



**CITY OF FINDLAY, OHIO**

**POLICY AND PROCEDURES**

Approved by:

**Mayor Pete Sehnert**

Subject:  
**General Safety Rules**

Special instructions: This is *PUBLIC RECORD*. See

Department: ALL	Division: ALL	Supersedes SOP issued: ALL	Date of issue: 9/3/09	Effective date: 10/2/09
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**POLICY:**

It is the policy of the City of Findlay and its employees to strive for the highest safety standards in order to reduce injury and deaths. Safety does not occur by chance. It is the result of careful attention to all operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the City's policy of maintaining safety and occupational health.

**SCOPE:**

The basic safety guidelines in this policy are general and may not include or be applicable to all situations or conditions encountered. No reference such as this can cover in detail all conditions that may arise on the job. So be alert and exercise good judgment when circumstances arise that are not specifically discussed herein.

**SUPERVISOR ROLES AND RESPONSIBILITIES:**

Supervisors are responsible for the safety of those individuals under their supervision, the protection of the public, and the protection of the property of the City and public.

Supervisors must be familiar with acceptable safety practices of the City, government safety rules, and ensuring compliance with such practices and rules by all.

Supervisors are responsible for job safety of their employees. Supervisors must report all incidents to department heads within 24 hours of an incident occurring. Supervisors will need to conduct an investigation of the incidents within 24 hours.

All supervisors must know the potential hazard of the job and communicate this information to each individual under their supervision. The supervisor must communicate this information to the employees in an effective manner.

Supervisors are to advise all individuals that they are responsible for:

1. Their own safety and that of their fellow employees.
2. The protection of the public.
3. The protection of City property, vehicles, and equipment.

**EMPLOYEE RESPONSIBILITIES, ROLES, AND RULES:**

It shall be the responsibility of each employee to abide by the City rules and procedures, and to comply with all laws pertaining to employee safety and health. Unsafe acts or conditions observed by an employee shall be reported immediately to the responsible supervisor.

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**MAJOR OFFENSES:**

These offenses may be grounds for dismissal:

1. Failure to report all incidents (accidents, injuries, and near misses) immediately.
  - a. All Supervisors need to notify department heads within 24 hours of an incident.
2. Possession or use of illicit drugs or alcohol.
3. Malicious destruction of City property.
4. Fighting or Horseplay.
5. Theft of City property.
6. Falsification of City safety documents.

**GENERAL SAFETY RULES:**

1. Learn and follow all safety rules, codes, standards and practices.
2. Obey all traffic laws.
3. Know that employees violating safety rules or practices are subject to discipline.
4. Keep physically and mentally fit to perform your job safely. Report to work rested and fit.
5. Know your job, the hazards involved with it, the job site and your equipment.
6. Be alert to hazards and report unsafe conditions to your supervisor immediately.
7. Use care, good judgment and experience to avoid accidents regardless of whether a rule is contained in this policy.
8. Report all accidents, injuries, and illnesses. Get prompt first aid for injuries.
9. Wear protective equipment as directed or required by local, state, and Federal laws.
10. Wear appropriate protective clothing and footwear for the job.
11. Avoid practical jokes and horseplay. They can lead to accidents and are prohibited.
12. Keep your mind on the job and your emotions under control.
13. Keep the work area free of clutter. Good housekeeping is the responsibility of every employee.
14. Protect yourself before entering or working in potentially gaseous or toxic environments.
15. Familiarize yourself with fire hazards, fire prevention rules, fire protection procedures and location and use of the firefighting equipment.
16. Be considerate of City tools and equipment. Keep them clean and in safe operating condition.
17. DO NOT USE DEFECTIVE TOOLS OR EQUIPMENT.
18. Operate power tools and equipment only if authorized to do so and if you are familiar with their operation.
19. Do not move, remove, make inoperative, or bypass safety devices. They are designed for your protection.
20. Seatbelts must be worn at all times when required.
21. Do not permit unauthorized persons to ride in City equipment or to be on the job site.
22. Do not ride on equipment not designed for passengers.
23. Keep clear of operating equipment. Make sure the operator sees you.
24. Obey all warning, safety, and regulatory signs. Do not remove warning labels from equipment or machinery.
25. Always use proper lifting techniques. Get help if necessary.
26. Locate all underground utilities before digging.
27. Watch for overhead electrical hazards especially wires.
28. Use proper ear and eye protection when needed.
29. Be alert and knowledgeable. Think safety and act safely. It's your responsibility.

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**Employee Responsibilities:**

Accidents do not “just happen”. They are the result of unsafe conditions or unsafe practices, usually a combination of both. Statistics show that over 90% of accidents are due to human error. Some examples of unsafe conditions are:

- Improper guarding of machinery and hazards.
- Insufficient, improper warning and protection.
- Use of defective material, equipment, and tools.
- Poor housekeeping.
- Improper planning for safety.
- Improper illumination.
- Unsafe design and construction.

Unsafe acts are also a cause of major accidents. Examples of unsafe acts include:

- Not following safety rules and practices.
- Not using personal protective equipment and safe apparel.
- Horseplay on the job.
- Operating at unsafe speeds.
- Bypassing safety devices.
- Poor physical or mental attitude and condition.
- Operating without authority.

Employees who are aware of their environment, equipment, task at hand, and safety conscious are less likely to be involved in a major accident. It is the responsibility of each employee to report to work in proper physical and mental condition. Focusing on the task at hand with safety in mind greatly reduces the employees risk for injury or death on the job.

**USE OF MOBILE/CELL PHONES AND MP3 PLAYERS:**

**The use of cellular phones while operating machinery, heavy equipment performing flagging duties, or other safety related tasks is strictly prohibited and a major safety offense subject to the disciplinary process.**

Use of mobile/cell phones or headset radios may cause distractions, increasing safety risks when using powered equipment, hazardous substances, or working at heights. The best practice is to switch mobile phones to silent and answer messages once the task is complete.

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**REVISION LOG**

<b>Rev. #</b>	<b>Description of Revision</b>	<b>Date</b>
Release	New Issue. Created By Chief Tom Lonyo (Fire Department)	7-1-09
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