

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**
Standard: **EMPLOYEE SAFETY**
Section #: **D-12**
Effective: May 13, 2008

See Also: Workers' Compensation; Corrective Action; Security; Uniforms, Clothing, Safety Equipment

GENERAL STANDARD

The Authority is concerned about the health and safety of its employees, tenants, customers, and visitors and is committed to providing a workplace that is safe and free of hazards.

SPECIFIC STANDARDS

- ❑ Employees shall observe all workplace safety rules and emergency procedures. They are responsible for exercising reasonable care in preventing the possibility of injury to themselves and others.
 - Employees shall report all injuries (no matter how slight) to their managers and the Human Resources Employee Safety representative *immediately*, and report to their managers anything that needs repair or appears to be a safety hazard.
 - Employees who willfully or deliberately disobey safety rules may be subject to disciplinary action, up to and including termination of employment.
- ❑ Managers are responsible for:
 1. Ensuring that all employees are briefed thoroughly on the Authority's safety guidelines and emergency procedures on a routine basis.
 2. Ensuring that employees working in areas using hazardous

substances are trained fully on the proper use, storage, and disposal of such materials. Untrained employees shall not be permitted to handle hazardous substances.

3. Monitoring safety conditions and the storage and use of hazardous substances and report any hazardous conditions or conditions requiring repair to Facilities Maintenance personnel *immediately*. Facilities Maintenance personnel coordinate with the Human Resources Department Employee Safety representative when hazardous conditions exist and must be addressed.
 4. Taking all necessary actions to require employees to follow safety guidelines and emergency procedures, including, if necessary, the use of corrective action/discipline.
 5. Training and ensuring the use of the appropriate personal protective equipment (PPE) for the job task.
 6. Following-up with the Human Resources Department Employee Safety representative to ensure that injured employees report the injury.
- ❑ Employees will not be subject to retaliation of any kind for expressing concern or making comments, suggestions, or complaints about any safety-related matter.
 - ❑ Employees have a right to receive information on any hazardous substances to which they may be exposed in the workplace.
 - ❑ Employees may not be disciplined or discriminated against for requesting such information or exercising any other rights they have under state and federal hazardous substance laws.
 - ❑ To comply with local laws and good business practices, emergency response drills are conducted periodically. All employees are required to participate in these drills and to follow the instructions of the designated authority.

- ❑ All employees shall receive a copy of the Authority's emergency procedures, which are to be followed in the event of an earthquake, natural disaster, evacuation, fire, bomb threat, or other crisis situation.

GUIDELINES

Managers shall observe the following safety guidelines at all times and ensure employees:

- Report all unsafe or hazardous conditions, such as torn carpeting, broken tiles, hanging wires, unsecured shelving, etc. to Facilities Maintenance staff or the employee's manager;
- Obey posted safety and/or warning signs, such as "Wet Paint," "Do Not Enter," "No Smoking," etc.;
- Keep exits, stairways and aisles clear of all materials, such as boxes, files, furniture, etc.;
- Keep work areas clean and in safe working condition at all times;
- Do not block fire doors in the open position;
- Select and use personal protective equipment (PPE) that is appropriate for the job task;
- Do not stack, store, or place any materials in a hazardous manner;
- Turn off, at the end of each day, electrical appliances and office machines including, but not limited to coffeepots, fans, heaters, radios, and personal computers;
- Report to Facilities Maintenance Department personnel the location of lights that have burned out;
- Strictly comply with the Authority's "no smoking" Standard;

- Keep cabinets housing fire extinguishers easily accessible and unobstructed;
 - Use only personal appliances in the workplace that are UL (United Laboratories) approved, and in good working condition (no frayed cords, etc.);
 - Bring to work only personal and/or any office decorations that are fire retardant and/or nonflammable;
 - Keep equipment and mechanical rooms locked;
 - Contact Facilities Maintenance Department staff if clarification on these guidelines or assistance is required.
- The Authority's hazardous substance control program includes a complete listing of hazardous substances used in its offices and facilities.
 - If hazardous substances are used or stored in a department, the manager is advised to maintain copies of Material Safety Data Sheet (MSDS) which give specific information about hazardous chemicals as well as how they should be handled, stored, and disposed of. Managers shall allow employees to review Material Safety Data Sheets at any time. In addition, the MSDS are stored on the Authority's intranet for reference.
 - Staff meetings are a good time for managers to remind employees about the Authority's safety program and their responsibilities for cooperation in the detecting, reporting and controlling of unsafe or unhealthy conditions, as well as for complying with all safety, emergency, and hazardous substance procedures.
 - Managers should regularly remind employees that they may review the Authority's complete, comprehensive Injury and Illness Prevention Program (IIPP) document located in the Human Resources Department. This document details the Authority's workplace safety program.

PROCEDURES

Safety training, postings and informational memoranda are the primary means by which the Authority informs its employees about safety and health matters.

The manager should review the Authority's safety and emergency procedures with new hires, stressing the safety issues that are particularly important for the department's area. The manager should make certain that any employee who sustains an injury, however slight, completes the appropriate form:

Employees must complete:

- Minor Injury Report Form or Employee Report of Injury Form

Managers must complete:

- Supervisor's Report of Injury/Exposure and Investigation Form

Important timeline:

Managers are responsible for providing both forms to the Human Resources Department Employee Safety representative within twenty-four (24) hours of the incident. If relevant, managers should refer the employee to the Human Resources Department Employee Safety representative to arrange for medical evaluation and/or treatment by an Authority-specified physician.

Important follow-up:

1. The manager should investigate any injury promptly and thoroughly to identify its cause and eliminate any unsafe condition (Supervisor's Report of Injury/Exposure and Investigation Form).
2. The manager should contact Facilities Maintenance Department staff for assistance in correcting unsafe conditions and also should contact the Human Resources Department Employee Safety representative for assistance in ensuring proper procedures are followed in the use and

storage of hazardous substances and that employees are trained on safe practices and emergency preparedness procedures.

3. The manager shall follow the Authority's established procedures *immediately* in the event that any of the following situations occur (Refer to the Authority's Emergency Action and Fire Prevention Plan):

- Medical emergency;
- Crime (assault, robbery, etc.);
- Suspicious person or activity;
- Presence of smoke or fire;
- Stuck elevator with or without passenger(s);
- Bomb threat;
- Hazardous substance spill;
- Flood (major pipe break);
- Suspicious package;
- Threat of violence;
- Electrical outage;
- Explosion.

In the case of a medical emergency, contact "911" ("9-911" from an internal, Authority phone) and be certain to provide to "911" or the responding agency:

1. Caller's full name;
2. The location of the emergency;
3. Type of emergency, if known (slip and fall, laceration, heart attack, seizure, etc.);
4. Number of people involved;
5. Caller's contact information;
6. Other contact information, if relevant.

The manager should inform the Human Resources Department Employee Safety representative as soon as possible after the "911" call has been completed.