

CITY OF URBANDALE SAFETY POLICY

Adopted: December 20, 1994 (Council Letter No. 1132)

Revised: March 21, 2006

Reviewed: March 2001; March 2006

1. **Purpose.** The purpose of this policy is to emphasize management's concern for safety. The joint cooperation of employees and management in observance of this policy and the established responsibilities will provide safe and healthy working conditions for all City employees.

The City of Urbandale is concerned about employee safety and wants every employee to work without injury. Regardless of the assignment, no job shall be considered efficiently completed unless done so without injury and damage to equipment and property. Safety incidents resulting in personal injury, damage to equipment, or damage to property represent needless waste, are unacceptable and will be evaluated.

In support of this policy, management will:

- 1.1. Make every effort to comply with applicable laws and mandated safety requirements.
- 1.2. Establish safe work procedures and provide necessary personal protective equipment.
- 1.3. Provide funding for appropriate safety training.
- 1.4. Involve employees in the safety program through an employee safety committee, and support the committee's efforts.
- 1.5. Investigate and evaluate all safety incidents to identify and correct the cause of the incident and to take appropriate actions to prevent recurrence.
- 1.6. Conduct periodic facility safety inspections to identify unsafe conditions and at-risk behaviors.
- 1.7. Expect employees to observe all safety procedures and comply with established safety responsibilities outlined in this policy.

2. **Responsibilities.** The following responsibilities shall apply.
 - 2.1. Employees. Employees of the City shall follow safe procedures and take an active role in protecting themselves and their fellow employees, regardless of their position in the organization. Every employee has a personal responsibility to:
 - 2.1.1. Report all injuries and safety incidents to his or her supervisor immediately after occurrence.
 - 2.1.2. Report all hazardous conditions, practices, and behavior in the work place to his or her supervisor and make recommendations for correction.
 - 2.1.3. Follow all established safety procedures, and ask his or her supervisor if the procedures are not understood. Employees who ignore or violate safety procedures may be subject to disciplinary action.
 - 2.1.4. Use all safety equipment provided. Do not abuse, disable or destroy it.
 - 2.2. Supervisory Employees. Supervisory employees will actively support this policy as an example to the employees who report to them. Supervisors have direct responsibility for employee safety and for developing and maintaining a safe work environment. Supervisors have a personal responsibility to:
 - 2.2.1. Ensure employees follow all established safety procedures and practices. Provide counseling and administer disciplinary action when appropriate.
 - 2.2.2. Provide on-going employee training on safe work practices and procedures.
 - 2.2.3. Investigate all injuries and safety incidents to identify causes and take action to prevent recurrence.
 - 2.3. The Employee Safety Committee. The Employee Safety Committee provides oversight to the City's safety efforts, and provides guidance toward development of safe work practices and procedures. The Committee's specific responsibilities are to:
 - 2.3.1. Maintain a high level of safety awareness among all employees at all organizational levels.
 - 2.3.2. Coordinate the distribution of safety information and training materials.

- 2.3.3. Prepare an annual safety budget.
 - 2.3.4. Review and update safety policies, procedures, and work practices; and assist with development of new goals and objectives.
 - 2.3.5. Conduct regular safety meetings. Conduct regular reviews of employee injuries and safety incidents.
 - 2.3.6. Encourage employee involvement in the safety program.
 - 2.3.7. Develop statistical reports and identify safety incident and injury trends.
3. **Incident and Injury Reporting.** A comprehensive safety incident and injury reporting system will help to identify potential hazards and at-risk behaviors. The following reporting requirements shall apply.
- 3.1. An employee involved in a safety incident or otherwise injured on the job shall report the incident or injury to his or her supervisor as soon as possible.
 - 3.2. A supervisor shall investigate any reported incident or injury within 24 hours.
 - 3.3. An employee involved in a safety incident or otherwise injured on the job shall submit all required forms within 24 hours.
 - 3.4. An employee who files for workers' compensation coverage as a result of an injury shall inform his or her Department Director immediately after each medical visit regarding the status of their case.
4. **Vehicle Operation.** Safe operation of City vehicles is required to prevent safety incidents. The following requirements shall apply to the operation of City vehicles.
- 4.1. Seat belts must be worn at all times by all occupants while operating or riding in City of Urbandale vehicles.
 - 4.2. Only employees who are licensed by the State of Iowa, and who are adequately trained to operate vehicles and equipment, shall do so.
 - 4.3. Backing of the vehicle shall be avoided where possible and a spotter shall be used when available.

5. **Vehicle Incident Reporting.** An employee involved in a safety incident involving a City vehicle shall report the incident immediately to his or her supervisor. The Urbandale Police Department shall be called to the site for assistance and investigation purposes for traffic safety incidents.
 - 5.1. An employee shall submit a State of Iowa vehicle incident report for any safety incident resulting in personal injury or damages equal to or exceeding the reportable limits.
 - 5.2. A supervisor shall report all vehicle safety incidents and submit all required forms within 24 hours.

CERTIFICATE OF RECEIPT

POLICY REGARDING CITY OF URBANDALE SAFETY POLICY
City of Urbandale, Iowa

Your signature below certifies that you have received a copy of the policy.

Employee Signature

Date

Print Name

Job Title

Department