

## **SAFETY AND ACCIDENT PREVENTION**

- 1) The **(name of local unit)** will provide a safe and healthy work environment and shall comply with the [Public Employees Occupational Safety and Health Act](#) (PEOSHA). The **(name of local unit)** is equally concerned about the safety of the public. Consistent with this policy, employees and volunteers will receive periodic safety training and will be provided with appropriate safety equipment. Employees and volunteers are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action, up to and including termination. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Department Head. Any on- the-job accident or accident involving **(name of local unit)** facilities, equipment or motor vehicles must also be immediately reported.
  
- 2) Administration of the safety program is the job of (\_\_\_\_\_). They should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each department head or supervisor shall make sure that the employee under his/her supervision is well acquainted with existing safety rules and shall see that the rules are uniformly enforced. Safety education of all employees shall be promoted by supervisors adhering to all safety rules.
  
- 3) It is the responsibility of all employees to cooperate in making the safety program work. Employees are required, but not limited to:
  - a. Be informed of and observe established safe practices.
  - b. Notify supervisors of any unsafe conditions they discover.
  - c. Use personal protective equipment such a steel toed shoes, safety vests, safety glasses, and hard hats where required.
  - d. Not remove guards or other protective devices from machinery and equipment.
  - e. Not engage in “horseplay.”
  - f. Attend any required training or orientation to increase safety awareness.
  - g. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely.
  - h. Report all job-related injuries or illnesses to their supervisors promptly.

- i. Assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.
  - j. Refrain from smoking in “no smoking” areas.
  - k. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.
- 4) Should an accident occur, the supervisor of the employee(s) involved in the accident must provide ( \_\_\_\_\_ ) with a detailed account of the incident.

At a minimum, the report should include the following:

- a. Driver(s) involved (Including Driver’s License Numbers)
- b. Vehicle(s) involved (Year, Make, Model)
- c. Information on other parties involved
- d. Detailed description of the event, which should include weather conditions at the time, location, time of day, and the like.

Upon receipt of the incident report, the ( \_\_\_\_\_ ) will decide what action (if any) is needed.

### **SAFETY EQUIPMENT**

- 1) The **(name of local unit)** supplies all safety equipment to its employees regardless of whether they work inside or outside.
- 2) Hard Hats: It is the policy of the **(name of local unit)** to require employees to wear hard hats when conditions warrant and/or ordered to do so by a supervisor.
- 3) Safety Harness: Shall be used when an employee enters a large clean out, storm manhole, sewer manhole, wet well, catch basin or large pipe.
- 4) Safety Vest: Shall be worn when an employee is in flagging position and/or when working in a traveled right-of-way.
- 5) Safety Glasses: Shall be worn when grinding, chipping, using air tools, driving backhoe or under conditions which warrant the supervisor to require safety glasses being worn.
- 6) All possible precautions must be taken by employees to avoid exposure to injury or illness to themselves or others.
- 7) Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action including termination for repetitive or gross violations.

- 8) At time of Employment, an employee will receive a copy of **(name of local unit)** Employee Safety Responsibilities, which will be signed and placed in Employee's Personnel file.

**(name of local unit) - EMPLOYEE SAFETY RESPONSIBILITIES**

As an employee of the **(name of local unit)**, I am responsible to:

1. Observe all **(name of local unit)** safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs or consume them while on Municipal property.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Remain in my own work area unless I am authorized otherwise.
11. Observe safe lifting procedures at all times.
12. Follow proper lifting procedures at all times.
13. Ride as a passenger on a vehicle only if it is equipped with a rider's seat.
14. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
15. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.

16. Actively support and participate in the Borough of Washington's efforts to provide a safety and health program.

date (s) and time (s) of the reported drug related incident (s), reliable/credible sources (s) of information, rationale leading to the test (s) and the action taken.

### **OBTAINING TEST SPECIMEN**

- 1) The urine specimen will be obtained from the employee by a laboratory certified by the [National Institute of Drug Abuse](#), in accordance with the laboratory's procedure and under the direction of a Borough physician and/or appropriate medical insurance-assigned physician.
  - A. The physician requesting the urine specimen and/or blood test will complete the required forms requesting that the employee submit to a drug and/or alcohol test.
  - B. The employee will sign the physician's request form acknowledging receipt of the request to submit to drug and/or alcohol testing.
  - C. The employee will be accompanied by his or her supervisor to the laboratory for drug testing. The supervisor will give the drug test request form to the laboratory.
  - D. An employee who is unable to provide a urine specimen immediately will be asked to remain on the premises for a reasonable amount of time, not to exceed three (3) hours. If the employee is unable to submit a sample, this will be considered a refusal unless the attending physician or the employee's own physician can submit medical documentation that he/she is unable to urinate.
  - E. Upon receipt of the specimen from the employee by the laboratory, the staff member collecting the specimen will immediately make the appropriate notation indicating the employee's compliance on the drug test request form.

