and police personnel will be governed by the rules of Local Government Code Chapter 143, and any meet and confer agreements as they pertain to employment practices and employment law.

III. Management Policy Statement and Safety Goals

- A. The personal safety and health of each City of Amarillo employee is of primary importance. The City of Amarillo believes that its employees are the most important resource and that their workplace safety is its greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide appropriate training and equipment to ensure that employee safety goals are accomplished.
- B. To be successful, the City of Amarillo safety program must embody the proper attitude toward injury and illness prevention on the part of management, supervisors, and employees. Cooperation between our employees and management in the observance of this safety policy will ensure safe working conditions, will minimize the risk of accidents, and will work to our mutual advantage. It will also assist in reducing workers' comp costs and reduce jobsite down-time, material loss and regulatory agency fines.
- C. The City of Amarillo's safety goals are to reduce employee injuries, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the attainment of these goals, the City will protect its employees and will protect the assets belonging to the citizens of Amarillo.
- D. Management will hold managers, supervisors, and employees accountable for meeting our safety goals.

IV. Responsibilities

- A. **Department Director**

1. Develop policies and procedures that integrate safety with all operations.
2. Eliminate potential hazards by providing appropriate safeguards, personal protective equipment (PPE), and safe work environments.
3. Provide necessary PPE and enforce its use and care
4. Provide effective safety and health training to all employees
5. Be familiar and comply with all applicable safety standards.
6. Review, consider for approval, and execute appropriate actions on safety policies.
7. Ensure a high level of safety performance and hold staff accountable for safe work practices.
8. Ensure that all employees have the authority to enforce the safety policy and take actions to stop unsafe practices.
9. Ensure job safety analysis and job safety observations are routinely updated and completed for each position.
10. Ensure safety audits are completed on division facilities and equipment

B. Supervisor

1. Know safety policies and work practices that apply to the department operations.
 - a. Take action to confirm that all employees in the supervisor's charge understand the safety rules that apply to them.
 - b. Always take immediate action to correct safety rule violations. Unsafe acts or procedures will not be tolerated.
2. Prevent bad work habits from developing.
 - a. Hold supervisors and employees accountable for making daily observations of employees to ensure that they perform their work safely and continue this observation regularly once safe working habits are established.
3. Take action to correct or control hazardous conditions within the work area.
 - a. If circumstances are beyond supervisor control, remove employees until conditions are made safe.
 - i) Notify the Department Director of significant observations/occurrences.
4. Promote the reporting of unsafe conditions or procedures in the workplace.
 - a. Listen to employees and take all safety complaints serious. No job shall proceed when a question of safety remains unanswered. Seek advice from the Department Director or Risk Management, as necessary.
5. Demonstrate safe work practices through personal work habits and personal conduct. Always wear PPE in areas where PPE is required.
6. Every employee is required to be provided training on proper safety procedures to follow, including the use of additional safeguards such as machine guards and PPE immediately upon hiring.
 - a. No employee shall be assigned work duties without being trained on safety protocols.
7. Investigate and analyze every accident and near miss that occurs to all employees. If it is suspected that an incident may be caused by a defective vehicle, product, tool, or device, then the supervisor shall first make direct contact with an attorney in the City Attorney's Office before moving, testing, examining, or manipulating, or conducting any test on the suspected item. Failure to follow this procedure can spoil essential evidence and hamper the legal rights of an injured employee or City.
8. Complete and file an incident report for all incidents/accidents involving employees.
9. Conduct routine tailgate safety meetings and for all high-risk operations.
 - a. Tailgate safety meetings shall occur no less than once a week.

10. Make safety suggestions and solicit safety suggestions from employees.
11. Serve on safety committees when requested.
12. Maintain an active presence at every safety meeting and participate in safety meetings.
13. Perform and cooperate in conducting safety audits of department facilities and equipment.

C. Employee Responsibilities

1. Know and adhere to all safety rules, regulations, signs, markings, and instructions. Be knowledgeable of rules and regulations that apply directly to the employee's area and the work they perform.
 - a. Employees shall ask their supervisor, foreman, or safety coordinator for clarification or guidance of any rule not fully understood.
2. Loose clothing, shorts, tank tops, and jewelry cannot be worn on worksites. Attire appropriate for the worksite (as determined by the supervisor) is always required.
3. Proper footwear shall be worn at all jobsites. Employees shall not be permitted to work until the employee reports to work with the proper footwear.
4. Appropriate PPE shall be utilized on all jobsites.
5. Employees shall not handle chemicals unless the employee has been properly trained in the safe handling of the specific chemical.
6. Read, understand, and follow the guidelines set forth in the Safety Data Sheets (SDS) pertaining to the employee's worksite.
7. Compliance with all City of Amarillo safety and health rules and regulations is a condition of employment. Failure to follow safety rules and regulations may result in disciplinary action up to, and including, termination of employment.

