



**CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
TOWN HALL MEETING AGENDA
Tuesday, April 25, 2023
6:00 PM
130 South McKinley Avenue**

Zo Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Carlos Barron, Ward 3
David Crespín, Ward 1
Claud Hanes, Ward 2
Bruce Fitzgerald, Ward 3

<https://meet.goto.com/851983253>

Call to Order

General Discussion – The Town Hall meeting is for the Public to have open discussion with Council regarding any topic. This list is not all-inclusive. The following topics are items to be presented to Council by staff and may or may not be followed by discussion. No transcripts or summary are taken during Town Hall meetings.

- a.** 2023 Mental Health Awareness Proclamation
- b.** Economic Development Proclamation
- c.** Burns & McDonnell RPR
- d.** CH2M – WTP Expansion
- e.** Portable Ultrasonic Flow Meter
- f.** Purchase of Laptops and Microphones for Council Chambers
- g.** Water Treatment Plant Open House May 13th
- h.** Safety Wellness Program Handbook

Adjourn



Safety Wellness Program

1st edition April 2022

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Introduction

101 Commitment Statement

The City of Fort Lupton is committed to ensuring the occupational health, wellness, and safety of all its employees, regardless of employment status, by providing a well-rounded and fulfilling Safety Wellness Program. Safety is a consistent practice in every phase of daily operations. All City of Fort Lupton personnel are to conduct operations in a manner that contributes to the overall safety and preservation of City employees, citizens, patrons, equipment, and properties.

This document establishes a formal Safety Wellness Program for the City of Fort Lupton. The objective of this program is to prevent and minimize accidents, injuries, lost time, and property loss from occurring while promoting employee wellness and safety as City values.

Preservation of occupational health, safety, and wellness are of the highest priority of leadership and the City Council, and support of this program is provided to the fullest capacity through the review, approval, and implementation by the City Council and Leadership.

City Administrator

City Mayor

Safety & Risk Coordinator

102 Program Implementation and Review Process

The City of Fort Lupton shall ensure proper implementation of the Safety Wellness Program by providing guidance and training on the policies, procedures, and expectations laid out in this guidebook. The Safety Wellness Program shall serve as a set of guidelines for safe operational practices while on duty and/or representing the City on its behalf while away from office.

Implementation of the Safety Wellness program is the joint responsibility of the City Leadership, Safety & Risk Department, Department heads, managers, and supervisors, and the employees of the city. The responsibility of implementing safety and wellness practices shall be achieved through proper compliance of all loss and control standards set forth by the City and each department's own professional associations. By ensuring proper implementation, the City of Fort Lupton is responsible for ensuring that all employees have the ability to work safely during any and all manners of business.

Regular training, evaluation, and review of the Safety Wellness Program in its entirety shall occur on a minimum of an annual basis to ensure that best practices and procedures are provided and followed for employees, citizens, and patrons of the City. Annual review will be the responsibility of the Safety & Risk Department with the input and feedback from Safety Committee and Department heads, managers, and supervisors. A record of changes shall be kept at the end of this document to analog ongoing corrections, changes, updates, and revisions.

103 Program Overview

Introduction to the Program

In order to provide a safe and healthy work environment for all City employees, this program establishes City-wide safety standards for minimizing the potential for employee injury and illness, property loss, and disruption of government operations as a result of unsafe conditions and/or actions. In addition, the City of Fort Lupton follows the best practices of state and federal safety guidelines. These guidelines, along with City policy, make safety and wellness of the employees a top value.

Purpose

The purpose of the Safety Wellness Program is to ensure that best practices regarding occupational health, safety, and wellness are implemented and practiced by the City of Fort Lupton employees and staff. The overall goal is to help increase awareness of safe workplace practices and reduce onsite injury and illness by providing the policies and guidelines for employees to recognize, minimize, and respond to unsafe acts, behaviors, and conditions that may result in accidents and incidents.

While no plan can guarantee an accident free work place, by following the safety procedures set forth in this manual, City personnel may significantly reduce the

risk of dangerous events from occurring that may negatively impact the health, safety, and wellness of its employees and constituents.

Program Goal & Objective

It is the goal of the City of Fort Lupton to establish and maintain a Safety Wellness Program that helps limit the number of accidents and injuries by surpassing the best practices within occupational health, safety, and wellness.

The objective of this program is to ensure to the best of our ability that all employees, citizens, and patrons within the City may continue working and living without fear of harm occurring from preventable safety and wellness measures. This goal of this program is to ensure that established safety processes and procedures are followed and that the proper training and education for our employees is implemented.

Summary

The Safety Wellness Program is developed and maintained through the City of Fort Lupton Safety & Risk Department and the employee-led Safety Committee. Overall responsibility of the program is designated to the Safety & Risk Coordinator. The program follows the best practices established by industry standards, CIRSA Loss and Control Standards, Colorado State law, and Federal law to accomplish this objective.

The Safety Wellness Program is based on a plan that encompasses employee safety orientation, training, risk assessment, hazard identification and job safety analysis, organizational communication, loss prevention strategies, accident/incident investigation, claims management, and employee involvement and motivation. This plan is organized to incorporate safety practices that have been established through current research, safety trends, and industry standards.

No employee is required to work at a job known to be unsafe or dangerous without properly established precautions and safeguards in place to minimize these risks. Employees must constantly be aware of conditions in all work areas that can cause or lead to injuries. Cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace injuries is a condition of employment. Inform a supervisor or the Safety & Risk Coordinator immediately of any situation beyond your ability or authority to correct.

