

SAFETY PROGRAM FOR THE CITY OF WARNER ROBINS

Prepared by
The Safety Committee

Adopted by
The Mayor and City Council

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SAFETY PROGRAM

SECTION I: AUTHORITY

By the direction of the Mayor and Council, a committee shall be appointed for the purpose of establishing and maintaining a comprehensive Safety Program for the City of Warner Robins. The committee shall consist of one Safety Coordinator and one Safety Officer for each of the respective divisions of the City. The Risk Manager for the City shall serve as the Safety Coordinator and be responsible for all administrative aspects of the committee, and shall work under the supervision of the Human Resources Director. Each Safety Officer shall be appointed by the respective Department or Division Director and confirmed by the Mayor. Department Directors shall be responsible for the enforcement of all aspects of the Safety Program.

The Committee as a whole shall recommend rules and regulations not inconsistent with previously adopted policies established and approved for the benefit and protection of all employees, citizens, and customers of the City of Warner Robins. Such rules and regulations shall be in writing and each employee shall receive a copy for their personal reference. The committee shall meet on a regular basis and not less than one regular meeting per month. This meeting shall be held on the first Wednesday of each month at 9:00 a.m.

SECTION II: SAFETY RULES AND REGULATIONS

The purpose of this section is to establish and maintain safety rules and regulations for the welfare and benefit of all employees, to ensure a safe environment, and maintain efficient services to the citizens and customers of the City of Warner Robins.

A. Applications

1. Every employee shall carefully study the City Safety Rules. Compliance with these rules is mandatory and is considered a requirement for employment.
2. If an employee is called upon to perform work, which he considers hazardous and not properly protected, he shall bring the matter to the

attention of his foreman before starting work. If the question arises, interpretation rests with the supervisor. However, in such cases, the supervisor is still responsible for the safety of his employees.

3. These rules represent minimum requirements and are only intended to cover average conditions. Employees shall use good judgement in dealing conditions not covered in these rules.

B. Employee Responsibilities for Safety

1. Before starting a job, each employee shall thoroughly understand the work to be done, his part in the work, and the safety rules that apply.
2. All employees are responsible for exercising due care in the course of their work to prevent injuries to themselves, to their fellow workers, to the general public, and to prevent damage to City and private property.

C. Reporting Injuries and Unsafe Conditions

1. Injuries, no matter how minor, shall be reported to the person in charge as soon as possible. The City requires that all Workers' Compensation claims are filed in the Human Resources Office within forty-eight (48) hours of the injury.
2. Unsafe equipment, unsafe tools, and potentially hazardous conditions shall be reported to the person or agency having responsibility as soon as possible.

D. Intoxicating Beverages and Drugs

Use of intoxicating beverages or drugs on City premises, on the job, or during work hours is prohibited and shall be sufficient cause for disciplinary action. Any employee under the influence of intoxicating beverages or drugs shall not be allowed on the job. This shall be ground for immediate suspension, pending discharge of said employee upon recommendation of the supervisor and approval of the Mayor and Department Head.

E. Employee Conduct

Any act deemed irresponsible or unsafe by any employee of the City of Warner Robins which causes or could cause injury or damage to person or property, shall be ground for suspension, pending discharge of said employee

upon recommendation of the supervisor and approval of the Mayor and Department Head.

F. Safety Apparatus

1. Hard Hats- The Foreman of each crew will determine when and where hard hats are to be worn.
2. Safety Vests- Vests will be worn by any individual working in traffic or close proximity to the street.

SECTION III: VEHICLE MAINTENANCE AND OPERATION

At the start of each workday, every vehicle operator is to perform an inspection on his vehicle using a vehicle inspection checklist. The inspection checklist will be turned in to the supervisor, so that any needed repairs can be scheduled. The operator will be responsible for his equipment during his hours of operation. For your convenience, vehicle inspection checklists are available at the Maintenance Shop Office.

