

# **CITY OF TEXAS CITY**



# **SAFETY POLICY**

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## **S.A.T.T.-Safety Accomplished Through Thinking**

### **PURPOSE AND OBJECTIVES**

City employees have a right to expect a proper place in which to work. If we utilize to the fullest the talents of our management team, we will be certain our efforts to achieve accident free operations will be successful. We will maintain a safety and healthy program that conforms to the best practices of municipal organizations. No job is so important and no service so urgent that we cannot take time to perform our work safely. Department heads, foremen, superintendents, and supervisors must understand that accident prevention is as much their responsibility as their normal, day-to-day work. Each supervisor will be held responsible for safety within the area of their supervision. Accident prevention and efficient operations go hand in hand. A good safety record is a clear sign of good management.

The Goal of every employee is to be able to return home safely to his or her family at the end of the workday. To that end, each employee has a personal responsibility in accident prevention. Each has a responsibility to their family, their fellow employees, and their employer. Therefore, each employee is expected to observe safe practice rules. It is each employee's responsibility to work in a safe, sensible manner and not take unnecessary chances.

It is the policy of the City of Texas City to conduct its operations with the utmost regard for the safety of its employees, its customers and the public. Therefore, these instructions are for the protections of all employees and are to be considered at all times by the various department heads, division heads, supervisors, lead personnel and all employees.

It is the firm and continuing policy of the management of this City that accidents will be reduced or eliminated by the use of every reasonable precaution and by the aggressive promotion of safe practices within the workplace. We will comply with all safety regulations and procedures to this end.

We pledge to strive to maintain an accident-free workplace and a leadership position in the protection of the environment and the health and safety of our employees and contractors. By maintaining a safe work environment, we will be better capable of serving the citizens of Texas City to the best of our abilities.

Many accidents are due to unsafe conditions and can be minimized with periodic inspections and preventive loss control.

The safety rules in this manual represent minimum requirements and are only intended to cover average conditions. Since it is not practical to cover all conditions and emergencies, it is the duty of management and employees alike to assure that all assignments are clearly understood and that all safety rules are observed.

**DISCLAIMER:** The Provisions of the Local Government Code, Chapter 143, and/or the provisions contained in the Collective Bargaining Agreements established pursuant to Article 515c V.A.T.S., shall take precedence over this policy whenever the provisions of this policy are in conflict therewith.

## I. ORGANIZATION AND RESPONSIBILITY

- A. Employee Safety Committee
- B. The basic functions of the Employee Safety Committee is to help create and maintain all employees' active interest in safety. To achieve this there must be a spirit of cooperation and commitment to safety as a shared responsibility between top management and the employees. The proper safety attitude of the members will have a positive influence on others. The more they become involved, the more they will involve other employees and the community they serve.
  - 1. The committee will establish policies and procedures regarding the overall safety program for the City of Texas City. Individual members will be responsible to their department head for implementation and promotion of the safety program within their department.
  - 2. Purposes of the Safety Committee:
    - a) Arouse and maintain the interest of directors, superintendents, middle management, and frontline supervisors and keep them informed on safety matters.
    - b) Stimulate and maintain employee interest and show them that their cooperation is needed to minimize accidents.
    - c) Make safety activities a function of the agency's operation and an integral part of operating procedures and methods.
    - d) Provide an opportunity for free discussion of occupational hazards or potential problems and preventive measures.
    - e) Help the operating manager evaluate safety suggestions.
    - f) Maintain the full backing of management; so that the safety committee may perform it purpose efficiently.
  - 3. Employee Safety Committee will consist of:
    - a) Coordinator of Emergency Management & Safety
    - b) Personnel Director
    - c) Fire Department Training Officer
    - d) Police Department Training Officer
    - e) Representatives from:
      - a. Street & Bridge
      - b. Sanitation
      - c. Public Works Shop
      - d. Building Maintenance
      - e. Rainwater Pump Station
      - f. Water & Sewer
      - g. Wastewater Treatment Plant
      - h. Inspection
      - i. Parks & Recreation
      - j. Golf Course
      - k. Library
      - l. Administration
      - m. Community Development
      - n. Animal Control
  - 4. Specific Functions of Employee Safety Committee

- a) Discuss safety policies and recommend their adoption by management.
  - b) Evaluate reported unsafe conditions and practices.
  - c) Review and analyze accident summaries or logs.
  - d) Inform management of current program status regarding goals, experience, training, equipment needs, etc.
  - e) Review and analyze accident prevention inspection reports.
  - f) Serve as a means of safety communications.
    - a. Create and maintain an active interest in safety.
    - b. Encourage employees to share in the activities of accident prevention.
  - g) Familiarize key staff members with safety procedures, techniques, etc.
  - h) Bring together various viewpoints for discussion.
  - i) Promote interest in and cooperation for safety among the committee members.
5. Responsibilities of the Employee Safety Committee
- a) Conduct periodic safety inspections.
  - b) Review the circumstances and causes of accidents and suggest recommendations for corrective measures.
  - c) Offer suggestions to management for improvement of the safety program.
  - d) Increase the knowledge and understanding of safety for all personnel by promoting educational activities such as films, talk, etc.
  - e) Observe unsafe conditions and work practices and report them to supervisors.
  - f) Listen to suggestions by employees, report them to the committee, and make appropriate recommendations to management.
  - g) Assist departments in establishing safety standards, goals, and awards programs.
- C. Coordinator of Emergency Management & Safety shall:
- 1. Promote and coordinate a safety program for all employees of the City and maintain the records of the program.
  - 2. Review all City employee accident forms.
  - 3. Conduct new employee safety orientation.
  - 4. Appoint an individual to investigate all accidents involving the general public on City-owned property and review the results of such investigation.
  - 5. Review all accidents involving City vehicles or equipment.
  - 6. Investigate any report of unsafe working conditions or safety hazards.
  - 7. Report unsafe work practices or safety hazards to the appropriate Department Head.
  - 8. Provide information, ideas, training assistance, and materials to Department Heads and employees.
  - 9. Conduct and chair employee safety committee meetings.

