

GENERAL SAFETY POLICY

Purpose

Section 35-9-2 of the Utah Code Annotated states the purpose of safety rules which the Town actively follows is "To preserve human resources by providing for the safety and health of the workers..." The Town maintains this goal of protecting all employees from the threat of serious injury or death through enacting the following policies and procedures.

Policy

It is the policy of the Town to minimize the loss of life and property to the Town, its work force and the public as a consequence of the performance of the Town by taking practical steps to safeguard employees and citizens from accidents.

It is the policy of the Town to strive for safety in all activities and operations, and to carry our commitment of compliance with health and safety laws applicable to our business by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

The Town will strive to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscientious about workplace safety, including proper work methods, reporting potential hazards and abating known hazards. Unsafe work conditions in any area that might result in an accident should be reported immediately to the Mayor. The Town's safety policy will be strictly enforced, including the possible termination of employees found to be willfully negligent in the safe performance of their jobs. (See employee discipline for more information.)

Procedures

1. General Safety Rules

The following general safety rules will apply in all town work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

- A. Proper licensing and extreme caution are required by all employees operating any type of power equipment.
- B. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, and hard hats, if required or appropriate to the work performed. (See Employee Conduct section for more information.)

- C. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines.
- D. All accidents, regardless of severity, personal or vehicular, are to be reported immediately to the supervisor/manager.
- E. Defective equipment should be reported immediately to the supervisor/manager.
- F. Employees will not operate equipment or use tools for which licensing and training has not been received.
- G. In all work situations, safeguards as required by State and Federal Safety Orders will be provided.

2. Use of Town Equipment

The use of town equipment or tools for private purposes is strictly prohibited. However, reasonable use of town tools and equipment to protect property and preserve life is authorized.

- A. Employees must receive the proper training including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description.
- B. A commercial driver's license is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current CDL license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act, signed into law on October 27, 1986. The license must be renewed at four- year intervals.
- C. Operators and passengers in a business- use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.
- D. Employees shall keep the town vehicles which are used by them clean, presentable, and serviceable. Employees receiving care allowances shall also keep their vehicles clean, presentable, and serviceable.

For additional Assistance on the Development of Safety Policies and Procedures, please refer to the Safety Manual published by the Utah Local Governments Trust or contact the Loss Control Department of the Utah Local governments Trust.