A. General

1. Only those employees specifically trained, authorized, and possessing a valid license or permit for the equipment being used shall operate City owned motor vehicles on City business.
2. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicles.
3. Drivers shall exercise due care according to O.C.G.A. 40-6-241 (Code related to Distracted Driving). This relates specifically to the use of phones and electronic devices as outlined in related codes 40-6-241.1 and 40-6-241.2. (See Appendix)
4. The driver shall drive at a safe speed no greater than that permitted by law. Traffic, road, and weather conditions shall be given consideration in determining a safe speed within the legal limit.
5. A driver shall not permit unauthorized persons to drive, operate, or ride in or on a City vehicle.
6. When seatbelts are provided, they must be worn.
7. Employees shall not be permitted to ride on the running boards, fenders, or any part of the vehicle except the seats. Passengers shall not stand in moving vehicles, except standing platforms on garbage trucks and fire trucks. Driver will be responsible for the control of his vehicle and passengers.
8. Employees shall not ride on trailers.

9. Employees shall not jump on or off of vehicles in motion.

B. Operation

1. The operator of the motor vehicle shall clearly signal his intention of turning, passing, or stopping.
2. Upon a signal from an emergency vehicle approaching from the rear, the driver of the City vehicle shall yield to the right of way.
3. Drivers shall be prepared to stop, and the right of way shall be yielded in all instances where necessary to avoid an accident.
4. The driver of a vehicle shall be courteous toward other operators and pedestrians. He shall yield the right of way to pedestrians or other vehicles.
5. The driver shall stay a sufficient distance back when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.
6. Drivers shall exercise added caution when driving through residential and school zones.
7. When entering or leaving any building, enclosure, alley, or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.
8. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.
9. All ignition systems shall be turned off and no smoking permitted while refueling. No smoking within 50 feet of gas pumps.
10. When proceeding down grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in lower gear on steep grades.

C. Backing

1. Whenever possible, the vehicle shall be positioned to avoid necessity of backing later.
2. Extreme caution shall be exercised when backing a vehicle in order to avoid injury to persons and to prevent property damage. If another employee is present, he shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely.
3. When backing a vehicle the operator shall:
 - a. Keep a constant lookout the entire time he is backing.

- b. Carefully check all blind areas.
- c. Back slowly.
- d. Watch both sides of, but do not depend entirely on your mirrors.
- e. In any difficult backing situation, enlist the help of another person on the ground as a guide when such help is available.

D. Parking

- 1. When vehicles must be parked on the roadway, they shall be parked on the right hand side facing in the direction of traffic flow, whenever possible.
- 2. When parking on the roadway, vehicles shall park off of the traveled road surface, whenever possible. When vehicles must park closer than ten feet to the traveled road surface, appropriate warning devices shall be used.
- 3. Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors, or red flags in accordance with state and local requirements.
- 4. Vehicles shall not be parked on bridges or over culverts except when necessary for work.
- 5. When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear, or “park” position, and the parking brake set. The front tires shall be cut into the curb, or if a curb is not present, the rear wheels shall be locked.

E. Stopping on Highway

- 1. When it is absolutely necessary to stop on the highway, extreme caution should be used. Warning signals and lights must be used.
- 2. Rotating beacon shall be used, if vehicle is so equipped.
- 3. Tail lights/emergency flashers shall be used.
- 4. Flares or reflectors shall be placed to give adequate advanced warning.
- 5. If work is in progress, traffic control devices (together with flagmen, where necessary) shall be used.

F. Hauling Poles or Ladders

- 1. Poles, ladders, pipe, lumber, etc. shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.

2. Material shall be securely fastened to prevent a hazard due to shifting.
3. Material that extends more than four feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, yellow lights or red reflectors/flags shall be used.

G. Industrial Truck- Fork Lifts

1. Only authorized persons who are qualified and trained in their use shall operate industrial trucks.
2. Brakes and controls shall be tested shall be tested prior to use. Equipment with faulty brakes, mechanical, or electrical defects shall not be operated. Needed repairs shall be reported immediately.
3. Equipment shall always be operated at a safe speed for existing conditions.
4. Before moving the equipment, the operator shall make sure that no persons or objects are in the path of the vehicle. Clearance in all directions shall always be checked, particularly overhead clearances.
5. When picking up a load, forks shall be set as squarely as possible under the load. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried high enough to clear uneven surfaces.
6. Loads shall not be suspended or swung over other persons. No one should be allowed to stand or walk under elevated forks.
7. The operator shall always face in the direction of travel.
8. On inclines, all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.
9. Sudden stops, which might spill the load, shall be avoided.
10. All loads shall be securely fastened or safely positioned to prevent tipping or falling.
11. All lift bars on forklift trucks, which are moveable or replaceable, shall be firmly in place by a proper securing pin. Jury rigged devices, such as using a threaded bolt, shall not be permitted.
12. Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.
13. No one shall be allowed to ride in the truck, forklift, or other equipment other than the operator, except when seats are provided for this purpose.
14. When an industrial truck is left unattended (operator is 25 feet away or the vehicle is not in his view), the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes set. Wheels shall be locked when the truck is parked on an incline.
15. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.

