

**TOWN OF LANCASTER**

**GENERAL TOWN SAFETY RULES, POLICIES AND PROCEDURES**

**Adopted by the Town Board of the Town of Lancaster, NY on January 5, 2015**

These rules, policies and procedures apply to all Town operations and all employees. However, each Town department will have additional safety rules, policies and procedures. The Town also maintains complete written safety and health programs that provide additional detail to these Rules, Policies and Procedures.

**Commitment to Health and Safety**

The Town is committed to the safety of all employees as well as the public. The Town Board resolution below outlines the Board's commitment to safety and health.

THE FOLLOWING RESOLUTION WAS OFFERED  
BY SUPERVISOR FUDOLI WHO  
MOVED ITS ADOPTION, SECONDED BY  
COUNCIL MEMBER AQUINO, TO WIT:

**WHEREAS**, the Town Board is committed to the ideal that all Town employees work in a safe environment without risk to their health or safety or the health and safety of others, and

**WHEREAS**, the Town Board has determined that there is a need to establish General Town Safety Rules, Policies, and Procedures in order to enhance workplace safety, and to ensure timely and effective responses to any workplace accidents or injuries that may occur.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of the Town of Lancaster hereby adopts the General Town Safety Rules, Policies, and Procedures as presented, to be effective immediately, and which shall supersede any previous versions of such policy, and

**BE IT FURTHER,**

**RESOLVED**, that the General Town Safety Rules, Policies, and Procedures shall be distributed to all current Town employees, and to all future Town employees upon hire by the Town.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

COUNCIL MEMBER ABRAHAM	VOTED YES
COUNCIL MEMBER AQUINO	VOTED YES
COUNCIL MEMBER RUFFINO	VOTED YES
COUNCIL MEMBER STEMPNIAK	VOTED YES
SUPERVISOR FUDOLI	VOTED YES

January 5, 2015

State of New York  
County of Erie ) ss:  
Town of Lancaster

This is to certify that I, Johanna M. Coleman, Town Clerk and Registrar of Vital Statistics of the Town of Lancaster in the said County of Erie, have compared the foregoing copy of a resolution with the original thereof filed in my office at Lancaster, New York, which was adopted by the Town Board on the 5<sup>th</sup> day of January 2015 and that the same is a true and correct transcript of said original, and of the whole thereof.

In Witness Whereof, I have hereunto set my hand and affixed the seal of said Town this 14<sup>th</sup> day of January 2015.

Seal

  
Clerk of the Town Board  
and Registrar of Vital Statistics

## General Town Safety Rules

The Town is committed to ensuring that all employees work in a safe environment, without risk to their health or safety, or the health and safety of others.

1. All employees shall follow all safety rules, policies and procedures issued by the Town and as required per New York State Public Employee Safety and Health Bureau (PESH).
2. All employees are required to wear personal protective equipment as instructed by management, as noted by signage and in compliance with PESH / OSHA standards. The requirements for such equipment will vary based on job and location. Examples of such personal protective equipment can include eye protection, ear protection, hard hats, protective footwear, and high visibility clothing.
3. All employees will maintain their respective work areas, vehicles and all Town properties in a clean, neat and orderly fashion.
4. Employees may only use tools or equipment that they are authorized and properly trained to use.
5. All employees must use the proper tools and equipment in the proper manner to safely perform jobs. All defective and improper tools and equipment must be reported to appropriate supervision as soon as possible. Never use a tool or piece of equipment that is damaged or cannot be utilized in a safe manner.
6. All employees shall dress in clothing appropriate to their jobs, which includes but is not limited to the following:
  - a. Clothing should provide the employee with maximum protection from chemicals, sun or any other hazards, in accordance with Town and PESH / OSHA standards.
  - b. Hair should be arranged and secured in a restrained fashion when working around moving machinery.
  - c. Jewelry, neckties, scarves and any other items that might get caught in moving equipment should be removed when operating moving equipment.
7. All incidents, including those incidents that do not result in an actual injury, illness or property damage (near misses) must be reported immediately to your Department Head / Immediate Supervisor.
8. Obey all warnings such as stop signs, personal protective equipment notification, and danger signage. Examples include Hearing Protection Area, Eye protection Required, Danger High Voltage, Keep Out.

### Safety Responsibility and Accountability

Unsafe conditions, unsafe acts and violations of safety rules can result in severe, painful and costly consequences. To prevent these consequences, and to ensure the success of the safety program, all employees have safety responsibilities. All employees are held accountable for their responsibilities. Overall, compliance with Town safety rules is a condition of employment.

Outlined below are the general safety responsibilities for all employees. Town Departments will also determine additional safety responsibilities.

