

	Employee Occupational Safety and Health	
	Section No: 2.10	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	Supersedes: Employee Occupational Safety and Health Resolution 2004-012, effective date August 5, 2003 Resolution No. 2009-257, effective date June 16, 2009	
	Next Review Date: September 1, 2026 Responsible Office: Risk Management	
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☒ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Accident: An unplanned event that results in injury, illness, property damage, or other loss.

Emergency Procedures: Pre-established actions employees must follow during events such as fires, severe weather, hazardous material incidents, or active threats.

Employee: Any individual employed by the City of Kingsport or Kingsport City Schools, including full-time, part-time, seasonal, and temporary staff.

Hazard: Any condition, practice, behavior, or substance that has the potential to cause injury, illness, or property damage.

Hazard Assessment: A systematic process used to identify and evaluate workplace hazards to determine necessary controls or protective measures.

Incident Investigation: A structured process to determine the causes of accidents, injuries, property damage, or significant near-miss events to prevent recurrence.

Near-Miss: An unplanned event that did not result in injury or damage but had the potential to do so.

Personal Protective Equipment (PPE): Equipment worn by employees to reduce exposure to workplace hazards, including but not limited to eye protection, gloves, hearing protection, and respiratory protection.

Risk Manager: The individual responsible for administering the safety program, monitoring regulatory compliance, conducting investigations, coordinating training, and maintaining safety records.

Safety Training: Instruction provided to employees to promote safe work practices, ensure regulatory compliance, and reduce workplace hazards.

Supervisor: Any employee responsible for directing or overseeing the work of others and ensuring compliance with safety procedures.

TOSHA (Tennessee Occupational Safety and Health Administration): The state agency responsible for enforcing occupational safety and health regulations in Tennessee.

Variance: Formal permission granted by TOSHA allowing deviation from an established safety standard when alternative methods provide equal or greater protection.

Workplace Inspection: A formal review of a worksite or facility to identify unsafe conditions, practices, or equipment that require correction.

Policy

The City of Kingsport is committed to providing a safe and healthy workplace for all employees. It is the policy of the City to comply with all applicable Tennessee Occupational Safety and Health Administration (TOSHA) standards and other applicable federal, state, and local safety regulations.

The prevention of occupational injuries and illnesses shall be considered a primary objective of all municipal operations. Safety and health are the responsibility of every employee and shall be incorporated into all work activities.

This policy is applicable to all employees of the City of Kingsport and Kingsport City Schools, part-time, full-time, seasonal, or temporary. The purpose of the policy is to:

- Prevent workplace injuries, illnesses, and property damage.
- Establish responsibilities for workplace safety.
- Provide procedures for hazard identification and correction.
- Promote employee involvement in safety activities.
- Ensure compliance with applicable TOSHA standards.

1. Standards

The standards adopted under this program are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972, or which may, in the future, be developed and promulgated. Additional standards may be promulgated as deemed necessary for the safety and health of employees.

1.1 Variances to Standards

The Risk Manager may apply for a variance from state occupational safety and health standards in accordance with *Rules of the Tennessee Department of Labor and Workforce Development*, Chapter 0800-01-02, as authorized by T.C.A Title 50.

2. Responsibilities

2.1 Risk Manager

The Risk Manager shall:

- Administer the safety program.
- Coordinate training activities related to safety.
- Conduct or assist with inspections to identify workplace hazards.
- Investigate all workplace injuries, vehicle accidents, property damage incidents, and significant near-misses.
- Maintain safety records.
- Monitor regulatory compliance.

2.2 Managers and Supervisors

Department heads and supervisors shall:

- Enforce safety policies and procedures.
- Correct unsafe conditions promptly.
- Ensure employees receive required training.
- Conduct workplace inspections.
- Assist the Risk Manager in investigating workplace injuries and accidents.
- Maintain required records.
- Report hazards and near-misses to the Risk Manager, or designee.