H. Lifting, Cranes, and Other Heavy Equipment

1. Only authorized persons shall be permitted in the cab or on the equipment. Only those designated persons who are trained and qualified shall operate hoisting equipment.
2. No person shall be permitted to ride the hook, sling, or load of any hoisting equipment.
3. Operating and maintenance procedures as specified by the manufacturer shall be followed.
4. The following are minimum checks, which shall be made daily prior to use.
 - a. All control mechanisms for maladjustment which may interfere with proper operation.
 - b. All safety devices for malfunctions.
 - c. Deterioration or leakage in the air or hydraulic systems.
 - d. Hooks, slings, and load attachment devices.
5. For the first lift of each day, the load shall be test lifted and the brakes checked (load lifted several inches and then tested).
6. With every load, the slings and bindings shall be checked and shall be readjusted as necessary to insure safety and stability.
7. All slings and other fittings shall be sufficient strength, proper type, and safe for their intended use.
8. One person designated to perform this task shall give signals to the equipment operator. The operator shall obey a "Stop" signal given by anyone.

I. Hand Tools and Equipment

1. It shall be the responsibility of each employee to maintain tools and equipment necessary for the performance of his or her job in good working condition at all times.
2. Each employee shall be responsible for maintaining and utilizing any and all safety equipment and apparel issued to the employee.
3. No employee shall use any tool or equipment in a manner which could reasonably be deemed an unsafe or irresponsible act.

J. Power Tools and Equipment

1. Only employees authorized by their department supervisor to operate power tools and power equipment shall operate such tools and equipment.
2. No employee shall operate any power tool or equipment without proper instruction and designated safety devices.
3. Power tools and equipment shall be operated only in the designated manner for which the equipment was intended and according to manufacturer recommendations for safe operation.
4. It shall be the responsibility of the employee operating power tools and equipment to insure the safe operation of the equipment or tool in regard to other persons and property.

5. It shall be the responsibility of the employee operating the power tools and equipment to ensure the respective equipment to ensure the respective equipment is in safe and mechanically sound condition prior to operation.

SECTION IV: ENFORCEMENT

Any employee failing to observe any of the rules and regulations established herein shall be subject to receiving a verbal warning or written citation from his department head. If such violation is reported by any safety officer who personally witnesses the violation, or if the department head receives written or oral complaint from any three (3) employees separately stating their observance of a flagrant and willful violation endangering life or property by any employee, or whenever else the department head decides such action is necessary.

The Safety Committee will review all on-the-job injury reports and accidents involving City owned motor vehicles that result in personal injury or property damages in excess of \$100.00. The Committee will recommend to the Department Head any action to be taken toward the employee injured on the job and to the driver or drivers of the City vehicles involved in the accidents.

SECTION V: DISCIPLINARY ACTION

Any recommendation in writing from the Safety Committee to a Department Director shall be based on a review of the current accident. Upon receipt of the recommendation, the Department Director should take into consideration the total accident record and the total employment record of the employee. The Safety Committee shall:

- A. Receive from the Safety Committee all accident reports for review at the monthly meetings.
- B. Hold monthly department safety meetings with the Department Director, the Safety Representative(s), and any witnesses to the accidents that occurred during the month. Meetings shall be held at 9:00 a.m. on the Wednesday prior to the monthly Safety Committee meeting to discuss the circumstances of the accident/injury. The Safety Representative will bring the information of the accident(s) to the Safety Committee meeting.
- C. Based upon the information supplied by the Safety Representative and the Safety Coordinator, a vote to determine whether the accident is "Preventable" or "Non-Preventable" against the employee(s) and/or supervisor(s) involved.
 1. If the accident is "Preventable" due to items indicated below, the Committee shall notify the Department Director, who should refer to the appropriate Disciplinary Action suggested by the Safety Committee. (See copy of form)
 2. The Safety Committee Secretary shall keep record of each decision, so that future decisions recommending disciplinary action shall be consistent.
 3. Example of "Preventable" offenses include, but not limited to:
 - a. Willful violation, negligence, inattention, horseplay, being under

the influence of intoxicating beverages or drugs, accident resulting from unreported, unsafe conditions.

