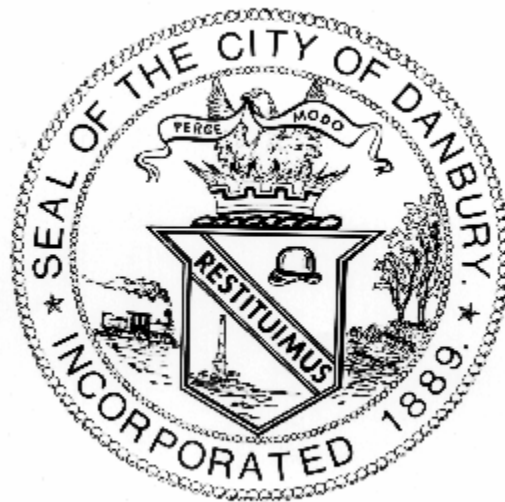


# CITY OF DANBURY

## SAFETY PROGRAM



**Mark D. Boughton**  
**Mayor**

**Dan Garrick**  
**Safety Officer**

**City of Danbury Occupational Health and Safety Program  
Statement of Management Commitment**

As Mayor of our city, I am pleased to promote employee safety with a program of doing everything within reason to maintain or improve our safety throughout the City. I ask for your full cooperation to implement this program.

People are our most important asset, and their safety is our greatest responsibility. We can and must control our City's accidents. Accidents cause emotional and financial hardship for injured employees and their families, loss of community respect for the organization, and can seriously affect the friendliness and cooperativeness of our workforce.

Accidents always cost injured employees significantly and can be disastrous to their futures and family security. They also cost the community with direct financial burdens and reduced efficiency. This City's management plans to reduce or eliminate accidents with every reasonable precaution and by aggressively promoting safe practices in the City.

Safety is one of management's most important responsibilities. Safety is the responsibility of every employee and it is the practice of this City to hold all employees accountable for work place behavior that affect their own safety and health as well as the safety of co-workers and the community.

Each employee plays an important role in preventing accidents and is expected to cooperate fully with the Safety Program. Employee safety is one of the first considerations in the City's operation. Clean and orderly working conditions will meet accepted standards for employee protection, safety, and health to encourage efficient operations and satisfied employees.

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Mayor Mark D. Boughton  
City of Danbury

**City of Danbury Occupational Health and Safety Program**

**Program Responsibility:** The City's Safety Officer is Dan Garrick. He is solely responsible for all managerial facets of this program and has full authority to make necessary decisions to ensure success of the program. Safety is also the responsibility of every employee of this City. The Safety Officer will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. The Safety Officer will communicate with the appropriate department supervisor to halt any operation of the City where there is danger of serious personal injury.

**Program Content**

The City of Danbury Safety and Health Program will include, but is not limited to development and maintenance of the following:

1. **City Health and Safety Program Guidelines**
2. **Written Individual Programs**
3. **Safety Committee**
4. **Routine Safety and Health Inspections**
5. **Safety Training**
6. **Hazard Reporting**
7. **Accident/Incident Investigations**
8. **General Safety Rules for all Departments**
9. **Record keeping Requirements**
10. **Disciplinary Actions for Willful Unsafe Acts**

**1. City Health and Safety Program Guidelines.** The City will review and evaluate this document:

1.1 On an annual basis.

1.2 When changes occur to 29 CAR that prompt a revision.

1.3 When changes occur to any related regulatory document that prompts a revision of this document.

1.4 When facility operational changes occur that require a revision of this document.

**2. Written Individual Programs.** This City will maintain written individual procedures for the types of hazards/issues that our employees will or could potentially be exposed to. Each program will be reviewed/revise as required by the respective governing OSHA Standard. Each program insofar as possible will be maintained as an independent program to avoid situations where it is unclear where responsibility for given issues belong. Effective implementation of these programs requires support from all levels of management within this City. Each written program will be communicated to all personnel that are affected by it.

### **3. Safety Committee.**

3.1 Composition. The City safety committee will be comprised of members of management/supervision and labor, with at least one more member representing labor.

3.2 Principal Responsibilities. The principal responsibilities of the City safety committee will be as follows:

3.2.1 Assemble on a quarterly basis to conduct safety meetings.

3.2.2 Conduct and oversee departmental safety inspections.

3.2.3 Review accident/injury reports and discuss corrective actions.

3.2.4 Discuss and report on unfinished business from previous meetings.

3.2.5 Discuss new business.

3.2.6 Maintain appropriate records of activities.

3.2.7 The Safety Officer will be present to make notations of the meeting and offer advice. He/she will track open safety items to conclusion. He/she will also act as chairman in the absence of the designated chairman or vice chairman.

3.3 Charter for the City of Danbury Safety Committee. This safety committee will encourage safety awareness among all employees. It will be established to:

- Reduce injuries and save lives.
- Constantly be aware of conditions in all work areas that can produce injuries.
- Aid the City in complying with all laws pertaining to safety.
- Place the personal safety and health of each employee of this City in a position of primary importance.
- Aid in the prevention of occupationally induced injuries and illnesses.
- Aid management in providing all mechanical and physical facilities required for personal safety and health.
- Establish a program that instills the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers.
- Ultimately achieve a safety program maintained in the best interest of all concerned.

**4. Routine Safety and Health Inspections of all City facilities.** The inspection will be conducted to discover through specific, methodical auditing, checking, or inspection procedures; conditions and work practices that lead to job accidents and industrial illnesses.

4.1 Inspection team composition. The recommended make up of the team will consist of the following: one managerial and one nonmanagerial position from the respective department, the safety officer or his/her designee, and one other member from the Safety Committee.

