

RESOLUTION NO. R-2019-17

**A RESOLUTION ACKNOWLEDGING THE IMPORTANCE OF THE CITY WARD TO HAVE A HEALTH AND SAFETY PLAN FOR ITS EMPLOYEES; THAT THE SAFETY OF ITS EMPLOYEES IS ALWAYS THE FIRST CONSIDERATION IN THE OPERATION OF THE CITY; AND HAVING A PREVENTION AND RESPONSE PLAN IS PARAMOUNT TO THE SAFETY OF ITS EMPLOYEES**

WHEREAS, according to the National Safety Council, a worker is injured on the job every seven seconds, or 510 per hour, or 12,600 per day, or 88,500 per week, or 4,600,000 per year, and

WHEREAS, according to the National Safety County, the above figures equate to 104 million production days lost to work-related injuries in 2017.

WHEREAS, the City of Ward strives to do all it can to ensure our employees are properly equipped, properly trained, and follow proper procedures to ensure their safety.

NOW, THEREFORE, IT IS RESOLVED that the City of Ward Health and Safety Plan is hereby adopted effective 30 days from the date of its passage.

Said resolution has been properly introduced and the vote was:

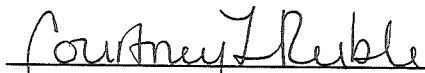
PASSED: YEAS 5 NAYS 0

DATE: June 17<sup>th</sup>, 2019

APPROVED:

  
\_\_\_\_\_  
Charles Gastineau, Mayor

ATTEST:

  
\_\_\_\_\_  
Courtney Ruble, City Clerk

SEAL



**CITY OF WARD  
HEALTH & SAFETY PLAN**

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**“The safety of the people shall be the highest law.”**

Marcus Tullius Cicero, Roman philosopher born in 106 BC

**“Shallow men believe in luck;  
wise and strong men in the cause and effect.”**

Ralph Waldo Emerson

**“If you put good people in bad systems, you get bad results.  
You have to water the flowers you want to grow.”**

Stephen Covey

**June 17, 2019**

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## Safety Policy Statement

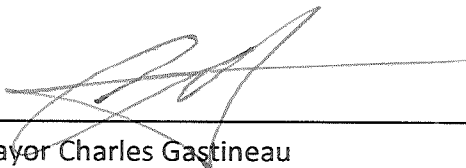
It is the Policy of the City of Ward to work continuously toward improving our Health and Safety Program, as well as our safety procedures.


It is the City's intent to provide a safe working environment in all areas, for all employees. Accidents and injuries are prevented by controlling the work environment and the actions of employees. Therefore, safety will take precedence over expediency or shortcuts. Every attempt will be made to reduce the possibility of accident occurrence. Protection of employees, the public, and city property and operation is paramount. The City considers no portion of City operation more important than the health and safety of its employees.

Employee safety is to be the first consideration in the operation of the city. Safe practices on the part of the workers must be part of all operations. Employees must understand their personal responsibility for the prevention of injuries on and off the job.

### Most Injuries can and should be prevented

The City will continue to be guided and motivated by this policy, and with the cooperation of all employees and elected officials, will actively pursue a safer working environment throughout the City.

  
\_\_\_\_\_  
Mayor Charles Gastineau  
City of Ward

  
\_\_\_\_\_  
Date

Approved and adopted by the Ward City Council on June 17, 2019 via Resolution R-2019-17.

**1. Specific Assignment of Responsibility**

- a. **Fire Chief:** The Fire Chief will be the primary person responsible for the implementation and enforcement of the City's Health and Safety Program.
- b. **Director, Human Resources:**
  - i. In the absence of the Fire Chief, the Human Resources Officer will assume responsibility for enforcing the program.
  - ii. Additionally, Human Resources will be responsible for maintaining all documentation and records developed as a result of safety training, meetings, accident investigations and hazard reports required by this plan.

