

City of Stonecrest Safety Policy

Policy Statement

The City of Stonecrest is committed to maintaining a safe, secure, and healthy work environment for all employees, contractors, tenants, and visitors. While administrative operations present fewer physical hazards than field or industrial work, risks such as ergonomic strain, fire hazards, workplace security, and emergency events still exist. The City prioritizes prevention, awareness, and compliance with applicable federal, state, and local regulations to safeguard the well-being of everyone who works in or visits City facilities.

Purpose

The purpose of this policy is to provide a safe and healthy workplace for all employees, residents, and visitors. The City of Stonecrest is committed to preventing accidents, injuries, and occupational illnesses through effective safety practices, training, and compliance with federal, state, and local regulations. This policy establishes procedures and expectations to:

- Prevent workplace injuries and illnesses in office and administrative environments.
- Ensure compliance with federal, state, and local workplace safety standards.
- Promote a culture of health, safety, and security awareness.
- Prepare for and respond effectively to workplace-related emergencies.

Scope

This policy applies to all City of Stonecrest employees, elected officials, contractors, interns, volunteers and any individuals performing work on behalf of the City of Stonecrest. It also applies to tenants and visitors at all administrative offices and facilities.

Responsibilities

City Manager

- Provides leadership and allocates resources to ensure compliance with State and local safety programs
- Appoints the Safety Committee and designates the City Safety Coordinator

Department Directors & Supervisors

- Enforce safety rules within their departments
- Ensure employees receive required safety training
- Conduct regular inspections of work areas
- Ensure corrective actions are taken when unsafe conditions are identified

Safety Committee

- Is appointed by the City Manager and includes departmental representatives, Human Resources/Risk Management, and the designated Safety Coordinator
- Meets at a minimum quarterly to review incidents and recommend corrective actions
- Conducts a minimum of one (1) documented safety meeting or training per quarter
- Partners with HR/Risk Management host employee safety training
- Reviews training effectiveness and regulatory updates

Facilities Department

- Conducts a minimum of two (2) documented Safety Self-Inspections per year, at least one every six (6) months at all City owned facilities
- Plan and schedule all annual safety equipment and facility inspections

Human Resources / Risk Management

- Maintains official safety documentation and records.
- Coordinates training programs (CPR, First Aid, Active Threat, Bloodborne Pathogens, etc.).
- Tracks and reports workplace injuries to Insurance carrier and workers comp if applicable
- Maintains documentation required for safety grant and loss control compliance

Employees / Contractors / Visitors

- Follow all safety procedures and training.
 - Report unsafe conditions immediately.
 - Wear required PPE when applicable.
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Administrative Workplace Safety Rules

- Maintain proper workstation ergonomics.
 - Keep work areas clean and free of hazards
 - Prohibit horseplay and unsafe conduct.
 - Keep exits clear and participate in fire drills
 - Use extension cords properly; avoid trip hazards.
 - Report unsafe conditions immediately to supervisors or HR/Risk Management
 - Operate only authorized equipment or vehicles
 - Wear required PPE such as safety glasses, gloves, or vests
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Emergency Preparedness Plan

- Emergency procedures are coordinated with DeKalb Emergency Management Agency (DEMA) as appropriate
 - Evacuation routes and maps posted in all facilities
 - Fire extinguishers are inspected monthly and serviced annually
 - Safety drills are conducted at least annually and documented by the Safety Committee
 - Alarm systems and emergency communication procedures established
 - Designated assembly points identified for all facilities
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Hazard Communication Program

- Safety Data Sheets or “SDS Book” are maintained and accessible to all employees.
 - All containers labeled per GHS (Globally Harmonized Systems) standards. This aligns with classification and labeling of chemicals with warning labels.
 - Applicable Employees are trained on chemical hazards at hire and annually.
 - Non-routine task procedures documented and communicated.
 - Contractors required to share SDS for chemicals brought onsite.
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Personal Protective Equipment (PPE) provides examples

- Hazard assessments conducted and documented.
 - Applies to employees with occupational exposure (first aid, janitorial, maintenance)
 - PPE provided at no cost and maintained in good condition.
 - Employees trained on selection, use, and care of PPE
 - Supervisors ensure PPE use and compliance
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Seat Belt Usage

- The City of Stonecrest maintains a Fleet Policy section 12 “Mandatory Seat Belt Usage”. Mandatory Seat Belt Usage requires all employees, officials, contractors, volunteers, and any person conducting City business to wear seat belts at all times when operating or riding in City-owned, leased, or rented vehicles or equipment equipped with seat belts
 - Failure to comply may result in disciplinary action
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Recordkeeping and Reporting

- Safety Records are retained for at least five (5) years by HR/Risk Management
 - Safety Incident reports are documented by Supervisors, Human Resources /Risk Management and submitted to the city’s insurance carrier and or workers comp if warranted.
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Training Requirements

- New hires receive safety orientation within 60 days, based on job duties
 - A minimum of one (1) documented safety meeting or training is conducted per quarter
 - Annual refresher training conducted by Safety Committee/HR/Risk Management
 - Additional training provided as regulations or hazards change and certifications expiration
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Policy Compliance and Enforcement

Failure to follow this policy may result in disciplinary action. Contractors must comply with City Safety Policy requirements. Unsafe work may be suspended until corrected.

Review and Documentation

This policy is reviewed at least annually by the Safety Committee and HR/Risk Management to ensure compliance with current, state, and local requirements. Documentation of reviews and updates is retained for at least three (3) years.

Safety Committee Structure

The Safety Committee consists of departmental representatives, one HR member, and the Safety Coordinator. Committee members are appointed by the City Manager. The committee host, reviews incidents, training effectiveness, and regulatory updates.

Definitions

HR – Human Resources

EPP - Emergency Preparedness Plan

SDS - Safety Data Sheets

PPE - Personal Protective Equipment

DEMA - Dekalb Emergency Management Association

Effective Date: [Insert Date]

Approved By: City of Stonecrest Council

Signatures:

Mayor: _____

Date: _____

City Manager: _____

Date: _____