



# Employee Safety Manual

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# Mission Statement of Safety Committee

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It shall be the mission of the City of Madison's Safety Committee to endorse a proactive approach to ensure the safety of the employees, citizens, and visitors of the City of Madison. This approach can be implemented through periodic meetings to determine existing hazards, preventative maintenance, supervisor involvement in the safety process, and employee education. The Safety Committee shall be proactive in educating employees through broadcasting procedural guidelines set forth by the Committee toward:

1. **Safe operational procedures**
2. **Preventative maintenance**
3. **Awareness of hazards**
4. **Correction and elimination of unsafe working practices.**

The ultimate goal is to provide a safe working environment for all city employees. This is achieved through the implementation and enforcement of the City's safety manual and individual department safety policies.

# Responsibilities

**The Safety Rules in this manual are not all-inclusive. All employees of the City of Madison are expected to use sound judgment, safe work practices, and are expected to remain alert of environment and safety conditions at all times. All employees should follow the safest work methods possible.**

**Employees should be familiar with city wide and departmental policy manuals regarding health, safety and other expected conduct.**

**The initial Employee Safety Manual was adopted by City Council. Revisions are expected, and are to be reviewed and approved administratively by the Safety Committee, the Director of Human Resources, and the Mayor. Updates to the Safety Manual may be presented to City Council as needed.**

**The Department Head shall ensure that each employee has reviewed the revisions and shall complete and submit the required administrative forms to the HR dept. Each department shall have a Safety Ambassador assigned to assist with safety initiatives. Safety Ambassadors are expected to attend Safety Committee Meetings, actively participate in discussions, and serve as the first point of contact between their department and the Safety Committee.**

## Acknowledgments

**This Safety Manual was made possible by the commitment of the City of Madison's employees and members of the Safety Committee who reviewed and drafted the last revision of the safety rules, effective April 2025.**

# Reporting Injuries

All injuries or accidents that could have resulted in an injury are to be reported to your Supervisor immediately. Together, call the Triage Hotline at 1-855-660-5200.

Provide all information requested by the Triage Nurse and follow their recommendations carefully. Failure to follow these procedures in a timely manner could jeopardize your benefits.

*Section 25-5-1 of the Alabama Workers' Compensation Act defines injury and personal injury as any injury arising from the course of employment, and shall not include a disease in any form, except an occupational disease or where it results naturally and unavoidably from the accident.*

## Emergencies

In the event of a life or limb threatening injury, call 911 or go directly to the closest emergency room. You do not need to call the Triage Hotline first, but please follow-up with the Triage Nurse as soon as possible.

## Follow up

Employees are expected to attend all follow up appointments. Employees must keep their supervisor and the HR Department informed of their progress and/or changes in treatment plans, such as return to work. OHG coordinates or manages all follow up care.

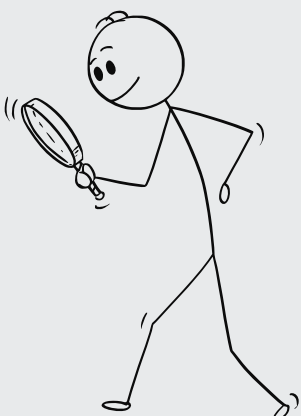
## Return to Work

If an employee is prepared to return to work, they must provide a fit for duty statement from the treating medical professional and be evaluated by the City's physician prior to a full return to duty. However, temporary light duty may be presented as an option earlier than a full return to work at the discretion of the treating physician, HR, and the Department Head.



# Workers Comp Accident Review Process

Accidents will be reviewed by the Safety Manager, an HR representative, the Department Head (or their designee), and the investigator assigned by the insurance company. The evaluation of the incident will be set within 15 days. The reviewing team will assess whether the accident was preventable, determine if any safety rules were violated, and, if necessary, provide recommendations to HR and City Officials on enhancing safety policies, procedures, and overall safety for the City. If needed, the Safety Manager may initiate written recommendations to include safety guidelines or process changes to be reviewed by the Mayor, HR, and the employee's Department Head. The Department Head may be expected to provide a written explanation of the actions they have taken or will take to prevent this type of accident from occurring again.