**2. Accident/Injury Component**

- a. **Director, Human Resources:**
  - i. Review all accident investigation reports, hazard reports, incident reports, inspection reports, and the loss run report from Municipal League on a quarterly basis, or as needed to determine any trends in accidents or hazards that may be developing
  - ii. Coordinate with the Fire Chief and appropriate Department Head on recommended corrective action(s).
- b. **Fire Chief:**
  - i. Responsible for implementing corrective action in coordination with the appropriate Department Head.
  - ii. Responsible to tracking the status of corrective action.

**3. Safety Program Recordkeeping Component:** Human Resources is responsible for:

- a. Maintaining all documentation of training, accident reports, hazard reports, incident reports, the loss run report from Municipal League and any other documentation incidental to the implementation of this Health and Safety Program.
- b. Have available, on a shared drive, or in the Human Resources Office, blank forms for all safety related training and documentation.

- c. Maintain all Injury Reports and supporting documentation (see below) for a period of five (5) calendar years. This applies to both in-house and outside agency reports.
  - i. Injury Reports
  - ii. Inspection Records
  - iii. Safety Meetings
  - iv. Safety Training Records
  - v. Accident Investigation Records

**4. Health and Safety Education and Training Component**

- a. **The Fire Chief:** In conjunction with all other Department Heads is responsible for identifying the education and training needs of the city.
- b. **Department Heads:**
  - i. Conduct or cause to be conducted, monthly (minimum) safety training meetings.
  - ii. Conduct or cause to be conducted, refresher training, as needed.
  - iii. Ensure all new employees are briefed on this plan.
- c. **ALL Employees:** **MUST** attend monthly department safety training meetings, when scheduled. If unable to attend (sick leave, vacation, shift work), the employee will review the material provided as soon as possible.
- d. **Documentation for Training:** See Attachment 1

**5. Safety Inspection Component**

- a. **Code Enforcement Officer will:**
  - i. Conduct semi-annual (at minimum) safety inspections on each city-owned facility utilizing the appropriate Inspection form. See attachment 2.
  - ii. Provide a copy of the completed inspection form to the building custodian, supervisor, and/or Department Head.
  - iii. File and maintain completed inspection report and hazard reports for at least one (1) year, or until the discrepancy is correction. Whichever is later.
- b. **Building Custodian/Supervisor/Department Head:** Ensure discrepancies noted on the inspection form are corrected as soon as possible. Discrepancies that require substantial structural modification may need to be approved by the city council.

**c. Employees:**

- i. ALL employees are responsible for inspecting their individual workstations for potential hazards.
- ii. Report potential and/or real hazards to their supervisor immediately. Fill out a Hazard Reporting Form, as needed. See Attachment 3.

**6. Accident Investigation Component**

- a. An ACCIDENT can be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions
- b. ALL accidents (see below) MUST be investigated as soon as possible and a least within 24 hours of the occurrence. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc and therefore must be reported.
- c. The intent of an accident investigation should be to determine what basic condition or act caused the accident so corrective measures could be taken to prevent reoccurrence and not to place blame.
- d. **Accident Investigation Procedures:**
  - i. ALL accidents, including those not producing injuries, MUST be investigated and documented utilizing the city's Accident Investigation Form (Attachment 4).
    1. **Non-Injury Accidents** will be documented on an Accident Form and reviewed by the individual's supervisor to determine if a recurring hazard exists. The individual's supervisor is responsible for investigating and documenting near-miss accidents.
    2. **Injury Accidents** will be investigated by the Fire Chief as soon as possible but no later than 24-hours following the accident. NOTE: If a police investigation has been initiated, there is no need to initiate an accident report under this policy.
    3. All accident forms are forwarded to the Human Resources Office for review by the Fire Chief and filing.
  - ii. **Accident Investigation Steps.**
    1. Interview the employee(s) involved, if possible, to evaluate the situation and potential liability.
    2. Have the involved employee(s) step through the sequence of events of the accident.
    3. Locate, interview and get statements from any witnesses.

