



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): SAFE WORKPLACE POLICY

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

SAFE WORKPLACE POLICY

I. Safety Policy

The City strives to provide a safe and healthy place for employees to work and to protect employees from job-related injuries. The actions of each Department Director, Division, Manager/Supervisor and employee should reflect a commitment to safety. All employees are expected to take an active role in promoting workplace safety by reporting unsafe working situations. Management support is one of the crucial elements of a Comprehensive Safety & Risk Management Program. Accidents can be costly to both the employee and the City and reduces the funds available for City operations and function.

Additionally, employees are required to report all accidents/incidents to help management identify and correct underlying causes of accidents, and thereby prevent similar accidents. Accident reporting is also required to verify that injuries in the course and scope of employment qualify for compensation under the Workers' Compensation system.

- A. Employee Responsibilities.** Employees are responsible for exercising good judgement in preventing accidents and for observing safety rules when performing job duties. Employees are required to:
1. Report all accidents/incidents to their supervisor, however minor they may be, as soon as possible. This ensures a prompt investigation is performed to prevent similar accident/incidents from occurring.
 2. Report any unsafe work conditions, equipment, or practices to their supervisor as soon as possible.
 3. Attend scheduled safety meetings and activities.
 4. Complete required safety training, when applicable.
 5. Advise their Manager/Supervisor or Department Director if they are taking physician-prescribed medication that may adversely affect their ability to perform their job functions.
- B.** Employees shall not alter, repair, or in any way change, add to, or remove any parts or accessories of any City owned or leased property without the permission of the department head and the City department officially charged with maintenance of the property (such as



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Information Technology for computers, Fleet for vehicles). This includes buildings, office equipment, machines, clothing, tools, and other equipment.

- C. Employees who operate vehicles or equipment in the course and scope of employment with the City will be instructed, where applicable, in the use of that equipment.
- D. **Supervisor Responsibilities-** It is the responsibility of all City supervisors to adhere to occupational safety and health programs, accident reporting, and supervisory investigation responsibilities. Supervisors are required to:
 - 1. Report accidents/incidents to the Human Resources department using City accident/incident reporting forms. Supervisors have 24 hours from the time the employee notifies them of the accident/incident to complete their initial investigation and submit all required forms.
 - 2. Train staff under their supervision and ensure that staff understands how to accomplish their work assignments in a safe manner.
 - 3. Ensure that scheduled, periodic inspections of workplaces are conducted to identify, evaluate, and correct workplace hazards, sanitation deficiencies, security concerns, and unsafe work practices. All unsafe findings shall be documented, and corrective actions outlined for all deficiencies.
 - 4. Ensure adequate personal protection equipment (PPE) is available and enforce its use as required.
- E. **Department Directors** or duly appointed designee(s) within a department shall serve as a safety liaison for their department. Each department's safety liaison shall be responsible for working with the Human Resources department to identify safety problem areas within their department and correcting the same. Additionally, department safety liaison will work to notify other departments of such problems so that in the event the same situation exists, it can be corrected in other departments.
- F. **Safety & Health Training.**
 - 1. Each City department head has the responsibility to facilitate and document required safety training within each department for employees. The types of training that shall be accomplished:
 - a. New Employee Safety Orientation- outlines the City and department safety procedures (i.e. accident/incident reporting, hazard identification, and other safety policies).



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- b. Job Specific Training- concerning the safe operation of tools and equipment and hazards associated with job functions.
 - c. Refresher- regular reoccurring training that may occur periodically as assigned (i.e. weekly, monthly, quarterly).
 - d. Specific needs training- required for new processes and/or equipment, or when a unique risk exposure exists (i.e. temperature extremes, confined space, lockout/tagout, responding to belligerent or threatening visitors/customers, etc.)
2. The intent of this training is to reduce hazards, promote a safe work environment, eliminate workforce loss and all costs associated with accidents.
 3. All safety related training must be documented, and a copy sent to the Human Resources department to file in the employee's record(s).

G. Workplace Assessments

1. The primary purpose of a workplace assessment is to spotlight unsafe working conditions and equipment, unsafe acts, and reveal any need for new safeguards and procedures. Assessments also foster safety awareness and involve employees in the safety & risk management program.
2. Assessments shall be conducted as outlined in this policy. The frequency of each assessment shall be based on the following criteria, to determine which areas need attention:
 - a. Frequency of accident/incidents;
 - b. Potential for injury;
 - c. Potential for severity of injury;
 - d. General workplace cleanliness or housekeeping;
 - e. New or altered equipment, processes, or operations; and
 - f. Previous record of past incidents/assessments.
3. The Human Resources Department will:
 - a. Conduct periodic on-site assessments and report any unsafe conditions to management;
 - b. Provide hazard and accident analysis;
 - c. Prepare and keep adequate records of all hazards and unsafe working conditions; and
 - d. Develop a program to assist in the elimination of hazards.



