



TOWN OF
FRONT ROYAL

SAFETY MANUAL

February 3, 2014

SAFETY MANUAL

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SECTION 1 – SAFETY POLICY STATEMENT

The health and safety of the Town’s employees and the public is of the utmost concern to the Town. It is, therefore, the policy of the Town to strive constantly for the highest possible level of safety in all activities and operations, and to carry out the Town’s commitment of compliance with all health and safety laws and practices as applicable by enlisting the help of all employees to ensure that the public and work areas are free of hazardous conditions.

The purpose of the Town’s Safety Manual is to provide a system for the prevention of occupational injuries and illnesses and to set minimum safety requirements for Town employees. Additional departmental specific policies will be issued to supplement the general safety policies.

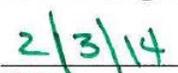
Management will be actively involved with employees in maintaining an effective safety program and to meet the following goals:

- Provide leadership and guidance to the Town’s workforce.
- Provide proper training of employees and undertake hazard analysis in all departments.
- Develop proper procedures for Town operations and enforce them.
- Minimize the severity of injuries through prompt and adequate medical care.
- Review work practices and conditions of the work environment and public safety.
- Maintain accurate records that document these goals.

Safe practices must be a part of the Town’s operations, and employee cooperation regarding safety practices and compliance with safety regulations will be considered a condition of employment.



Town Manager



Date

SECTION 2. RESPONSIBILITIES

I. MANAGEMENT

Management is accountable for the prevention of workplace injuries and illnesses. Management provides direction and full support to supervisors and employees regarding safety and health, job training, and hazard-elimination procedures. Management must be fully informed about safety and health issues throughout the Town in order to continually review the effectiveness of our safety and health program.

II. SUPERVISION

Supervisors are directly responsible for supervising and training their workers in proper procedures, work practices, and safe methods. Supervisors must enforce Town rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

III. TOWN SAFETY COMMITTEE

The Town safety committee consists of all department heads in the Town of Front Royal. The committee is responsible for making recommendations for improving safety and health in the workplace. It is accountable for defining problems and removing obstacles to accident prevention, identifying hazards and recommending corrective actions, helping identify employee safety training needs, and establishing accident-investigation procedures for the Town.

IV. EMPLOYEES

Each employee, regardless of his or her position within the Town, is expected to cooperate in all aspects of the Town's safety and health program, including these requirements:

Abide by the Town Safety Manual and departmental safety and work practices established for specific job assignments.

Report occupational injuries, illnesses, and accidents immediately to their supervisor and follow instructions for receiving first aid and/or medical attention. Participate in accident investigations as requested.

Participate in safety training and suggest improvements in training requirements to their supervisor.

Identify unsafe work conditions or practices, correct hazards as appropriate, and notify their supervisor.

SECTION 3. SAFETY COMMITTEE

The safety Committee consists of senior management who have an interest in safety and health at the Town of Front Royal. The committee is responsible for making recommendations for improving safety and health in the workplace. It is accountable for defining problems and removing obstacles to accident prevention, identifying hazards and recommending corrective actions, helping identify employee safety training needs, and establishing accident-investigation procedures for the Town.

I. RESPONSIBILITIES

- Evaluating the effectiveness of procedures used to provide a safe work environment.
- Reviewing and updating safety regulations based on accident investigations, safety inspections, and reports of unsafe work conditions or practices.
- Evaluating employee accident and illness prevention programs.
- Monitoring workplace safety education and training to ensure its effectiveness.

II. COMMITTEE STRUCTURE

A two tier approach will be used which consist of a main committee and subcommittee(s). The main safety committee will be comprised of 9 members. The make up of the committee will consist of senior management from all major departments.

Main Safety Committee

<u>Title</u>	<u>Member</u>
Chairman	Joseph Waltz, Director of Energy Services
Vice Chairman	Kim Gilkey-Breeden, Director of Finance
Member	Jeremy Camp, Director of Planning & Zoning
Member	Jimmy Hannigan, Director of Environmental Services
Member	Todd Jones, Information Technology
Member	Sue McIntosh, Risk Management
Member	Doug Napier, Legal Dept.
Member	Norman Shiflett, Chief of Police
Member	Tim Smith, Tourism Coordinator

Subcommittee(s) Subcommittees will be established based on the experience, expertise, responsibilities and capabilities of the members selected. Subcommittees are not intended to be a decision making body. Subcommittees are charged with determining possible courses of action for the resolution of safety issues not resolved during regular safety committee meetings or may be established to perform specific task on a regular

basis. Subcommittee findings will be presented to the safety committee for review and determination.

III. SAFETY COMMITTEE OPERATION

The principal responsibilities of the Town's Safety Committee will be as follows:

- Assemble on a quarterly basis to conduct Town safety meeting.
- Establish goals and objectives.
- Conduct and oversee departmental safety inspections.
- Review accident/injury reports and discuss corrective actions.
- Direct and monitor departmental training and safety meetings.
- Discuss and report on unfinished business from previous meetings.
- Discuss new business.
- Discuss old business.
- The Risk Manager will be present to take meeting minutes, maintain appropriate records of activities and offer advice. He/she will track open safety items to conclusion. He/she will also act as chairman in the absence of the designated chairman or vice chairman.
- Provide recommendations for resolution by the next scheduled safety committee meeting or by a previously determined date.
- Recommend courses of action to take on safety concerns based on employee safety as a first priority. Safety issue resolution will be determined based on the following decision tier:
 - Engineering controls will be considered as a first priority.
 - Administrative controls will be considered as a second priority.
 - Personal protective equipment (PPE) will be considered as a third and last priority.
- Assist in the prevention of occupationally-induced injuries and illnesses.
- Assist the Town in complying with all laws pertaining to safety.

IV. MEETING FUNDAMENTALS

The Town's Safety Committee meetings will be conducted in such a manner as to foster a productive work environment. The principal goal being to determine solutions to safety issues affecting our employees. The following ground rules apply.

Recordkeeping

The office of Risk Management will be responsible for keeping and maintaining all records and documents associated with the Town Safety Committee.

Agenda

- An agenda will be followed during each meeting to inform, keep meetings on track and to ensure all pertinent issues are covered. Also, to allow members, visitors, etc. to prepare for the meetings.
- Discussion time limits. In order to establish and maintain a productive course of action on individual safety issues, discussion time limits will be established and adhered to.
- Subcommittee actions. Where an issue cannot be resolved in a reasonable amount of time, a subcommittee (composed of at least two people) will be selected and the issue turned over to the subcommittee for investigation and development of recommendations. Subcommittee actions will be classified as "old business" and integrated into the next safety committee meeting as appropriate.
- Tracking of old business. Old business will be tracked to resolution. Issues will be resolved as soon as possible. Where old business is carried beyond a reasonable amount of time (determined by the hazards involved and the complexity of the issue) the chairman will upgrade the priority of the issue.
- Prioritization of safety issues. Safety issues will be prioritized according to the following rating system. Where it is unclear where a safety issue should be rated, the next higher classification will be assumed.

Priority 1 Hazard. The most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment, or material.

Priority 2 Hazard. Unsafe condition or work practice that could cause serious injury, industrial illness, or disruptive property damage.

Priority 3 Hazard. Unsafe condition or work practice that might cause a recordable injury or industrial illness or non-disruptive property damage.

Priority 4 Hazard. Minor condition, a housekeeping item or unsafe work practice infraction with little likelihood of injury or illness other than perhaps a first-aid case.

V. TRAINING AND EDUCATION

Each safety committee member will be provided the necessary training in:

- The function of the committee
- Safety programs
- Safety policies and procedures

SECTION 4. SAFETY TRAINING

4.1 General

The Town will provide all safety training prescribed by regulatory requirements to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

Each department will specify and provide safety training that is tailored to each employee's task and job location. To the extent possible, safety training should be integrated into general job training.

4.2 Job-Specific Safety Training

- Supervisors will provide initial training for employees on how to safely perform assigned tasks.
- Supervisor will provide additional training as necessary to improve employee knowledge of safety regulations and procedures.
- Supervisors will observe employees performing their tasks and provide remedial instruction to correct any training deficiencies.
- Employees will be retrained periodically on safety rules, policies, and procedures and informed of any changes to the Safety Policies and Procedures Manual.

SECTION 5. SAFETY RULES AND PROCEDURES

The general safety rules listed below will apply to all employees. Mandatory compliance with these rules and all other safety responsibilities is appreciated and expected.