# Alabama First Report of Injury

THE USE OF THIS FORM IS REQUIRED UNDER THE PROVISIONS OF THE ALABAMA WORKERS'S COMPENSATION LAW  
WCC Form 2  
Rev. 9/2006

## STATE OF ALABAMA EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE Ombudsman 1-800-528-5166

CLAIM REFERENCE				
1. Insured Report Number		2. Filing Office Claim Number		3. OSHA Log Case Number
EMPLOYER				
4. Employer Business Name City Of Madison		ADDRESS, IF LOCATION DIFFERENT FROM BUSINESS ADDRESS		
5. Physical Address 1 100 Hughes Road		10. Mailing Address 1		
6. Physical Address 2		11. Mailing Address 2 or Telephone Number		
7. City Madison 8. State AL 9. Zip 35758		12. City 13. State 14. Zip		
15. Federal ID Number		16. U.C. Account Number		17. NAICS
INSURER / FILING OFFICE				
18. Insurer Name Millennium Risk Managers		21. Filing Office Name 21a. Service Co. #		
19. Insurer Federal ID Number		22. Mailing Address 1 P.O. Box 26159		
20. Type Insurer <input type="checkbox"/> Insurance Co. Ins Co #		23. Mailing Address 2 or Telephone Number 205-824-0210 or 888-736-0210		
<input checked="" type="checkbox"/> Self-Insurer SI# 59050		24. City Birmingham 25. State AL 26. Zip 35260		
<input type="checkbox"/> Group Fund GF#		27. Filing Office Federal ID Number		
EMPLOYEE / WAGES				
28. First Name		32. Employee ID Number <i>HR Enters This Information</i>		
29. Middle Name		33. Type Employee ID Number		
30. Last Name		SSN <input checked="" type="checkbox"/> Passport Number <input type="checkbox"/> Green Card <input type="checkbox"/>		
31. Last Name Suffix (ie. Jr., Sr., III)		Employment Visa <input type="checkbox"/> Assigned by Jurisdiction <input type="checkbox"/>		
34. Mailing Address 1		40. Gender		41. Date of Birth
35. Mailing Address 2		Male <input type="checkbox"/>		42. Nbr of Dependents
36. City 37. State 38. Zip 39. Phone		Female <input type="checkbox"/>		
43. Marital Status				44. Date Hired
Unmarried (Single or Divorced or Widowed) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unknown <input type="checkbox"/>				
45. Occupation Description		46. Number of Days Worked Per Week		
47. Wages \$		49. Received Full Pay For Day of Injury? Yes <input type="checkbox"/> No <input type="checkbox"/>		
48. Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/>		50. Did Salary Continue? Yes <input type="checkbox"/> No <input type="checkbox"/>		
INJURY / TREATMENT				
51. Date of Injury	52. Time of Injury a.m. <input type="checkbox"/> p.m. <input type="checkbox"/> unk <input type="checkbox"/>	53. Time Employee Began Work a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	54. Date Disability Began	55. Date of Death
PLACE OF ACCIDENT, INJURY, OR EXPOSURE			61. Injury Occurred on Employer's Premises? Yes <input type="checkbox"/> No <input type="checkbox"/>	
56. Site Address			62. Date Employer Notified	
57. City 58. State 59. Zip 60. County				
63. DESCRIBE WHAT THE EMPLOYEE WAS DOING JUST BEFORE THE INCIDENT AND HOW THE INJURY OCCURRED. (Ex. While climbing a ladder and carrying roofing materials, ladder slipped on wet floor causing worker to fall 20 feet.)				
PROVIDE DESCRIPTION CODES to identify Nature of Injury, Part of Body that was affected, and Cause of Injury. (FOR COMPLETE LIST OF CODES, GO TO <a href="http://DIR.ALABAMA.GOV/WC">HTTP:// DIR.ALABAMA.GOV/WC</a> )				
64. Nature of Injury Code		65. Part of Body Code		66. Cause of Injury Code
67. Initial Treatment		68. Name of Treatment Facility		
No Medical Treatment <input type="checkbox"/> First Aid By Employer <input type="checkbox"/>		69. Address		
Minor Clinic / Hospital <input type="checkbox"/> Emergency Room <input type="checkbox"/>		70. City 71. State 72. Zip		
Hospitalized > 24 Hours <input type="checkbox"/> Major medical/Lost time <input type="checkbox"/>				
Hospitalized Overnight <input type="checkbox"/>				
73. Name of Physician or Other Health Care Professional		74. Has Injured Returned to Work Yes <input type="checkbox"/> No <input type="checkbox"/>		If so, 75. Date 76. Time a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
OTHER				
77. Date Prepared	78. Preparer's First Name	79. Last Name	80. Title	81. Preparer's Telephone Number

