



SAFETY RULES AND REGULATIONS



The following safety rules are mandatory for all employees of the Town of Ocean City, Maryland. Employees must read, understand, and acknowledge these rules as a condition of employment. Willful violation of established safety rules is considered a serious infraction of Town policy and may result in discipline up to and including discharge. These rules have been adopted for our protection. We must all abide by them.

General Town of Ocean City Safety Rules and Regulations

1. Report all unsafe conditions, equipment, or practices immediately to a supervisor. Mark to prevent use until cleared by management. The Risk Manager must be contacted if the situation is uncertain.
2. Report all accidents and near misses immediately to a supervisor.
3. Accept responsibility to work safely and to help fellow employees from committing unsafe acts.
4. Use all personal protective equipment necessary to prevent exposure to hazards.
5. Seek first aid for all injuries. Don't let small problems get big.
6. Attend all required safety and health training. Reschedule missed training.
7. Keep work areas clean and orderly. Properly store materials and tools when not in use. Clean up spills and debris.
8. Do not wear loose clothing or jewelry around machinery.
9. Do not reach into energized or moving machines. Use Lockout Procedures.
10. Walk; do not run unless absolutely necessary in the performance of duty.
11. Smoke only in designated areas.
12. Do not engage in horseplay.
13. Use the legs for lifting, not the back. Do not lift and twist. Get help for heavy objects.
14. Do not operate or ride on equipment unless trained and authorized.
15. Do not blow compressed air towards any person.



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General Town of Ocean City Safety Rules and Regulations – (cont)

16. Do not remove or bypass any safety equipment or guards unless alternative protective measures have been made.
17. Do not eat or drink in areas where hazardous chemicals are used or stored.
18. Do not report to work under the influence of alcohol or narcotics. Consumption of alcohol or narcotics is prohibited on all town property. Report to a supervisor when drugs are being taken that might affect ability to do a job safely.
19. Do not work if ability or alertness is impaired by fatigue, illness, or emotional distress.
20. Control improper language. Do not engage in profane, threatening, coercive, or abrasive behavior. Exercise common decency.
21. Do not fight.
22. Keep all weapons off of Town property unless possession is authorized.
23. Do not speed or drive recklessly in Town vehicles or on Town property.
24. Wear seat belts when driving or riding in city vehicles. Do not ride in the back of Town trucks on public roadways.
25. Follow instructions on signs and barricades.
26. Be familiar with the location of all emergency equipment.
27. Do not use damaged tools or equipment. Repair or replace as soon as possible.
28. Use the correct tool for the job.
29. Be aware of chemical hazards. Read the labels and use the Material Safety Data Sheets.
30. Follow specific safety procedures as instructed.



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Specific Ocean City Beach Patrol Safety Rules and Regulations

- BP-1. If you are injured on the job you must report it to your immediate supervisor as soon as possible (on same work day, leave message if after hours). The appropriate form must be completed and an incident number will be assigned. If you go to a medical center on your own, **you will be responsible for your bill**. Workers' compensation claims will be investigated by the office of Risk Management for the Town of Ocean City. If an injury occurs off duty and you attempt to claim it as job related, you will be terminated!
- BP-2. The use of the Beach Patrol's ATVs is strictly prohibited by any employee other than Sergeants or those authorized by the Captain, First Lieutenant, or Officer in Charge and are on record as having proper training. Note: Authorization must be granted prior to each use. A copy of your driving record must be on file with the Town of Ocean City Risk Management office. Any incident involving a Beach Patrol Quad must be reported immediately to Beach Patrol Headquarters.
- BP-3. The use of the Beach Patrol's rescue water craft is strictly prohibited by any employee other than those authorized by the Captain, First Lieutenant, or Officer in Charge and are on record as having proper training and possessing a valid Safe-Boaters certificate or equivalent. Note: Authorization must be granted prior to each use. Any incident involving a Beach Patrol water craft must be reported immediately to Beach Patrol Headquarters.
- BP-4. It is your responsibility to protect yourself from unnecessary exposure to hazardous situations. This includes but is not limited to: Improper moving of the SRT tower (stand); Jumping from the top of the stand; not having a proper sand pile at the base of your stand; Sun (UVB) exposure (we provide sun screen, umbrella and hats); Unprotected contact with body fluids (Use gloves and CPR mask); UV and reflected light (wear sunglasses); Dehydration (drink plenty of fluids).
- BP-5. Although much of the time while performing your routine duties it will be appropriate to work without footwear, this causes a very real potential for lacerations and other types of open wounds to your feet with the possibility of infection. Therefore, you are expected to wear appropriate footwear at all other times. Very often these types of foot injuries will require you to stay out of the water and refrain from any running for a week or more. An SRT with these restrictions will not be permitted to work.
- BP-6. As a result of the physical nature of your job the risk of Skeletal/Muscular sports like injuries exists. Therefore it is your responsibility to maintain the physical conditioning required to perform any tasks that may be required of you in the normal performance of your assigned duties. This includes maintaining overall fitness and flexibility.
- BP-7. Use of Town supplied hand and power tools is restricted to those individuals who have received the approved training from a Town of Ocean City representative or their designee and are using those tools in accordance with established procedures. Any required protective personal safety equipment must be in use.



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ACKNOWLEDGEMENT OF SAFETY RULES

I have read the General Safety Rules (1 – 30 above) applicable to all employees of the Town of Ocean City, Maryland as well as those Safety Rules and Regulations that are Specific to Ocean City Beach Patrol employees (BP-1 – BP-7).

I understand these rules and that these rules are a condition of my employment with the Town of Ocean City.

I am aware that willful violation of established safety rules is considered a serious infraction of Town policy and may result in discipline up to and including discharge.

Employee Name

Employee Signature

/ /20

Date