5.1 General Safety Rules

1. Seek medical attention, if necessary, for any accidents resulting in an injury. All accidents must be reported to your supervisor as soon as possible.
2. Report unsafe conditions, procedures and practices to your supervisor immediately.
3. Possession of firearms in Town vehicles or buildings is prohibited unless part of the employee's job description.
4. The use or possession of alcohol, illegal drugs, or other controlled substances on the job is prohibited. Supervisors shall be authorized to conduct testing if an employee exhibits characteristics of impairment using the XXXX form.
5. The use of tobacco products is prohibited in all Town buildings and vehicles.
6. Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention, such as spills on floors, etc.
7. Obey all warning tags and signs. They are there because hazards exist.
8. No employee should take chances on the job which could endanger their personal safety and health or the safety and health of co-workers or others.
9. Do not operate machinery or use tools you are not qualified or trained to use.
10. Do not enter hazardous areas unless you are authorized to enter and have appropriate protective equipment.
11. Use all personal protective equipment and devices required and provided.
12. If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
13. Become familiar with and conduct your work activities in accordance with the general safety rules and other specific safe operating procedures which are applicable.
14. Refrain from fighting, horseplay, or distracting fellow workers.
15. Follow proper lifting procedures at all times.
16. Wearing of safety restraints when riding/driving a Town vehicle is mandatory if so equipped.
17. Know the location of fire/safety exits and equipment and evacuation procedures.
18. Participate in safety training
19. When operating Town vehicles or equipment, drivers must operate/drive safely and prudently.
20. When using cell phones in a Town vehicle, pull over and stop on the side of the road or utilize a hands-free device.
21. Above all, be ALERT and RESPONSIBLE! Your safety and health depends on it.

5.2 General Office Safety Rules

1. Close drawers and doors immediately after use.
2. Open only one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Keep file, desk, and table drawers closed when not in use.
5. Use the handle when closing doors, drawers and files.
6. Never use a chair, desk, or other office furniture for a step stool or ladder.
7. Do not attempt any electrical repairs.
8. Store sharp objects, such as pens, pencils, letter openers, or scissors in drawers or with the points down in a container.
9. Do not tilt the chair you are sitting in on its back legs.
10. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks, or across entrances or exits.
11. Do not connect multiple electrical devices into a single outlet.
12. Keep doors in hallways fully open or fully closed.
13. Use a staple remover, not your fingers, for removing staples.

5.3 Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by:

- making the same motion over and over
- staying in the same position too long
- working in a position that puts stress on muscles and joints
- working with tools and equipment that don't fit your body
- using excessive physical force
- exposure to vibration over a long period of time

You can help prevent CTD's by avoiding awkward body positions:

- adjust your workstation before you begin working
- maintain the natural curve in your back while sitting, standing and lifting
- keep your wrist straight as much as possible while typing or doing other repetitive tasks
- take breaks from repetitive motion tasks by switching periodically to other tasks
- use the right tools for the job, especially when they are used often or for long periods of time

If you spend a lot of time at a computer workstation:

- Position the keyboard so that the wrists are kept straight – use a wrist rest if necessary. Your elbows should be at about the same height as the keyboard.
- Sit with your back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor. [Adjust the chair height and use a foot rest if necessary]
- position the screen just below eye level and about 18-24" away to prevent neck and shoulder strain [the screen should be lower if you use bifocals]
- change positions, stretch and take "mini-breaks" periodically

Pay attention to early signs of cumulative trauma disorders and make adjustments in your workstation or the way you do your work. Report the symptoms to your supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck and back, include:

- stiffness or soreness
- aches and pains
- numbness or ringing
- swelling

5.4 Lifting

1. Plan the move before lifting; remove obstruction from your pathway.
2. Test the weight of the load before lifting by pushing it along its resting surface. Seek assistance with the lift when necessary.
3. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
4. Face the load
5. Bend at the knees not at the back, and keep back straight.
6. Get a firm grip on the object and use handles when present.
7. Hold objects as close to your body as possible.
8. Perform lifting movements smoothly and gradually; do not jerk the load.
9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
10. Set objects down in the same manner as you picked them up, but in reverse.
11. Do not lift an object from the floor to a level higher than your waist in one motion. Set the load down on a stable surface and then adjust your grip before lifting it higher.

5.5 Working in Extreme Weather Conditions

The climate may be severe and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

In general, employees will provide clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots and gloves. Departments may provide some or all of such clothing. Check with your Director.

5.5.1 Hot Weather Guidelines

1. Dress for conditions – lightweight, light-colored loose clothing is best. Wear a hat with a wide brim if you're out in the sun.
2. Use sunscreen.
3. Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete or sand.
4. Eat a well-balanced diet, but try to stay away from hot or heavy foods. Do not take salt tablets or other salt supplements without a doctor's recommendation.
5. Drink plenty of fluids. Don't wait until you're thirsty. The best fluid replacement is water. Avoid alcohol and caffeine.

5.5.2 Cold Weather Guidelines

1. Dress for the conditions in layers of loose, dry clothing. Cotton or wool clothing with a waterproof layer over it is very effective.
2. Change clothing right away if you get wet.
3. Cover your head and face. You can lose up to 40 percent of your body heat if you don't wear a hat.
4. Wear shoes and gloves designed for cold weather. Don't handle anything with bare hands, especially if it is made of metal.
5. Keep moving when you're in the cold.
6. Return to a warm vehicle or take regular breaks in warm areas frequently.

5.6 General Machine Safety

1. Replace the guards before starting machines, or after making adjustments or repairs to the machine.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry around moving machinery.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.
7. Do not use metal working equipment such as grinders, sanders or beveling machines if they do not have safety guards.
8. Clamp work when using saws or cutting tools.

5.7 Electrical Power Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as drills, saws or grinders near containers labeled "Flammable" or in an explosive atmosphere.
11. Do not use extension cords or other three pronged power cords that have a missing prong.
12. Do not remove the ground prong from electrical cords.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
15. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
16. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
17. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

18. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
19. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two conductor extension cord.
20. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

5.8 Ladders and Step Ladders

Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
3. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Do not move a rolling ladder while someone is on it.
12. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
13. Do not carry items in your hands while climbing up or down a ladder.
14. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
15. Do not use a ladder as a horizontal platform.

5.9 Personal Protective Clothing and Equipment

Personal protective clothing and equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice. Examples of PPE include, but are not limited to:

- safety shoes
- fall protection harnesses
- protective headgear
- safety glasses
- goggles
- face shields
- welding glasses
- protective clothing
- high-visibility clothing
- hearing protection

- welding clothing
- gloves
- rubber boots

The Town provides Personal Protective Equipment if PPE is required for certain tasks or in certain locations. Check with your supervisor to learn what equipment is required and/or provided in your area. Departments will specify and issue all required safety equipment to employees except in some cases where the PPE must be fitted to the employee, such as safety shoes and prescription safety glasses.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally it is the employee's responsibility to be dressed properly for work.

Employee responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.
5. Follow the correct methods of putting on, taking off and adjusting PPE.
6. Properly care for, maintain and dispose of PPE.

5.10 Bloodborne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. Although these diseases are most commonly transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:

- Accidental puncture with an infected needle
- Getting infected blood or other potentially infectious materials on your skin, especially if your skin has open sores, nicks or cuts
- Getting infected blood or other potentially infectious materials in the mucous membranes of your eyes, nose or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions and certain body fluids (cerebrospinal, etc.).

Many Town employees, including law enforcement personnel, solid waste workers, wastewater treatment and individuals who perform janitorial functions, have the potential for bloodborne pathogen exposure. Emergency services employees have the greatest potential exposure and have extensive departmental procedures to cover potential exposure situations.

The following precautions are useful in avoiding exposure to bloodborne pathogens:

1. Do not eat, drink or use tobacco products around blood or other potentially infectious materials.

2. Do not perform janitorial, emergency rescue or other jobs where there is risk of exposure to bloodborne pathogens unless you have been trained to do so.
3. Follow department requirements concerning exposure to BBP, including use of personal protective equipment such as nitrile or other impervious gloves.
4. Minimize the risk of puncture by a discarded hypodermic needle:
 - don't reach into trash containers or attempt to compact trash by pressing with hands or feet
 - watch for needles in parks, rest rooms, storm sewers, sanitary water system, police vehicles and other places where they may be discarded
 - don't pick up a needle with your bare hands – wear gloves or use tongs
5. Avoid direct contact with blood or other potentially infectious materials:
 - use tongs or wear gloves to pick up condoms, sanitary napkins and other items which may be contaminated with body fluids
 - use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area
6. Clean up your own blood if possible after a minor injury; dispose of small quantities of cleanup materials in a toilet.
7. Cover all wounds with waterproof bandages; replace the bandage as necessary
8. Minimize contact with injured persons if you are not trained in emergency medical response.
9. Wash with soap and water immediately:
 - after removing gloves and other personal protective equipment
 - after exposure to potentially infectious materials
 - after cleaning or decontamination of BBP
 - after using the bathroom
 - before eating
10. Report all exposure incidents to your supervisor immediately.
11. Follow department procedures for dealing with potentially infectious materials.

SECTION 6. ACCIDENT/INDICENT REPORTING

EMPLOYEE INCIDENT/ACCIDENT REPORTING POLICY AND PROCEDURE

6.1 Policy:

Employees must report all accidents or incidents resulting in injury or illness, regardless of severity, occurring during the course of employment with The Town of Front Royal.

