



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. The City also recognizes that workplace safety includes psychological wellbeing, public health preparedness, and the protection of City information systems. The City supports mental awareness training, illness prevention training, and cybersecurity awareness to ensure a comprehensive approach to workplace safety.

Purpose

The purpose of this policy is to promote and maintain 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. Promote mental awareness and psychological safety in the workplace. Provide safety training and guidance during illness or disease outbreaks (e.g., COVID-19). Promote cybersecurity awareness to protect City information systems and data.

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 Coordinator and can if the need is called for, designate the City Safety Committee

Department Directors & Supervisors: Ensure employees receive required safety training, conduct inspections of work areas, and ensure corrective action is taken when unsafe conditions are identified. Department Directors and Supervisors have the authority to stop unsafe work activities until hazards are corrected.

Safety Committee: Appointed by the City Manager and includes departmental representatives, Human Resources/Risk Management, and the designated Safety Coordinator. The committee meets quarterly to review incidents, recommend corrective actions, and coordinate safety training. The committee also reviews emerging risks including employee psychological wellbeing, cybersecurity risks, and public health threats.

Facilities Department

Conducts at least two documented safety inspections per year and schedules annual safety equipment inspections.

Maintain and document the locations of Automated External Defibrillators (AEDs) in City facilities. Ensure AED equipment is inspected and maintained according to manufacturer guidelines.

Human Resources / Risk Management

Maintains safety documentation and coordinates employee safety training programs such as CPR, First Aid, Active Threat, and Bloodborne Pathogens.

Coordinate mental awareness and psychological safety training programs. Coordinate illness and disease prevention training during public health events or outbreaks. Coordinate cybersecurity awareness training with the City's Information Technology Department.

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.

Operate only authorized equipment or vehicles.

Protect City computers and networks from unauthorized access or misuse and report suspected cyber threats.

Emergency Preparedness Plan

Emergency procedures are coordinated with DeKalb Emergency Management Agency (DEMA). Evacuation routes are posted in facilities and fire extinguishers are inspected monthly. AED locations are identified and communicated to employees in applicable facilities.

Safety Committee Natural Disaster Safety Planning

I. Risk Awareness & Preparation

- Identify the disasters most likely in your area (e.g., tornadoes, floods, hurricanes, wildfires, earthquakes).
- Sign up for local emergency alerts and weather notifications.
- Keep important documents in our fireproof area.

II. Communication Plan

- Establish emergency meeting points.
- Keep a printed list of employee names and phone numbers.

III. Evacuation & Shelter Plan

- Know your evacuation routes and nearest shelters.
- If sheltering in place, choose an interior room away from windows.

IV. Recovery & Aftermath

- Avoid floodwaters and down power lines.
- Document damage with photos for insurance claims.

Public Health and Illness Response

During illness outbreaks or public health emergencies, the City may implement additional safety measures consistent with guidance from public health authorities including illness prevention training and temporary safety protocols.

Exposure

Employees who experience symptoms of a contagious illness, test positive, or are notified of potential exposure must promptly inform their supervisor and Human Resources. Affected employees may be required to remain offsite in accordance with public health guidance. Human Resources may assess workplace exposure, notify potentially affected employees

Response

while maintaining confidentiality, and implement operational adjustments such as remote work or modified schedules when appropriate.

Cleaning and Sanitation Protocols

During a pandemic, the City will implement enhanced cleaning and sanitation practices. High-touch surfaces and common areas will be disinfected regularly, and employees are expected to maintain cleanliness of their individual workspaces. If a confirmed case occurs within a facility, affected areas may be temporarily closed for deep cleaning and sanitation.

Return-to-Work Guidelines

Employees may return to work after illness or exposure once they meet applicable public health guidance and City requirements, including completion of isolation or quarantine periods and being symptom-free. Medical clearance may be required when appropriate. Supervisors and Human Resources will coordinate return-to-work decisions to ensure a safe workplace.

Employees are expected to comply with all safety protocols established during a public health emergency.

Cyber Control Safety

Cybersecurity is an important component of workplace safety. Employees participate in cybersecurity awareness training to protect City systems and public data. Cybersecurity awareness training provided by the IT Dept. to employees who access City systems.