- b. Violation of the job practices and procedures. Failure to wear protective safety equipment such as safety glasses or goggles, hard hats, safety vests, bulletproof vests, gloves, heavy work shoes, or safety shoes.
 - c. Lack of job training or education.
 - d. Improper use of tools or equipment.
 - e. Failure to report accident immediately or improper reporting of an accident.
 - f. Other acts where the facts warrant a finding that an employee was responsible for the injury/accident.
4. Disciplinary Action- "Preventable" Injuries/Accidents:
The following is a suggested sequence for disciplinary action, although the severity of the accident should be taken into consideration.
- a. Written reprimand.
 - b. Collection of damages for injury to or loss of
 - c. Reduction in compensation within the range provided in the grade group.
 - d. Suspension without pay not to exceed ten (10) days or shift equivalent in any fiscal year.
 - e. Demotion.
 - f. Dismissal
5. "Preventable" Vehicular Accidents- Examples of these offenses include, but are not limited to:
- a. Operating a City vehicle without a proper, valid Georgia driver's license.
 - b. Failure to report an accident immediately or improper reporting of an accident.
 - c. Failure to call proper authorities for an investigation of the accident.
 - d. Accident resulting from failure to report repair needs of the vehicle to your supervisor.
 - e. Accident resulting from unattended vehicle and poor driving procedures.
 - f. Other acts where the facts warrant a finding that an employee was responsible for the injury/accident.

6. Disciplinary Action of “Preventable” Vehicle Accident. The following is a suggested sequence for disciplinary action, although the severity of the accident should be taken into consideration.
 - a. 1st preventable accident: The employee shall receive a written reprimand and be routed through a defensive driving course plus counseling by the immediate supervisor and the Department Director.
 - b. 2nd preventable accident: The employee shall receive a written reprimand and be routed through a defensive driving course plus counseling by the immediate supervisor and the Department director and pay the first \$100.00 or cost, whichever is less.
 - c. 3rd preventable accident (within a 3 year period): The employee shall be suspended for 24 hours plus pay the first \$100.00 or cost, whichever is less.
 - d. 4th preventable accident: The employee shall be suspended without pay, pending discharge.
- D. During the investigation of accidents, if supervisors are found to have been negligent in their duties to train, discipline, or counsel employees in the safe and healthy performances of their duties, they will be given a written reprimand or suspension without pay for their failure to perform the duties of a supervisor.
- E. Department Directors shall respond with their recommendation to the Safety Coordinator in the Human Resource Department within 48 hours after receiving the Safety Committee Recommendation Form.

SECTION VI: DISCIPLINARY ACTION

Any recommendation in writing from the Safety Committee to a Department Head shall become effective the next working day following the Department Head’s signed approval of such action.

SECTION VII: APPEAL NOTICE

Any employee who desires to appeal any disciplinary action must follow the appeals procedure outlined in Section 18-42 of the City Code.

Appendix

TITLE 40. MOTOR VEHICLES AND TRAFFIC CHAPTER 6. UNIFORM RULES OF THE ROAD ARTICLE 11. MISCELLANEOUS PROVISIONS

O.C.G.A. § 40-6-241.1 (2017)

40-6-241.1. Definitions; prohibition on certain persons operating motor vehicle while engaging in wireless communications; exceptions; penalties

(a) As used in the Code section, the term:

(1) "Engage in a wireless communication" means talking, writing, sending, or reading a text-based communication, or listening on a wireless telecommunications device.

(2) "Wireless telecommunications device" means a cellular telephone, a text-messaging device, a personal digital assistant, a stand alone computer, or any other substantially similar wireless device that is used to initiate or receive a wireless communication with another person. It does not include citizens band radios, citizens band radio hybrids, commercial two-way radio communication devices, subscription-based emergency communications, in-vehicle security, navigation, and remote diagnostics systems or amateur or ham radio devices.