6.2 Purpose:

In an effort to maintain a safe and healthy work environment, accidents and incidents that occur within Town properties and projects during the course of employment with the Town of Front Royal must be reported. It is the intent of the Town of Front Royal to minimize accidents, injuries and illness by correcting identified causes when appropriate and feasible.

6.3 Scope

The incident/accident reporting policy requirements apply to all incidents and accidents involving Town employees, on-site vendors, contractors and visitors, which result in (or may have resulted in) personal injury or illness.

6.4 Definitions

“Incidents” are near-miss events that have the potential of causing personal injury. Any event that causes damage to Town property is also considered an incident.

“Accidents” are events that cause injury or illness to a person. Even “minor” injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.

6.5 Responsibilities

1. Employees are responsible for:

- Following safe work practices
- Reporting any conditions that they consider unsafe to their supervisor, and/or the Office of Risk Management.
- Promptly report incidents\accidents to their supervisor and/or Risk Management

2. The employee’s immediate supervisor is responsible for:

- Obtaining prompt medical treatment for the injured employee and securing the accident scene as appropriate
- Reporting accidents or incidents to the Department Director as soon as possible, but no later than 24 hours following the accident or incident.
- Accidents and incidents must be reported using the Accident/Incident form and the Supervisor’s Observation form.

- Investigating accidents in areas under their supervision. Investigations should be conducted using the Accident/Incident report.
- Assuring proper employee involvement in accident/incident investigations in an attempt to get their input into the cause and corrective actions.
- Correcting unsafe conditions or actions that contributed to the accident as appropriate. (i.e. issuing a work order or by a direct action of a supervisor)
- Assuring that emergency equipment (i.e. fire extinguisher, spill cleanup, etc) used in an accident for which the department is responsible is replaced or returned to normal operating conditions.
- Assuring that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

3. The Risk Manager is responsible for:

- Maintaining a log of injuries and illness according to OSHA guidelines and regulations.
- Review and analyze accident statistics for trends/patterns and making recommendations to the Safety Committee on corrective programs and procedures.
- Auditing practices against this procedure.

4. The Director of Human Resources is responsible for:

- Coordinating with the supervisor in providing temporary, light duty, or alternative work assignments, to injured employees as appropriate.
- Assuring that new employees are aware of and understand the policy.

5. Departmental Directors are responsible for:

- Holding all supervisors and employees accountable for prompt accident reporting, investigations and associated corrective actions as outlined in the policy.
- Investigating accidents in areas under their supervision. Investigations should be conducted using the Accident/Incident report.
- Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of preventative and/or corrective actions.
- Reviewing and analyzing accident statistics for trends and patterns and making recommendations to the safety committee on corrective programs and procedures.

6. The Safety Committee is responsible for:

- Reviewing all accident investigations involving medical attention or lost workdays.
- Reviewing all incident investigations that involve a loss of property or equipment in excess of \$1,000.00 or more.
- Making future recommendations to prevent loss of time due to illness or injury or loss of property or equipment to the Town Manager, as it deems necessary.

6.6 Accident Investigation

The information that follows is intended to be a general guide for management and safety committee members. When accidents are investigated, the emphasis should be concentrated on finding the root cause of the accident rather than the investigation procedure itself so you can prevent it from happening again. The purpose is to find facts that can lead to actions, not to find fault. Always look for deeper causes. Do not simply record the steps of the event.

Reasons to investigate a workplace accident/incidents include:

- most importantly, to find out the cause of accidents and to prevent similar accidents in the future
- to fulfill any legal requirements
- to determine the cost of an accident
- to determine compliance with applicable safety regulations
- to process workers' compensation claims

Incidents that involve no injury or property damage should still be investigated to determine the hazards that should be corrected. The same principles apply to a quick inquiry of a minor incident and to the more formal investigation of a serious event.

1. Root Cause

An investigator who believes that accidents are caused by unsafe conditions will likely try to uncover conditions as causes. On the other hand, one who believes they are caused by unsafe acts will attempt to find the human errors that are causes. Therefore, it is necessary to examine some underlying factors in a chain of events that ends in an accident. The important point is that even in the most seemingly straightforward accidents, **seldom, if ever, is there only a single cause**. For example, an "investigation" which concludes that an accident was due to worker carelessness, and goes no further, fails to seek answers to several important questions such as:

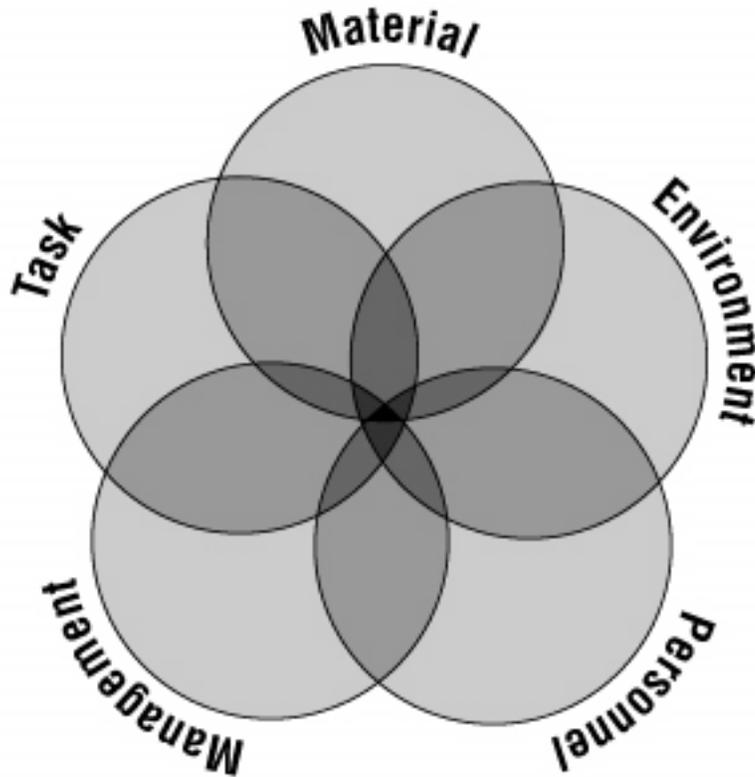
- Was the worker distracted? If yes, why was the worker distracted?
- Was a safe work procedure being followed? If not, why not?
- Were safety devices in order? If not, why not?
- Was the worker trained? If not, why not?

An inquiry that answers these and related questions will probably reveal conditions that are more open to correction than attempts to prevent "carelessness".

2. Accident Causation Model

The simple model shown below attempts to illustrate that the causes of any accident can be grouped into five categories - task, material, environment, personnel, and management. When this model is used, possible causes in each category should be investigated. Each category is examined

more closely below. Remember that these are sample questions only: no attempt has been made to develop a comprehensive checklist.



A. Task

Here the actual work procedure being used at the time of the accident is explored. Members of the accident investigation team will look for answers to questions such as:

- Was a safe work procedure used?
- Had conditions changed to make the normal procedure unsafe?
- Were the appropriate tools and materials available?
- Were they used?
- Were safety devices working properly?
- Was lockout used when necessary?

For most of these questions, an important follow-up question is "If not, why not?"

B. Material

To seek out possible causes resulting from the equipment and materials used, investigators might ask:

- Was there an equipment failure?
- What caused it to fail?
- Was the machinery poorly designed?
- Were hazardous substances involved?
- Were they clearly identified?
- Was a less hazardous alternative substance possible and available?
- Was the raw material substandard in some way?
- Should personal protective equipment (PPE) have been used?
- Was the PPE used?
- Were users of PPE properly trained?

Again, each time the answer reveals an unsafe condition, the investigator must ask **why** this situation was allowed to exist.

C. Environment

The physical environment, and especially sudden changes to that environment, are factors that need to be identified. The situation at the time of the accident is what is important, not what the "usual" conditions were. For example, accident investigators may want to know:

- What were the weather conditions?
- Was poor housekeeping a problem?
- Was it too hot or too cold?
- Was noise a problem?
- Was there adequate light?
- Were toxic or hazardous gases, dusts, or fumes present?

D. Personnel

The physical and mental condition of those individuals directly involved in the event must be explored. The purpose for investigating the accident is **not** to establish blame against someone but the inquiry will not be complete unless personal characteristics are considered. Some factors will remain essentially constant while others may vary from day to day:

- Were workers experienced in the work being done?
- Had they been adequately trained?
- Can they physically do the work?
- What was the status of their health?
- Were they tired?
- Were they under stress (work or personal)?

E. Management

Management holds the legal responsibility for the safety of the workplace and therefore the role of supervisors and higher management and the role or presence of management systems must always be considered in an accident investigation. Failures of management systems are often found to be direct or indirect factors in accidents. Ask questions such as:

- Were safety rules communicated to and understood by all employees?
- Were written procedures and orientation available?
- Were they being enforced?
- Was there adequate supervision?
- Were workers trained to do the work?
- Had hazards been previously identified?
- Had procedures been developed to overcome them?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?