If the employee complies, refuses or is unable to submit a urine specimen, this fact shall be noted on the drug test request form.
  - F. The laboratory will test the specimen for prohibited substances, as listed in the "Prohibited Substances" section of this article, and confirm using an alternative scientific method. For example, the EMIT test followed by the GS/MS test.
  - G. The laboratory will return the drug test request form, the lab report and any printouts showing the results to the appropriate Borough physician of the Borough of Washington.
  - H. The employee has the right to request at the time that he or she submits a requested specimen that two (2) samples be taken and the right to have the second sample tested by the independent laboratory of his or her choosing, provided that the laboratory is approved by the State of New Jersey, the cost of the second sample taking and testing to be at the employee's expense. The employee must check off and sign next to his choice of drug testing, indicating

whether or not he

or she has requested that a second sample be taken. Both specimen samples shall be collected in accordance with the above outlined procedure.

I. Any individual subject to testing under this plan shall be permitted to provide urine specimens in private and in a rest room stall or similar enclosure so that the employee is not observed while providing the sample. Collection site personnel of the same gender as the individual tested, however, may observe the individual provide the urine specimen when such personnel have reason to believe the individual may alter or substitute the specimen to be provided. Collection site personnel may have reason to believe that a particular individual may alter or substitute the specimen to be provided when:

i. The individual:

- a) Is being tested pursuant to reasonable suspicion testing;
- b) Has previously been found by the Borough to be an illegal drug user; or
- c) Has previously tampered with a sample.

ii. Facts and circumstances suggest that the individual:

- a) Is an illegal drug user;
- b) Is under the influence of drugs at the time of the test; or
- c) Has equipment or implements capable of tampering with or altering urine samples.

iii. The Specimen:

- 1. Has a temperature outside the range of thirty-two and five-tenths to thirty-seven and seven-tenths degrees Celsius [ninety and five-tenths to ninety-nine and eight-tenths degrees Fahrenheit]; or
- b) Shows signs of contamination.

### **CONFIDENTIALITY**

- 1) The requesting physician of the Borough will receive all reports of test results. Results of the test shall be reported by the requesting physician to the Borough Manager and to the test employee. All actions taken under the authority of this program will maintain employee confidentiality. Information related to investigations, possible employee violations, medical tests or drug tests will be communicated only on a need to know

basis. Discussions with employee so conducted under this policy will be conducted as privately as circumstances permit.

- 2) All records and information of the personnel actions taken on employees with verified positive test results shall remain confidential with only authorized individuals who have a need to know having access to them.
- 3) A copy of the laboratory reports or test results will be placed in a sealed envelope and appear in the personnel folder of the employee.

### **USE OF RESULTS**

- 1) The Borough will take action on a confirmed positive test result only after receiving a report to the Borough Manager from the Borough physician. Detection of any prohibited substance in the specimen is grounds for immediate discharge or suspension of an employee. However, the employee should have every opportunity within a seven (7) calendar day period to explain the presence of any drug in his/her system and to substantiate the explanation with medical evidence. The medical evidence which would justify a positive result may include, but is not limited to, a valid prescription or verification from the employee's physician verifying a valid prescription. The evidence should be submitted directly to the requesting Borough physician
- 2) The presence of a drug such as phencyclidine (PCP), which is not available medically, is self-explanatory. However, the presence of drugs available by prescription, such as barbiturates and amphetamines, could have a legitimate medical explanation. Since the legitimate use of these drugs could indicate a possible health problem, the employee's job responsibilities will be reviewed as to whether the use of these drugs poses a potential hazard to the employee, coworkers or the public, or would otherwise interfere with job performance.

### **COMPLIANCE REQUIRED**

- 1) All employees are expected to comply fully and promptly with instructions issued under the authority of this policy. Failure to do so can result in disciplinary action up to and including termination.

### **TERMINATION NOTICES**

- 1) Termination notices under this policy should identify the reason for termination as misconduct and comply with the procedure set forth under the "Employee Termination Policy".

### **RESPONSIBLE UNIT**

- 1) The Borough Manager is responsible for the overall daily administration of this program



and will arrange instruction to all employees and supervisors in the following topics:

- a. Understanding the drug and alcohol abuse policy.
  - b. Informing employees about the policy.
  - c. Implementing the policy.
  - d. Identifying potential drug or alcohol-abusing employees.
- 2) All physician examinations related to suspected drug or alcohol abuse are to be conducted by officially recognized doctors of the Borough of Washington.
  - 3) The Borough doctor/physician is responsible for the selection of laboratories and procedures to be used for urine drug screening.

#### **NOTIFICATION TO EMPLOYEES**

- 1) The following measures will be implemented so that employees will be aware of the Borough of Washington's drug abuse policy:
  - a. Copies of the policy will be posted on bulletin boards at Borough facilities.
  - b. Supervisors will inform all employees reporting to them of the effective date of the policy and supply each employee with a copy. Copies which department heads are unable to distribute are to be returned to the Borough Manager. All employees will sign a form indicating they have received a copy of this policy.

#### **POLICY NOT TO BE A CONTRACT**

- 1) Neither this policy nor the Borough's substance abuse program is intended to establish or alter any existing or implied contract between the Borough and its employees.

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