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|  CRANBERRY <small>TOWNSHIP</small> | SAFETY POLICY | Policy No.: 720 Date: 10-19-11 Supersedes: Date: |
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| APPLICABLE TO FOLLOWING GROUPS: All Employees |
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POLICY

It is the policy of the Township to provide and promote a safe and healthy work environment for all employees. Township facilities are to be maintained in an organized, well lit, and sanitary manner and provide first aid equipment, fire extinguishers, fire alarms, safety equipment, and emergency exits. Township equipment and property is to be used properly and only for its intended purpose. Defective or hazardous equipment is not to be used and should be reported to the employee's supervisor.

Failure to adhere to safety standards, ignoring a known safety hazard, or failure to correct a hazardous situation when notified will result in disciplinary action, up to and including immediate termination.

SCOPE

This policy applies to all employees.

PROCEDURES

Safety is a shared responsibility. It is expected that all employees take ownership of the Township's safety program.

Management responsibilities include but are not limited to:

- developing, implementing, maintaining, and enforcing policies, programs, and procedures that promote a safe and healthy working environment
- assuring that employees receive safety training appropriate to their job
- conducting regular and thorough safety and housekeeping inspections and providing good faith efforts to correct any discovered unsafe working condition
- providing and enforcing use of applicable job safety protective clothing and equipment
- administering disciplinary action when an employee's action is considered unnecessarily dangerous, careless, or flagrantly violates the safety policy
- reporting work-related accidents and conducting subsequent investigations if needed
- analyzing health and safety data and assisting in determining the causes of health and safety accidents, hazards, and trends

- coordinating and maintaining productive relationships with insurance carriers, brokers, and government agencies related to workplace safety
- assisting in the development of safety training and motivation programs

Employee responsibilities include but are not limited to:

- obeying safety rules, wearing job appropriate safety equipment, and exercising caution and common sense in all work activities
- reporting any unsafe condition to their supervisor or management immediately
- correcting an unsafe condition when discovered, if it can be resolved immediately without risk to the employee, and reporting the situation to their supervisor or management
- notifying their supervisor of any accident that results in injury, regardless of how insignificant the injury may appear
- avoiding horseplay or other dangerous acts

Employees should contact the Human Resources Department with any questions regarding this policy.

INTERPRETATION AND CONTROL

Department Heads, Managers, and Supervisors are responsible for notifying the Human Resources Department of any employee accident and/or injury that may be covered by this policy.

The Safety Super Committee is responsible for the interpretation and control of this procedure. The Department Safety Committee along with the Department Directors are responsible for the daily administration of this policy

The Human Resources Director is also responsible for reviewing and maintaining all pertinent records pursuant to this procedure.

The Board of Supervisors, acting through the Township Manager, is responsible for the ultimate authorization and control of this policy.