This model of accident investigations provides a guide for uncovering all possible causes and reduces the likelihood of looking at facts in isolation. Some investigators may prefer to place some of the sample questions in different categories; however, the categories are not important, as long as each pertinent question is asked. Obviously there is considerable overlap between categories; this reflects the situation in real life. Again it should be emphasized that the above sample questions do not make up a complete checklist, but are examples only.

3. Collection of facts during the investigation

The steps in accident investigation are simple: the accident investigators gather information, analyze it, draw conclusions, and make recommendations. Although the procedures are straightforward, each step can have its pitfalls. As mentioned above, an open mind is necessary in accident investigation: preconceived notions may result in some wrong paths being followed while leaving some significant facts uncovered. All possible causes should be considered. Making notes of ideas as they occur is a good practice but conclusions should not be drawn until all the information is gathered.

A. Physical Evidence

Before attempting to gather information, examine the site for a quick overview, take steps to preserve evidence, and identify all witnesses. Physical evidence is probably the most non-controversial information available. It is also subject to rapid change or obliteration; therefore, it should be the first to be recorded. Based on your knowledge of the work process, you may want to check items such as:

- positions of injured workers
- equipment being used
- materials or chemicals being used
- safety devices in use
- position of appropriate guards
- position of controls of machinery
- damage to equipment
- housekeeping of area
- weather conditions
- lighting levels
- noise levels
- time of day

You may want to take photographs before anything is moved, both of the general area and specific items. Later careful study of these may reveal conditions or observations missed previously. Sketches of the accident scene based on measurements taken may also help in subsequent analysis and will clarify any written reports. Broken equipment, debris, and samples of materials involved may be removed for further analysis by appropriate experts. Even if photographs are taken, written notes about the location of these items at the accident scene should be prepared.

B. Eyewitness Accounts

Although there may be occasions when you are unable to do so, every effort should be made to interview witnesses. In some situations witnesses may be your primary source of information because you may be called upon to investigate an accident without being able to examine the scene immediately after the event.

C. Background Information

A third, and often an overlooked source of information, can be found in documents such as technical data sheets, health and safety committee minutes, inspection reports, company policies, maintenance reports, past accident reports, formalized safe-work procedures, and training reports. Any pertinent information should be studied to see what might have happened, and what changes might be recommended to prevent recurrence of similar accidents.

SECTION 7. FIRST AID PROCEDURES AND INSTRUCTIONS

PROCEDURES

When a Work Related Injury Occurs

Injured workers' have the opportunity to speak with a Registered Nurse who will obtain a history of the injury and with the employee determine the best course of action based on the systems reported. This service is handled by the Town's insurance program, VML.

- Notify your supervisor immediately
- Call toll free 877-234-0898; 24 hours a day – 7 days a week
- The Town of Front Royal's member number is 230.

This service does not replace calling 911 when immediate medical attention is required

Minor First Aid Treatment

First Aid kits are stored at accessible locations in each department and will be pointed out to each employee. If you sustain an injury or are involved in an accident requiring first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate this on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of an accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility as directed. Your supervisor will assist with transportation if necessary.
- Provide details for the completion of an accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.

- If a supervisor or co-worker is not available for assistance, call 9-1-1 for assistance and transportation to the emergency room
- Advise your supervisor as soon as possible
- Provide details for the completion of an accident investigation report.

First Aid Training

All employees will receive training and instructions on first aid procedures applicable to their department and job description.

All accidents and injuries should be reported to a supervisor as soon as possible.

SECTION 8. SAFETY INSPECTIONS AND AUDITS

8.1 Purpose

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety compliance and a safe workplace.

8.2 Responsibilities

- A. Department Heads
 1. Design and schedule audit and inspection procedures for all work areas, processes and procedures.
 2. Conduct routine audits and inspections.
 3. Ensure employees understand the various safety programs and policies.
- B. Supervisors
 1. Conduct informal daily safety inspections and ensure all unsafe conditions are corrected.
 2. Conduct annual inspections and ensure all unsafe conditions are corrected.

8.3 Corrections

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentations of corrections should be made on the audit or inspection sheet. Conditions that present hazards are to be corrected or controlled immediately.

8.4 Types of Inspections

- A. Daily Walk-through: this is an undocumented inspection that is made daily to ensure the facility and equipment is in safe conditions for employees. All noted unsafe areas are placed in a safe condition prior to employees working in the area.
- B. Focused Annual Safety Inspection: Each year a formal inspection of a Department or an area within a Department will be conducted.
 1. Attendees should include:
 - a. Department head/designee
 - b. Supervisor
- C. Equipment Inspections: are conducted to ensure specific safety equipment is in good working order and will function when needed. Examples and frequencies are:
 1. Emergency Generator Test – Monthly
 2. Fire Extinguisher Inspections (by contractor) – Annually
 3. Safety Equipment Inventories – Annually

8.5 Records

Record of audits and inspections will be maintained in accordance with the requirements of the specific programs. All records will be retained pursuant to Virginia Department of State requirements.

8.6 Conducting Safety Audits

- A. Review of Safety Inspections and Safety Audit Checklist
Identify any areas that have demonstrated safety deficiencies.
- B. Review of Safety Manual Procedures
Review accident investigations, submitted suggestions or complaints, and identify any programs or elements that may need correction.
- C. Recommendations
Develop recommended actions for each deficient condition.
- D. Corrective Actions
Set priorities based on level of hazard and document corrective actions. Records of completed corrective actions should be reviewed and filed for use during the next audit.

SECTION 9. RECORD KEEPING PROCEDURES

The Safety coordinator will control and maintain all employee accident and injury records. Records are maintained according to the requirements of the General Records Schedule for State and Local Government Agencies established by the Virginia Department of State. The records may include:

- Log of Work-Related Injuries and Illnesses – OSHA Form 300
- Accident investigation Reports
- Workers' Compensation Notice of Injury Reports

SECTION 10. SAFETY INSPECTION FORMS

FORWARD

SELF-INSPECTION. The most widely accepted way to identify hazards in the workplace is to conduct safety and health self-inspections. You can only be certain that actual situations exist in the workplace if you check them from time to time.

This document contains twenty-one safety inspection checklists designed to help you evaluate your work areas. They will give you some indication of where you should begin action to make your workplace safer and more healthful for your employees.

These checklists are not all inclusive. You may wish to add to them or delete portions that do not apply to your workplace. Consider carefully each item as you come to it and then make your decision. Do not spend time with items that have no application to your workplace. Make sure you check each item on the list and leave nothing to memory or chance. Write down what you see (or do not see) and what you think should be done about it. **YOU MUST COMPLY WITH THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH LAW (OSHA STANDARDS) FOR MANY OF THE TOPICS COVERED IN THESE CHECKLISTS.**

When you have completed the checklists, you will have enough information to decide if problems exist. Once you have identified hazards, you can begin corrective actions and control procedures.

SCOPE. The scope of self-inspections should cover the following areas:

- **Processing, Receiving, Shipping and Storage.** Equipment, job planning, layout, heights, floor loads, materials handling and storage methods.
- **Building and Grounds.** Floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways and aisles.
- **Housekeeping Program.** Waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas and storage areas.
- **Electrical.** Equipment, switches, breakers, fuses, switch boxes, junctions, special fixtures, circuits, insulation, extension cords, tools, motors, grounding, compliance with codes.
- **Lighting.** Type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- **Heating and Ventilation.** Type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.

- Machinery. Points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout, grounding, work space, location and purchasing standards
- Personnel. Training, experience, methods of checking machines before use, clothing, personal protective equipment, use of guards, tool storage, work practices, method of cleaning, oiling or adjusting machinery.
- Hand and Power Tools. Purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- Chemicals. Storage, handling, transportation, spills, disposal, amounts used, toxicity or other harmful effects, warning signs, supervision, material safety data sheets, supervision, training, personal protective equipment and clothing.
- Fire Prevention. Extinguishers, alarms, sprinklers, smoking rules, exits, personnel assignments, separation of flammable materials and dangerous operations, explosive proof fixtures in hazardous locations and waste disposal.
- Maintenance. Regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery and general methods.
- Personal Protective Equipment. Type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use and method of assignment.