All employees have the following safety responsibilities:

- Adhering to all Town safety rules, policies and procedures
- Correcting (if possible) and reporting unsafe conditions and acts to their Department Head / Immediate Supervisor
- Immediately reporting any incident or near miss to their Department Head / Immediate Supervisor
- Participating in safety training and safety meetings
- Only utilizing tools and equipment that they are authorized and trained to operate

Department Heads, Managers and Supervisors have the following safety responsibilities:

- Adhering to all Town safety rules, policies and procedures
- Maintaining their facilities in safe operating condition
- Verifying that facility inspections are conducted
- Ensuring that safety training and educational opportunities are available for employees
- Promoting and discussing the safety program with their employees
- Investigating incidents and reporting them to the Town Supervisor's Office

The Town Supervisor's Office has the overall responsibility of the safety program. These responsibilities include:

- Adhering to all Town safety rules, policies and procedures
- Administering the program
- Establishing Town wide goals for the continued improvement of the program
- Monitoring for any incident trends
- Providing direction to eliminate the causes of incidents and losses
- Providing resources necessary for the program

#### Preventing Incidents

The Town considers the prevention of incidents the responsibility of all employees. All employees must perform their jobs as safely as possible. Unsafe behaviors must be avoided and unsafe conditions must be corrected. Employees must support each other in these efforts. All employees can prevent incidents by:

- Staying alert to potential job hazards
- Understanding and following the safety rules, policies and procedures
- Reporting unsafe conditions or behaviors
- Assisting fellow employees with working safely

- Supporting the ongoing development and continual improvement of the Town's safety and health program

### Incident Response

All work related incidents and medical emergencies (examples of which may include injuries, illnesses, fire, spills, property damage, etc.) must be reported to your Department Head / Immediate Supervisor immediately. Additionally, even if no injury or property damage occurs, any incident that could have resulted in an injury or property damage must be reported and investigated. The reporting and investigation of these "near misses" provides the opportunity to correct a situation before someone is injured. Reporting near misses can help to prevent incidents in the future.

### Work related Injuries, Illnesses and/or Property Damage

All Town employees must follow this process for reporting any incident:

1. If the incident involves the public or another party obtain their information. However, make no responses to questions or accusations concerning liability for the accident. Concentrate efforts on care of any injured person(s) and gathering information.
2. If basic medical care is necessary, first aid kits are available. Only employees trained in first aid, CPR or use of an AED should provide assistance to an injured employee. If medical treatment beyond first aid is necessary or other emergency services are needed, i.e. fire, chemical spill, etc., call 911.
3. Immediately notify your Department Head / Immediate Supervisor of the incident. Incidents must be reported as soon as possible and no later than the end of the shift on the day the incident occurs.
4. Complete the Employee Sections of the *Report of Workplace Injury or Illness* Form and turn in to your Department Head / Immediate Supervisor. This form must be completed prior to seeking medical treatment. If you are unable to complete this form due to severe injury, your Department Head / Immediate Supervisor must complete this form for you. See attached *Report of Workplace Injury or Illness* Form.
5. If you require medical treatment, your Department Head / Immediate Supervisor will make arrangements for you to be immediately cared for at the MASH Occupational Health Care Center at 4827 Transit Road, Lancaster, NY, 14086, (716) 771-3394 or at another facility. Your Department Head / Immediate Supervisor must complete an *Employee Workplace Injury or Illness Release* Form and you must either bring a copy of this with you or your supervisor must fax a copy of this to the medical treatment facility. See attached *Employee Workplace Injury or Illness Release* Form.
6. Once your initial medical treatment is provided, you must immediately provide your Department Head / Immediate Supervisor with suitable documentation from the medical treatment facility that includes the following information: Name, address, and phone

number of the medical treatment facility, employee name, date of medical treatment, nature of injury, date employee may return to work along with the nature of any work restrictions, date of follow up medical treatment (if necessary), and signature of authorized medical treatment facility representative. The above information must be provided for all subsequent follow up medical treatments.

7. The Department Head / Immediate Supervisor must conduct a thorough investigation of the incident. The investigation will identify the root cause of the incident and corrective actions that must be implemented. You must provide your Department Head / Immediate Supervisor with all necessary information so they can complete the Supervisor Investigation section of the *Report of Workplace Injury or Illness Form*. The purpose of the investigation is to prevent re-occurrence.
8. The Department Head / Immediate Supervisor must provide the *Report of Workplace Injury or Illness Form* and all additional medical documentation to the Town Supervisor's Office as soon as possible and no later than the close of the following business day.

### Emergency Response

Generally, in the event of an emergency requiring medical, fire, or police assistance, call 911. Each Town facility has a site specific emergency response plan. These plans cover emergency evacuation and the proper response to fire, severe weather and workplace violence situations. Employees are trained on these plans and drills are conducted twice each year.