104 Program Organization and Responsibilities

The Safety & Risk Department for the City of Fort Lupton will have primary responsibility of the City Safety Wellness Program. Supervision and operation of this program will be the primary responsibility of the Safety & Risk Coordinator. The program is supported by the Employee Safety Committee, which will meet monthly. This committee will provide support and act as a source for ideas and suggestions for working towards the overall goal of safety and wellness for all employees and residents of Fort Lupton.

Employees are actively involved in and make positive contributions toward our overall safety initiatives and accident prevention measures.

City Council Responsibilities

The City of Fort Lupton is responsible for the following aspects of the Safety Wellness Program:

- Budget approval
- Policy revision and approval
- Supporting initiatives

Safety Committee Responsibilities

Committee meetings provide open, two-way communication among City of Fort Lupton departments and employees for the purpose of discussing accident causes and prevention. It is a forum for discussing changes in the work environment, identifying risks and hazards, and changing safety policy and procedures. The experience and knowledge of committee members combine to give effective solutions to problems and hazards faced on a daily basis.

The Health & Safety Committee is established and organized under the support of senior management and will have the Safety & Risk Coordinator as the chair person. The Safety Committee includes representatives from City Hall, Police Department, Recreation Center, Public Works, Coyote Creek Golf Course, Building & Grounds, Library, and Human Resources. Other departmental employees will be selected and members of management to meet the City's need. Minutes will be maintained and a copy distributed to members.

Safety Committee activities include but are not limited to:

- Recommending safety objectives and policies
- Working as a team to accomplish objectives
- Reviewing accident reports for the purpose of identifying trends
- Accident investigation and analysis as needed
- Acting as a source for ideas and suggestions for improving the overall safety of the facility
- Following up on recommendations generated from previous inspections and employee suggestions
- Delineating safety topics for training of employees

Safety Wellness Program Supervision

The Safety & Risk Coordinator carries out the overall daily responsibilities of the Safety Wellness Program.

Responsibilities

These responsibilities may include but not be limited to working with members of the City's staff, insurance representatives, officials and contractors as needed to satisfactorily achieve assigned duties. The Safety & Risk Coordinator has the responsibility of providing guidance and making recommendations for services or programs in the areas of Risk Mitigation, Safety, and Emergency Response for the City of Fort Lupton.

These duties include but are not limited to:

- Necessary risk assessment and hazard identification
- Coordination of training related to workers' compensation insurance company and federal, state, and local regulatory compliance
- Maintenance of required records of all injury accidents and near misses
- Employee training in the areas of hazard control, accident prevention, accident investigation
- Accident report analysis, to identify program deficiencies and make recommendations to City management and/or Safety Committee as needed
- Coordination of outside vendors for safety equipment and services
- Provide on-going safety training as needed and documentation of training records
- Coordinate and/or purchase necessary safety equipment
- Provide training to staff for proper use of safety and personal protective equipment and ensure compliance of use of all equipment
- Recommend safety provisions and equipment for City construction projects and day-to-day facility/building operation
- New employee safety orientation and training sessions

Managers and Supervisors Responsibilities

Department Managers and Supervisors are responsible for the safety of their employees. As key figures in the established safety needs, managers and supervisors are integral to the success of the program. It is the continued responsibility of managers and supervisors to ensure employees follow established safety procedures. Managers and supervisors are responsible for being familiar and recognizing health and safety hazards to which employees are exposed. Managers and supervisors will ensure employees of the City of Fort Lupton have the appropriate materials and training to effectively complete job responsibilities in a safe and responsible manner and ensure employees are equipped properly with sufficient training to comply with the City of Fort Lupton Safety Wellness Program.

Managers and Supervisors will coordinate with the Safety & Risk Coordinator to:

- Establish safe and efficient work methods for each department

- Instruct employees in safe work practices and regulations
- Assign people to jobs only after proper job specific training is completed
- Monitor employee safety compliance
- Take safety performance into consideration during all annual personnel performance evaluations
- Act to eliminate unsafe conditions or practices within work areas and departments
- Audit work areas to include housekeeping and equipment conditions to determine new hazards and improvements on existing conditions, including storage of materials or equipment not in use.
- Enforce City safety rules and regulations to include proper use of personal protective equipment.
- Participate in the investigation of departmental accidents and participate in corrective actions.
- Set the tone for safety through personal example and by demonstrating a commitment to the performance of duties in the safest way and create safe working environments.
- Take immediate corrective action for any violations in each department reported by the Safety & Risk Coordinator.
- Ensure continuous safety training is completed by department staff.
- Fulfill all components and training requirements for the Hazard Communications Program including maintaining updated SDS binders, chemical substance storage, and employee orientation for set protocols.

Agreement to Participate

All City of Fort Lupton employees should be familiar with the City of Fort Lupton's Employee Handbook, General Health & Safety Guidelines (see section 301), and their department's specific safety rules and policies. In addition, all employees (regardless of employment status) will participate in and complete all required safety trainings that are outlined by the City, supervising department, and Safety & Risk Coordinator.

It is ultimately the individual employee's responsibility to follow safe workplace practices contained within this manual. Employees should adjust workplace behavior and practices to avoid dangers or hazards. If an employee is unclear or unsure if a given situation or task is safe, contact a department supervisor or the Safety & Risk Coordinator to review planned actions before starting work. It is better to wait and check than to risk injury.

All employees are encouraged to present to the Safety & Risk Coordinator or Safety Committee any practice, idea, or philosophy that may help the City of Fort Lupton to obtain its goal of reducing accidents and injuries and promoting wellness and safety.

