

**City of Urbandale**  
**Accident Prevention Policy**



# Contents

Purpose .....	3
Scope .....	3
Responsibilities .....	3
Medical Emergencies.....	3
Incident Reporting.....	4
Training and Orientation.....	4
Basic Safety Rules .....	4
Department Safety Programs.....	5

## **Purpose**

The City of Urbandale wants every employee to stay safe and healthy at work. This policy explains how we work to prevent accidents, protect employees, and keep our services running safely for the community.

## **Scope**

Safety is the most important part of every job. Everyone, including management, supervisors, and employees must make safety a priority. Each department is responsible for following this policy and using safe work practices.

## **Responsibilities**

### Management

Management must make sure the workplace is free from known dangers. They must also:

- Lead and support safety programs.
- Set safety goals.
- Enforce safety rules.
- Support accident investigations.
- Support the Safety Leadership Program.

### Supervisors

Supervisors must ensure employees can do their work safely. They must:

- Train new employees in safe work practices.
- Give safety instructions before new tasks begin.
- Fix reported hazards as soon as possible.
- Make sure equipment is safe.
- Enforce all safety rules.
- Report safety concerns, improvements, and incidents to management.
- Schedule training when needed.

### Employees

Employees also help prevent accidents. They must:

- Follow all safety rules.
- Use required personal protective equipment (PPE).
- Only use equipment they are trained and allowed to use.
- Stop using damaged equipment and report it right away.
- Avoid unsafe actions that could harm anyone.
- Report unsafe conditions or incidents immediately.

### Safety Incident Review (SIR) Team:

This team quickly reviews accidents and safety concerns from all departments and gives improvement recommendations to management.

## **Medical Emergencies**

If a medical emergency happens:

- **Call 911.**
- Make sure the area is safe before helping.
- If the area is not safe, do not try to rescue.
- If it is safe, help the injured person.
- Follow the incident reporting steps.

## **Incident Reporting**

### Injuries

- Report any injury to your supervisor within **24 hours**.
- Complete a Safety Incident Report (SIR) at [www.urbandale.org/SIR](http://www.urbandale.org/SIR).
- If medical treatment is needed, call **Company Nurse** within 48 hours at **1-888-770-0928** or online at [www.companynurse.com](http://www.companynurse.com).

### Vehicle Incidents

- Report all vehicle accidents (city vehicles or personal vehicles used for work) to your supervisor.
- Complete a SIR form online at [www.urbandale.org/SIR](http://www.urbandale.org/SIR).
- If another vehicle or property is involved, call local police and exchange information.
- A Police Report or Driver Information Exchange Report is required.

### Property Damage

- Report all damage to city property to your supervisor.
- Complete an SIR form online.

**Failure to report** any injury, vehicle incident, or property damage may lead to discipline.

## **Training and Orientation**

- Employees receive training when new equipment is used, job tasks change, or when working in areas with higher risk.
- Refresher training is given when required by law or when needed to keep people safe.
- All training must be documented.
- Past training records can be requested from the Director of Risk Management/Support Services.
- New employees receive a safety orientation to learn about workplace hazards, rules, and equipment they will use.

## **Basic Safety Rules**

Employees must:

- Follow this policy.
- Report all accidents, even small ones.
- Report unsafe conditions immediately.
- Keep work areas clean and orderly.
- Use only equipment they are trained to use.
- Follow all smoking rules.
- Wear PPE and other required safety gear.
- Wear clothing and footwear that fit the job.
- Never remove machine guards except during repairs—and replace them right away.
- Never use drugs or alcohol at work.
- Not come to work under the influence of alcohol, illegal drugs, or misused medications.
- Tell a supervisor if prescribed medication may affect job performance.
- Avoid horseplay or pranks.

## **Department Safety Programs**

Employees will be trained in specific safety programs when required. Programs include:

- Asbestos Exposure Control
- Bloodborne Pathogens Exposure Control
- Chainsaw Safety
- Confined Space Entry Program
- Cranes & Hoists Safety
- Evacuation & Shelter
- Fall Protection
- Forklift Safety
- Hearing Conservation
- Hazard Communication
- Personal Protective Equipment (PPE)
- Lockout/Tagout (LOTO)
- Respiratory Protection
- Silica Exposure
- Trenching & Shoring