**SAFETY INSPECTION CHECKLIST NO. 1
GENERAL WORK ENVIRONMENT**

Department/Division:
Location:

Date:

Inspector:

Criteria	Yes	No	N/A
Are work areas properly illuminated?			
Is the ventilation system appropriated for the work performed?			
Are restrooms and washrooms kept clean and sanitary?			
Is potable water provided for drinking and washing?			
Are outlets for water not suitable for drinking clearly identified?			
Where heat stress is a problem, do all fixed work areas have air conditioning?			
Is the work area clean and orderly?			
Are floors kept clean and dry or have you taken appropriate measures to make			
Are floors free from protruding nails, splinters, holes, etc.?			
Are permanent aisles and passageways clearly marked?			
Are aisles and passageways kept clear?			
Are pits and floor openings covered or guarded?			
Is combustible trash removed from the worksite daily?			
Are spilled materials or liquids cleaned up immediately?			
Is there safe clearance in aisles where motorized or mechanical handling			

FLOOR AND WALL OPENINGS, STAIRS AND STAIRWAYS	Yes	No	N/A
Are floor openings guarded by covers or guardrails on all sides?			
Do skylights have screens or fixed railings that would prevent someone on the roof from falling through?			
Are open pits and trap doors guarded?			
Are grates or similar type covers over floor openings such as floor drains, designed so that foot traffic or rolling equipment are not affected by grate spacing?			
Are open-sided floors, platforms and runways having a drop of more than 4 feet guarded by a standard railing or toe board?			
Are standard stair rails or handrails on all stairways having four or more risers?			
Are all stairways at least 22 inches wide?			
Do stairs have at least a 6-½ foot overhead clearance?			
Are step risers on stairs uniform from top to bottom?			
Are steps on stairs and stairways designed or provided with a slip-resistant surface?			
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?			
Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?			

ELEVATED SURFACES	YES	NO	N/A
Is the vertical distance between stairway landings limited to 12 feet or less?			
Are stairways adequately illuminated?			
Are signs posted showing the elevated surface load capacity?			
Do elevated work areas have a permanent means of access and egress?			
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?			

EXITS AND EXIT DOORS	YES	NO	N/A
Are all exits marked with an exit sign and illuminated by a reliable light source?			
Are exit routes clearly marked?			
Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked			
"NOT AN EXIT" or "STOREROOM" etc.?			
Are all exits kept free of obstructions?			
Are there sufficient exits to permit prompt escape in case of emergency?			
Do exit doors open in the direction of exit travel?			
Are doors that swing in both directions provided with viewing panels in each door?			
Are exits and exit routes equipped with emergency lighting?			
ADDITIONAL REMARKS:			

**SAFETY INSPECTION CHECKLIST NO. 2
HAZARD COMMUNICATION PROGRAM**

Department/Division:

Date:

Location:

Inspector:

Criteria	YES	NO	N/A
Do you have an inventory of all hazardous substances used in your workplace?			
Is there a written hazard communication program that covers Material Safety Data Sheets (MSDS), labeling and employee training?			
Is there a MSDS readily available for each hazardous substance used?			
Is there an employee-training program for hazardous substances?			
Does the employee training program include:			
<ul style="list-style-type: none"> • An explanation of what a MSDS is and how to use and obtain it? 			
<ul style="list-style-type: none"> • The physical and health hazards of substances in the work area, and specific protective measures to be used? 			
<ul style="list-style-type: none"> • Employee access to the employer's written hazard communication program and where hazardous substances are present in their work areas? 			
<ul style="list-style-type: none"> • An explanation of the "Right to Know" standards? 			
<ul style="list-style-type: none"> • Details of the hazard communication program, including how to use the labeling system and MSDS? 			
ADDITIONAL REMARKS:			

**SAFETY INSPECTION CHECKLIST NO. 3
PERSONAL PROTECTIVE EQUIPMENT**

Department/Division:

Date:

Location:

Inspector:

Criteria	YES	NO	N/A
Is personal protective equipment (PPE) provided, used and maintained when required?			
Are protective goggles, face shields or glasses used where there is a danger of flying particles or corrosive materials splash?			
Are protective gloves, aprons, shields or other means provided and used to prevent cuts and corrosive liquid or chemical splash injuries?			
Are hard hats provided and worn where there is a danger of falling objects?			
Are employees trained in the selection, use and maintenance of PPE and protective clothing?			
Is appropriate foot protection provided and used where there is a risk of foot injuries from hot, corrosive substances or falling objects or crushing or penetrating actions?			
Is hearing protection provided and use when noise levels exceed HIOSH noise standards?			

RESPIRATORY PROTECTION

Is respiratory protection provided and used when required?			
Do you have a written respiratory protection program?			
Do you have written procedures for the selection, use and maintenance of respirators?			
Are employees instructed and trained in the limitations, proper use and care of respirators used?			
Are respirators cleaned, disinfected and inspected after every use?			
Is the proper respirator used for the hazard present?			
Are respirators stored in a convenient, clean and sanitary location?			
Are emergency use respirators inspected monthly and are records of monthly inspections kept?			
Are users of negative pressure respirators fit tested?			
Are respirator users given periodic physical examinations?			
ADDITIONAL REMARKS:			

**SAFETY INSPECTION CHECKLIST NO. 4
ELECTRICAL SAFETY**

Department/Division:

Date:

Location:

Inspector:

Criteria	YES	NO	N/A
Do you specify compliance with OSHA Standards for all electrical work contacted out to private entities?			
Are employees instructed to make preliminary inspections and tests to determine what conditions exist before starting electrical work?			
When electrical equipment or lines are serviced, maintained or adjusted, are necessary switches opened, locked-out when possible and tagged?			
Are all portable electrical tools and equipment either grounded or double insulated?			
Are all electrical appliances such as refrigerators, vacuum cleaners, vending machines, etc. grounded?			
Do extension cords have a grounding conductor?			
Are ground-fault circuit interrupters used at locations where construction, demolition, modification, alteration or excavation operations are being performed?			
At the junction with permanent wiring, do suitable disconnecting switches or plug connectors protect all temporary circuits?			
Do you repair or replace wiring and cords with frayed or deteriorated insulation promptly?			
Are flexible cords and cables free of splices?			
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?			
In wet or damp locations, are electrical tools and equipment appropriate for use?			
Do you establish the location of electrical power lines and cables (overhead, underground, other side of walls, etc.) before digging, drilling, demolition or other similar work begins.			
Do you prohibit the use of metal ladders in areas where the ladder or person using the ladder could come in contact with energized parts of equipment or circuit conductors?			
Are all disconnecting switches and circuit breakers labeled to indicate their use or the equipment they serve?			
Do you disconnect electrical circuits before replacing fuses?			
Do all wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?			
Are all energized parts of electrical circuits and equipment guarded by approved cabinets or enclosures against accidental contact?			

Safety Inspection Checklist No. 4 – Electrical Safety Continued	Yes	No	N/A
Do you maintain sufficient access and working space around all electrical equipment to permit ready and safe operation and maintenance?			
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?			
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight fitting covers or plates?			
Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR)?			
Are employees prohibited from working alone on energized lines or equipment?			
ADDITIONAL REMARKS:			

**SAFETY INSPECTION CHECKLIST NO. 5
HAZARDOUS CHEMICAL EXPOSURE**

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Are employees trained in safe handling practices of hazardous chemicals such as acids, bases, caustics, epoxies, phenols, etc.?			
Is employee exposure to chemicals within acceptable levels?			
Are eye wash fountains and showers provided where hazardous chemicals are handled?			
Are employees required to use personal protective equipment when handling chemicals (gloves, aprons, boots, eye and face protection, respirators, etc.)?			
Are chemical piping systems marked as to their content?			
Are all containers such as vats, storage tanks, etc., labeled as to their contents (e.g., "CAUSTICS")?			
Have written standard operating procedures been published for handling chemicals and are they being followed?			
Where needed for emergency use, are respirators stored in a sanitary, clean and convenient location?			
Do you maintain medical and biological monitoring systems for hazardous chemical processes?			
Do employees complain about dizziness, headache, nausea, irritation or others discomfort factors when they use chemicals?			
Is there a dermatitis problem (e.g., employees complain about dryness, irritation or sensitization of the skin)?			
Have control measures been instituted for hazardous materials such as exhaust ventilation systems, handling procedures and personal protective equipment?			
Is vacuuming used, rather than blowing or sweeping dusts whenever possible?			
Have written standard operating procedures been established and are they followed for chemical spill cleanup?			
ADDITIONAL REMARKS:			

**SAFETY INSPECTION CHECKLIST NO. 6
 CONFINED SPACE OPERATIONS**

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Is a Confined Space Entry Permit, signed by the entry supervisor, provided prior to any permit required confined space?			
Are confined spaces thoroughly emptied of any corrosive or hazardous substances (acids or caustics) before entry?			
Are all lines to a confined space containing inert, toxic, flammable or corrosive materials, shut off and blanked, disconnected or separated before entry?			
Is it required that impellers, agitators or other moving equipment inside confined spaces be locked-out and tagged before entry?			
Is exhaust ventilation required before confined space entry?			
Are gas tests performed for oxygen deficiency, toxic substances and explosive concentrations before confined space entry?			
Is there adequate illumination for confined space work?			
Is the atmosphere inside the confined space periodically tested or continuously monitored during the conduct of work?			
Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm and render assistance if necessary?			
Is the standby employee trained and equipped to handle an emergency?			
Is the standby employee prohibited from entering the confined space in an emergency unless relieved by a qualified safety standby and equipped with lifelines and respiratory equipment?			
Is communication provided between the standby employee and confined space entrants, as well as emergency rescue personnel?			
Is self-rescue equipment provided?			
Is safety equipment and clothing provided when required?			
Is approved respiratory equipment required if the atmosphere inside the confined space cannot be hazardous?			
Before gas welding or cutting is started in a confined space, are hoses checked for leaks, compressed gas cylinders forbidden in the confined space, torches lighted outside the confined space, and is the confined area tested for toxic and combustible gases?			
Is exhaust ventilation required when welding or hazardous materials are used in a confined space?			
SEE NEXT PAGE FOR MAKING ADDITIONAL REMARKS Confined Space Operations CONTINUED:			