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Safety Policies and Procedures

201 Prevention Statement

This Safety Wellness Program is designed to provide the proper policies, guidelines, and channels for the prevention of injury, illness, and the loss of life, property, and time. Prevention can be achieved through the proper knowledge, mitigation, and evaluation of safety education and practices. These practices will come in the form of hazard identification, near-miss reporting, job safety analysis (JSA) development, accident/incident investigation, and corrective actions. Safety education opportunities will come in the form of city-wide initiatives and seminars as well as department and staff specific trainings and orientations.

202 Hazard Identification and Assessment

Hazard Identification is the process of seeking out, identifying, and evaluating the potential hazards and risk factors that may cause harm from a particular situation, item, behavior, or act. Proper identification and assessment of potentially known and unknown hazards is beneficial before, during, and after an incident occurs.

While some hazards should be fixed as they are found, such as housekeeping and tripping hazards, not all hazards may be resolved immediately. These types of hazards should be brought to the attention of the proper individuals and reported for follow up.

Employer and Employee Responsibilities for Identifying and Assessing Hazards:

- Collect and review information about the hazards present or likely to be present in the workplace.
- Conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards.
- Investigate injuries, illnesses, incidents, and close calls/near misses to determine the underlying hazards, their causes, and Safety Wellness Program shortcomings.
- Group similar incidents and identify trends in injuries, illnesses, and hazards reported.
- Consider hazards associated with emergency or nonroutine situations.
- Determine the severity and likelihood of incidents that could result for each hazard identified, and use this information to prioritize corrective actions.

203 Job Safety Analysis

To ensure that the best safety practices are in place, a Job Safety Analysis (JSA) should be completed. A JSA is a systematic method of identifying hazards and control measures to safely perform a specific task. JSAs are to be completed on any jobs or tasks that have resulted in a trend, fatality, severe injury, or as a corrective action for any new or changed job procedures.

The following factors should be considered when deciding on which jobs should be analyzed:

1. Number of related injuries or illnesses
2. Frequency of accidents
3. Potential severity
4. New jobs or a change in a job
5. Death

It is the responsibility of the Safety & Risk Coordinator to collaborate with each department to identify the necessary JSAs that should be developed, implemented, and trained on. JSAs are then officially assigned to the department by the Safety & Risk Coordinator.

The development of a JSA is the responsibility of the department management that it has been assigned to. All assigned JSAs will have a completion timeline assigned; this is typically within 60 days of assignment.

Developed JSAs should be given to the Safety & Risk Coordinator for review and approval. Upon approval, implementation of all JSAs shall be completed with proper training to all employees that are required to perform the job. Training and testing on completed JSAs should be completed within 14 days for all relevant employees.

All developed and approved JSAs for a particular department will become required safety training for newly hired, seasonal, and long-term employees who obtained a workplace injury/illness in relation to the JSA specific task or job.

204 Reporting Policy

The City of Fort Lupton is committed to providing the safest environment possible for its citizens, employees, and patrons. Employees are expected and encouraged to report unsafe behaviors, work and equipment conditions, near- misses, and all accidents and incidents that occur and may involve City property and/or employees, citizens, and patrons- regardless of if an injury or illness occurs.

The City of Fort Lupton provides an open-door policy for reporting safety issues and concerns. City employees should always feel comfortable approaching an immediate supervisor, manager, the Safety & Risk Coordinator or other department management for information needed to perform jobs safely. In addition, employees are able to report conditions or practices believed to be unsafe for themselves, co-workers, citizens, contractors and/or patrons without fear of repercussion or discipline.

Employees are also encouraged to make suggestions to improve situations believed to be hazardous. This can be done through email, telephone, or by requesting an appointment with the Safety & Risk Coordinator. Reports can also be made directly to any active member of the Safety Committee. In the event on an accident of injury, contact the immediate supervisor and the Safety & Risk Coordinator.

205 Near Miss Reporting Policy & Procedure

Purpose

The primary purpose of near miss reporting is to identify and address unsafe conditions, trends, acts, and behaviors *before* they result in an accident or incident. Near miss reports are meant to be reviewed and analyzed to evaluate potential hazards and to address control measures that may be implemented to reduce the risk of harm.

Near Miss Reports

Any unsafe acts, conditions, behaviors, or trends may be reported to supervisors, managers, safety committee members, the Safety & Risk Coordinator, and other members of leadership. Near miss reports shall be documented on the standardized *Near Miss Form* and submitted to the internal mailbox of the Safety & Risk Coordinator. This internal mailbox can be located on the main floor of City Hall.

All forms shall only contain *factual* information and descriptions. Detailed accounts including who, what, when, where, why, and how should be included regardless of personal beliefs and feelings of the reporting party. All reporting individuals will have a responsibility to cooperate in any resulting investigation by providing statements and/or interviews that may requested by the Safety Committee or the Safety & Risk Department.

Any employee that reports a near miss will not be subjected to progressive disciplinary actions unless their behavior coincides with one of the following serious offenses:

- Willful breach of safety policies
- Acts of gross negligence
- Acts of gross misconduct
- Repeated unreported violations
- Malicious activities
- Workplace violence, including but not limited to: fighting, assault, harassment, or possession of a weapon

Employee Responsibility

It is the responsibility of every employee to acknowledge and report safety concerns in a timely manner to their supervisor, manager, or the Safety & Risk Coordinator. Employees are required to fill out a *Near Miss Form* within 24 hours of the safety concern, regardless of if the near miss was reported to management or not. This is to ensure that the event is properly documented and passed on for review in the event that management fails to do so.