All employees need to familiarize themselves with the location of emergency equipment such as fire extinguishers, AEDs, safety showers, eyewash stations, and emergency spill or rescue equipment. Employees should only use this equipment if they have been properly trained on its use.

Access to all emergency equipment must be kept clear at all times. Additionally, all emergency exits must be clear and available for use.

### Fire Prevention

Fire is one of the most serious types of unsafe conditions we may face. Not only can fires cause damage to Town property and injure employees, they can negatively affect the provision of services to the public. Every effort must be made to prevent fires in Town facilities, Town vehicles and equipment and on job sites.

Some basic fire prevention practices that should be followed include the following:

1. Regular scheduled housekeeping procedures that result in work areas free of an accumulation of combustible and flammable materials. Special attention should be focused on storage and clean-up of flammable materials and flammable waste.

2. Proper and safe storage of flammable materials – such as the use of flammable storage cabinets.
3. Procedures (such as a hot work procedure) for controlling ignition sources from tasks such as welding and burning. These procedures include only conducting such flame or heat producing activities in safe areas and verifying the area is safe after the task is complete.
4. Rules regarding where personnel may smoke and control of smoking materials.
5. Procedures for preventative maintenance and cleaning of heat-producing equipment such as burners, ovens, stoves, and fryers.
6. Proper care and use of electrical devices. For example, the use of electrical extension cords as a substitute for permanent wiring is prohibited.
7. Maintain unobstructed access to electrical panels (36” clearance around every panel).
8. Regular maintenance and testing of any fire alarm, fire detection or fire suppression system or devices.
9. Ensure that all exits are clearly identified, marked and clear of any internal or external obstructions.
10. Maintain unobstructed access to fire extinguishers (36” clearance around every extinguisher).
11. Training of employees on fire prevention.

#### Response to a Fire

In the event of any fire the first consideration is life safety – the safety of any people in the area. Evacuation from the area of the fire should occur without any delay. Employees should follow the specific emergency response plan for the facility they are at. Once evacuation is in progress the appropriate method to call emergency services / fire department should be initiated (dial 911, pull alarm, etc.)

If employees are expected to fight small fires, the proper types of fire extinguishers must be available and employees must be properly trained to extinguish a fire and use the fire extinguisher.

Extinguishers must be approved for the types of fire hazards likely in the facility, maintained, and inspected.

Employees who will use fire extinguishers must be trained on the following:

- About the hazards of fighting fire
- How to operate the fire extinguishers
- How to alert other employees to the fire emergency

Only employees who have been trained in the proper use of fire extinguishers are allowed to use a fire extinguisher.

## Housekeeping

Housekeeping is important for everyone's safety and health. Keep your work area, whether it is an office or a maintenance shop, in orderly condition. Basic housekeeping practices are every employee's responsibility and should be completed in cooperation with maintenance personnel. Materials, tools, supplies, etc. should be returned to their designated locations upon completion of their use. Keep tools, parts, supplies, and equipment stored securely and neatly. Keep floors and aisles clear to prevent slips, trips and falls.

## Office Safety

Employees in office areas also have a responsibility to promote safety and are also accountable to follow all safety rules, policies and procedures. Office employees must follow these safety practices:

1. Keep work areas orderly.
2. Keep telephone and electrical cords away from walking areas.
3. Eliminate any slip, trip or fall hazards.
4. Do not stand on chairs. If you know how to safely use the proper ladder use it - not a chair. Or request assistance from your Department Head / Immediate Supervisor.
5. Close file cabinets or doors when not being accessed.
6. Space heaters are only allowed in office areas if all of the following conditions are met:
  - Only electric space heaters are allowed.
  - All space heaters must be Underwriter's Laboratory (UL) approved. Make sure the heater carries the Underwriter's Laboratory (UL) label.
  - Space heaters must be unplugged when not in use.
  - Locate the heater on a level surface away from foot traffic.
  - Choose a thermostatically controlled heater, because they avoid the energy waste of overheating a room.
  - Keep all space heaters at least 3 feet away from combustible materials such as paper.
  - Do not use extension cords with space heaters unless absolutely necessary.
  - If an extension cord is used it must be heavy-duty cord of 14-gauge wire or larger. Always check and follow any manufacturer's instructions pertaining to the use of extension cords.
  - Inspect the heater's cord periodically to look for frayed wire or damaged insulation. Do not use a space heater with a damaged cord.

## Office Workstation Ergonomics

To prevent injuries associated with the use of personal computers and other office equipment the following techniques should be followed:

1. The torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.
2. Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
3. Head is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
4. Shoulders are relaxed and upper arms hang normally at the side of the body.
5. Elbows stay in close to the body and are bent between 90 and 120 degrees.
6. Feet are fully supported by floor or footrest.
7. Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
8. Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
9. Knees are about the same height or slightly higher than the hips with the feet slightly forward.
10. Primary work envelope should be within 16 inches with a maximum reach of 20 inches.
11. Sufficient clearance to pull chair under workstation is needed.



