

## **SAFETY POLICY**

**PURPOSE:** The City of Simpsonville recognizes the need to have a safe workplace for its employees as well as its responsibility to manage public funds prudently. It is dedicated to managing the risks of providing services for its citizens and will do all it can to prevent losses. Recognizing that losses will inevitably occur, the City does not consider any loss acceptable and will make efforts to identify and resolve loss exposures.

**POLICY:** The City of Simpsonville hereby adopts the following policy regarding the safety of its employees and citizens:

1. A Safety Committee is hereby established. The Safety Committee shall be composed of 1 representative from each department selected by the Department Head. From its membership, the Safety Committee shall elect a Chairman.
2. The City Administrator, Department Heads, and employees are responsible for implementing this policy and for recommending additional policies or procedures to enhance the safety program and risk management.
3. Regularly scheduled safety meetings will be held with all employees.
4. Department Heads will periodically hold (5-minute) safety talks with employees.
5. All accidents must be investigated by the Safety Committee. At the conclusion of the investigation, the Safety Committee shall recommend actions to prevent recurrence.
6. Each new employee will be trained in safe working practices for his/her particular job and closely supervised until it is ascertained that he/she is fully capable of performing his/her duties in a safe manner.
7. Each employee will be provided with and required to use appropriate personal protective equipment.
8. Each employee will be required to immediately report any accident of which he/she is aware to the immediate supervisor.
9. Each employee will be required to report any hazard or unsafe work habit of which he is aware to his immediate supervisor.

10. All employees are expected to cooperate with Safety Committee and remain safety conscious.

SIGNATURE OF MAYOR:

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Paul Shewmaker

ATTEST:

APPROVED AS TO FORM:

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Phyllis Long  
City Clerk

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David W. Holmes  
City Attorney

ADOPTED: February 11, 2020

## **CITY OF SIMPSONVILLE SAFETY POLICY STATEMENT**

The success of the City of Simpsonville depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe work place by establishing and maintaining an effective safety program. We consider safety to be a fundamental part of our organization's operations.

The responsibility for safety resides with each of us. We are challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers. To ensure the success of our safety process, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us. Working safely and in accordance with established safety policies is an absolute requirement for all employees, Department Heads and supervisors.

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Dianna Gracely  
City Administrator

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Date