In addition to reporting, it is the responsibility of the employee to take proper actions to maintain and ensure safety in regards to the near-miss. Justifiable actions may include, but are not limited to, utilizing proper PPE, ensuring safety policies and established JSAs are being followed, correcting unsafe actions and behaviors, and enacting the “Safe-to-Stop” Policy in the absence of a more reasonable safety option and contacting the Safety & Risk Coordinator to report the stop in progress.

Failure to report known safety concerns that may or may not result in severe incidents may be viewed as *negligence* and result in corrective and/or disciplinary action.

Manager and Supervisor Responsibility

It is the responsibility of all managers and supervisors to report any safety concerns or violations of safety policies that are reported to them, observed, or perceived to have occurred. These concerns are to be reported to the Safety & Risk Coordinator.

Failure to report known safety concerns that result in severe incidents may be viewed as *negligence* and result in corrective and or disciplinary action.

Safety Committee Responsibility

It is the responsibility of the Safety Committee to actively review all near-miss reports with the intent to address each concern and provide a response to the individual(s) and/or department that has reported it. Any resolutions that may come from the review of near miss reports shall be documented and archived for 3 years on the corrective action(s) that resulted, if any. Failure to provide adequate review and response of a near miss report in a timely manner may result in review of the Safety Committee members in addition to an overruling of actions by the Safety & Risk Department.

206 Accident Reporting and Investigation

Purpose

The primary purpose of accident investigation is to prevent similar and future accidents by determining how and why an accident happened. As such, the investigation must produce factual information. This information may lead to corrective actions that can prevent or reduce further accidents. The investigation plan prescribes methods and practices for investigating accidents that can be followed by managers and supervisors.

Accident Investigation

The completion of an Incident Report is required for documentation of an accident and will be updated during the ongoing investigation of an injury accident. This report will be used by City's insurance companies to determine if action is required for claims.

Manager and Supervisor Responsibility

The Department Manager or Supervisor, and Safety & Risk Coordinator must investigate immediately upon notification of an incident and complete a *Management Accident Investigation Report*. A copy of this report is then forwarded to the Safety & Risk Coordinator for use in the final investigation. A Supervisor or Safety Committee Member can assist in the initial investigation if the Safety & Risk Coordinator is unavailable. The Safety & Risk Coordinator may conduct an independent investigation, or depending on the nature of the accident, may work jointly with the Manager, Supervisor, or Safety Committee. A Completed investigation and Root Cause Analysis shall be conducted by the Safety & Risk Coordinator or a designated member of the Safety Committee at the discretion of the Safety & Risk Coordinator.

A written report is prepared from notes, diagrams and photos of the incident. All pictures should be identifiable and labelled. The names, addresses, day, and evening phone numbers of all eyewitnesses must be noted. The responsible Manager or Supervisor should ensure each witness provides a statement of what happened.

For purposes of accident prevention, investigations are fact-finding. The goal is not to find blame, but is to fix potential problems. Ideally, the Safety & Risk Coordinator will work with the Manager or Supervisor to determine the cause of the accident and the best solution to prevent future incidents.

A satisfactory *Management Accident Investigation Report* should answer the following questions:

- Who was involved in the accident and who was injured?
- What happened? Be detailed.
- Where did the accident happen?

- When did the accident occur?
- Why did the accident happen?
- Was it neglect, or intentional, accidental, preventable
- How did the accident happen?
- Be specific and detailed.

A completed copy of the *Management Accident Investigation Report*, witness statements, photos and any other related documents should be forwarded to the Safety & Risk Coordinator within 24 hours of the incident.

207 Corrective Action Process

Purpose

Following thorough investigation of an accident or incident, near miss, or other safety violation that is reviewed, a corrective action shall be given to remedy the safety hazards that were found.

A *Corrective Action* is the action(s) taken to eliminate the cause(s) of a hazard or an incident, eliminate a detected hazard, and/or to prevent recurrence of an incident through proper hazard controls. Corrective actions are implemented to protect and prevent employees from further safety related incidents occurring in the workplace.

Examples of types of Corrective Actions:

- Reduction of the risk of incidents
- Improvement of processes, policies, and procedures
- Training/ re-training of staff
- Raising awareness
- Replacement or repair of equipment and assets

208 Worker's Compensation Policy-Employees

Policy

For the most current policy regarding Worker's Compensation for the City of Fort Lupton, refer to Employee Handbook.

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Guidelines & Standards

301 General Safety Guidelines

All City of Fort Lupton employees shall be required to follow these general guidelines laid out by the Safety Wellness Program unless department specific standards meet the minimum requirements or greater than those that are laid out here.

Fire Prevention Statement

The purpose of the fire prevention program is to help eliminate causes of fires and prevent loss of life and property related to fire and smoke damage. Employees are reminded of guidelines to assist in recognizing, reporting, and preventing fire hazards.

Common causes of fires may include:

- Overloaded electrical circuits, unsafe wiring and defective extension cords
- Candles/open flame
- Appliances such as coffee pots, heaters left on when not in use
- Overheated motors and equipment that is not properly maintained
- Improper use, storage, and handling of flammable materials
- Improper use of Christmas tree lights and associated electrical cords
- Poor housekeeping, which results in the accumulation of paper, boxes, oil-soaked rags and flammable liquids
- Improper use of welding torches and equipment
- Smoking in non-approved areas

Proper handling and storage procedures of hazardous materials shall be followed as outline in the HAZCOM program to ensure fire safety measures are in place to prevent the occurrence of a fire.

All City facilities shall be properly equipped with the necessary fire alarm detection system, sprinkler system, and/or additional fire protection equipment that is appropriate to detect, suppress, and control a fire hazard.