# City Wide Initiatives

The City is committed to providing a workplace free of recognized hazards and promoting a culture of safety awareness among all employees. As such, all employees are responsible for following safety procedures, reporting potential hazards, and actively participating in safety training programs.

## Access Control

Only authorized employees and visitors will be allowed access to the building during working hours. All full-time employees will be issued a unique key card, with access to designated areas and for use in employee entrances. Employees must NEVER give their key card to anyone to use.

Security cameras are in place throughout all buildings to monitor activity and deter unauthorized access.

## City Hall

Anyone entering City Hall shall go through the metal detectors, unless they were granted a unique key card granting access to employee doors, by the City.

## After Hours

Access to buildings outside of regular business hours will be restricted to authorized personnel with prior approval.





# Facilities

**Smoking, vaping, and similar products are prohibited in all city-owned buildings and facilities.**

**All heating appliances should have an automatic shut-off device.**

**There should be no open flames inside any City owned building or facility.**

**Extension cords should not be used on a permanent basis and should always be UL (Underwriters Laboratories) listed. Cords should not be a tripping hazard.**

**Employees should know where all the fire extinguishers, AEDs, first aid kits, and other safety equipment is located. Employees should acquaint themselves with the evacuation plan for their primary building and the safest place in their primary building in the event of a weather emergency.**

**Maintain neat and orderly work spaces, free of clutter and tripping hazards. Do not block walkways or exits.**

**All hazardous materials should be stored properly, labeled clearly, including the Safety Data Sheets (SDS), and be in accordance with all safety guidelines. Hazardous material should be kept away from ice machines and rooms employees may eat in. SDS notebooks should be maintained and made available upon request.**

**When carrying items, moving furniture, or using office equipment, use due diligence and common sense to avoid injury. Use ergonomically appropriate furniture and office supplies when able.**



# Sample Safety Data Sheet

IS THE PRODUCT  
A FIRE HAZARD OR  
HEALTH HAZARD?



Health	1
Fire	1
Reactivity	0
Personal Protection	E

## Material Safety Data Sheet Quinine MSDS

### Section 1: Chemical Product and Company Identification

**Product Name:** Quinine

**Catalog Codes:** SLQ1054

**CAS#:** 130-95-0

**RTECS:** VA6020000

**TSCA:** TSCA 8(b) inventory: Quinine

**CMR:** Not available.

**Synonyms:**

**Chemical Name:**

**Contact Information:**

**Sciencelab.com, Inc.**

14025 Smith Rd.  
Houston, Texas 77396

**US Sales:** 1-800-901-7247

**International Sales:** 1-281-441-4400

**Order Online:** [ScienceLab.com](http://ScienceLab.com)

**CHEMTREC (24HR Emergency Telephone), call:**  
1-800-424-9300

**International CHEMTREC, call:** 1-703-527-3887

**For non-emergency assistance, call:** 1-281-441-4400

WHAT CHEMICALS ARE  
IN THE PRODUCT?

### Section 2: Composition and Information on Ingredients

**Composition:**

Name	CAS #	% by Weight
Quinine		

**Toxicological Data:**

HOW DOES IT ENTER  
YOUR BODY?

HOW CAN IT AFFECT  
YOUR HEALTH IN  
THE SHORT TERM  
AND LONG TERM?

### Section 3: Hazards Identification

**Potential Acute Health Effects:**

Very hazardous in case of ingestion. Slightly hazardous in case of skin contact (irritant), of eye contact (irritant), of inhalation.

