



Workplace Health and Safety Policy

Policy Number: PP 8-4

Effective Date: February 1, 2018

Approved By: Roger L. Stancil, Town Manager

POLICY

It is the policy of the Town to provide and maintain work environments which are free from recognized safety hazards and to minimize or mitigate known health or safety risks to Town employees, visitors, or the public. It is also the policy of the Town to comply with federal, state, and local safety and health regulations and laws, including standards and rules of the North Carolina Department of Labor, which administers the [Occupational Safety and Health Act of 1970 \(OSHA\)](#).

PURPOSE

The Town's Workplace Health and Safety Policy supports our Town values of SAFETY, PROFESSIONALISM and EQUITY. This policy is established to support a work environment that minimizes risk of injury or accident, to support open and honest communications with employees and the public, and to support the safety of the Town's employees and residents.

R.E.S.P.E.C.T. VALUES



Safety: We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.



Professionalism: We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.



Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

APPROVAL

Roger L. Stancil, Town Manager





Workplace Health and Safety Procedures

Policy Number: PP 8-4

Effective Date: February 1, 2018

Approved By: Cliff Turner, Human Resources Development Director

The Town's Health and Safety Procedures are issued by Risk Manager to implement the Workplace Health and Safety Policy, PP 8-4 issued by the Chapel Hill Town Manager. These procedures may be periodically updated.

Employees shall comply with all Town health and safety policies, procedures, code of ordinances and federal or state regulations pertaining to workplace health and safety. The Risk Manager is authorized to order operations to cease upon finding that safety rules and policies are not being followed. All employees are expected to comply with this order. The Risk Manager will notify the Town Manager as soon as possible of this order.

This document outlines the general expectations for Workplace Health and Safety Procedure for all employees. Additional procedures, guidelines, and manuals may also be created to support the overall intent of the Workplace Health and Safety Policy.

Other guidance related to Workplace Health and Safety

PROCEDURES

Name of associated procedure, guideline, or manual	Description	Status
Vehicle Use Procedure	Provides guidance to all departments on the use and management of Town-owned vehicles	PENDING
Transit/Public Works Fleet Maintenance Safety Procedure/Manual	Provides guidance to fleet maintenance staff related to safe equipment use and workplace protocols	You can find it HERE
	<i>Intentionally Left Blank for Future Use</i>	
	<i>Intentionally Left Blank for Future Use</i>	

FORMS/INSTRUCTIONS

A [Department Safety Checklist](#) accompanies these procedures. Department Directors and Supervisors are encouraged to review the Checklist and incorporate appropriate elements into their performance evaluation process.

PROCEDURES APPROVED BY

Ron Allen, Risk Manager

ADDITIONAL CONTACTS

Office of Risk Management, 919-968-2748 or 969-5035
Human Resource Development 919-968-2700 or HR@townofchapelhill.org
Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org
Employee Assistance Program 1-800-326-3864

DEFINITIONS

None

RESPONSIBILITIES

All Employees are expected to:

- a) Exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to acquaint themselves with and follow safety policies and standard procedures.
- b) Follow applicable Town and departmental safety policies, procedures and work rules and asking questions about anything they do not understand.
- c) Ask for assistance when necessary to provide a safe workplace and to report unsafe workplace safety conditions and/or unsafe acts to their supervisor or departmental safety representative.

All Supervisors, Managers, and Department Heads are expected to:

- a) Be responsible for the safe actions of employees under their supervision and the safe performance of machines and equipment within their operating areas.
- b) Make training opportunities available to employees, enforcing policies, procedures and work rules to keep losses at an absolute minimum.
- c) Incorporate safety training and information into regular employee meetings.

All Department Directors are expected to:

- a) Demonstrate leadership by modeling workplace safety and supporting their employees in their efforts to maintain a safe workplace.
- b) Support their employees in their efforts to maintain their equipment, pursue appropriate training, and to cooperate with the Town Employee Workplace Safety Committee.
- c) Incorporate safety information and training into regular employee meetings.
- d) Establish work rules where needed which ensure compliance with OSHA, NC Department of Labor and other workplace health, and safety standards.

SCOPE

This policy applies to all employees.