All City facilities are subject to annual and random inspection from the local Fire District and Fire Marshall. If infractions are noted, the manager of that facility shall forward on the documentation to the Safety & Risk Coordinator along with the corrective actions that were outlined to remedy the infraction. In addition, the Safety & Risk Coordinator may include fire prevention controls and inspections into any safety related inspection or investigation being conducted.

Smoking

The City of Fort Lupton offers a smoke-free work environment. The smoking policy for the City shall follow the outlined policy from the Employee Handbook. In addition to the policy, smoking and vaping activities are prohibited for all

employees, visitors, contractors, and other persons while inside a City facility or vehicle.

Any incident of smoking or vaping while inside a City facility or vehicle may be reported to the Human Resources Department and/or the Safety & Risk Coordinator.

Housekeeping

Poor housekeeping standards are not generally identified until an injury occurs. A *clean work area is a safe work area*. Injuries occur when people trip over clutter in an aisle or slip when a spill is not cleaned up. All office areas, passageways, storerooms, service rooms, and designated fire exit pathways shall be kept clean, clear, and in good repair to avoid obstructing egress or travel pathways. Good housekeeping practices must also be followed in storing any type of equipment, archival files, or supplies needed for job performance.

Employees should always inform an immediate supervisor, the Building Supervisor, or the Safety & Risk Coordinator when housekeeping concerns cause immediate risks or hazards. Department supervisors will maintain the overall responsibility of general housekeeping practices in their respective areas.

Storage

Never use stair landings/wells or hallways as storage areas. When storing any items, always remember not to store items closer than 18" from a fire sprinkler head. This will result in the ineffective suppression operation during a fire. Storage spaces may be evaluated upon request to the Safety & Risk Coordinator in conjunction with any safety inspection or investigation.

Slips, Trips and Falls

Falling is the leading cause of work place injuries worldwide.

To prevent workplace accidents involving slips, trips, or falls:

- Keep aisles, stairways, etc., clear and clean at all times
- Do not leave cords, cables or other tripping hazards on the floor, across walkways, or in the stairwells. Cords in use must be taped down or covered
- Use caution signs or cones or stations to mark wet or slippery areas
- Keep work areas and passage ways, including stairwells, well lit
- Put tools away when not in use
- Close file and desk drawers not in use
- Stand on ladders, not on boxes or chairs. Never stand on the top two steps of any ladder. Only 1 person is allowed on a ladder at a time
- Do not carry loads you cannot see over
- Use the handrail whenever possible
- Proper footwear should be worn to suit particular work area environments
- Never leave a ladder unattended

Ergonomics and Back Injury Prevention

Repetitive motions can harm different muscle groups in the back, shoulders, neck, and most commonly the wrists. Any type of repetitive motion can cause muscle strain. Extended periods of working in one position can lead to muscle strain. A quick break to stretch can help avoid muscle fatigue. Proper adjustment of equipment and furniture can relieve muscle strain. Employees who develop muscle strain from any type of repetitive motion should contact the Safety & Risk Coordinator for a workplace evaluation.

Safety Equipment and Supplies

Proper safety equipment and supplies shall be kept at all City facilities for the purpose of minimizing exposures to hazards that cause serious workplace injuries and illnesses. Additionally, emergency preparedness equipment and supplies will be maintained in the event that first aid and emergency medical response is needed.

302 Employee Emergency Procedures

The City of Fort Lupton requires that during every emergency an organized effort be made to protect patrons and personnel from injury and to minimize property damage. Each supervisor must know what to do during an emergency and must be certain employees understand their roles. Every employee must remember, in any crisis, to stay calm and inspire others to do the same.

Annual review of Emergency Action Plans (EAP), evacuation routes, and fire drill procedures should be standard trainings within each department. The Safety & Risk Coordinator may assist in the review, revision, and facilitation of policies, procedures, and trainings conducted by each department.

An Emergency Action Plan (EAP) is required for every City-owned facility and leased space where city personnel is actively occupying. A baseline template for developing an EAP can be found in the Appendices.

FEMA and NIMS Training

An emergency event may occur from a natural or man-made disaster at any time. These types of emergency events begin and end at the local level. All city employees will be required to obtain National Incident Management System (NIMS) Training through the Federal Emergency Management Agency (FEMA) online portal. These requirements are outlined in the Local Emergency Operations Plan (LEOP) for the City.

Additional training may be required for personnel that is designated as essential to the response and/or recovery of an emergency event, or in the continuity of operations for the City.

303 Training Standards

New Employees

It is the policy and practice within the City of Fort Lupton that all newly hired employees- regardless of employment status- shall complete the required New Hire Safety Training and Checklist for their department and position. These checklists and the associated trainings are provided by the Human Resources Department at each new employee's orientation.

All Employees

All employees- regardless of employment status- shall participate and complete the following safety related trainings:

Bi-Annual (once every 2 years)

- CPR Training (required for designated personnel)
- Harassment in the Workplace
- Violence and Bullying in the Workplace
- Defensive Driving (required for designated personnel)

Annual (once a year)

- Fire Safety & Fire Drills
- Department Specific Standard Operating Procedures (SOPs) & Related Trainings

Semi-annual (twice every year)

- Emergency Action Plans & Evacuation Procedures

Monthly/Seasonally

- Stand Up Safety Trainings as provided by the Safety & Risk Department

New Supervisors/Managers/Directors

Newly designated Supervisors, Managers, and Directors will be assigned additional trainings by the Human Resources Department in relation to their specific department and job title.

City Council

Newly elected officials of the Fort Lupton City Council are required to complete the outlined requirements for new employees, including the New Hire Safety Training and Checklist for City Hall Admin.