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4. Supervisors will conduct regular safety assessments to ensure safe work practices and work site conditions are maintained.
5. Employees shall promptly report the need for repairs of any City owned or leased property issued to, used by, or possessed by the employee to the supervisor and to the City department officially charged with maintenance of such property.

H. Accident Investigations

1. Investigations are intended to:
 - a. Determine the sequence of events;
 - b. Identify direct, indirect, and root causes of the accident/incident; and
 - c. Find methods to prevent reoccurrence of the accident or injury.
2. To be of benefit, accident investigations must be fact-finding, not fault-finding. This is not to say responsibility should not be addressed where employee conduct appears to have been a factor in the incident, nor should that person be excused from accountability for his/her conduct. The review shall, however, be an unbiased account of factual information relating directly to the incident.
3. The Human Resource Department, or other designated City employee, may conduct administrative investigations into the circumstances of accidents and prepare written reports upon request. The report may also include recommendations of any corrective action that should be taken to prevent reoccurrence of such accident.

I. Personal Protective Equipment

1. The City will provide, directly or through an allowance as determined by management, items of personal protection, including clothing, as specified in this chapter.
2. Supervisors will direct use of personal protective items when warranted. Employees will comply with such direction. Examples are:
 - a. Hard hats will be provided and used by all employees working in areas where possible danger of head injury from impact, falling or flying objects, or from electrical shock and burns exist.
 - b. Hearing protection devices will be provided and worn by all employees working in areas where a danger of noise exposure exceeds accepted safe limits.



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- c. Eye and face protection equipment will be provided and used by all employees when machines or operations present potential eye or face injury from physical, chemical, or radiation agents.
- d. Respiratory protective devices will be provided and used by all employees when working in atmospheres immediately dangers to life and health, or where there is an immediate threat of exposure to contaminants which are likely to have adverse effect on the health of the employee.
- e. Protective footwear will be used by all employees when working areas where equipment operation, or the movement of heavy materials, or construction situations could cause injury to the feet.
- f. Protective gloves will be worn by all employees when work-site operations could cause injury to the hands.

J. Occupational Safety & Health Standards

1. The City prefers to cite standards, guidelines, rules and regulations of other agencies and organizations where feasible and appropriate. This practice of referencing and referral to other agencies and programs recognizes and emphasizes the authority, responsibility, and expertise of that agency or organization. This practice also avoids duplication of program, reporting and compliance with separate sets of guidelines, standards, rule and regulations. Often the applicability of these codes, standards, and regulations carries over into other lines of business which the City engages in.
2. When a risk exposure is not covered by a City ordinance, policy, or procedure, an appropriate nationally recognized standard shall be followed. Therefore, appropriate state or federal agencies and other organizations that have specialized knowledge and expertise regarding particular safety and health topic or program or that have the authority and responsibility for a specific safety or health related program, may be referenced in conjunction with various safety elements for the City.
3. Despite the exclusion of coverage under the OSH Act, the most commonly reference standards are the Occupational Safety and Health Administration (OSHA) regulations.
4. A department which cannot comply with any nationally recognized standard shall, upon request of Human Resources, file a statement which:
 - a. Clearly identifies the factors preventing the department's compliance with the appropriate guideline or nationally recognized standard; and



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b. States the action the department will take in lieu of complying with the guideline or nationally recognized standard.

- K. In order to improve safety within the workplace, the City:
 - 1. Provides information about workplace safety and health issues through internal communications, employee meetings, bulletin board postings, memos, and other written material.
 - 2. Conducts or sends employees to meetings or conferences that address workplace safety.
 - 3. Provides safety training that covers potential safety; health hazards; and safe work practices and procedures in order to eliminate or minimize hazards.
 - 4. Encourages employees to make suggestions or express their ideas about improving safety in the workplace to their Manager/Supervisor and/or Department Director.

- L. Employees who violate safety standards, cause hazardous or dangerous conditions, fail to report unsafe conditions or situations, or, where appropriate, fail to remedy an unsafe condition may be subject to discipline up to and including termination.

II. Building Security

This Policy establishes standards and procedures for maintaining a safe, effective and efficient workplace, free from distraction, loss of confidential information or data, and other disruption, which may interfere with daily operations of the City, and/or other concerns related to the unauthorized and unattended visitors in City buildings and facilities, other than the areas open to the general public at the time, while continuing to maintain the spirit of open government.