10. Provide the Mayor's office with a report of all accidents, investigations, safety recommendations, and progress of the total safety program.
- D. Management Shall:
1. Provide means to accomplish this policy.
  2. Enforce this policy and take disciplinary action, consistent with personnel policies, against employee's willfully disregarding said policy.
  3. Encourage contractors of City Departments to abide by this policy.
  4. Conduct safety inspections regularly and file reports.
  5. Establish and provide safety training for personnel.
  6. Establish and maintain an employee safety and recognition program.
- E. Department Heads Shall:
1. Promote and direct a safety program within their department.
  2. Take action on unsafe conditions and unsafe work practices.
  3. Investigate all accidents within their department, to both personnel and equipment, to include vehicles.
  4. Appoint a department or section safety coordinator.
  5. Report all safety violations, unsafe work practices, hazardous conditions, and injuries to the Coordinator of Emergency Management & Safety immediately.
  6. Review accident reports and forward to the Office of the Personnel and the Coordinator of Emergency Management & Safety.
  7. Establish a Safety Goals and Awards program for their department.
- F. Line Supervisors shall:
1. Be responsible for the safety and well-being of all employees under their supervision.
  2. Instruct their employees on safe practices and conditions.
  3. Direct and provide safety training and information to their employees.
  4. Enforce safety regulations in their area of responsibility and, when necessary, take disciplinary action, consistent with personnel policies, to maintain a safe working environment.
  5. Inspect all job sites for unsafe conditions. Take immediate action to prevent any accident and eliminate any unsafe condition.
  6. Report all safety violations, unsafe work practices, and hazardous conditions to their department head immediately.
  7. Make available the necessary personal protective equipment, safety materials and first aid kits.
  8. Ensure appropriate safety equipment, devices, and clothing are used at all times.
  9. Report all employee injuries to the department head immediately and file a written accident report as soon as practicable, but no later than the next working day.
  10. Delegate and train subordinate personnel in safety and loss prevention.
- G. Employees Shall:
1. Adhere to this safety policy and work according to good safety practices, as posted, instructed, and discussed.
  2. Refrain from any unsafe act that might endanger them, their fellow employees, or members of the public.
  3. Use all safety devices available for the safe performance of their assigned duties.
  4. Exercise personal safety to protect themselves and other employees.

5. Report all accidents and injuries to their supervisors immediately.
6. Report any unsafe condition or act to their immediate supervisor immediately.
7. Maintain good housekeeping and a clean and orderly workplace.
8. Attend and participate in safety meetings and training.
9. Use proper personal protective equipment.

## **II. GENERAL RULES**

- A. At no time is an employee to be under the influence of alcohol or drugs prior to or during work hours.
- B. Employees must inform their immediate supervisor prior to working when taking prescriptions or over-the-counter medication that could affect their ability to operate a vehicle or machinery, or could impair their judgment.
- C. Supervisors must carry first aid kits in their vehicles and be trained in first aid. Employees who drive City vehicles must ensure that an accident information card and proper insurance coverage documents are carried in each City vehicle.
- D. Employees must report all injuries and vehicle accidents; however slight, to their immediate supervisor as soon as possible. Any motor vehicle accident involving a City owned vehicle must be reported immediately to the appropriate law enforcement agency.
- E. Employees must wear seat belts when driving or riding in City vehicles.
- F. Employees must dress safe for the performance of their assigned duties.
- G. Personal protective equipment provided by the City must be utilized by processes or environment. Reflective outerwear must be worn by any employee working in or near vehicular traffic.
- H. All employees, except firefighters, must attend "Right to Know" training as required under the City's Hazard Communications Program.
- I. All employees are to become familiar with the location of Material Safety Data Sheets (MSDS), fire extinguishers, eye washers, first aid stations, chemical showers, emergency telephone numbers, and escape routes.
- J. All employees must attend "Protect Your Back" training.
- K. Smoking is not permitted in City buildings or vehicles.
- L. All employees must wear a nametag or badge.
- M. Horseplay and willful misconduct is prohibited.

## **III. OFFICE SAFETY**

- A. Falling and Tripping:
  1. Extension cords should not be used as a substitute for permanent wiring. Extension cords are permitted only with portable equipment. While in immediate use:
    - a. Each extension cord should be plugged in directly into an approved receptacle and should, except for approved multiplying extension cords, serve only one piece of equipment.
    - b. The current capacity of the cord should not be less than the rated capacity of the equipment.
    - c. The extension cord should be maintained in good condition without splices, deterioration or damage.
    - d. The extension cord should be of the grounded type when servicing grounded equipment.
    - e. Extension cords and flexible cords should not be affixed to structures, extended through walls, ceilings, floors, under

furniture, doors or floor coverings, nor be subject to environmental damaging physical impact.

