

CITY OF KETTERING

**OFFICE
SAFETY PROGRAM**

CITY OF KETTERING
Safety & Health Program

Responsibility for Safety

All City employees are responsible for safety. However, we all have different roles in assuring that the City of Kettering is a safe place to work.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

Responsibilities of Supervisors

As a supervisor, you are responsible for being sure work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Enforcing safety regulations and City safety policy.
- Taking care of hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety officer (may be Director or others) to run departmental safety operation and participate on safety committee.

CITY OF KETTERING
Safety & Health Program
Office and Health Safety Program

Program Content

1. Purpose
2. Policy
3. Scope
4. Prevention
5. Informational Training

Purpose:

1. To ensure that proper safety conditions exist in all office areas of the City.
2. Written program changes/revisions — This program will be reviewed and evaluated:
 - On an annual basis
 - When changes occur that prompt revisions of this document
 - When facility operational changes occur that require a revision of this document
 - When there is an accident or close call that relates to this area of safety
 - At any time that procedures fail
3. This program addresses the following areas — hazards you may face in and out of office every day.
 - Chemicals in the Office
 - Emergency Action Plans
 - Ergonomics
 - General Office Safety
 - Health & Wellness
 - Lighting/Eye Hazards
 - Security

Chemicals in the Office

Each employee must read the Hazardous Communication Program in your Safety Program & Procedures Manual, which is intended to help control chemical exposure on the job. The regulation is also referred to as the “Right To Know Law.” Although chemicals certainly aren’t as prevalent in offices as they are in some other areas of the City, they still do exist. The following products are usually found in City offices:

- Toners
- Inks
- Cleaning Products
- Paper Correction Fluids
- White Board Cleaners

An M.S.D.S. (Material Safety Data Sheet) is a fact sheet for a chemical that poses a physical or health hazard in the workplace. An M.S.D.S. should be available for all chemicals found in the workplace. Remember, any chemical with a M.S.D.S. that has any, even seemingly minor, adverse affect on the human body is considered to be a hazardous material.

Emergency Action Plans

When something such as a fire, tornado, bomb threat, or other emergency occurs, employees need to know where to go and what to do. Each department must develop a plan of action for emergency situations such as the following:

- Fire Safety
- Tornadoes
- Bomb Threats
- Internal Disasters
- External Disasters

Internal or external disaster can also mean severe weather, flooding, earthquakes, heat, power failure, etc.

Ergonomics in the Office

Ergonomics is a discipline that involves arranging the environment to fit the person in it. When ergonomics is applied correctly in the work environment, people can work more comfortably, safely, and efficiently.

Back Disorders — Back disorders are frequently caused by:

- Excessive or repetitive twisting, bending and reaching
- Carrying, moving, or lifting loads that are too heavy or big
- Staying in one position for too long
- Poor physical condition
- Poor posture

The last three causes above are the most common of back disorders in an office environment. Other factors, which may contribute to back injuries, include:

- Aging
- Inactivity or seasonal activity
- Stress
- Vibration

Computer set-up:

- Keyboard
- Mouse
- Monitor
- Chair

Computer set-up should be designed to fit you and your work on the computer.

General Office Hazards

Offices are less hazardous than most production work environments due to the very nature of the work that takes place and the relatively few health and safety hazards in the office environment. Offices just don't harbor as many moving parts, machinery or chemicals that could cause problems.

However, the relative lack of obvious threats does not mean offices should automatically be considered "safe." Even when most environmental hazards are removed, there is still the personal element. People still perform unsafe acts and create unsafe conditions where there should be none.

- Slips, trips and falls
- Lifting and back safety
- Chairs and ladders
- Housekeeping; and
- Attire recommendations

General safety orientation of all employees:

- Each department will orient new employees through their department on safety.

Guidelines to safety (department)

- Is the fire evacuation plan up to date?
- Does everyone know the location of the fire extinguishers for your area?
- Does everyone know how to alert the Fire Department and alert other employees?
- Does every employee know the location of the Material Safety Data Sheets Manual?
- Does every employee know the location of the Material Safety Data Sheets master file?
- Does every employee know where the No Smoking Policy is? Is it enforced?
- Is all hazardous waste material properly stored?
- Do all employees know where the Safety Management Program and Procedure Manual is located?
- Do all employees know their responsibilities in a
 1. Fire procedure?
 2. Disaster procedure?
 3. Bomb threat procedure?
 4. Tornado procedure?
 5. Accident?
 6. Utility failure?
 7. Water failure?
 8. Electrical failure?
 9. Heating and/or cooling failure?
 10. Sanitation failure?
- Do all employees know their responsibilities in an internal or external disaster procedure?
- Are gas cylinders secured at all times so they will not fall?
- Are needed repairs to buildings and equipment handled quickly?
- Do all employees attend department safety education programs?
- Are electrical cords free of cuts and abrasions?
- Do employees follow proper procedures for lifting?