2.3 Employees

Employees shall:

- Follow all safety rules and procedures.
- Use required personal protective equipment.
- Report hazards and near-misses immediately to supervisor or Risk Manager.
- Report injuries and illnesses promptly.
- Participate in required training.
- Cooperate in accident investigations.

3. Record Keeping

The Risk Manager is responsible for recording and reporting of all occupational accidents, injuries, and illnesses in accordance with the Occupational Safety and Health Act of 1970 (Revised 2003) or as may be prescribed by the Tennessee Department of Labor and Workforce Development. The Risk Manager will also maintain records of inspections and incident investigations.

4. Hazard Identification and Correction

4.1 Inspections

Supervisors shall conduct routine workplace inspections to identify hazards. The Risk Manager or their designee shall conduct periodic facility and worksite inspections to identify any hazards or unsafe conditions that need correction. Identified hazards shall be corrected promptly.

4.2 Hazard Reporting

All employees are encouraged to report any unsafe work conditions immediately. Reports may be made directly to a supervisor or Risk Management.

Upon receipt of an employee report of a safety concern, the Risk Manager shall investigate the matter and respond within ten (10) working days to the validity of the concern and what action, if necessary, will be taken to correct or abate the concern.

No employee shall be subjected to retaliation for reporting safety concerns.

5. Safety Training

A safety and health training program for employees will be established. This program will, at a minimum, provide the following training:

5.1 New Employee

Risk Manager will work with departments to ensure new employees receive training on general safety rules, emergency procedures, hazard and incident reporting procedures, and any training necessary for department specific operations.

5.2 Ongoing Training

As applicable, employees will receive training specific to, but not limited to:

- Hazard Communication
- Personal Protective Equipment (PPE)
- Driver Safety
- Lockout/Tagout
- Fall Protection
- Confined Space Entry
- Hearing Conservation
- Bloodborne Pathogens
- Commercial Vehicle Operation
- Other job-specific topics.

Training records shall be maintained.

6. Personal Protective Equipment (PPE)

The City shall provide Personal Protective Equipment (PPE) when applicable and train employees on the proper use of PPE. The City will provide required PPE as required by applicable law.

Employees are required to wear their assigned PPE, maintain the PPE in good condition, and report any damaged or missing PPE immediately to their supervisor.

6.1 Protective Footwear

Protective footwear will be required, used, and maintained when determination has been made by department heads, managers, supervisors, and Risk Management that its use will help to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness. The Protective Footwear Reimbursement Plan provides a means to reimburse employees once it is determined an employee qualifies for protective footwear.

The Protective Footwear Reimbursement Plan will be reviewed on an annual basis to determine the reimbursement amount and the appropriate American Society for Testing and Materials (ASTM) standard for footwear.

7. Emergency Preparedness

Departments shall maintain procedures for:

- Active threat response
- Evacuation routes and assembly points
- Fire safety
- Hazardous Material Incidents
- Severe weather protocols
- Other procedures based on operational needs

8. Vehicle and Equipment Safety

Employees operating City vehicles and equipment shall:

- Possess all required licenses and certifications
- Conduct pre-use inspections
- Use seatbelts
- Obey all traffic laws
- Operate equipment according to manufacturer instructions
- Report any defects immediately
- Not smoke or vape in City vehicles

Consequences of Policy Violation

Employees acting in violation of this policy may be disciplined, up to and including termination.

Related Information or Procedures:

Protective Footwear Protection Plan

1. Upon purchase of approved footwear, an employee must supply the following information to their immediate supervisor:
 - a. The original sales receipt clearly showing the purchase price and date purchased;
 - b. The original OSHA or ANSI identification tag verifying the shoes comply with the approved ASTM Code;

2. The reimbursement period will be the fiscal year, July 1st through June 30th;
3. The reimbursement will exclude any sales tax paid by the employee;
4. Reimbursements will be processed by the Laserfiche Workflow Safety Shoe Reimbursement form.

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes ONLY the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The following can address questions regarding this Policy:

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