2. Equipment cords should not cross a traffic aisle.
3. Before entering any area, be sure to have adequate lighting.
4. Floor surfaces are constantly being wiped or waxed, always use caution when walking.
5. Loose throw rugs will not be acceptable on any floor.
6. Loose or frayed carpeting must be reported immediately.
7. All floors must be free of pens, pencils, paper clips and other items that could create a hazard.
8. Never run on stairways, use handrails and never carry more than you can carry in one hand and maintain good visibility.
9. Never use office furniture as a ladder, and report all defective furniture immediately.

**B. Office Furniture:**

1. Desks, cabinets and general work areas must be clean and orderly at all times.
2. All file cabinets, desks and table drawers should be kept closed when not being used.
3. Do not overload the top drawer on any file cabinet.
4. Paper cutters always require caution. Be sure the guard is in place, and when finished, the cutting arm must be down and locked.
5. Most office equipment is electronically operated, including typewriters, calculators, pencil sharpeners, etc. Employees should be alert for frayed wiring, loose connections and sparks. These occurrences shall be reported to the department head immediately.
6. Employees working in mailrooms and opening cartons must always use caution.
  - a. Avoid the use of a razor blade under any circumstances.
  - b. Use only a commercially approved cutter. Always cut away from should be closed and stored properly.
7. Staplers can be dangerous items when used improperly.
  - a. Use only for its intended purpose.
  - b. When cleaning a jam, do not use sharp instruments such as letter openers or knives.
  - c. When removing staples, never use fingernails. Use the proper staple remover.

**C. General Traffic:**

1. When walking in aisles, stairways and corridors always walk on the right side.
2. When approaching corners, slow down before turning.
3. Never carry pointed articles in front of you when you are in traffic (i.e., pencils, rulers, scissors etc.)
4. Use extreme caution when approaching doorways, especially if they do not have two-way windows. Also, be aware that doors may open towards you.

**IV. WORK SITE INSPECTIONS AND SAFETY MEETINGS**

- A. It shall be the primary responsibility of each and every employee, regardless of position, to constantly remain alert for any unsafe condition on a daily basis, and to correct or report them immediately.

- B. The Coordinator of Emergency Management & Safety along with insurance officials and other designated personnel will conduct on-site safety inspections, with or without notice, to detect unsafe conditions. Any such conditions shall be reported to the department head for correction.
- C. Work sites will complete applicable facility safety checklist on a quarterly basis and submit same to the department head and Office of Emergency Management & Safety. Attachment 5 contains the available checklists from which worksites will pull those pertinent to the work, tasks, or safety issues of the job site.
- D. Workplace safety meetings will be scheduled on a regular basis and it will be the responsibility of management to have their employees attend and participate.
- E. Employees having good knowledge of a specific area may participate or assist in conducting workplace safety meetings upon submitting a short outline to their safety representative.

**V. OPERATION OF VEHICLES AND EQUIPMENT**

- A. No employee is to drive or operate a vehicle or piece of equipment until they have been fully trained in the areas listed below:
  1. Knowledge of Texas driving laws.
  2. Knowledge of vehicle or equipment and pre-trip checks.
  3. Passage of written and/or operational tests, when applicable.
  4. Employees who operate City vehicles must have a valid Texas Driver license for the class vehicle they are operating and must notify their supervisor immediately should the license be suspended or revoked.
  5. Upon conviction, employees shall assume financial responsibility for traffic violations other than those involving equipment or mechanical failure.
  6. Responsibility for citations received for traffic violations of Texas Law.
  7. Awareness of correct backing procedures, proper use of traffic cones, barricade placement and traffic control.
  8. Awareness of correct signals from operator to ground crews in all operations of all divisions.
  9. Responsibility for a clean vehicle interior at all times.
  10. Supervisors must carry first aid kits in their vehicles must ensure that a Vehicle Accident Reporting Kit and proper insurance coverage documents are carried in the City vehicle they operate.
  11. When fueling, properly shut off engine, extinguish cigarettes and log correct information on gas logs.
  12. When a vehicle or piece of equipment breaks down, authorized maintenance personnel only will attempt to repair, push or tow the disabled unit.
  13. All units in the field must be equipped with safety lights, cones, flags, safety vest and fire extinguishers. Police vehicles will be equipped as required by the Police Chief. Fire vehicles will be equipped as required by the Fire Chief.
  14. Remember, children play outside every day of the year, always remain alert in driving practices.
  15. Employees who abuse or negligently use City owned vehicles or equipment will be subject to disciplinary actions consistent with personnel policies.
  16. Seatbelts must be worn according to state law. All factory installed seatbelts on special equipment must be utilized.