V. Cyber Incident Prevention

Preventive measures include:

- Maintaining secure network and system protections, including firewalls, monitoring tools, and security updates
- Providing employee training on cybersecurity awareness and phishing prevention
- Limiting system access based on authorized job responsibilities
- Requiring strong password practices and appropriate authentication controls
- Monitoring systems for suspicious or unauthorized activity

Employees share responsibility for protecting City technology resources and must exercise caution when handling emails, files, and digital communications that could pose cybersecurity risks.

VI. Cyber Incident Response

Any suspected or confirmed cyber incident must be reported immediately to the IT Department and their supervisor so that appropriate response procedures can be activated.

Examples of cyber incidents include:

- Phishing attempts or suspicious emails requesting sensitive information
- Malware or ransomware attacks
- Unauthorized access to City systems, networks, or databases
- Suspicious system activity or unexpected data loss
- Attempts to disrupt City technology systems or services

When a cyber incident occurs, employees must:

- **Immediately report the incident** to the IT Department and their supervisor
- Avoid interacting with suspicious emails, links, attachments, or websites
- Preserve potential evidence by not deleting suspicious messages or files
- Follow instructions provided by authorized personnel responding to the incident

The City may initiate appropriate containment measures, including system isolation, password resets, network monitoring, temporary system shutdowns, or coordination with cybersecurity professionals or law enforcement as necessary.

VII. Operational Recovery and Continuity

In the event of a cyber incident, the City will implement measures to protect municipal infrastructure, safeguard sensitive information, and restore operations as quickly as possible.

Response and recovery efforts may include:

- Securing affected systems and preventing further unauthorized access
- Assessing system integrity and data security
- Restoring critical systems and services through backup and recovery procedures
- Coordinating with external cybersecurity professionals, insurance providers, and law enforcement when appropriate
- Implementing corrective measures to strengthen future cybersecurity protections

These procedures are designed to minimize operational disruption and ensure the continuity of essential municipal services to the community.

Psychological and Mental Health Safety Response

The City recognizes that workplace safety extends beyond physical protection and includes the psychological and emotional well-being of employees. Mental awareness and psychological safety training may be provided by HR periodically to support employee wellbeing.

- **Commitment to Psychological Safety**
The City recognizes that workplace safety includes the protection of employees' mental and emotional well-being and is committed to maintaining a respectful, professional, and psychologically safe work environment.
- **Reporting Concerns**
Employees who experience or observe behavior that negatively impacts psychological safety—including harassment, intimidation, bullying, or significant workplace conflict—should promptly report the concern to their supervisor or Human Resources.
- **Response and Support**
The City will review reported concerns promptly and may implement appropriate actions such as workplace assessments, conflict resolution, operational adjustments, or referral to available support resources.
- **Non-Retaliation and Respectful Conduct**
Retaliation against employees who report concerns in good faith is strictly prohibited, and all employees are expected to contribute to a professional and respectful workplace.

Recordkeeping and Reporting

Safety records are retained for at least five years by HR/Risk Management and incident reports are submitted to the City's insurance carrier or workers' compensation when required. Workplace incidents should be reported to supervisors within twenty-four (24) hours.

Training Responsibilities for Safety Committee

New hires receive safety orientation within 60 days. Quarterly safety meetings are conducted, and refresher training is provided annually.

VIII. Hazard Identification & Assessment

1. Conduct regular workplace inspections to spot potential hazards.

2. Review incident and near-miss reports to identify trends.
3. Evaluate new equipment, processes, or materials for safety risks.

IX. Safety Program Development & Review

1. Assist in creating and updating safety policies and procedures.
2. Recommend corrective actions for identified hazards.
3. Monitor the effectiveness of implemented safety measures.

X. Employee Engagement & Communication

1. Provide a channel for employees to report hazards or safety concerns.
2. Share safety updates, training opportunities, and best practices.
3. Encourage a culture of safety awareness and accountability.

XI. Training & Education

1. Help plan and promote safety training sessions.
2. Ensure employees understand emergency procedures and safe work practices.
3. Stay informed about new safety regulations and industry standards.

XII. Compliance & Documentation

1. Ensure workplace safety practices meet federal, state, and local regulations.
2. Maintain records of safety meetings, inspections, and corrective actions.
3. Prepare reports for management and regulatory agencies when required.

XIII. Emergency Preparedness

1. Review and update emergency response plans.
2. Participate in drills and evaluate their effectiveness.
3. Recommend improvements to emergency procedures.

Approval

Effective Date: _____

Approved By: City of Stonecrest Council

Mayor: _____ Date: _____

City Manager: _____ Date: _____