V. Procedures

- A. The health and safety of employees is both a management and personal responsibility. The City will take all appropriate steps to ensure a safe work environment, but it is up to the individual employee to follow all safety rules and policies and to take all appropriate steps to work safely. Every task should be completed with a focus on health and safety. The Cardinal Rules of Safety are of paramount importance in creating a culture of safety within the City of Amarillo and cannot be compromised. Any breach of the following rules by any employee will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.

1. Failure to wear a seat belt when operating City vehicles and equipment.
2. Knowingly or recklessly operating a City vehicle without a valid, applicable driver's license.
3. Circumventing, tampering with, or removing a safety device.
4. Failing to use, or refusing to properly use, required personal protective equipment (PPE).
5. Distracted driving/texting while driving.
6. Knowingly or recklessly putting oneself, another employee, or any other person in imminent danger or knowingly or recklessly failing to protect the safety of the public.
7. Failure to report an on-the-job injury (OJI), accident/incident, or failure to cooperate and be truthful in a safety investigation.
8. Failing to enforce or follow safety policies and rules.

VI. Housekeeping

- A. Materials shall be kept in neat stockpiles for easy, safe access. Aisles shall be kept clear of loose materials, tools, cords, and waste.
- B. Remove waste from worksites on a frequent basis and dispose of it in a suitable manner.
- C. Remember that nothing should be stored in the path of employees or the public.

VII. Tools

- A. Every tool is designed for a certain job and should only be used for that purpose.
- B. Keep tools in a well-maintained fashion. Worn tools are dangerous and should be tagged and removed from service.
- C. Do not force tools beyond their capacity or use cheaters to increase leverage.
- D. Do not use power tools unless and until employees are properly trained to do so.
- E. Before using power tools, examine them for damaged parts, loose fittings, frayed or cut electrical cords. Tag and remove defective tools from service.
- F. Do not use tools with improper or damaged guards, or with guards removed.
- G. The removal of safety guards is prohibited and may result in discipline up to and including termination.

VIII. Electrical Safety

- A. Department Heads will ensure that departments have a comprehensive safety policy describing their work with electrical equipment.
- B. Department Heads will ensure that employees tasked with working with electricity are properly trained and equipped.
- C. Only qualified workers shall be allowed to perform electrical work.
- D. Examine all cords prior to use. Cords which are frayed, worn, or contain exposed wires shall not be used and shall be removed from service immediately.
- E. All cords should be of the three-wire type and designed for the intended use.
- F. Cords shall be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard.
- G. All electric work shall conform to the requirements of the current NEC and NFPA standards at the time of the work.

IX. Lockout/Tagout

- A. Departments that work with hazardous energy shall develop a lockout/tag out policy and training that conforms to OSHA 1910.147.
- B. Employees shall not enter hazardous energy areas without properly locking and tagging the equipment.
- C. Never operate tagged out equipment.
- D. Employees shall place their lock personally; employees shall never have someone else do it for them.
- E. Employees shall not remove someone else's tag.
- F. All locks and tags will be labeled to identify their owner.

X. Trench and Confined Space Entry

- A. Department Heads will ensure that all employees tasked with entering trenches and confined space are properly trained and equipped.
- B. Department Heads of departments that enter trenches and confined spaces will ensure they have policies in place that align with current OSHA standards.
- C. Employees will not enter trenches or confined spaces until all safety measures and training

- have been implemented.
- D. Trenches deeper than 5 feet will be shored before personnel enter.
 - E. A competent person will be designated and on site before personnel enter trenches or confined spaces. The designated competent person will remain on site while personnel are working in a trench or a confined space.
 - 1. A competent person is an individual who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
 - F. Mandatory training will be provided annually for personnel tasked with entering trenches and/or confined spaces.

XI. Material Handling, Storage, and Disposal

- A. Material Handling
 - 1. Employees must know the approximate weight of objects being handled and stay within their abilities. If the object is too heavy or bulky get help or use available equipment.
 - 2. Employees shall ensure they have a safe path of travel while moving objects.
 - 3. Employees shall establish firm footing, keep their back straight and use a proper lifting technique. Lift gradually, and do not jerk or twist.
- B. Storage
 - 1. Store materials so as not to block exits, aisles and passageways, and access to fire extinguishers and electrical panels.
 - 2. Stacked materials should be secured to prevent sliding, falling, and collapse.
 - 3. Materials stored inside shall not be placed within two (2) feet of the ceiling and shall not impede sprinkler operation.
 - 4. Utility closets shall not be used as storage areas.
 - 5. Flammable materials shall be stored in accordance with local code and the most current NFPA standards.
- C. Disposal
 - 1. Hazardous Materials shall be disposed of according to manufacturer's recommendations.
 - 2. Contact Industrial Waste at (806) 342-1556 or Solid Waste at (806) 378-6813 with questions concerning disposal.