ADDITIONAL REMARKS:

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**SAFETY INSPECTION CHECKLIST NO. 7
FIRE SAFETY**

Department/Division:

Date:

Location:

Inspector:

FIRE PROTECTION

Criteria	Yes	No	N/A
If you have an alarm system, is it tested annually?			
Are fire door and shutter fusible links in place?			
Are fire doors operating properly and unobstructed?			
Are automatic sprinkler system water control valves and water pressure checked periodically?			
Is the maintenance of automatic sprinkler systems assigned to competent persons or to a sprinkler contractor?			
Is proper clearance maintained below sprinkler heads?			
Are fire extinguishers provided in adequate number and type?			
Are fire extinguishers serviceable and mounted in readily accessible locations?			
Are fire extinguishers inspected monthly and noted on the inspection tag?			
Are employees instructed in the use of fire extinguishers?			
Are required fire extinguishers mounted within 75 feet of any outside areas containing flammable liquids, and within 10 feet of any inside storage areas?			
Is access to fire extinguishers free of obstruction?			
Are all fire extinguishers serviced and maintained at intervals not exceeding one year?			
Are all fire extinguishers fully charged and in designated locations?			
Are fire extinguishers selected and provided for the class(es) of fires expected based on materials stored in the area?			
o Class A: Ordinary combustible material fires.			
o Class B: Flammable liquid, gas or grease fires.			
o Class C: Energized – electrical equipment fires.			

FIRE PROTECTION CONTINUED

FLAMMABLE AND COMBUSTIBLE MATERIALS

	Yes	No	N/A
Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered noncombustible containers and promptly removed from the worksite?			
Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?			
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?			
Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?			
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?			
Do storage rooms for flammable and combustible liquids have explosion proof lights and mechanical or gravity ventilation?			
Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to insure support and stability?			
Are fuel gas cylinders and oxygen cylinders separated by 20 feet or fire resistant barriers 5 feet in height during storage?			
Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?			
Are liquefied petroleum gas storage tanks guarded to prevent damage from vehicles?			
Are "NO SMOKING" signs posted on liquefied petroleum gas storage tanks?			
Are "NO SMOKING" signs posted in areas where flammable or combustible materials are used or stored?			
Are "NO SMOKING" rules enforced in areas where flammable or combustible materials are used or stored?			
Are all solvents and flammable wastes kept in fire resistant, covered containers and promptly removed from the worksite?			
Are approved conditions used for storage and dispensing flammable or combustible liquids?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 8
Lockout and Tagout Procedures

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Is all equipment capable of movement de-energized or disengaged, and blocked or locked-out during cleaning, servicing, adjusting or setting up operations?			
Do you prohibit locking out of control circuits in lieu of locking out main power disconnects?			
Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?			
Are appropriate employees provided with individually keyed personal safety locks?			
Are employees required to keep personal control of their key(s) while they have safety locks in use?			
Is the employee exposed to the hazard the only one who can place or remove the safety lock?			
Do employees check the safety of the lockout by attempting to start up the machine after making sure no one else is exposed?			
Are employees instructed to always push the control circuit stop button prior to reenergizing the main power switch?			
Is there a means provided to identify all employees who are working on locked-out equipment by their locks or accompanying tags?			
In the event that the equipment cannot be shut down and locked-out, has a safe tag-out procedure been established and rigidly followed?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 9
Medical Services and First Aid

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Is there a hospital, clinic or infirmary nearby?			
Are emergency phone numbers conspicuously posted?			
Where required, are employees trained and certified in first aid?			
Are Town approved first aid kits accessible in each work area and are they periodically inspected for required components?			
Are first aid kits replenished as supplies are used?			
Are employees trained in Cardiopulmonary Resuscitation (CPR) as necessary?			
Do employees know what to do in case of emergency?			
Are emergency showers and eyewashes available where corrosive liquids or materials are handled?			
Are employee medical records and records of employee exposure to hazardous substances up-to-date and maintained for the period of time required by law?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 10
Industrial Noise

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Are there areas in the workplace where continuous noise levels exceed 85 decibels (dBA)?			
Is there an ongoing preventive health program to educate employees in safe noise levels, exposures, the effects of noise on their health and the use of personal protective equipment?			
Have work areas where noise levels make voice communication between employees difficult been identified and posted?			
Are noise levels measured using a sound level meter, noise dosimeter or octave band analyzer and are records kept?			
Have engineering controls been used to reduce excessive noise levels?			
Where engineering controls are determined to be unfeasible, have administrative controls (i.e., worker rotation) been instituted to minimize individual employee exposure to noise?			
Is approved hearing protective equipment (noise attenuating devices) available to all employees working in noisy areas?			
Have you isolated noisy equipment from the rest of your operation?			
If you use ear protectors, are employees properly fitted and instructed in their proper use?			
Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection program?			
Additional Remarks:			

**SAFETY INSPECTION CHECKLIST NO. 11
Hand and Power Tools and Equipment**

Department/Division:

Date:

Location:

Inspector:

Hand Tools and Equipment

Criteria	Yes	No	N/A
Are tools and equipment (Town issued) in good condition?			
Are chisels, punches or other mushroomed head tools repaired or replaced?			
Are broken handles on hammers and axes replaced promptly?			
Are worn or bent wrenches repaired or replaced?			
Do files have handles?			
Is eye and face protection worn while using hand tools that might produce flying materials or breakage?			
Have employees been trained to use hand tools properly?			
Are jacks checked to assure they are in good operating condition and marked with the jack capacity?			

Portable Power Tools and Equipment

Criteria	Yes	No	N/A
Are grinders, saws and similar equipment used with appropriate safety guards?			
Are portable circular saws equipped with guards above and below the base shoe?			
Are rotating or moving parts guarded to prevent physical contact?			
Are all cord-connected, electrically operated tools and equipment grounded or double insulated?			
Are guards in placed over belts, pulleys, chains and sprockets on equipment such as concrete mixers, air compressors, etc.?			
Are portable fans provided with full guards having openings of ½ inch or less?			
Are Ground Fault Circuit Interrupters (GFCI) used with portable electrical power tools?			
Is compressed air used for cleaning reduced to a nozzle pressure of 30 psi or less?			
Are pneumatic and hydraulic hoses on power-operated tools inspected regularly for serviceability?			
Is portable hoisting equipment posted with capacity and latest load test information?			
Do chain saws have anti-kickback devices?			

Abrasive Wheel Grinders

Criteria	Yes	No	N/A
Is the work rest adjusted to within 1/8 inch on the wheel?			
Is the tongue guard adjusted to within ¼ inch of the wheel?			
Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?			
Are bench and pedestal grinders permanently mounted?			
Are goggles or face shields always worn while grinding?			
Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?			
Does each grinder have an individual on and off control?			
Are dust collectors or powered exhausts provided?			

Power Actuated Tools

Criteria	Yes	No	N/A
Are employees who operate power-actuated tools trained in their use and do they carry a valid operators card?			
Is each power-actuated tool stored in its own locked container when not being used?			
Is a sign at least 7" x 10" with bold face type reading "POWER ACTUATED TOOL IN USE" conspicuously placed to warn others that the tool is being used?			
Are power-actuated tools left unloaded until they are ready to be used?			
Are power actuated tools inspected for obstructions or defects each day before use?			
Do power actuated tool operators have and use appropriate personal protective equipment (head, eye, hearing, etc.)?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 12
Work Zone Site Safety

Department/Division:

Date:

Location:

Inspector:

Mechanical Equipment

Criteria	Yes	No	N/A
Are rollover protection structures (ROPS) provided for agricultural equipment and scrapers, front-end loaders, bulldozers, wheel-type industrial tractors, crawler tractors and motor graders?			
Are backup alarms provided?			

