

SOP #17

Salem Public Works Department
Standard Operating Procedures

SAFETY AND SECURITY

EFFECTIVE DATE:

November 1, 2006

ORIGINATION DATE:

November 1, 2006

When employees are on the clock conducting town business on overtime they shall be supervised by the foreman or on-call foreman who is responsible for their work and actions while conducting the work.

It shall be the appropriate foremen's responsibility to respond to all alarms, call outs, continuation or the work day, emergencies, and scheduled overtime. It is also the foreman's responsibility to determine the necessary response of employees and equipment, as well as, approximate time frame for such work all of which shall be approved by the department head prior to its occurrence. In emergencies, approval may be requested and granted "after the fact" if prior approval is not feasible.

Safety is first, particularly during inclement weather and confined space situations. When there is a need for 2 or more employees and safety is an issue, the foreman will work with an employee. When the overtime requires only one employee, a foreman will perform the work.

Security is second, when the work has commenced it shall be the foremen's responsibility of make sure that all equipment is securely put away and all employees have punched out and left the premises safely while arming/ locking any security systems and devices.

Security codes and keys will be provided to foreman and managers **ONLY**, with exception to employees who must have them to conduct their normal work shift or those employees who may cover their shift for them.

Foreman will be provided temporary codes that they may issue in a case where they must send an employee to a secured facility to conduct town business. Should they utilize this process, they will advise their manager **IMMEDIATELY** so that a new code will be entered into the system.

The intent of this policy is to ensure that all employees are working in a supervised and safe manner while conducting business for the Town of Salem, NH within the DPW.