XII. Hot Work

- A. Hot work must be conducted in accordance with City policy, NFPA 51B, and ANSI Z49.1.
- B. Only properly trained and qualified employees will conduct hot work (cutting, welding, soldering, and brazing).
- C. Department Director or Facilities Director will issue a hot work permit before allowing hot work to be initiated on City property and/or equipment. This includes hot work conducted by contractors on City property and/or equipment.
- D. Supervisor will ensure employee is properly trained and qualified before assigning hot work to an employee.
- E. Ensure that an appropriate fire extinguisher is readily available.
- F. Department Director will provide for the retention of the hot work permit in accordance with the City of Amarillo retention policy.

XIII. Stairways and Ladders

- A. Stairways
 - 1. Stairways shall be kept clean and free from hazards

2. Employees should use the handrail while ascending and descending stairs.
- B. Ladders
1. Inspect ladders before and after each use.
 2. Remove unsafe ladders from service and do not use.
 3. Employees shall ensure that they are using the proper ladder and that it is designed to support the weight that will be placed on it.
 4. Ladders used to access upper floors or platforms shall extend three feet above the upper landing surface.
 5. When in position, straight and extension ladders should be securely tied at the top to prevent slipping or should be held in place by a fellow employee.
 6. The area around the tip and base of the ladder should be kept clear at all times.
 7. Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all time.
 8. Make sure ladder is free from mud, ice, snow etc. before using.
 9. Do not use ladders in a horizontal position or as scaffold.
 10. Ladders shall only be used for the purpose for which they were designed.
- C. Step Ladders
1. Do not use ladders in the folded position as a straight ladder. Ensure the legs are open and locked in place.
 2. Do not stand on the top two steps of a step ladder.

XIV. Motor Vehicle Safety

- A. Seat belts shall be worn at all times by City employees operating or riding on vehicles or equipment.
- B. Cell phones shall not be used while driving City vehicles and equipment unless they can be used in a hands-free (Bluetooth, etc.) manner. (AFD, APD exempt when used for official business).
- C. Vehicles used to transport employees should have a proper number of seats and belts for the number of employees carried. Employees shall not ride in or on fenders, running boards, truck beds, or any other piece of equipment not meant for human occupancy.
- D. Horns and back-up alarms shall be functional on all City equipment.
- E. Backing should be avoided when possible. If equipment must be backed, use of a spotter is required when a spotter is available. If a spotter is not available, vehicle and equipment operators must back slowly with an abundance of caution.
- F. Parked City vehicles will utilize the “orange flag” system to ensure situational awareness for the operator. One orange flag will be placed on the front, driver’s side of the vehicle and another orange flag will be placed on the rear, passenger side of the vehicle. The operator must do a 360° walk-around to retrieve the flags before operating the vehicle.
- G. Operators of City vehicles and equipment are responsible for the safe operation of their vehicles at all times.

XV. Hazardous Communications

The Texas Hazard Communication Act (THCA) is a state “worker right-to-know” law that requires public employers to provide their employees with specific information and training on the hazardous chemicals to which employees may be exposed in the workplace.

- A. The Risk Management Department, in cooperation with the Environmental Lab, will manage the City of Amarillo THCA compliance.
- B. Department Directors shall ensure that each of their divisions develop and maintains a hazard communication policy compliant with THCA requirements.
- C. Department Directors will collaborate with Risk Management and Environmental Lab on matters pertaining to the THCA including but not limited to training, safety data sheet (SDS)

- management, and annual chemical inventory.
- D. Chemicals without a proper SDS will not be used or stored in or on City facilities.
- E. Chemicals stored in secondary containment will be properly labeled with the identity appearing on the SDS and the appropriate hazard warnings.

XVI. Safety and Health Training

- A. City of Amarillo employees will receive safety and health training in accordance with the job tasks they are allowed/required to perform and for the hazards they may encounter.
- B. Job Safety Analyses (JSA) will be completed on all tasks assigned to employees.
- C. Supervisors will train employees on JSAs before assigning tasks.
- D. Job Safety Observation (JSO) will be completed on tasks periodically. JSO may be performed by supervisors, peers, or members of Risk Management.
- E. JSOs will be used to mitigate hazards and to identify training objectives.
- F. Toolbox/Tailgate, or 5-10-minute safety meetings will be held by Superintendents/Forepersons before beginning hazardous work such as trench entry, confined space entry, work in roadway work zones, or other tasks that have a high degree of risk.
- G. The subject of each training talk should be documented and recorded by the Department Head or designee. A log of toolbox/tailgate safety talks shall be kept by each crew foreperson.

XVII. Policy Enforcement

- A. Failure to adhere to the requirements of this policy will be considered insubordination and a violation of a departmental rule and will be subject to disciplinary action up to, and including, termination.
- B. Disciplinary action will be taken for the following offenses:
 - 1. Fighting—no matter what the cause
 - 2. Horseplay
 - 3. Insubordinate conduct or refusal to follow directions
 - 4. False statements such as injury claims
 - 5. Other inappropriate behavior including, but not limited to, failure to obey safety rules

XVIII. Exception

The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason based upon federal, state, or local law or on the needs of the City.