First Aid and Blood-borne Pathogens

When accidents, injuries, or illnesses occur in the office workplace, employees need to know how to respond safely and correctly.

Accident Response: Any minor accident such as a paper cut requires a disinfectant and a bandage. But a cut from a paper cutter may require a trip to the emergency room for some stitches or butterfly bandages. If you witness a serious accident, injury or illness, call 8-9-1-1 for a Kettering Fire Department medical unit.

Accident Reporting: On-duty auto accidents or injuries must be reported following the City-specific procedures using the proper forms for accident reporting and investigation.

Avoiding Blood-borne Pathogens: Blood-borne pathogens are microorganisms present in human blood that can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus that causes AIDS (Acquired Immune Deficiency Syndrome).

If you are witness to an incident where you could be exposed to blood or other potentially infectious material, be aware that you need to protect yourself against the exposure to blood or other body fluids.

When designated first responders are exposed to blood or other potentially infectious material on the job, OSHA requires that employers develop an exposure control plan and provide training on the following subjects to affected workers:

- Blood-borne diseases and how they are spread.
- The Exposure Control Plan
- Engineering and work practice controls
- Personal protective equipment
- Hepatitis B vaccine, exposure evaluation, and follow-up
- How to respond to emergencies involving blood
- Signs and labels used to warn of potential hazards

Since we are not designated first responders in the office area, we would be considered “Good Samaritans;” acts performed by undesignated employees are not covered by the Blood-borne Pathogens Standard; but undesignated first-aid (CPR) (AED) responders may want to know exposure controls to protect themselves if they voluntarily respond in the event of an emergency.

Physical Factors at Work in a Fall: It might seem that an accident due to a loss of balance is pretty uncomplicated. Actually, slips, trips and falls involve three laws of science:

- *Friction* is the resistance between things, such as between your shoes and the surface you walk on. Without it, you are likely to slip and fall. An example is a slip on ice, where your shoes can't “grip” the surface, so you lose traction and fall.

- *Momentum* is affected by speed and size of the moving object. You've heard the expression, "The bigger they are, the harder they fall." Translate that to mean the more you weigh and the faster you are moving, the harder your fall will be if you should trip or slip.
- *Gravity* is the force that pulls you to the ground once a fall is in process. If you lose your balance and begin to fall, you are going to hit the ground. Your body has automatic systems for keeping its balance. Your eyes, ears and muscles all work to keep your body close to its natural center of balance. A fall is likely if your center of balance (sometimes called center of gravity) shifts too far and can't be restored to normal.

Follow these safety precautions in order to avoid a slip:

- Practice safe walking skills. Take short steps to keep center of balance on wet surfaces.
- Clean up spills right away or report it to Facilities.
- Be more cautious on smooth surface, on floors that have just been waxed, and other slippery surfaces.
- Wear the right shoes. Wear boots in snow, ice and rain. Adopt a shoe style less prone to slips, trips or falls such as flat shoes instead of high heels.

When do trips occur?

- Work area is cluttered (poor housekeeping)
- When lighting is poor
- Trips are more likely to happen when you are in a hurry, and you don't pay attention to where you are going.

Rules to Avoid Tripping

- Make sure you can see where you are going. Carry only loads that you can see over.
- Keep work areas well lit. Turned off lights and burned out bulbs can interfere with your ability to see clearly. Notify maintenance staff or change bulbs if you discover them unlit.
- Keep your work area clean and don't clutter aisles or stairs. Store materials in closets, file cabinets, or desks.
- Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic in your area.
- Extension or power tool cords can be dangerous tripping hazards. If they must be used, tape them to the floor or arrange them so that they won't be in the way for pedestrians.
- Eliminate hazards due to loose footing on stairs, steps and floors. Report loose carpeting, stair treads, or hand rails. Broken pavement and floorboards or loose floor tiles can also catch a foot and cause a fall.

Housekeeping: Housekeeping is an essential requirement to ensure that any work area remains safe. In offices, good housekeeping not only keeps the work place clean and reduces hazards, it also

presents a more professional, attractive, and favorable impression to customers, vendors, and others who visit our work place.

Poor housekeeping presents fire hazards, and slip, trip and fall hazards.

- Clean up a little bit every day. Clear desks of all work papers and files each night before departure. Cleaning up as you go is easier than confronting a mountain of accumulated mess.
- Keep walking surfaces and walkways (in your area and the hallways) clear of debris, objects, or materials.
- Dispose of sharp objects carefully. If you believe they could present a hazard to the cleaning staff, put the sharp object into another container before putting them in the wastebasket.
- Never place boxes, supplies, files or work papers on the floor or on top of cabinets.
- Throw garbage away immediately, and recycle paper as soon as you are finished with it.
- Keep your workspace arranged so that the furniture is not a blocking or tripping hazard.