4. Gather facts about the investigation (who, what, when, where, how, and why)
  5. Evaluate any evidence found at the scene and reconstruct events.
  6. Take pictures or draw diagrams of the accident scene. Do not rely on memory – accident scenes change.
  7. Do not disturb the accident scene until you are satisfied with the investigation. In the case of a vehicle accident, the police investigation report will substitute for this part.
  8. Before leaving the scene of the accident, warn, protect, and/or repair areas to prevent another accident from occurring.
  9. Re-interview the involved employee's or witnesses, if necessary.
  10. Prepare a written detailed report before leaving for the day.
  11. Recommend corrective action.
  12. Follow up on the recommendations to ensure the corrective actions have been implemented.
  13. Double-check the corrective action(s) to ensure they are effective.
- iii. Once the investigation is complete, forward it to the appropriate person listed on the form for review. The Mayor must review each accident report.
  - iv. Each person in the review process is responsible for assuring thorough investigations and following up on corrective actions to make sure it is (they are) effective,
  - v. When all reviews are complete, forward the complete report to Human Resources for filing.

**7. Hazard Reporting Component:**

- a. **Supervisor:** Upon receipt of a Hazard Reporting Form
  - i. Review the form for completeness.
  - ii. Immediately correct the hazard, if possible
  - iii. If the hazard cannot be immediately corrected, ensure you take steps to properly mark and identify (if possible) the hazard so others will know.
  - iv. Forward the Report to the Code Enforcement Officer for review/action.
- b. **Code Enforcement Officer:** Upon receipt of a Hazard Report
  - i. If the hazard has been corrected, forward the report to the Department Head for review
  - ii. If the hazard has not been corrected
    1. Work with the Supervisor, Department Head, and others to ensure the hazard is corrected



2. Upon completion, forward the report to the Mayor for review
- c. **Department Head** Upon receipt of a completed Hazard Form
  - i. Review action(s) taken
  - ii. Approve/Disapprove
  - iii. Forward completed report to the Mayor for review/action
- d. **Mayor:** Upon receipt of a completed Hazard Form
  - i. Review action(s) taken
  - ii. Approve/Disapprove
  - iii. Forward completed report to the Code Enforcement Officer for filing.

**8. Health and Safety Plan Review:** The Fire Chief will;

- a. Review this Plan annually
- b. If new areas of exposure are found, it will be included in the Plan and appropriate employees trained, when required.
- c. Annual reviews will be documented showing date of review, by whom, and any new areas of exposure identified. See Attachment 5.

**9. Disciplinary Action**

- a. Employees who violate safety rules will be dealt with in accordance to the City's Employee Manual.
- b. Deviations from these safety regulations will be considered as "misconduct." It is imperative that all employees and supervisors follow safety rules. If an employee's misconduct is deemed as being seriously negligent, the City of Ward will take whatever appropriate action deemed necessary to include immediate suspension or termination.

**10. General Safety Rules:** All City Employees shall;

- a. Comply with all workplace safety rules and signs.
- b. Follow all instructions. Do not take chances. If you don't know the rule or procedures, ask!
- c. Correct or report all unsafe conditions immediately. Report dangerous or unsafe conditions that exist in the workplace as well as throughout the municipality. This would include defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.
- d. Use the proper protective equipment and wear properly fitted clothes. Shirts should be buttoned and tucked in, especially around moving machinery.
- e. Report all accidents and injuries **IMMEDIATELY** to your supervisor. This applies regardless of the severity of the accident/injury.