Other trainings for newly elected and re-elected officials include the following:

Bi-Annual (once every 2 years)

- Harassment in the Workplace
- Violence and Bullying in the Workplace

Annual (once a year)

- Fire Safety & Fire Drills
- Department Specific Standard Operating Procedures (SOPs) & Related Trainings

Semi-annual (twice every year)

- Emergency Action Plans & Evacuation Procedures

Emergency and Essential Personnel

Designated emergency and essential services personnel shall complete all required trainings as outlined by their departments regarding an emergency event or disaster were to impact the City. These requirements are to be found in the designated departmental SOPs and the City's LEOP.

Seasonal Employees

Seasonal Employees- regardless if they are a new or returning employee- shall complete a safety orientation prior to starting their work duties. All other related standards, trainings, and requirements for safety & wellness shall be completed as outlined by each department.

Volunteers

All Volunteers shall be required to complete a safety orientation prior to beginning their position(s) with the designated department that they are to volunteer under. For returning volunteers/ year-round volunteers, a safety orientation is to be completed on an annual basis. For volunteers that are inactive for a period of 4 months or longer in the year will be removed from the active list and archived. Volunteers who wish to return to their position(s) following a hiatus shall be required to complete another safety orientation.

304 Hazard Communication Plan - HAZCOM

The City of Fort Lupton Hazard Communication Plan provides information for safe use, handling and storage of hazardous chemicals. This plan includes standards on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

Purpose

The written Hazard Communication Plan includes the following categories in order to satisfy the minimum requirements of the hazard communication standards:

- List of all hazardous material used in the workplace.
- Procedures used to collect and maintain Safety Data Sheets (SDS).
- Procedures used to ensure all containers are properly labeled.
- Contents and methods of training and providing hazardous material information to employees.
- Procedures for safely conducting non-routine work practices.
- Procedures for ensuring that contractors and other non-employees are informed of the hazardous materials.

Responsibilities

The responsibility of this program may be divided between Department Supervisors, Safety & Risk Coordinator, and the Safety Committee. Responsibilities are as follows:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous materials and a master file of SDS.
- Ensuring all containers are properly labeled.
- Providing new-hire and annual training for employees.
- Maintaining training records.
- Proper selection of personal protective equipment including: proper use and replacement.
- Identifying hazardous chemicals used in non-routine tasks and assessing risks.
- Informing outside contractors about potential hazards while performing work on City property.

When ordering supplies employees are responsible for:

- Contacting vendors to obtain SDS for chemical products.
- Reviewing incoming chemical materials to verify correct labeling.
- Holding chemical materials in the receiving area until receipt of the SDS.

The SDS's are given to the Safety & Risk Coordinator for reference in the City's Master SDS and Chemical Inventory List.

Employees are responsible for the following aspects of the hazard communication program:

- Identifying hazards before starting a job.
- Reading product labels and SDS.
- Notifying a supervisor of torn, damaged, or illegible labels, or unlabeled containers.
- Using controls and/or personal protective equipment (PPE) to minimize exposure
- Following instructions and warnings pertaining to chemical handling and usage.
- Proper care of personal protective equipment including: proper use, routine care and cleaning, storage, and replacement.
- Knowledge and understanding of the consequences associated with failure to follow City policy concerning the safe use of chemical products
- Participate in training.

Chemical Inventory List

This list contains the minimum information to include the chemical name, product name, the location or work area where the chemical is used. This list is updated annually and whenever a new chemical is introduced to the workplace. The City of Fort Lupton Master SDS List is located on the Employee Safety Committee Share Drive or in the Safety & Risk Coordinator Office.

Safety Data Sheets (SDS)

- A Safety Data Sheet (SDS) must be available before a chemical is used.
- SDS are obtained from chemical suppliers. The name on the SDS should be the same as that listed on the chemical inventory list.
- The Safety & Risk Coordinator maintains the master file of all original SDS.
- All new and revised SDS are obtained by each department and forwarded to the Safety & Risk Coordinator. All SDS books will be updated with new and revised information.
- If an SDS is not received from a supplier, contact them and request a copy be sent immediately

Labeling and Other Forms of Warning

Original chemical product containers or packaging containing hazardous chemicals are labeled with the following information:

- Trade name or chemical name of the hazardous substance.
- Appropriate hazard warnings in the form of words, pictures or symbols that convey the hazard of the substance in the container.
- Target organs affected by the chemical.
- Name and address of the chemical product manufacturer.

When a chemical is transferred from the original container to another, it should be appropriately labeled.

Recordkeeping

The following records pertaining to the Hazard Communication Program are maintained by the Safety & Risk Coordinator:

- Chemical inventory lists.
- Hazardous material reviews.
- Copies of letters requesting SDS.
- Training records.
- Warnings issued to employees for not following the Hazard Communication Program.
- Storage areas.
- Amount of chemicals.
- Restrictions of chemical use.

Emergency Response

Any incident, overexposure or spill of a hazardous chemical/substance must be reported to the employee's immediate supervisor or the Safety & Risk Coordinator immediately. In the event that assistance in cleanup is needed, Emergency Services may also be notified for consultation.

Chemical Safety and Hazardous Substance Safety

To avoid injury and property damage, employees who handle chemicals or hazardous substances must understand the hazardous properties of chemicals.

These general chemical and hazardous substance guidelines apply to all employees.

- Keep chemical or hazardous material containers closed when not in use.
- Never store chemicals at eye-level or higher.
- Never use an unlabeled substance, even if you think you know what it is.
- Store flammable and combustible liquids in fireproof cabinets.
- Store compressed gases, chained, in an upright position away from heat sources.
- Do not pour hazardous substances down drains; dispose of them properly.
- Wash hands thoroughly after working with chemicals and before eating or drinking.