A. Requirements

- 1. Employees - All employees must wear or display their City-issued employee identification card or official badge on their outer clothing in a place and position immediately visible to another employee of the City. It shall be the responsibility of each City employee to comply with all applicable policies, rules and regulations pertaining to access to City buildings and facilities. Every employee has the duty to deny access to any person he/she reasonably believes does



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not have authority to be in a secured area, unless otherwise informed by their Supervisor, Department Director or the City Manager. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment. Only authorized personnel are allowed in non-public areas.

2. Visitors - Any non-City employee within City buildings and facilities, other than areas open to the general public at the time, shall be required to sign in, provide general information about their visit and display a visitor badge with the label "VISITOR" on their outer clothing in place and positioned immediately visible to another employee of the City. All visitors should be escorted by a City employee and cannot be left unattended for any length of time within City buildings or facilities in an area not open to the general public. Sometimes a visitor whose name and general information needs to be kept confidential will not be required to sign in, but such visitors shall be subject to the badge and escort requirements of this Policy. The City Manager, or designee, must approve any other exceptions to the visitor requirements of this Policy.
3. Exemptions - The Mayor and City Council are exempt from wearing any form of identification or being restricted from any City building or facility. Officials from other known governmental entities and media associates will also be exempt from the sign in procedure; however, they will be required to wear a visitor's badge or other City-issued identification badge. Identification badges, other than those issued to City employees, may be authorized by the City Manager.
4. Municipal Court - Visitors and other individuals having business at the New Braunfels Municipal Court shall comply with the security rules and regulations of the Municipal Court.
5. Meetings - The Council and various boards and commissions of the City meet in the Council Chamber and conference rooms at City Hall. Persons attending such meetings will not be required to sign in or wear an identification or visitor's badge. Other groups and organizations may occasionally use the Council Chamber or conference rooms for a meeting. Persons attending such meetings will not be required to sign in or wear an identification or visitor's badge; however, a Department Director or other designated City employee shall be responsible for escorting these persons to the designated area for their respective meeting.
6. Rental of City building or facility - Some City buildings and facilities are available for rent for public or private functions. This policy does not apply in those situations where a building or facility is rented pursuant to a rental agreement with the City or a department of the City.



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III. Adverse Weather and State of Emergency

It is the policy of the City of New Braunfels to determine whether or not employees are to report to work during adverse weather conditions and/or a state of emergency. The City Manager or designee will make a decision regarding whether specific employees shall not report to work. All employees shall report to work unless otherwise directed not to report to work.

- A. If an employee is unsure as to whether or not he/she should report to work, it will be the employee's responsibility to contact his/her immediate Manager/Supervisor, prior to normal reporting time to determine whether or not he/she is to report to work.
- B. During normal work hours when driving conditions are then or are projected to be extremely hazardous, the City Manager or designee may allow employees to arrive late and/or leave early from work or may excuse employees from reporting to work when weather conditions are projected to be extremely dangerous. When such absences occur, employees may be required to use accrued vacation, compensatory time or be granted leave without pay.
- C. Employees are encouraged to make every attempt to come to work, and at a minimum, shall contact their Manager/Supervisor when road or driving conditions do not permit their attendance at work. When such absences occur, employees may be required to use accrued vacation, compensatory time or be granted leave without pay.
- D. Employees will receive their regular pay when the City Manager or designee does not allow employees to work due to adverse weather conditions or a declared emergency.
 1. Non-Exempt Employees - Employees required to work shall be paid for hours worked in accordance with the City's policies on pay, overtime and compensatory time off. If certain employees are available to work during the time of emergency or disaster, but are unable to work because of job function, safety reasons, or inability to access their work site may receive, at the option of the City Manager, their normal pay for all or a portion of the time that they were unable to work.
 2. Exempt Employees - Employees required to work will not receive overtime or compensatory time hours worked in excess of the normal workweek unless overtime is authorized by a declared emergency and reimbursed to the City by the United States government or the State of Texas. Employees available to work during the time of the emergency or disaster, but who are unable to work because of job function, safety reasons, or inability to access their work site they may receive at the



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option of the City Manager, be granted discretionary leave with pay for all or a portion of the time that they are unable to work.

- E. Employees who are not able to work their normal workweek during an emergency or disaster and who are not paid for hours not worked during this period may use accrued vacation leave or compensatory time to substitute for the hours not worked.
- F. Department Directors and/or their designees are expected to report for duty during any period of a declared emergency unless instructed otherwise by the City Manager.
- G. Public Safety employees will abide by the adverse weather/emergency conditions provisions prescribed by their department.