- f. Use, adjust and repair equipment only when authorized to do so. If not authorized, report hazards to your supervisor immediately.
- g. Use the right tool, correctly and safely, for the job.
- h. Bend knees when lifting, **GET HELP FOR HEAVY LOADS.**
- i. Do NOT indulge in horseplay.
- j. Jumping off a moving vehicle will be avoided at all times.
- k. Only properly trained and authorized personal will operate municipal equipment.
- l. All employees must use lap and shoulder belts, if provided, while operating or riding in municipal-owned vehicles. This also applies when utilizing your personal vehicle for City business.
- m. All machinery and equipment will have appropriate safety guards installed in accordance with manufactures' recommendation and good safety practices and will not be removed except for service.
- n. All tools and equipment will be clearly marked with appropriate signs or tags.
- o. All hazard areas and or equipment will be clearly marked with appropriate signs or tags.
- p. All hazard warning tags and signs will be obeyed.
- q. Protective equipment and/or clothing will be worn as required by rules specific for each department in this Health and Safety Plan. Employees who fail to use provided protective equipment will be subject to the appropriate disciplinary action.
- r. All first aid and fire extinguishing equipment shall be immediately accessible for emergency use.
- s. Wear approved eye safety devices at all times when required.
- t. Use caution in areas where compressed air is used. Never point the nozzle at anyone and do not blow off your clothes with air.
- u. Make sure the ventilation system is operating when working with potentially toxic material.
- v. Ensure that adequate lighting is available before beginning work.
- w. Set up municipal work so that there is no hazard to the public.
- x. Should an employee refuse to work citing safety reasons, the employee's Supervisor, Department Head and Human Resources Officer shall immediately evaluate the employee's safety concerns. If after the safety evaluation, the Department Head, Supervisor and Human Resources Officer determine that the tool and/or job site is a safe working environment, then the employee shall return to work. Refusal to return to work by the employee after the evaluation may subject the employee to disciplinary action.

- y. Drinking alcoholic beverages or the use of illegal drugs on the job or on municipal premises during working hours is prohibited. In addition, reporting to work under the influence of alcoholic beverages or illegal substances will not be tolerated. See Drug Free Workplace in the Employee's Handbook.
- z. Employees shall wear clothing suitable for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or harmful substances, sunburn, etc.

#### **11. Work Related Injuries/Illness**

- a. The City seeks to maintain a healthy and safe work environment for its employees while containing costs. Therefore, the City will promptly provide medical services for an injured employee in connection with the work related injury or illness received.
- b. Reporting on the job injuries:
  - i. Employees are required to notify their direct supervisor immediately following a legitimate injury or illness arising out of and in the course of their employment regardless of whether medical treatment is sought.
  - ii. All accidents or injuries must be reported by the employee by completing the Accident Report Form (Attachment 4) and submitting it to their supervisor within twenty-four (24) hours of initial injury or illness.
  - iii. The Supervisor is required to complete the "Supervisor Section" of the Accident Report Form and forward it to Human Resources immediately.
- c. Medical Treatment for Work Related Injuries/Illness
  - i. All minor work related injuries can be treated with First Aid Kits found in their respective departments.
  - ii. If medical treatment is sought, the City can choose the initial treating physician. If the injury or illness is non-emergency/life threatening then the employee should be treated by Dr Bo Shirley<sup>1</sup> in Cabot (Unity Family Health, 1911 N. 2<sup>nd</sup>, Cabot, AR 72023) during normal business hours. The supervisor should notify Human Resources so they can notify the proper clinic.
  - iii. For Emergencies and After-Hours, the employee may be seen in any Urgent Care Clinic or Emergency Department at a local hospital.
- d. Required Documentation:

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<sup>1</sup> Or a Physician of your choice if they will accept Workers Comp claims.

- i. All paperwork associated with the employee's claim (doctors reports, excusal and return to work slips, referrals, bills, etc) must be submitted to Human Resources.
- ii. The employee must complete any additional Workers Compensation forms to file with Human Resources.

**12. Modified Duty Program:**

- a. The City of Ward embraces a timely return to work as essential workers' compensation management and provides a Modified Duty Program to facilitate the injured employee's continued stay at work to reduce lost time and lost wages.
- b. Modified duty is a temporary, meaningful, productive work assignment with the goal of returning the injured employee to the original job. An injured employee's modified duty will be specific to the limitations and restriction established by the treating physician. Every effort will be made to keep the injured individual in their home department. If there is nothing in the injured employee's department, they may be sent to another department, which has a modified duty job available within the restrictions the physician has identified.
- c. Should an employee decline to work modified duty there will be no workers compensation disability payments made to the employee and could result in termination of the employee.