### Material Handling and Safe Lifting

Lifting and moving material presents a potential for injuries to the back and upper extremity. Therefore, every effort should be made to minimize material handling. The use of equipment such as mechanical lifting devices should also be strongly considered to prevent injury.

If an employee has to lift material these safe lifting techniques should be followed:

1. Assess the situation. Is there a way to move the material without lifting it?
2. Size up the load—test a corner before you lift the whole object. If light enough to lift then proceed.
3. Crouch down by bending your knees – Do NOT bend at your waist.
4. Get the load as close as you can to your body. Lift with your back straight or slightly arched and use your legs to lift.
5. Use your feet to change direction instead of twisting your back.
6. Avoid leaning.

7. Avoid lifting above the head.
8. To set the load down - squat by bending your knees and keep your back straight or slightly arched.

### Unsafe Tools and Equipment

Any tool or equipment that does not appear to be safe should not be operated. If there is any question regarding the safety of any tool or equipment, or if a piece of equipment is not operating properly, inform your Department Head / Immediate Supervisor immediately. Do not attempt to utilize any tool or equipment until the unsafe condition can be corrected. Equipment should be tagged as “Do Not Operate”, and locked out when necessary for repairs. Never attempt to operate a piece of equipment that has been locked out or tagged. Only authorized personnel may remove these locks or tags. Never operate a piece of equipment unless you have been trained on its proper use.

### Visitor Safety

#### Visitor Policy – Non-Public Areas

No visitors are allowed in Town non-public workplaces, or on Town worksites, unless approved by an authorized Town representative. All requests for permission for nonemployees to enter non-public Town property or worksites must be made at the entrance of the facility. All visitors must be registered by an authorized Town representative at the entrance of the facility. Visitors will print on a visitor log the following: their name, the organization they are with, whom they are here to see, the date, their arrival time, and their departure time. The visitor log will be maintained by the authorized Town representative. The log will be used in case of emergency response to account for all visitors. The authorized Town representative will maintain the visitor log as a record of who has visited the facility.

Once approved, each visitor will be issued an identifying visitor pass (sticker) with their name and date of their visit. Visitors must wear the visitor pass on their jacket or shirt pocket so as to display that the individual is an authorized visitor. Visitors will be accompanied by a sponsoring employee at all times. All visitors must be accompanied by the employee(s) that they are visiting for the duration of their stay. Special arrangements may be made to accommodate contractors on long term assignments.

Note that visitors who do not enter a non-public area (for example a delivery person) do not need to sign a visitor log or be issued a visitor pass.

Employees should report to their supervisor any non-employees on site who do not have a visitor pass. Strangers in the facility who do not display the visitor pass should be questioned to determine their authority for access to the facility. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the front office / entrance of the facility.

Employees who wish to visit the workplace for any reason during hours or shifts when they are not assigned to work must have the permission of a Department Head. Applications for such visits must be made at the entrance to the facility.

No photographs may be taken by visitors without prior approval from the supervisor's office. Furthermore, any permitted photographs may not be published without prior approval.

### Contractor Policy

In general, all contractors must follow the visitor policy for the Town. All contractor employees will wear the required visitor pass. All contractors will sign in and out of the facility. However, Department Managers may allow contractors to work in the Town facility without being accompanied by a Town employee.

In addition, all contractors must:

- Adhere to all Town of Lancaster rules and procedures.
- Report to the Department Head any unsafe conditions, injuries, illnesses, near misses, first aids, property damage and other incidents.
- Maintain on site all required training and equipment inspection documentation as required.
- Secure pre-approval of any chemical product to be brought onsite. Such approval must be granted by the Department Head. The contractor must provide a safety data sheet for the chemical.
- Comply with the indemnification language and insurance requirements contained in the contract.

### Contractor Safety

Contractors are required to have a safety and health program in place which, at a minimum, follows all applicable laws and standards (including OSHA general industry and construction). Contractors are also required to follow all Town safety procedures. This includes obtaining permits when required, obeying traffic and safety signage, and wearing PPE in designated areas. Contractors must be informed of hazards and safety requirements of the area where they will be working.

Though contractors will generally follow their own safety and health program, if you have a concern about contractor actions that may impact the safety or health of employees, please notify your Department Head / Immediate Supervisor.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I have received a copy of the Town of Lancaster General Town Safety Rules, Policies and Procedures adopted by the Town Board on January 5, 2015. I agree to review the policy and abide by it at all times.

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Employee Name (Please Print)

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Employee Signature

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Date