Health and Wellness

Overall health and fitness can contribute to reduced workplace injury and illness. A healthy and fit person is less likely to get injured or ill, on or off the job.

A healthy person who is feeling well is a safer employee because he or she can focus better on the job, the surroundings, and what he or she is doing.

Lighting and Eye Hazards: All of the following are computer monitor sources of eye fatigue.

- User position in relation to computer
- Computer monitor position in relation to light sources, and
- Other computer monitor consideration (cleanliness of screen, frequency of breaks, and screen/monitor adjustment)

There are several different user position considerations to take into account when setting up a computer workstation so that it is easy on the eyes. You should take into account the

- Viewing angle of the user
- Distance of the screen from the user; and
- Position of documents in relation to the user.

Office Equipment: Each and every piece of office equipment we use has the potential to harm us, if used incorrectly, hastily, or without care. Most office equipment presents relatively minor hazards such as cuts or punctures; but some could present a great hazard such as electrocution.

The following guidelines on Usage of Office Equipment Guidelines may not apply to every piece of office equipment you use:

1. Only use equipment you know how to operate. Never attempt to operate unfamiliar equipment without reading the equipment instructions or receiving directions from a qualified employee.
2. Make sure equipment that tends to move during operations is secured before use.
3. Don't use equipment that appears defective in any way.
4. Keep electric cables, cords and plug clean and free from kinks, cuts, chemical damage, fraying, and tears.
5. Don't overload electrical outlets by using extension devices to increase the number of outlets at that socket.
6. Only use electrical cords temporarily and only if approved by either Facilities or the Fire Department.

The following table provides examples of equipment with cutting and puncture hazards.

Equipment with Cutting Hazards	Equipment with Puncture Hazards
Paper Cutter	Stapler
Letter Opener	Hole Puncher
Paper Edge	Uncapped Pen and Pencil
Exacto Knife	Thumbtacks and Push Pins
Scissors	Spindle (to hold or fasten on a desktop)
Fan Blades	Staple Puller
Paper Shredder	

Because the wide range of equipment listed above is capable of causing injury, use common sense with these seemingly harmless every day items.

Security: We need to protect ourselves from violence and our property from theft — on the job and to and from work as well as at home.

Avoiding workplace violence: While workplace violence was once rare and the workplace could be a safe haven, it no longer is the safe place it once was as evidenced by what you hear almost daily on radio broadcasts or the evening news.

Recent studies have shown that workplace violence:

- Affects one out of every four full-time American workers each year. (Northwestern National Life Insurance)
- Is the leading cause of occupational death for women, and the third leading cause of occupational death for all workers. (NIOSH)
- Claims more lives each year than AIDS and drunk driving combined. (U.S. Surgeon General)
- Costs industry over \$4 million a year (National Safe Workplace Institute)
- And is the fastest-growing crime being tracked by the FBI

Acts of workplace violence may be committed by an employee or by someone outside the City staff — relative, acquaintance, or resident of the City. Employees should look for a series of unheeded warning signs, such as severe depression, behavioral changes, etc. A traumatic event such as a bad performance review or financial crisis may contribute to the final decision to commit a violent act.

We, as a City that is alert to such signs, may be able to prevent violence by encouraging the troubled employee to seek help.

Some early warning signs and profile categories:

- Attendance problems
- Increased mental distraction
- Inconsistent work patterns
- Poor interpersonal relationships
- Increased health and safety problems
- Poor health and hygiene habits

While these are examples of behavior that may alert a Human Resources professional to a potential problem, they should be taken into consideration with other factors. It is important to note that almost without fail, violent employees will fall within one or more of these categories:

- History of violence
- Psychosis — loss of contact with reality
- Romantic obsessions
- Chemical dependence
- Depression
- Pathological blaming
- Fascination with weapons

If you are confronted by an upset or hostile employee/outsider, follow these procedures to minimize the risk to yourself and others by the potentially violent person.

If confronted by an angry or hostile person/co-worker:

1. Stay calm. Listen attentively.
2. Maintain eye contact.
3. Be courteous. Be patient.
4. Keep the situation in your control.

For a person shouting, swearing, and threatening:

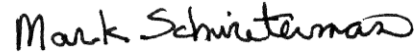
1. Signal a co-worker or supervisor that you need help. (Use a duress alarm system or prearranged code words.)
2. Do not make calls yourself.
3. Have someone call Kettering Police Department.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Office Safety Program to the Department Directors.

APPROVED:

1/4/07

Date

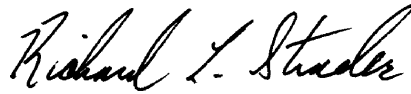


Mark Schwieterman
City Manager

ISSUED:

1/4/07

Date



Richard L. Strader
Director, Human Resources

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