

TOWN COUNCIL



STAFF REPORT Human Resources

MEETING DATE:	May 12, 2026
PROJECT:	Consideration of a Resolution Adopting A Comprehensive Safety Program and Loss Control Policies
PROJECT MANAGER:	Anni Evans, Human Resources Director

REQUEST: Consideration by Town council to adopt by resolution a comprehensive safety program and loss control policies.

BACKGROUND: The Town of Bluffton is committed to maintaining a proactive loss control posture to ensure that sound prevention measures are a primary consideration in all Town operations. The prevention of accidental losses affecting employees, property, and the public is essential to the operating efficiency of the Town government.

To formalize this commitment, staff have developed a Safety Policy Statement that establishes safety and health as core values of the organization. Furthermore, the Municipal Association of South Carolina (MASC) recommends that municipalities adopt such a resolution to establish a formal commitment to risk management and the reduction of workplace injuries.

The proposed Safety Program and Loss Control Policies include the following key components:

- **Regulatory Compliance:** Town facilities and programs are intended to meet or exceed health and safety regulations issued by State (SC OSHA) agencies.
- **Safety Committee:** A Safety Committee has been established to identify workplace hazards, review performance, and recommend enhancements to Town safety standards.
- **Individual Responsibility:** The policy clearly defines that every employee is responsible for practicing safe work habits and reporting unsafe situations immediately.
- **Safety Manual:** While the formal policy statement is before council today, a detailed Safety and Health Manual is currently being developed by the Safety Committee to provide specific operational instructions.

NEXT STEPS: Upon adoption of Resolution, Human Resources will:

1. Schedule the first Safety Committee meeting and work with the committee to establish the Safety and Health Manual.

2. Conduct training sessions to ensure all employees understand their loss control responsibilities.

SUMMARY: Human Resources is recommending updating the adoption of the Safety Program and Loss Control Policies to ensure a work environment free of recognized hazards and to align with industry best practices for municipal organizations in South Carolina.

ATTACHMENTS:

1. Resolution: Adoption of a Comprehensive Safety Program and Loss Control Policies
2. Draft Safety Policy Statement