

CITY OF KETTERING

**REPORTING
SAFETY HAZARD**

City of Kettering Reporting Safety Hazard

Procedure:

The purpose of this procedure is to assist employees with identifying and reporting hazardous conditions that may occur in the City of Kettering properties.

Unsafe Conditions:

It is the responsibility of all employees of the City of Kettering to maintain a safe environment for fellow employees, visitors, and citizens of Kettering. Examples of the conditions that should result in the implementation of this procedure include the following:

1. Hazardous material spill.
2. Equipment that is smoking, sparking or emitting an acrid or burning odor.
3. Leaks in tanks, piping, or connection

For hazardous gases or liquids:

4. Unsecured access to construction or renovation areas and noxious smells or conditions occurring in those areas.
5. Unlocked utility rooms.
6. Uncontrolled conditions in high temperature or high pressure equipment.
7. Any conditions that could cause tripping or slipping by an individual inside or outside of the city property.
8. Any other potential hazardous conditions that you think should be investigated by the director, supervisor or Safety Officer.

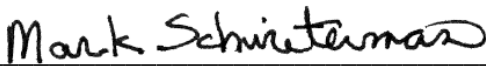
Reporting Procedure:

1. Any hazard or unsafe condition observed on city property should be immediately reported to the department director or his/her designated person and City Safety Officer or Human Resources Director.
2. The hazard will be immediately investigated by the department where the hazard has been found. Action will be taken to ensure safety of the staff.
3. A designated person will remain at a safe proximity to the hazard site to secure the area and prevent the entrance of other individuals.

4. In the event of individual injury that incapacitates a person in the hazard area, call K.F.D., and ensure your own safety before assisting the injured individual, or just wait for K.F.D. to arrive.
5. The Safety Officer will report details regarding the situation to the Director of Human Resources and the Safety Committee.

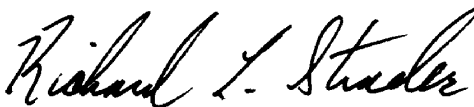
Approved:

2/9/07
Date


Mark W. Schwieterman
City Manager

Issued:

2/9/07
Date


Richard L. Strader
Director of Human Resources

-- *Formulated 1/04; Reviewed 2/05; Reviewed 1/06;
Reviewed 1/07; Reviewed 1/08.*



HAZARD REPORT FORM

Date: _____ Time: _____

Location: _____

Hazard Found (Describe): _____

Discovered by: _____

Department you work in: _____

Reported to supervisor: Name _____ Date _____ Time _____

Reported to safety officer: _____ Date _____ Time _____

Reported to Facilities: _____ Date _____ Time _____

**Need for immediate action; call appropriate department
Police, Fire, Facilities, etc.**

Conclusion: _____

Copies: Supervisor
Safety Officer