17. Back-up alarms must be installed on vehicles of one ton or larger in size and on all motorized equipment.

## **VI. PERSONAL PROTECTION**

- A. Eye and Face:  
Employees must use provided suitable eye and face protection where injury may occur from flying objects, glare, liquid splashes, weed eaters, edges, chemicals, grinding and sand blasting.
- B. Welding:  
Goggles or transparent face shields must be worn during all welding procedures by the welder and all other personnel in the immediate area.
- C. Respiratory Protection:  
Proper respiratory protective gear must be worn in confined spaces, (i.e., tanks, dangerous air contamination, liquid chlorine, gases, vapors, fumes, dust and other areas as instructed).
- D. Hand, Arm and Body:  
Protective gloves must be worn when handling toxic materials and potentially hazardous operations (i.e., acids, welding, sand blasting, sanitation operations and other work operations which may require aprons and hard hats where applicable).
- E. Footwear:  
Employees must wear suitable footwear protection at all times in the performance of their duties. Where slippery, explosive, or toxic solvents are present, employees must wear rubber boots. Wearing of sandals, thongs, sneakers, loafers or other similar footwear will not be acceptable during work hours for employees serving in laborer, maintenance, construction, or inspection positions.
- F. High Visibility Gear:  
Employees must wear provided high visibility vests when:
  1. Working early or late hours where there is not enough natural light to work by.
  2. Exposed to vehicular traffic in streets and alleys.
  3. Directing traffic as required.
- G. Lifelines:  
Employees must wear required lifeline and lanyards when working in overhead positions, trenches, and sewer lines.

## **VII. HANDLING AND STORAGE**

- A. Lifting and Carrying:
  1. All employees must attend "Protect Your Back" training.
  2. Know your lifting and carrying abilities and boundaries and stay within them.
  3. Size up the item and only lift what you can handle easily. When possible, face in the direction you plan to go before lifting.
  4. Get as close as possible and squat down while keeping the back straight.
  5. Use smooth motion, do not jerk, and with a firm grip, stand up.
  6. Bring load close to the body, and proceed in normal steps
  7. Do not overextend yourself. Stop and rest if necessary.

8. Do not overload, get help and divide the load or obtain the proper equipment to move heavy materials.
  9. Immediately report to your supervisor any pain or other symptoms, however slight.
- B. Stacking Material:
1. Keep piles neat, firm, straight, and level.
  2. Keep aisles, stairways and exits free and clear at all times.
  3. Use proper protective gear when handling sharp or rough objects.
  4. All plastic containers, cans or drums, which have a useable product in them, must be sealed and properly labeled with correct information required by law. Avoid the mixing and transferal of products when possible.
  5. Maintain good housekeeping and do not allow rubbish, oily rags or other combustible materials to accumulate.
  6. Do not stack combustible or flammable materials next to heat generating machinery.
- C. Hazardous Materials
1. Hazardous material can be found virtually in every workplace. It may vary from a few ounces in aerosol cans to several thousand gallons in bulk storage tanks. All employees, except fire fighters, must attend "Right to Know" training as required under the City's Hazard Communications Program.
  2. Employees assigned to working with these materials must always:
    - a. Be up to date on all handling procedures.
    - b. Be constantly aware of all potential dangers.
    - c. Be licensed as required.
  3. Each and every container, regardless of size or substance must be sealed and properly labeled at all times as required by law. Never mix or transfer toxic chemicals.
  4. Storage site areas are never to be left open, unlocked or unattended.
  5. Whenever in doubt, never assume. It might be fatal.
  6. All employees are to become familiar with the location of Materials Safety Data Sheets (MSDS), fire extinguishers, eye washers, first aid stations, chemical showers, emergency telephone numbers and escape routes.

## **VIII. CONFINED SPACES**

- A. Employees and supervisors who work in confined spaces must attend Confined Space Safety training.
- B. Some examples of confined spaces are tanks, manholes, sewers, excavations, casings, smoke filled rooms, etc. Confined spaces can be very dangerous and caution should be exercised when working in these areas.
- C. Planning and Preparation:
  1. Safety entry into confined spaces begins with proper planning and preparation. Each employee involved should share in the planning step by step.
  2. Prepare the space for entry and review all work to be done in the confined area. Organize any tools and equipment. Use only safe, grounded, explosion-proof items.
  3. Define and review all safety equipment, respirators, goggles, gloves, helmets, lifelines, ample lighting and communication at the worksite, (i.e., rescue procedures).

4. Use lockouts and tags to prevent accidental startup of equipment while someone is working in the confined space. Cut off steam, water, gas or power lines that enter the confined space.
  5. Before entering confined area and during work procedures, test the air quality of the space from top to bottom for oxygen, combustibility, and toxicity. Ventilate the space if necessary to maintain an oxygen level of at least 19.5 percent.
  6. Proper respiratory protective gear must be worn in confined spaces, (i.e., tanks, dangerous air contamination, liquid chlorine, gases, vapors, fumes, dust and other areas as instructed).
  7. At no time shall an employee enter a confined space without a back-up partner.
- D. Back Up:  
In spite of these precautions, emergencies can still occur with someone inside a confined space. The safety of the employee usually depends on quick rescue. Consequently, personnel involved in entering confined spaces should be familiar with rescue procedures. Safety precautions shall include the following:
- a. Not only a safe entry, but a safe exit.
  - b. An emergency plan if a person becomes injured or loses consciousness.
  - c. Wrist or full harness with a safety line attached.
  - d. Another employee standing by.

#### IX. TRENCHING AND SHORING

- A. Supervisors of excavation operations must attend excavation training, be knowledgeable about the soils and rock formations that might be encountered during excavation operations and be familiar with OSHA Excavation Standards (29CFR, Part 1926, Subpart P).
- B. Trenches of four feet or more in depth will always be protected. Trenches less than four feet deep must be protected when examination by a competent person indicates that ground movement might be expected.
- C. Trenches four feet or more in depth must be shored, sheeted, braced, sloped, or otherwise supported by means strong enough to protect the employee.
- D. All materials used in support systems must be in good serviceable condition and of proper dimensions.
- E. Constant examinations are required based on such factors as variation in water content, exposure to air, sun, rain, loading and unloading operations on-site vibrations from equipment or traffic and the type of soil, sand, or gravel being used.