(b) Except in a driver emergency and as provided in subsection (c) of this Code section, no person who has an instruction permit or a Class D license and is under 18 years of age shall operate a motor vehicle on any public road or highway of this state while engaging in a wireless communication using a wireless telecommunications device.

(c) The provisions of this Code section shall not apply to a person who has an instruction permit or a Class D license and is under 18 years of age who engages in a wireless communication using a wireless telecommunications device to do any of the following:

(1) Report a traffic accident, medical emergency, or serious road hazard;

(2) Report a situation in which the person believes his or her personal safety is in jeopardy;

(3) Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person; or

(4) Engage in a wireless communication while the motor vehicle is lawfully parked.

(d) (1) Any conviction for a violation of the provisions of this Code section shall be punishable by a fine of \$150.00. The provisions of Chapter 11 of Title 17 and any other provision of law to the contrary notwithstanding, the costs of such prosecution shall not be taxed nor shall any additional penalty, fee, or surcharge to a fine for such offense be assessed against a person for conviction thereof. The court imposing such fine shall forward a record of the disposition of the case of unlawfully operating a motor vehicle while using a wireless telecommunications device to the Department of Driver Services.

(2) If the operator of the moving motor vehicle is involved in an accident at the time

of a violation of this Code section, then the fine shall be equal to double the amount of the fine imposed in paragraph (1) of this subsection. The law enforcement officer investigating the accident shall indicate on the written accident form whether such operator was engaging in a wireless communication at the time of the accident.

(e) Each violation of this Code section shall constitute a separate offense.

HISTORY: Code 1981, § 40-6-241.1, enacted by Ga. L. 2010, p. 1156, § 3/HB 23.

40-6-241.2. Writing, sending, or reading text based communication while operating motor vehicle prohibited; prohibited uses of wireless telecommunication devices by drivers of commercial vehicles; exceptions; penalties for violation

(a) As used in this Code section, the term "wireless telecommunications device" means a cellular telephone, a text messaging device, a personal digital assistant, a stand alone computer, or any other substantially similar wireless device that is used to initiate or receive a wireless communication with another person. It does not include citizens band radios, citizens band radio hybrids, commercial two-way radio communication devices, subscription based emergency communications, in-vehicle security, navigation devices, and remote diagnostics systems, or amateur or ham radio devices.

(b) (1) No person who is 18 years of age or older or who has a Class C license shall operate a motor vehicle on any public road or highway of this state while using a wireless telecommunications device to write, send, or read any text based communication, including but not limited to a text message, instant message, e-mail, or Internet data.

(2) No person shall operate a commercial motor vehicle on any public road or highway of this state while:

(A) Holding a wireless telecommunications device to conduct a voice communication;

(B) Using more than a single button on a wireless telecommunications device to initiate or terminate a voice communication; or

(C) Reaching for a wireless telecommunications device in such a manner that requires the driver to maneuver so that he or she is no longer in a seated driving position properly restrained by a safety belt.

(c) The provisions of this Code section shall not apply to:

(1) A person reporting a traffic accident, medical emergency, fire, serious road hazard, or a situation in which the person reasonably believes a person's health or safety is in immediate jeopardy;

(2) A person reporting the perpetration or potential perpetration of a crime;

(3) A public utility employee or contractor acting within the scope of his or her employment when responding to a public utility emergency;

(4) A law enforcement officer, firefighter, emergency medical services personnel, ambulance driver, or other similarly employed public safety first responder during the performance of his or her official duties; or

(5) A person engaging in wireless communication while in a motor vehicle which is lawfully parked.

(d) Any conviction for a violation of the provisions of this Code section shall be a misdemeanor punishable by a fine of \$150.00. The provisions of Chapter 11 of Title 17 and any other provision of law to the contrary notwithstanding, the costs of such prosecution shall not be taxed nor shall any additional penalty, fee, or surcharge to a fine for such offense be assessed against a person for conviction thereof. The court imposing such fine shall forward a record of the disposition to the Department of Driver Services. Any violation of this Code section shall constitute a separate offense.

HISTORY: Code 1981, § 40-6-241.2, enacted by Ga. L. 2010, p. 1158, § 4/SB 360; Ga. L. 2015, p. 1370, § 6/HB 118.

(Accessed on www.lexisnexis.com)