

City of Urbandale Accident Prevention Policy

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Purpose

The City of Urbandale is dedicated to providing a safe workplace. The purpose of this policy is to create, promote, and maintain a safe work environment for all employees. Urbandale's success is measured by its delivery of high-quality services to its residents, businesses, and employees.

Scope

The City of Urbandale considers no phase of operations more important than the safety and health of its employees. Safety and health will be an integral part of all operations. Each level of management must demonstrate an interest in safety and is required to model a safe work environment.

This policy is organized to give each department responsibility for its accident prevention program within the City's Safety Leadership program. All employees at all levels of the organization should make safety a top priority. Take all reasonable precautions to guard your health and well-being, as well as that of your co-workers.

Responsibilities

Safety is everyone's responsibility!

Management

Management is responsible for providing a workplace free from recognized hazards that could result in injuries or accidents. Since it is impossible to personally observe all municipal services, supervisors must be trained and champion safety within their areas of supervision. Other responsibilities of management include:

1. Providing leadership and direction on safety activities.
2. Participating actively in the continuous evaluation of the Safety Leadership program.
3. Setting relevant safety goals for work functions within their department.
4. Enforcing all safety rules.
5. Supporting all accident investigation activities.

Supervisor:

Supervisors are responsible for creating the environment in which employees can consistently work in a safe manner. They have full authority to enforce this policy and to keep employees safe at work. Other responsibilities of supervisors include:

1. Instructing new employees in safety practices and job safety requirements.
2. Providing safety instructions to all employees before they begin a new assignment.
3. Correcting all reported hazards.
4. Ensure tools, equipment and machinery being used in the workplace are in proper working condition. Do not allow the use of unsafe tools or equipment.
5. Participating actively in the department's safety activities and the City's Safety Leadership program.
6. Enforcing all safety rules.
7. Reporting all safety concerns, improvements, and incidents to management.
8. Scheduling work shifts so that all employees can receive timely mandatory and voluntary safety training.

Employees

All employees carry an equal amount of responsibility in preventing workplace accidents. Employees must be aware of their actions, mental state and physical condition, which could affect their safety and the safety of their fellow employees. Other responsibilities of employees include:

1. Following good safety practices as posted, instructed, and/or discussed.
2. Using all safety devices provided for their protection, including protective equipment (eye protection, hard hats, gloves, ear protection, etc.), as the job requires.
3. Never operating equipment that is unfamiliar or which they are not trained to use.
4. Equipment that is defective or in need of repair shall not be used and must be reported to a supervisor.
5. Refraining from any unsafe act that might endanger themselves or their fellow employees.
6. Report any unsafe situation or act to their supervisor immediately.

Safety Leadership Teams

Safety Incident Review (SIR) Team

The Safety Incident Review (SIR) team is composed of employees representing each department or division. Members of the team are chosen from various work areas and represent both supervisory and non-supervisory employees. The Director of Risk Management and Support Services is responsible for scheduling meetings, notifying team members, and following up on items discussed. The SIR team meets quarterly.

Management Team

The Management team is comprised of department directors, the Water Utility Executive Director and City Manager. Members of the team empower the Safety Leadership program by fostering knowledge and implementing best practices to create and sustain a safe work environment. The Management Team meets semiannually.

Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Stop. Make sure the site is safe before helping.
3. If the site is unsafe or if the site's condition is unknown, **do not attempt rescue!**
4. If the site is safe, help the injured person.
5. Follow incident reporting below.

Incident Reporting

Work Injury Incidents – Every Injury Requires the Following Two Steps:

1. Employees are required to report an injury, however minor, to their supervisor within 24 hours and follow their department's rules on work injury reporting. Failure to report the injury may result in discipline under the City's progressive discipline guidelines.
2. Employees must also complete a Safety Incident Report (SIR) form at: www.urbandale.org/SIR.

An injury that **requires medical treatment** must complete this additional step:

3. Employees that seek medical treatment must call the Company Nurse reporting line within 48-hours of seeking treatment. Calling Company Nurse is the City's *First Report of Injury Form*. Failure to call Company Nurse may result in discipline under the City's progressive discipline guidelines.

Vehicle Incidents – Every Vehicle Incident Requires the Following Two Steps:

1. Employees using a city vehicle or personal vehicle for work that are involved in a vehicle incident on City property (i.e., parking lot or trail) are required to report the incident to their supervisor.
2. Employees must complete a Safety Incident Report (SIR) form at: www.urbandale.org/SIR.

A vehicle incident that **involves a third party** must complete this additional step:

3. Employees involved in a vehicle incident off City property or that involve a third-party's vehicle or property are required to call the Police Department that has jurisdiction at the location and their supervisor. A driver information exchange report or a police report is required. An employee that fails to report a vehicle incident may be subject to discipline under the City's progressive discipline guidelines.

Property Incidents – Every Property Incident Requires the Following Two Steps:

1. Employees involved in an incident that damages City property, are required to report the incident to their supervisor. An employee that fails to report a property incident may be subject to discipline under the City's progressive discipline guidelines.
2. Employees must complete a Safety Incident Report (SIR) form at: www.urbandale.org/SIR.

Company Nurse

Company Nurse provides employees access to 24-hour, 7 days a week, claims reporting and medical recommendations (triage) from a registered nurse.

To report a claim through Company Nurse, call 1-888-770-0928.

Training and Orientation

Department management and the Director for Risk Management/Support Services will be responsible for providing ongoing safety training in the following areas:

- New equipment purchases.
- New or a change in operations.
- Identified areas of increased incidents or injury.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

Documentation of Safety Training

Training courses attended by employees, supervisors and managers will be documented. Records of that training will be kept by the department and/or the Director of Risk Management/Support Services.

New Employee Safety Orientation

Department directors or their designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this accident prevention policy.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions, and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall always be kept clean and orderly.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited as required by the Iowa Smoke Free Air Act.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the work they are doing.
9. Guards are never to be removed except when authorized to make repairs or adjustments. Guards must be replaced immediately upon completion of work.
10. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to action under the City's Drug Free Workplace Act.
11. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to their supervisor.
12. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves or others or cause property damage.

Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments that include:

- A. Personal Protective Equipment
- B. Respiratory Protection
- C. Hearing Conservation
- D. Lockout/Tagout
- E. Confined Spaces Entry
- F. Hazardous Communications
- G. Blood-Borne Exposure Control Plan
- H. Trenching and Shoring