4.2 Inspection Intervals. The safety officer will coordinate inspection dates and times with inspection team members. The team will typically conduct inspections on an annual basis.

4.3 Inspection report. The safety officer will develop a safety report based on the inspection items noted during the inspection. The following items will be accomplished:

4.3.1 The report will be distributed immediately to maintenance personnel responsible for correcting deficiencies noted during the inspection. Maintenance personnel will work with Safety Officer to prioritize deficiency correction.

4.3.2 The report will be distributed to all supervisors and key management personnel. Supervisors will make the report available to any employee under their control.

**5. Safety Training.** Safety Training will be developed consistent with OSHA regulations. The Safety Committee will work with the safety officer to develop this program.

**6. Hazard Reporting.** The City of Danbury Hazard Report will be used by all employees to report potential or known hazards. The following procedures apply:

6.1 Person reporting hazard:

6.1.1 Notify department supervisor of the hazard.

6.1.2 Accomplish lock-out/tag-out if required on the machine.

6.1.3 Fill out required sections of the hazard report.

6.1.4 Forward report immediately to the safety officer.

6.2 Supervisor:

6.2.1 Notify all affected workers of hazard.

6.2.2 Notify maintenance of hazard, if required.

6.2.3 Ensure hazard is properly marked and controlled.

6.2.4 Contact Safety Officer.

**7. Accident/Incident Investigation.** Accident/Incident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees. The following steps should be taken after any accident or incident:

7.1 Immediate concerns:

7.1.1 Ensure any injured person receives proper care.

7.1.2 Secure the area to prevent any further injuries and to preserve the area for further investigation.

7.1.3 Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure those procedural problems or defects in certain models of equipment do not exist.

7.1.4 Notify the Safety Officer when injury requires any treatment beyond basic first aid.

7.1.5 Start the investigation promptly.

7.2 The injured employees' direct supervisor will investigate the accident.

7.3 Accident Investigation Form. A standardized investigation form which details specific City requirements for investigation will be developed and used to gather data to determine causes and corrective actions.

7.4 Review. All accident investigation reports will be reviewed by a member of management responsible for the department involved to ensure pertinent information is transmitted to all concerned and remedial action taken.

**8. General Safety Rules for all Departments.** This City establishes the following safety rules as general safety rules for all departments/sections.

8.1 Never operate any machine or equipment unless you are authorized and trained to do so.

8.2 Do not operate defective equipment. Do not use broken hand tools. Report them to your supervisor immediately.

8.3 Obtain full instructions for your supervisor before operating a machine with which you are not familiar with.

8.4 Never start on any potentially hazardous job without being completely familiar with the safety techniques that apply to it. Check with your supervisor if in doubt.

8.5 Make sure all safety attachments are in place and properly adjusted before operating any machine.

8.6 Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.

8.7 Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes; sandals or other open-toed or thin-soled shoes should not be worn.

8.8 Do not wear loose, flowing clothing or long hair while operating moving machinery.

8.9 Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your supervisor.

8.10 Never oil, clean, repair, or adjust any machine while it is in motion.

8.11 Use proper lock out/tag out procedures when repairing or adjusting equipment.

8.12 Put tools and equipment away when they are not in use.

8.13 Do not lift items that are too bulky or too heavy to be handled by one person. Ask for assistance.

8.14 Keep all aisles, stairways, and exits clear.

8.15 Do not place equipment and materials so as to block emergency exit routes, fireboxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.

8.16 Stack all materials neatly and make sure piles are stable.

8.17 Keep your work area, machinery and all City facilities that you use clean, neat, and free from spills.

8.18 Do not participate in horseplay, or tease or otherwise distract fellow workers. Do not run on City premises - always walk.

8.19 Lift operators must safeguard other workers at all times; workers must show courtesy to lift operators.

8.20 Filing cabinets, desks, storage cabinets, and other storage devices should have drawers closed when not in use to prevent tripping hazards.

8.21 Floor mounted extension cords should be placed so that they are flush to the ground at all times.



- 8.22 Never overload electrical outlets.
- 8.23 Burned out light bulbs should be replaced immediately.
- 8.24 Frayed or damaged electrical cords should be replaced.
- 8.25 Never take chances. If you're unsure, you're unsafe!
- 8.26 Ask for help. Let good common sense be your guide.

**9. Record keeping requirements.** The City will keep records in accordance with OSHA and State regulations.

9.1 Access to records. The City shall provide, upon request, records for inspection and copying by any authorized representative of a State or Federal accorded jurisdiction for occupational safety and health inspections or for statistical compilation.

9.1.1 The log and summary of all recordable occupational injuries and illnesses (OSHA No. 300) will, upon request, be made available to any employee, former employee and to their representatives for examination and copying in a reasonable manner and at reasonable times. The employee, former employee, and their representatives shall have access to the log for any establishment in which the employee is or has been employed.

9.2 Reporting of fatality or multiple hospitalization accidents - Any accident shall be reported either orally or in writing to the nearest office of the Area Director of the Occupational Safety and Health Administration, U.S. Department of Labor within 8 hours after the occurrence of an employment accident which is fatal to one or more employees or results in hospitalization of three or more employees. The accident should be reported to OSHA through the Safety Officer when possible.

**10. Disciplinary Actions for Willful Unsafe Acts.** Employee safety is paramount at this City. The willful commitment of an unsafe act cannot be condoned. Employees who willfully jeopardize their own or coworker safety will be disciplined. Violations of this program, as described above, will not be tolerated and may result in disciplinary action up to and including termination.