#### X. REPORTING PROCEDURES

- A. **Any work-related accident or injury, minor or major, involving employees, vehicles, and equipment must be reported immediately to the supervisor in charge of that particular operation or department.** The supervisor will be responsible for notifying the department head who in turn will notify the Personnel Department and the Coordinator of Emergency Management & Safety. A written report of the accident will be forwarded to the department head who will in turn forward it to the Personnel Office and the Coordinator of Emergency Management & Safety. Drug and/or alcohol analysis as detailed in the City's Drug & Alcohol Policy may be required for employees involved in accidents involving City vehicles.
- B. Any near miss that does not result in an injury to anyone, but could have resulted

in a major injury, or causes damages to any property, shall be reported to the Personnel Office and the Coordinator of Emergency Management & Safety within 48 hours via an Accident Report/Investigation Form by the supervisor involved.

- C. Accident Involving City Employees:
  - 1. Employees are to report the nature of the accident to their supervisor first, Unless immediate medical attention is needed.
  - 2. Seek medical attention, either first-aid or doctor's care. Call for an ambulance if needed.
  - 3. In the case of a death, line supervisors should immediately notify the Department Head, Mayor's Office, Personnel Office, Coordinator of Emergency Management & Safety, and Police Department.
- D. Failure to follow REPORTING PROCEDURES as outlined above may result in disciplinary action up to and including termination of employment.
- E. Accidents Involving City Vehicles
  - 1. Stop at once.
  - 2. Take steps to prevent further accidents, park safely, and set out warning devices if practicable.
  - 3. Send for or call the police.
  - 4. If anyone is injured take care of him first. Call for medical assistance as required.
  - 5. Notify the first line supervisor who will in turn notify the department head.
  - 6. Do not discuss the accident with anyone other than the investigating police officer(s), your supervisor, your department head and/or the Coordinator of Emergency Management & Safety.
  - 7. The driver of the vehicle may be required to undergo a drug and/or alcohol analysis as detailed in the City's Drug & Alcohol Policy.
- F. Reporting Hazardous Conditions
  - 1. All employees are charged with identifying and reporting any hazardous conditions that may exist in city facilities, equipment, vehicles, job sites, and job tasks.
  - 2. Employees will notify their immediate supervisor who will in turn notify their department head who will turn notify the Coordinator of Emergency Management & Safety.
  - 3. Employees will notify their immediate supervisor who will in turn notify their department head who will notify the Coordinator of Emergency Management & Safety.

## **XI. ACCIDENT REVIEW PROCEDURES**

- A. Accident Investigation
  - 1. All accidents involving City employees, vehicles, equipment, and property will be investigated by the supervisor of the individual involved.
  - 2. The purpose or goal of each accident investigation is to determine what can be done to prevent it from happening again.
  - 3. Determining the root cause of an accident is essential to accident prevention. Use the accident investigation form (see Attachment 4) to gather the following information.
    - a. What happened and why?
    - b. What was involved?
    - c. Where did it happen?
    - d. When did it happen?
    - e. Who was involved?

- B. The Employee Safety Committee will meet on a quarterly basis to review all Accident Report and/or Investigation Forms submitted and will conduct any appropriate investigation in order to prevent future incidents.
  - C. The Employee Safety Committee will prepare a written response to the appropriate Department Head, reviewing the accident and making any recommendations. A copy of this memorandum will be forwarded to the Chief Elected Official and Personnel Director.
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**ATTACHMENT 1**  
**POTENTIAL SAFETY HAZARD REPORT**  
(Turn in to Safety Representative when completed)

Date Reported _____ Reported by _____
<b>LOCATION OR PROCEDURE CONCERNED</b>
<b>DETAILED DESCRIPTION OF THE PROBLEM (use back if necessary)</b>
<b>SUGGESTED CORRECTIVE MEASSURES (use back if necessary)</b>
<b>DATE RECEIVED: _____ SAFETY REP'S COMMENTS OR SUGGESTIONS</b>

## VEHICLE INSPECTION FORM

**Department** \_\_\_\_\_  
**Vehicle #** \_\_\_\_\_  
**Inspection Expiration Date** \_\_\_\_\_  
**Engine Oil Mileage** \_\_\_\_\_

**Date of Vehicle Inspection** \_\_\_\_\_  
**License Plate#** \_\_\_\_\_  
**Registration Expiration Date** \_\_\_\_\_  
**Next Engine Oil Change Due** \_\_\_\_\_

Item	Satisfactory	Unsatisfactory	Item	Satisfactory	Unsatisfactory
HORN	_____	_____	TAIL LIGHTS	_____	_____
MIRRORS	_____	_____	BRAKE LIGHTS	_____	_____
GLASS	_____	_____	REVERSE LIGHTS	_____	_____
BATTERY WATER/CABLE	_____	_____	BRAKES/BRAKE FLUID	_____	_____
ENGINE	_____	_____	SLACK IN STEERING	_____	_____
WIPERS / FLUID	_____	_____	EXHAUST SYSTEM	_____	_____
POWER STEERING / FLUID	_____	_____	TIRES / SPARE TIRE	_____	_____
TURN INDICATORS	_____	_____	DOORS	_____	_____
EMERGENCY FLASHERS	_____	_____	BUMPERS	_____	_____
SEAT BELTS	_____	_____	HOOD MECHANISM	_____	_____
HEAD LIGHTS	_____	_____	CAB / BED	_____	_____
PARKING LIGHTS	_____	_____	TRANSMISSION / OIL	_____	_____
DEFROSTER	_____	_____	COOLANT	_____	_____
GRILL/FENDERS	_____	_____	SAFETY EQUIPMENT	_____	_____