Excavating and Trenching

Criteria	Yes	No	N/A
Are walls and faces or trenches 5 feet or more in depth and entered by workers exposed to cave-in, guarded by shoring or sloping of ground?			
Is excavated material placed two or more feet from the edge of the excavation?			
Is heavy equipment kept a safe distance from the edge of the excavation to prevent cave-in?			
Is the ladder provided for exiting the trench located within 25 feet of those working in the trench?			
Are signs, barricades and flagmen used to warn motorists when excavating or trenching work is done in roadways?			
Do workers in the vicinity of roadways use safety vests for visibility?			
Are tools such as shovels, picks, hammers, etc. kept away from the edge of trenches to prevent injury to those working in the trench?			
Are excavations being carried out following the Construction Standards set forth in the Hawaii Administrative Rules (Chapter 132.2, Excavations)?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 13
Portable Ladder Safety

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Are all ladders maintained in good condition?			
Is each ladder equipped with non-slip safety feet?			
Are ladder rungs and steps free of grease and oil?			
Are ladders prohibited from being placed on unstable bases (such as boxes, barrels, truck beds, etc.) to gain added height?			
Do employees face the ladder and use both hands when climbing and descending the ladder?			
Are unserviceable ladders discarded?			
Do ladders extend at least 3 feet above the landing?			
Are rungs of ladders uniformly spaced at 12 inches?			
Do employees stand on the top step of ladders?			
Are portable metal ladders marked with signs reading, "CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT?"			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 14
Transporting Employees and Materials

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Do employees who operate Town vehicles have valid driver licenses (Type 3, 4 or Commercial Drivers License – CDL)?			
When more than 15 employees are transported in a van, bus or truck, is the operator’s CDL appropriate for the vehicle operated?			
Is each van, bus or truck used to transport employees equipped with an adequate number of seats?			
When employees are transported by truck, are provisions made to prevent their falling from the vehicle?			
Are vehicles used to transport employees equipped with handrails, steps or similar devices so that employees can enter and leave the vehicle safely?			
Are vehicles equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good operating condition?			
Are transport vehicles equipped with at least two reflective type flares?			
Is a fully charged and serviceable fire extinguisher, at least 4 B:C rating maintained in each transport vehicle?			
When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they place in closed boxes or containers secured in place?			
Are employees prohibited from riding on top of any load that can shift, topple or otherwise become unstable?			
Is there a driver improvement program for commercial drivers and are records kept of training received by each driver?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 15
Machine Guarding Safety

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Is there a training program to instruct employees on safe methods of machine operation?			
Is there a regular safety inspection program for equipment?			
Do you clean and properly maintain machinery and equipment?			
Is adequate space provided around and between equipment to permit set-up, servicing, material handling and waste removal?			
Is equipment anchored to prevent tipping or movement?			
Is there a power shutoff switch within reach of the operator's position for each machine?			
Are all emergency stop buttons colored red?			
Can power to each machine be locked-out for maintenance, repair or security purposes?			
Are non-current carrying metal parts of electrically operated machines bonded and grounded?			
Are foot operated switches guarded to prevent accidental activation by personnel or falling objects?			
Are pulleys and belts that are within 7 feet of the floor or working level properly guarded?			
Are moving chains and gears properly guarded?			
Are machines guarded to protect the operator and other employees in the area from ingoing nip points, rotating parts, flying chips and sparks and other hazards created at the point of operation?			
Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?			
Are fan blades protected with a guard having openings no larger than ½", when operating within 7 feet of the floor?			
Are saws used for ripping, equipped with anti-kick back devices and spreaders?			
Are radial arm saws arranged so that the cutting head will gently return to the back of the table when released?			
Is eye protection used when operating machines?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 16
Compressors and Compressed Gas Cylinders

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Are compressors equipped with pressure relief valves and pressure gauges?			
Are air filters installed on the compressor intakes?			
Are safety devices on compressed air systems checked frequently?			
Are signs posted to warn of the automatic starting feature of the compressor?			
Is the belt drive system guarded to provide protection for the front, back, top and sides?			
Is compressed air used for cleaning reduced to less than 30 psi at the nozzle?			
When using compressed air for cleaning, is eye and face protection provided and worn?			
Are locking devices used at couplings of high-pressure hose lines?			
Is every air receiver equipped with a pressure gauge with one or more automatic, spring-loaded safety valve(s)?			
Is every air receiver provided with a drainpipe and valve at the lowest point for removal of accumulated oil and water?			
Is the air receiver's inlet and piping system kept free of accumulated oil and carbon materials?			

Compressed Gas Cylinders

Criteria	Yes	No	N/A
Are cylinders equipped with a valve protection device?			
Are cylinders clearly marked to identify the gas they contain?			
Are cylinders stored in an area protected from high heat sources?			
Are cylinders stored or transported in a manner to prevent them from tipping, falling or rolling?			
Are valve protectors always placed on cylinders when they are not in use or connected for use?			
Are valves closed before a cylinder is moved, when the cylinder is empty and at the completion of each job?			
Are cylinders checked periodically for corrosion, general distortion, cracks or any other defect that may render them unserviceable or hazardous?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 17
Motor Vehicle Service and Repair Operations

Department/Division:

Date:

Location:

Inspector:

Fueling

Criteria	Yes	No	N/A
Is fueling prohibited while the vehicle engine is running?			
Do fueling operations minimize the likelihood of spillage?			
Are fuel tank caps replaced and secure before starting engine?			
When fuel spills, is the spillage washed away completely, evaporated or other measures taken to control vapors before starting the engine?			
During fueling, is there always metal contact between the container and the fuel tank?			
Are fueling hoses designed to handle the specific type of fuel dispensed?			
Is it prohibited to handle or transfer fuel in unapproved containers?			
Are open lights, flames or sparking, or arcing equipment prohibited near fueling or fuel transfer operations?			
Is smoking prohibited near fueling operations?			
Where fueling or transfer of fuel is done through gravity flow, are the nozzles self-closing?			

Servicing and Maintaining Equipment

Criteria	Yes	No	N/A
Are vehicles chocked or blocked to prevent unexpected movement?			
Are floors free of grease, gas or oil and is absorbent available to cleanup spills immediately?			
Is eye protection and protective apparel used when steam cleaning?			
Are traffic lanes and parking spaces marked on the garage floor and does staff ensure compliance with these markings?			
Is gasoline used as a solvent to clean tools, parts or hands?			
Is the rated load permanently marked on jacks and stands?			
Is a block placed between the jack cap and load?			
Are jacks and stands serviceable?			
Do jacks and stands have positive stops to prevent over travel?			
Is jewelry worn when servicing vehicles?			
Is compressed air used for cleaning regulated to less than 30 psi at the nozzle and do employees wear eye protection?			

Tire Operations

Criteria	Yes	No	N/A
Is there a published "Safe Operating Procedure" for tire repairs and is it enforced?			
Does each tire inflation hose have a clip-on chuck and in-line valve and gauge?			
Does the tire inflation control valve automatically shut off the airflow when the valve is released?			
Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?			
Are employees strictly forbidden from taking a position directly over or in front of a tire while it is being inflated?			

Battery Charging

Criteria	Yes	No	N/A
Is eye protection, acid resistant gloves and apron provided and used when measuring specific gravity or servicing of batteries?			
Are quick drenching shower and eye wash facilities immediately available and serviceable?			
Are spark producing devices and smoking prohibited in the area?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 18
Welding and Hotwork Operations

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?			
Are compressed gas cylinders examined regularly for obvious defects such as rusting or leakage?			
Are only approved torches, regulators, pressure reducing valves, acetylene generators and manifolds used?			
Are gas cylinders kept away from heat sources?			
Are gas cylinders stored away from stairs, elevators and exits?			
Are empty cylinders marked and are the valves closed and protected by valve caps?			
Are cylinders, valves, couplings, regulators, hoses and apparatus kept free of oil and grease?			
Unless secured on special trucks, are regulators removed and valve caps installed before moving cylinders?			
Do cylinders have keys, handles or non-adjustable wrenches on stem valves when in service?			
Are cylinders stored and shipped valve-end up with valve caps on?			
Is red used to identify the acetylene hose, green the oxygen hose and black for inert gas and air hose?			
Is a fire extinguisher available for immediate use?			
Do you periodically check the grounding of the machine frame and safety ground connections of portable machines?			
Is the welder prohibited from coiling the electrode cable around his body?			
Are wet machines dried and tested before use?			
Are work and electrode lead cables inspected for wear and damage prior to use, and replaced as necessary?			
When fire hazards cannot be removed, are shields used to confine heat, sparks and slag?			
Are firewatchers assigned when welding or cutting is done in locations where a serious fire may occur?			
When floors are wet, are personnel protected from possible electrical shock?			
When welding or cutting is done on walls, are precautions taken to protect combustibles on the other side?			
Are employees who are exposed to the hazards of welding, cutting or brazing protected with personal protective equipment?			
Is a check made for adequate ventilation when welding or cutting is done?			
When working in confined spaces, are tests for toxic and combustible gases taken prior to welding, cutting or brazing?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 19
Spray Painting Operations