SDS Accessibility

Before you use or work around any chemicals, paints, adhesives, varnishes, etc., consult the container's label or Safety Data Sheet (SDS) for hazard information and required PPE. The sheets alert employees to health hazards of exposures and risks. The sheets also tell what procedure and equipment to use to prevent accidents and unhealthy levels of exposure.

305 Blood-Borne Pathogens Plan

These guidelines provide policy and safe practices to prevent the spread of disease resulting from handling blood or other potentially infectious materials during the course of an employee's assigned duties. With the increased risk of disease transmission from blood-borne pathogens, the City established this written plan to identify workers who have an occupational exposure risk to potentially infectious materials, and provide a means of protection from these potentially infectious materials.

Overview

Many biological contaminant exposures result from small sprays, splashes, or mists. Most of these hazards don't cause immediate, adverse health effects. Because of this, many workers do not fully appreciate the hazards faced during the completion of work tasks. It only takes one accidental exposure to result in serious long-term health effects.

Compliance Strategies

All possibly infected material is considered infectious regardless of the perceived status of the source. The City of Fort Lupton personnel are not to handle contaminated objects or persons unless absolutely necessary in the performance of assigned duties. For example, personnel shall not place hands in a trashcan or allow trash bags to come in contact with the body where contamination may exist.

Supervisors will ensure that if an employee's skin or mucous membranes become contaminated with blood or Other Potential Infectious Material (OPIM), then those areas are washed or flushed with water immediately after exposure.

Employee Exposure Risk Analysis

The purpose of an employee exposure risk analysis is to make employees aware of possible exposure to blood-borne pathogens during the course of certain tasks. Employees must be informed that specific job duties may cause an increased risk to exposure.

Employee Responsibility

All employees are expected to understand basic blood-borne pathogens and other infectious material procedures. Everyone is expected to know how to minimize potential exposure to infectious materials or contaminated items. This includes, but is not limited to:

- Avoiding unsafe handling practices.
- Using personal protective equipment.
- Reporting unsafe infectious risk conditions.
- Appropriately labeling containers holding potentially infectious materials.
- Recognizing biological hazards in the work area.
- Learning and implementing the appropriate precautions and protective equipment to limit exposure for specific duties.

- Practicing good hygiene.
- Taking responsibility for themselves and co-workers.

Department Manager and Supervisor Responsibility

Managers and Supervisors are directly responsible for the safety of employees they supervise and are accountable to senior management for all safety issues concerning workers they supervised. The manager or supervisor must ensure each employee follows the procedures set forth in this manual on a consistent daily basis. Responsibilities include but are not limited to:

- Ensuring workers know and follow the procedures defined by the exposure control plan.
- Ensuring protective equipment is available and in good working order.
- Training in proper use of personal protective equipment. Providing clean workplace, housekeeping and equipment maintenance inspections.
- Determining the appropriate level of personal protective equipment.

Safety & Risk Coordinator Responsibility

The Safety & Risk Coordinator is responsible for developing, training and implementing the blood-borne pathogens procedures. This includes maintaining the documentation, records, and logs of the plan including, but not limited to, personal protective equipment, training, and engineering controls. Additionally, the Safety & Risk Coordinator must:

- Monitor procedures involving potential occupational exposure to potentially infectious materials.
- Guide the development of precautionary procedures.
- Know the OSHA blood-borne pathogen standard concerning infectious material.
- Periodically review, revise and improve exposure control policies.

Work Practice Controls

Work practice controls are used to eliminate or minimize exposure to employees at the City. Where occupational exposure remains after establishment of these controls, employees are required to wear personal protective equipment. At the City of Fort Lupton, the following engineering controls are used:

- Performing procedures to minimize splashing, spraying, splattering, and producing drops of blood or OPIM.
- Removing and properly disposing of soiled Personal Protective Equipment (PPE) as soon as possible.
- Cleaning and disinfecting all equipment and surfaces potentially contaminated with blood or OPIM.
- Thorough hand washing with soap and water immediately after any potential exposure. Antiseptic wipes, or hand cleanser will be provided where hand-washing facilities are not available.

Handling Contaminated Needles and Other Sharp Objects

Employees may not bend, recap, remove, shear, or purposely break contaminated needles and other sharps. During the trash removal process, employees shall

never reach inside the trash receptacle or carry trash containers in a manner that allows the bag to come in contact with your body. The correct procedures for handling contaminated sharps are as follows:

- Contaminated sharps are discarded as soon as possible in approved containers. Containers shall always be kept in an upright position throughout use and never overfilled.

Gloves

The routine use of gloves can increase the effectiveness of infection control procedures and lower the risks and hazards associated with exposures to infectious agents. Gloves are to be worn when employees anticipate handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use. New gloves must be used if gloves become damaged or compromised in any way.

Face Protection

Face masks, in combination with eye protection (i.e. safety glasses) must be worn when splashes spray, splatter, or droplets of blood or infectious material may be generated and contamination of eye, nose, or mouth can be reasonably anticipated.

Exposure Response

If an employee comes in contact with or has had a potential exposure to a blood-borne pathogen or OPIM, stop work as soon as it is safe to do so.

Remove and properly dispose of potentially contaminated gloves or other affected PPE. Wash hands and any other contaminated skin as soon as possible. Following these immediate remedial steps, the employee must notify an immediate supervisor of the exposure incident.