Explain all items shown as unsatisfactory: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Corrective actions for unsatisfactory items reported to supervisor? \_\_\_\_\_

Supervisors name \_\_\_\_\_

What corrective action was made to unsatisfactory item: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspection performed by: \_\_\_\_\_  
Employee's (Driver's) Signature

**CITY OF TEXAS CITY  
EMPLOYEE'S REPORT OF INJURY/ILLNESS**

To be completed by the employee the day of the injury/illness and given to supervisor for processing.  
The completed form must be received by the Human Resource Department by 10:00 am the morning following the injury/illness. The supervisor is responsible for having the employee drug tested the day of the accident, if required by City policy.

**Check One**  
 Near Miss Report  
 Exposure Report  
 Accident Report

Employee Name: _____		Date of Injury/Illness: _____	
Department: _____		Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Division: _____		Location where injury/illness occurred: _____	
Job Title: _____			
Immediate Supervisor's Name: _____			
Home Address: _____		Marital Status: _____	
Home Phone: _____		<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	
		Spouses Name: _____	
		No of children: _____	

Did the injury/illness occur in the course of doing your regular job?     Yes     NO

Described how injury/illness occurred: (Include, What, How, and Object/Equipment or Substance Involved):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was Safety Equipment being used?     Yes     No      If yes, describe: \_\_\_\_\_

Medical Attention Sought:     Yes     No

Return to Regular Job:     Yes     No

Return to Light Duty Job:     Yes     No

Lost Time Accident:     Yes     No

Name of Doctor: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

<b>Part of Body Injured:</b> <input type="checkbox"/> Eye (L <input type="checkbox"/> R <input type="checkbox"/> ) <input type="checkbox"/> Head <input type="checkbox"/> Chest <input type="checkbox"/> Back      Upper <input type="checkbox"/> Lower <input type="checkbox"/> <input type="checkbox"/> Abdomen <input type="checkbox"/> Arm (L or R) (L <input type="checkbox"/> R <input type="checkbox"/> ) <input type="checkbox"/> Hand/Finger (L <input type="checkbox"/> R <input type="checkbox"/> ) <input type="checkbox"/> Leg (L or R) (L <input type="checkbox"/> R <input type="checkbox"/> ) <input type="checkbox"/> Foot - Toe (L <input type="checkbox"/> R <input type="checkbox"/> ) <input type="checkbox"/> Respiratory System <input type="checkbox"/> Other _____	<b>Type of Injury:</b> <input type="checkbox"/> Laceration <input type="checkbox"/> Abrasion <input type="checkbox"/> Puncture <input type="checkbox"/> Burn <input type="checkbox"/> Fracture <input type="checkbox"/> Strain-Sprain <input type="checkbox"/> Amputation <input type="checkbox"/> Foreign Body <input type="checkbox"/> Hernia <input type="checkbox"/> Contusion <input type="checkbox"/> Other _____
--	--

*Note: False statements on this form is cause for disciplinary action, up to and including termination.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Supervisor's Use**

When was this injury/illness reported to you? (Date and Time): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by Department Head**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PERSONNEL DIRECTOR'S USE ONLY**

Employee # \_\_\_\_\_ TWCC Report Submitted:     Yes     No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF TEXAS CITY  
ACCIDENT/LOSS INVESTIGATION REPORT

TO BE COMPLETED BY SUPERVISOR OR DEPARTMENT HEAD WITHIN 3 DAYS OF INCIDENT OCCURRENCE

Department:	Division:	Date Reported:
Exact Location:	On Employer's Premises: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Occurrence:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>Personal Injury or Illness</b>		<b>Property Damage</b>
Name:		Property Damaged:
Job Title:	Estimated Costs:	Actual Costs:
Nature of Injury or Illness:	Nature of Damage:	
Object/Equipment/Substance Causing Injury or Illness	Object/Equipment/Substance Causing Damage:	
Person with Most Control of Object/Equipment/Substance:	Person with Most Control of Object/Equipment/Substance:	

<b>DESCRIPTION</b>	Describe clearly how the accident occurred.
	Did Injured Leave Work: <input type="checkbox"/> YES <input type="checkbox"/> NO      Date: _____ Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
	Did Injured Go to the Doctor: <input type="checkbox"/> YES <input type="checkbox"/> NO      To Hospital <input type="checkbox"/> YES <input type="checkbox"/> NO
	Name of Physician or Hospital:
	Expected Date of Return to Work:

<b>ANALYSIS</b>	What acts, failures to act and/or conditions contribute most directly to this accident: (Immediate Cause)							
	What are the basic or fundamental reasons for the existence of these acts and/or conditions? (Fundamental Cause)							
	<p><i>For Material Handling Property Damage Accidents, Complete Additional Information on Reverse Side.</i></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">LOSS SEVERITY POTENTIAL</td> <td style="width: 50%;">PROBABLE RECURRENCE RATE</td> </tr> <tr> <td><input type="checkbox"/> High (Major)</td> <td><input type="checkbox"/> High (Frequent)</td> </tr> <tr> <td><input type="checkbox"/> Medium (Serious)</td> <td><input type="checkbox"/> Medium (Occasional)</td> </tr> <tr> <td><input type="checkbox"/> Low (Minor)</td> <td><input type="checkbox"/> Low (Rare)</td> </tr> </table>	LOSS SEVERITY POTENTIAL	PROBABLE RECURRENCE RATE	<input type="checkbox"/> High (Major)	<input type="checkbox"/> High (Frequent)	<input type="checkbox"/> Medium (Serious)	<input type="checkbox"/> Medium (Occasional)	<input type="checkbox"/> Low (Minor)
LOSS SEVERITY POTENTIAL	PROBABLE RECURRENCE RATE							
<input type="checkbox"/> High (Major)	<input type="checkbox"/> High (Frequent)							
<input type="checkbox"/> Medium (Serious)	<input type="checkbox"/> Medium (Occasional)							
<input type="checkbox"/> Low (Minor)	<input type="checkbox"/> Low (Rare)							

<b>PREVENTION</b>	What action is to be taken to prevent recurrence?
	What action has already been taken to prevent recurrence?

Supervisors Signature: _____	Date: _____
Department Head's Signature: _____	Date: _____





# Departmental Safety Meeting Documentation Form



Date: \_\_\_\_\_ Time: \_\_\_\_\_

Facilitated By: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Name of Safety Video: \_\_\_\_\_

## EMPLOYEE ATTENDANCE LIST

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

## Topics Covered

1.
2.
3.
4.

City of Texas City  
GENERAL SAFETY INSPECTION CHECKLIST

DEPARTMENT \_\_\_\_\_ FACILITY \_\_\_\_\_

PERSON CONDUCTING INSPECTION \_\_\_\_\_ DATE OF INSPECTION \_\_\_\_\_

*Instructions: Check each item below as "Satisfactory" or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory." **If the item does not apply to the facility or grounds please check "N/A."***

	Satisfactory	Unsatisfactory	N/A	Comment / Location
<p><b>General Safety</b></p> <p>Aisles and walkways clear</p> <p>Area free of falling hazards</p> <p>First Aid kit available &amp; supplies are maintained</p> <p>Emergency Lighting functioning</p> <p>Lighting adequate</p> <p>Ladders in adequate condition</p> <p>Safety signs posted</p> <p>Emergency numbers posted</p> <p>Emergency exits posted</p> <p>Access to emergency equipment</p> <p>Hurricane supply buckets are adequate</p>	-----	-----	----	
<p><b>Housekeeping / Common Hazard</b></p> <p>Materials properly stored</p> <p>Work areas neat and clean</p> <p>Floors clean and dry</p> <p>Excess paper &amp; trash removed</p> <p>Floors free from protrusions, loose tiles, etc.</p> <p>Carpets and rugs secure</p> <p>Handrails are secure/in good repair</p> <p>Desk, cabinets &amp; doors in good repair</p> <p>Proper lifting procedures are practiced</p> <p>Safety signs posted where needed</p>	-----	-----	----	
<p><b>Fire Safety</b></p> <p>Fire extinguishers and other fire equipment maintained and checked regularly</p> <p>Fire extinguishers mounted, visible, and accessible</p> <p>Employees trained to use fire extinguishers</p> <p>Fire alarms and smoke detectors maintained</p> <p>Sprinkler system in good working condition</p> <p>Evacuation plan posted</p> <p>Emergency exits properly marked</p> <p>Flammable materials properly stored / ventilated</p> <p>Rubbish and used chemicals disposed of properly</p>	-----	-----	----	

<b>Grounds and Buildings</b>	Satisfactory	Unsatisfactory	N/A	Comment / Location
Grounds free of unusual hazards such as holes, protrusions, other obstacles.	-----	-----	-----	
Trees are free of loose branches or protruding roots	-----	-----	-----	
Fences are structurally sound & free of holes	-----	-----	-----	
Sidewalks, entrances, steps and lawns properly maintained	-----	-----	-----	
Walkways and paved areas free of cracks and loose pavement	-----	-----	-----	
All doors and windows in working condition	-----	-----	-----	
Outside lighting sufficient around pedestrian traffic area	-----	-----	-----	
Ceilings free of cracks	-----	-----	-----	
Restrooms free of water hazards & sanitized	-----	-----	-----	
Handrails in stairways in good condition	-----	-----	-----	
Stairway and all area lighting is adequate	-----	-----	-----	
Floors in good repair, free of protruding nails, slippery surfaces, loose boards, etc	-----	-----	-----	
Opening in floors covered and marked	-----	-----	-----	
Aisles and passageways have adequate width and are unobstructed	-----	-----	-----	
Electrical outlets or cords adequate for intended load	-----	-----	-----	
Coffee pots or heat producing products away from flammable materials	-----	-----	-----	
Electrical wiring in good condition	-----	-----	-----	
Circuit breaker panels clearly marked with "caution" warning	-----	-----	-----	
Breaker and control box covers closed	-----	-----	-----	
Employee lunch areas pose no exposure to health hazards	-----	-----	-----	
Drop boxes in adequate condition	-----	-----	-----	
Drinking fountains working properly	-----	-----	-----	
<b>Machinery / Tools / Equipment</b>				
Machinery and equipment is maintained properly	-----	-----	-----	
Belts, gears, chains, clutches and shafting properly guarded	-----	-----	-----	
Effective points-of-operation guards are in place	-----	-----	-----	
Equipment and facilities free of oil & grease spills	-----	-----	-----	
Visible electrical equipment used appropriately and in good condition	-----	-----	-----	
Tampering or unauthorized use of any machinery or equipment is prohibited	-----	-----	-----	
Tools and machines are free of split or loose handles	-----	-----	-----	
Electrical tools, switch boxes and fixtures are properly grounded	-----	-----	-----	
Extension cords free of frays and breaks	-----	-----	-----	
Ladders, scaffolds, and saw horses in good condition	-----	-----	-----	
Ladders are only placed on stable surfaces	-----	-----	-----	