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Do you have adequate ventilation before spray operations begin?			
Is the spray area kept clean of combustible residue?			
Is mechanical exhaust ventilation provided when spraying operations are conducted in enclosed areas?			
Is the spray area at least 20 feet from flames, sparks, electrical motors and other ignition sources?			
Is approved respiratory equipment provided and used during spraying operations?			
Are fire sprinkler heads kept free of spray residue?			
Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths and paint storage areas?			
Are spray booths constructed of noncombustible material?			
Are electric motors for exhaust fans placed outside spray booths?			
Are electrical motors, lights, etc., approved for use in hazardous locations?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 20
Hoists and Auxiliary Equipment

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Is each overhead hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?			
Will each hoist automatically stop and hold any load up to 125% of its rated load, if the actuating force is removed?			
Is the rated load of each hoist legibly marked and visible to the operator?			
Are stops provided at the safe limits of travel for trolley hoists?			
Are close fitting guards installed to assure hoist ropes will be maintained in sheave grooves?			
Are nip points or contact points between hoist ropes and sheaves located within 7 feet of the surface guarded?			
Is the use of unserviceable chains or rope slings prohibited?			
Is the operator prohibited from carrying loads over people?			
Are only employees who have been trained in the proper use of hoists allowed to operate them?			
Additional Remarks:			

SAFETY INSPECTION CHECKLIST NO. 21
Forklifts and Industrial Trucks

Department/Division:

Date:

Location:

Inspector:

Criteria	Yes	No	N/A
Are only trained personnel allowed to operate industrial trucks?			
Is overhead protection provided on rider lift trucks?			
Does each industrial truck have a warning device that can be clearly heard above the normal noise in the operating area?			
Are lift truck operating rules posted and enforced?			
Are brakes on industrial trucks capable of bringing the vehicle to a complete and safe stop when fully loaded?			
Will the industrial truck's parking brake prevent the vehicle from moving when unattended?			
Are forklift loads lowered while the truck is traveling?			
Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?			
Are motorized hand and hand/rider trucks designed so when the brakes are applied, power to the drive motor shut off when the operator releases his grip on the device that controls the travel?			
Are industrial trucks with internal combustion engines, operating in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes?			
Additional Remarks:			

Section 11

Safety Reporting Forms



Town of Front Royal

ACCIDENT/INCIDENT REPORT

MUST BE TYPED OR PRINTED LEGIBLY

*REPORT ALL VEHICLE & EQUIPMENT INCIDENTS, PROPERTY DAMAGE,
AND CITIZEN INCIDENTS ON THIS FORM*

- Vehicle Accident
- Property Damage
- Employee Injury
- Citizen Incident Report

SECTION 1: ACCIDENT/INCIDENT INFORMATION

Required for all Reports

Employee Involved: _____ Department: _____

Incident Date/Time: _____ Reporting Date: _____

Location of Incident: _____

Description of Incident: _____

Others Involved in Incident (Name, Address, Phone): _____

Witnesses (Name, Address, Phone): _____

Police Report Num: _____ Officer Name: _____ Citation Issued Yes No

ATTACH COPY OF POLICE REPORT (REQUIRED FOR ALL VEHICLE ACCIDENTS)

SECTION 2: ACCIDENT/INCIDENT DETAILS

Town Vehicle/Equipment Information:

Plate: _____ VIN: _____ Vehicle #: _____

Year: _____ Make: _____ Model: _____

Driver's Name: _____ Department: _____

Describe Damage: _____

Location of Vehicle: _____

Other Vehicle Information:

Plate: _____ VIN: _____ Vehicle #: _____

Year: _____ Make: _____ Model: _____

Driver's Name: _____ Department: _____

Describe Damage: _____

Location of Vehicle: _____

ACCIDENT/INCIDENT REPORT

MUST BE TYPED OR PRINTED LEGIBLY

REPORT ALL VEHICLE & EQUIPMENT INCIDENTS, PROPERTY DAMAGE,
AND CITIZEN INCIDENTS ON THIS FORM

SECTION 2: ACCIDENT/INCIDENT DETAILS

(Continued)

Injuries:

Injured Name: _____

Injured Address: _____ Injured Phone: _____

Nature & Extent of Injury: _____

Exact Location of Injury: _____

Cause of Injury: _____

Was Injured given First Aid? Yes No Describe Treatment: _____

Sent for Medical Treatment? Yes No If Yes, Where? _____

Property Loss/Damage:

Owner's Name: _____

Owner's Address: _____ Owner's Phone: _____

Description of Property Lost/Damaged: _____

Damage Estimate: _____

Cause of Accident/Injury (Check all that Apply):

- | | |
|--|---|
| <input type="checkbox"/> Carelessness (Inattention) | <input type="checkbox"/> Bodily Conditions (Fatigue, Illness, Intoxication, etc.) |
| <input type="checkbox"/> Inadequate Safeguards (Improper safety devices) | <input type="checkbox"/> Horseplay (Failure to observe situation) |
| <input type="checkbox"/> Lack of Skill/Knowledge (Improperly trained) | <input type="checkbox"/> Environmental Conditions (Lighting, slippery, etc.) |
| <input type="checkbox"/> Defective Equipment (Poorly maintained equipment) | <input type="checkbox"/> Other: _____ |

SECTION 3: CHECKLIST

(Town Employees Only)

- | | |
|---|--|
| <input type="checkbox"/> Contacted Supervisor or Department Head | <input type="checkbox"/> Injury, contacted (877)234-0898; Case # _____ |
| <input type="checkbox"/> If Vehicle Accident, Contacted Police Department | <input type="checkbox"/> Arranged for Drug/Alcohol Screening |
| <input type="checkbox"/> Obtained Information from Others | <input type="checkbox"/> Arranged for site clean-up |

Completed by (Print): _____ Signature: _____

Date: _____



Town of Front Royal

ACCIDENT/INCIDENT INVESTIGATION

MUST BE TYPED OR PRINTED LEGIBLY

TO BE COMPLETED BY THE SUPERVISOR OR DEPARTMENT HEAD

- Vehicle Accident
- Property Damage
- Employee Injury
- Citizen Incident Report

SECTION 1: ACCIDENT/INCIDENT INFORMATION

Required for all Reports

Employee Involved: _____ Department: _____

Incident Date/Time: _____ Employee Status: Working Hospital Home

Location of Incident: _____

Description of Incident: _____

Cause of Incident: _____

Employee at Fault? Yes No Citation Issued? Yes No Procedures followed? Yes No

Disciplinary Action Taken? Yes No _____

SECTION 2: CORRECTIVE ACTION

Root Cause of Incident:

- | | | |
|---|--|--|
| <input type="checkbox"/> Leadership/Supervision | <input type="checkbox"/> Work Standards | <input type="checkbox"/> Conditions |
| <input type="checkbox"/> Motivation | <input type="checkbox"/> Specifications | <input type="checkbox"/> Stress |
| <input type="checkbox"/> Tools or Equipment | <input type="checkbox"/> Lack of Knowledge | <input type="checkbox"/> Lack of Skill |

Corrective Action: _____

Lessons Learned: _____

Supervisor Signature _____ Date: _____

Director Signature _____ Date: _____

Risk Manager Signature _____ Date: _____

Town of Front Royal
SUPERVISOR'S OBSERVATIONS

Section 1

Employee Name: _____

Employee Job Title _____

Division/Work Unit: _____

Date of Observation _____

Time: _____ am/pm

Location _____

Employee performing safety-sensitive duties? yes no

Observations: Check ALL that apply: Section 2

BEHAVIOR

- stumbled
- drowsy, sleepy, lethargic
- agitated, anxious, restless
- hostile, withdrawn
- unresponsive, distracted
- clumsy, uncoordinated
- tremors, shakes
- flu-like illness complaints
- suspicious, paranoid
- hyperactive, fidgety

APPEARANCE

- flushed complexion
- sweating
- cold, clammy, sweats
- bloodshot eyes
- tearing, watery eyes
- dilated (large) pupils
- constricted (pinpoint) pupils
- unfocused, blank stare
- disheveled clothing
- unkempt grooming

SPEECH

- slurred, thick
- incoherent
- exaggerated enunciation
- loud, boisterous
- rapid, pressured
- excessively talkative
- nonsensical, silly
- cursing, inappropriate speech

BODY ODOR

- frequent use of mints, mouthwash, breath sprays, eye drops
- inappropriate, uninhibited behavior
- alcohol
- marijuana

Other observations: _____

Section 3

The observations, documented above, were made of the employee identified in Section 1.

Supervisor's Name (printed or typed)

Supervisor's signature

Date

Additional Witness (if applicable): _____

Printed name

Signature

Date

Section 4

Test Determination:

- Reasonable Suspicion Alcohol Breath Test
- Reasonable Suspicion Drug Urine Test
- No Test Required
- Employee Refused Test
- Other (explain): _____
- No Test Conducted
- 8 hours elapsed
- No collection available
- Employee transported for Medical Care

Section 5

EE transported to _____ (collection site)

by: _____ @ _____ am/pm