Exposure incidents are considered on the job injuries or occupational illnesses. The employee will be sent to the Designated Medical Provider for any needed immediate medical attention, as well as for follow-up medical testing and/or treatment. Such testing and/or treatment may be required over a long term, based upon the nature and severity of the exposure. Worker's Compensation policy and protocols will be followed as outlined in the Employee Handbook.

306 Job Safety Analysis Program

This Job Safety Analysis Program Written Plan prescribes the methods and practices used for the development and use of Job Safety Analysis (JSA's).

A Job Safety Analysis (JSAs) is a process of determining physical requirements, environmental conditions and safety factors relating to a specific job function or task. JSA's are best used for stationary or repetitive production tasks or product movement, in which the job, equipment and work environment change very little. However, JSA's can be easily adapted to fit any work task and its environment.

The most important person in JSA process is the Supervisor/crew leader, who is in constant contact with employees and should be familiar with the hazards in their department. Supervisors/crew leaders are in a better position to recognize and correct unsafe acts and conditions as they occur. However, employee feedback is an invaluable resource and every opportunity must be afforded to allow for their input.

JSA's provide:

1. A resource for supervisors to train new employees
2. For the safe control of job steps
3. A means for identification and control of existing and potential hazards
4. A benchmark for accident investigation
5. A Review of employee performance
6. A checklist approach to job safety

Administrative Duties/Responsibilities

Department Management:

- Ensure complete & effective JSA's are developed for all work tasks
- Ensure JSA's are reviewed with new hires and annually thereafter with all employees
- Utilize JSA's in accident/incident investigations and for employee retraining
- Ensure JSA's are modified/updated if a new step, process or new equipment is added

Department Supervisors:

- Use JSA's to train all new employees
- Use JSA's when performing job performance evaluations, if necessary
- Develop and submit JSA's for all tasks in their area of responsibility

- Review JSA's annually with all employees assigned to their department that are affected by each JSA

Safety & Risk Coordinator:

- Assist Management and Supervisors in developing JSA's and review prior to final approval
- Ensure all JSA's are submitted to mgt for final approval, prior to implementation
- Maintain a master file of all JSA's
- Ensure new JSA's are developed for new equipment or processes in a timely manner

JSA Process:

A Job Safety Analysis (JSA) consists of:

1. Determining the *Physical Requirements* of each job or task
2. Determining the *Environmental Conditions* associated with each job or task
3. Determining the necessary *Personal Protective Equipment* (PPE) required
4. Determining the *sequence of Basic Job Steps*; consult the equipment operations manual for help, if necessary
5. Determining *existing and/or potential hazards* associated with each step
6. Developing *Safe Job Practices or corrective actions* needed for each step

Job Safety Analysis (JSA's) are completed through the following steps:

1. Development of JSA's
2. Review and approval of JSA's
3. Implementation of JSA's
4. Review and updating JSA's
5. Periodic Training using JSA's

Development of JSA's:

There are many ways to develop JSA's; however, observation and team approach has proven to be the most reliable. By watching the tasks, the observer can see first-hand what is required, recognize the hazards and recommend alternatives. Below is the sequence of steps used to develop a JSA:

1. Select the most experienced employee(s) to observe and/or the safest process used
2. Explain the purpose of your observations to all involved
3. Observe the task and define the steps used to complete the task

4. Record the steps – All steps must be included, from the very basic to the most advanced
5. Review the steps with the observed Employee(s) for clarity and feedback
6. Observe the task a second time and identify any existing and/or potential hazards and record the findings. Hazard types include, but are not limited to, the following:

☐ Impact	☐ Struck By
☐ Contact with	☐ Exposure to
☐ Caught in between	☐ Engulfment
☐ Slips, Trips or Falls	☐ Overcome by
☐ Over exertion	☐ Cumulative Trauma
7. Observe the task a third time to develop corrective measures to all hazard potentials
8. Review your findings with the Employee(s) for clarity and feedback
9. Complete a rough draft of the JSA, review with affected employees and safety coordinator
10. Ensure all employee questions and concerns are addressed and prepare a final draft
11. Submit for final approval

Implementation of JSA's:

Upon final approval of the JSA, the JSA will be returned to the department for employee training and implementation.

Updating JSA's:

All new hazards, operations, equipment and tools should be updated on the JSA's, as necessary, and communicated to all employees as soon as possible. JSA's will become outdated if not reviewed and updated periodically. This is recommended on an annual basis.

Periodic Training and Refresher:

The department supervisor should review all JSA's annually with all applicable employees. JSA's should also be reviewed with the employee during and after an accident investigation to help identify possible causes or problem areas that need to be addressed to prevent future accidents.

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Appendixes

- A. General Contacts Page
- B. Recordkeeping
- C. Acknowledgement Page

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Appendix A: General Contacts Page

<u>Name</u>	<u>Position</u>	<u>Phone Extension</u>	<u>Email</u>
Chris Cross	City Administrator	6103	ccross@fortluptonco.gov
Amanda Rice	HR Director	6126	arice@fortluptonco.gov
Ashley Caldwell	HR Coordinator	1118	acaldwell@fortluptonco.gov
Jacqueline Chavez	Safety & Risk Coordinator	6129	jchavez@fortluptonco.gov

Appendix B: Recordkeeping

Record of Changes

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Program and Manual Acknowledgement Page

I HAVE RECEIVED A COPY OF OUR SAFETY WELLNESS PROGRAM HANDBOOK DATED APRIL 20TH, 2022. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE CITY'S GUIDELINES AND ITS EXPECTATIONS REGARDING SAFETY AND WELLNESS IN THE WORKPLACE. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

Print Name

Signature

Date