<b>Machinery / Tools / Equipment Continued</b>	Satisfactory	Unsatisfactory	N/A	Comment/Location
Metal ladders not being used around electrical wiring	-----	-----	-----	
Rung ladders are equipped with nonslip safety feet	-----	-----	-----	
Compressed gas cylinders capped properly	-----	-----	-----	
Compressed gas cylinders free of defects, dents, cracks, deep rusting, cracks in view glass, warped gauges or leakage	-----	-----	-----	
Compressed gas cylinders properly labeled	-----	-----	-----	
Compressed gas cylinders properly secured	-----	-----	-----	
Compressed gas cylinders protected from heat and shock	-----	-----	-----	
Compressed gas cylinders stored upright in designated areas	-----	-----	-----	
Dates current ( expiration, hydrostat test, etc)	-----	-----	-----	
Empty cylinders appropriately marked and/or the valve closed	-----	-----	-----	
Care taken in the handling and storing of cylinders	-----	-----	-----	
Welding cables and hoses in good condition	-----	-----	-----	
Hand and power tools in good condition and used only with guards in place	-----	-----	-----	
Hoist, chains, slings and ropes in good condition	-----	-----	-----	
Power motor blade sharp and discharge guards properly installed and maintained	-----	-----	-----	
Shoring boxes in good condition	-----	-----	-----	
<b>Hazardous / Flammable / Combustible Liquids</b>				
Flammable and combustible liquids stored in approved safety cans	-----	-----	-----	
Containers of flammable or combustible liquids labeled	-----	-----	-----	
Containers inspected periodically for corrosion and damage	-----	-----	-----	
Smoking is prohibited	-----	-----	-----	
Inventory list of I hazardous chemicals and materials is used in the workplace and updated periodically	-----	-----	-----	
Materials safety data sheet available on all hazardous chemicals and materials	-----	-----	-----	
Employees trained on how to use hazardous chemicals and materials	-----	-----	-----	
Emergency phones numbers are posted	-----	-----	-----	
Pesticide mixing and loading away from water sources	-----	-----	-----	

	Satisfactory	Unsatisfactory	N/A	Comment/Location
<b>Personal Protective Equipment (PPE) &amp; Safety</b>				
Active safety & health program in operation for the department (safety meetings)	-----	-----	-----	
An employee is designated for activities in department safety meetings?	-----	-----	-----	
Personal protective equipment readily available	-----	-----	-----	
Use of personal protective equipment enforced	-----	-----	-----	
Safety rules enforced	-----	-----	-----	
Adequate space to perform work tasks safely	-----	-----	-----	
Personal protective equipment maintained in a sanitary condition and ready for use	-----	-----	-----	
Procedures in place for disposal of/ or decontaminating personal protective equipment	-----	-----	-----	
Injuries reported immediately to supervisor	-----	-----	-----	
Accident & injury reports reviewed by supervisors	-----	-----	-----	
Accidents & injuries discussed with employees	-----	-----	-----	
Equipment & machinery maintained & used properly	-----	-----	-----	
Materials loaded and unloaded safely	-----	-----	-----	
Lifting done in proper manner	-----	-----	-----	
Assistance available to lift or move heavy objects safely	-----	-----	-----	
Safety devices used	-----	-----	-----	
Vehicles operated in a safe manner at all times	-----	-----	-----	
Traffic cones, warning flags and barriers used with construction traffic control standards	-----	-----	-----	
Access to all first aid supplies adequate	-----	-----	-----	
Safety signs posted	-----	-----	-----	
Fall hazards addressed	-----	-----	-----	
Employees receive training on the proper operation of all machinery at the work site	-----	-----	-----	
Assigned operators qualified to operate machinery	-----	-----	-----	
Emergency showers and eyewash stations properly located, maintained and sanitized	-----	-----	-----	
Breakrooms and food consumption areas adequately segregated from work areas	-----	-----	-----	

	Satisfactory	Unsatisfactory	N/A	
<b>Office Safety</b>				
Adequate lighting	-----	-----	-----	
Ventilation adequate	-----	-----	-----	
Office furniture in good working order & free of defects	-----	-----	-----	
File cabinets & book case drawers closed when not in use	-----	-----	-----	
Weight distributed in file cabinets to avoid top-heavy condition	-----	-----	-----	
Paper cutting blades in locked position when not in use	-----	-----	-----	
Ergonomic conditions adequate for workstations, keyboards, posture, and repetitive motion	-----	-----	-----	
Employees advised on proper lifting techniques	-----	-----	-----	
Electrical outlets or cords adequate for intended load	-----	-----	-----	
Automatic & Access doors in good repair	-----	-----	-----	
Lock up procedures in place and adequately followed	-----	-----	-----	
Public seating in good repair	-----	-----	-----	
Entrances, exits, hallways clear for passage.	-----	-----	-----	