RELATED INFORMATION

[Safety Checklist for Departments](#)

[Federal OSHA](#)

[North Carolina OSHA](#)

[Worker's Compensation](#)

[Center for Disease Control \(CDC\)](#)

[National Safety Council \(NSC\)](#)

[Environmental Protection Agency \(EPA\)](#)

[NC Department of Environment and Natural Resources \(DENR\)](#)

United States Department of Labor – Workplace Safety and Health:

<https://www.dol.gov/general/topic/safety-health>

National institute for Occupational Safety and Health (NIOSH):

<https://www.cdc.gov/niosh/index.html>

Safety and Health Council of North Carolina: <http://www.safetync.org/>

American National Standards Institute: <https://www.ansi.org/>

NC G.S. 95-126 –Article 16 Occupational Safety and Health Act of North Carolina

<https://www.ncleg.gov/Laws/GeneralStatutesTOC?Chapter=0095>

Town of Chapel Hill Code of Ordinances / Human Resources Rules and Regulations, Dispute Resolution Procedure; Article XI, Sec. 14-103

https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=PTIICO_CH_14HURERURE_ARTXIDIREPR_S14-103CO

POLICY HISTORY

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in the section above, **Related Information**. In the event of any disparity between this policy and the Town’s Code of Ordinances and/or applicable local, state, or federal laws, the Town’s Ordinance and/or applicable laws shall prevail.



Town of Chapel Hill Checklist of Department Safety Checklist

For More information contact:

Office of Risk Management, 919-968-2748 or 969-5035

Human Resource Development 919-968-2700 or HR@townofchapelhill.org

Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org

Employee Assistance Program 1-800-326-3864

Supervisors are encouraged to review this checklist with employees and to incorporate elements of the checklist into their annual and mid-year performance conversations to support and encourage high compliance with workplace safety expectations.

Employee Training

- Understand appropriate workplace safety or health instructions completely before starting work.
- Learn and follow all Town and departmental safety policies, procedures, and work rules applicable to them.
- Review all safety policies and standard procedures applicable to the job.
- Ask questions about anything they do not understand pertaining to workplace health and safety or areas in which they may require assistance.

Workspace and Equipment

- Assume full responsibility for safe and healthful working conditions within their areas.
- Keep work areas clean and orderly.
- Inspect tools and equipment at frequent intervals and maintain tools in safe and serviceable condition.
- Provide personal protective equipment and instruction when necessary and follow up on the equipment's proper use.
- Ensure that personal protective devices and safety equipment are properly maintained.
- Use safety factors in purchasing all equipment, vehicles and personal protective equipment.

Response to an Emergency

- Follow established departmental procedures and processes during an emergency.
- Report unsafe workplace safety conditions and unsafe acts to their supervisor or departmental safety representative before the end of the work shift.

- Cease unsafe work when hazard is recognized or as directed by the supervisor, safety coordinator, or other appropriate authority. Comply with instructions.

Performance Evaluation and Reporting (for supervisors)

- Attend Supervisory Safety training and ensure that periodic safety training classes are conducted for employees.
- Provide access to educational and other safety materials including Material Safety Data Sheets (MSDS).
- Support employee training for job expectations and safety protocols and procedures.
- Evaluate employee performance of duties pertaining to accident prevention.
- Implement safety policies, procedures, and work rules for maximum efficiency of each job.
- Provide prompt recognition of actions that support workplace safety protocols and procedures.
- Engage employees through the Employee Performance Management and Development System to clearly identify safety related job expectations and to hold employees accountable for their performance.
- Mark all areas designated as dangerous with the type of hazard clearly noted and limit access by non-essential employees to hazardous work areas.
- Support the activities of the departmental safety committee(s).
- Respond to the scene of an unsafe condition which threatens the life or health of an employee or citizen when notified by the Town Manager, Risk Manager or Occupational Health and Safety Officer. Direct the operation to ensure that employees are working safely and that the conditions are in compliance with the law.

Department Directors

- Include safety responsibilities in each employee review.
- Lead by example, supporting employee training, good workplace practices, and compliance with standards and requirements for workplace safety.
- Seek support from the safety coordinator, the Town's safety committee, department workplace safety committees, and other external or internal resources for assistance in promoting effective safety program actions.
- Encourage safety suggestions and written comments from employees and adopt those that are feasible.
- Take prompt, corrective action when unsafe conditions are recognized or unsafe acts are observed.

- Require that accidents be promptly reported, thoroughly investigated by supervisory personnel, and properly recorded.