**Potential Chronic Health Effects:**

Very hazardous in case of ingestion. Slightly hazardous in case of skin contact (irritant), of eye contact (irritant), of inhalation. Available. MUTAGENIC EFFECTS: Not available. TERATOGENIC EFFECTS: Not available. DEVELOPMENTAL EFFECTS: Not available.

FIRST AID  
MEASURES

### Section 4: First Aid Measures

**Eye Contact:** Immediately flush eyes with running water for at least 15 minutes, keeping eyelids open. Cold water may be used.

**Skin Contact:**

p. 1

# Shelter in Place

There may be times when you will have to shelter in place. We may have a severe weather event, such as tornadoes, a hazardous material incident, or other similar events. This section will review these or similar situations and provide guidance. In any situation, always wait for the “all clear” or told to evacuate.

## Tornadoes

Go to the basement or designated safe place. Those in City Hall will gather in the basement conference room. Those located outside of City Hall should find a center, windowless room. Please contact your safety committee person for an exact location. If you are working in the field and unable to find a building, seek shelter in a low-lying area or ditch. Do not seek shelter in a vehicle.

## Hazardous Materials Incidents

In the event of a hazardous material incident, Call 911 immediately. Isolate the area and do not attempt to clean up the spill. If you have touched the material, wash yourself immediately. Close all doors and windows to the affected area, if indoors. If outdoors, stay upwind and be aware of wind direction, changes, and speed. This may turn into an evacuation event.

## Earthquakes

Stay calm, stay inside, and take cover under a heavy desk, table, bench, or similar item in the interior of the room. Do not leave the building until all tremors have stopped.

If outdoors, move away from buildings, trees, and utility poles. Stay in the open area until first responders arrive.

If driving, stop as quickly as safety permits and stay in the car. Seek an open space after the shaking stops. Be cautious of downed power lines.



# Evacuation Situations

**If you have to evacuate, please stay with your department, if possible. Your Safety Ambassador ensures all people from their department are accounted for. Listen for official instructions and be aware of your surroundings.**

**Building will clear the downstairs bathrooms. Police will clear bathrooms in the Police side of the building. City Clerk will clear the lobby bathroom and courtroom, with the Municipal Court as backup for the courtroom. Legal or Mayor's office will clear the employee bathroom at end of hall.**

## Fire Alarms

**When a fire alarm is activated all employees and visitors will evacuate the building and assemble at their designated place. Do not hesitate to leave, find the nearest fire exit and evacuate. Clear routes and designated locations are found on the next page.**

**If there is smoke, stay low and cover your mouth and nose. Check for danger before opening doors by feeling for heat with the back of your hand. If the door feels warm, stay in your office. If you can get out a window, do so using the glass breaker. If no window is available stay put with the door closed. If able, place something wet along the bottom of the door.**

**If you see someone is missing, please notify your designated Safety Ambassador. Speak to your Safety Ambassador and make sure someone has called 911.**

**Do not reenter the building until you receive an 'All Clear' by the Madison Fire and Rescue Department.**



# City Hall Meeting Points



Meeting Spot 1,  
underlined in red.

**Police**  
**IT**  
**City Clerk**  
**Magistrate**  
**Courtroom**  
**HR**

Meeting Spot 2,  
underlined in blue.

**Finance**  
**Legal**  
**Mayor's Office**  
**Building**  
**Engineering**  
**Planning**  
**All visitors in the Basement**  
**Revenue**

**Meet at the designated spot with your entire department. Check in with your Safety Ambassador. *For those working in other buildings, please meet with your safety ambassador for a complete review of your safety expectations.***

# Medical Emergencies

911



**Call 911, immediately to identify the nature of the emergency, and provide first aid if needed. Everyone should know where their first aid kit is located and should have open access to it.**

**Secure the person and the area to reduce the risk to the person and allow first responders to easily get to the patient to provide care.**

**If a person is experiencing cardiac arrest, locate the nearest Automated External Defibrillator (AED).**

**In the event of massive blood loss, find the “Stop the Bleed” bags that have been placed throughout the building.**

**If the person is choking and unable to shout, speak, or cough, stand behind them and support their chest with one hand while giving 5 sharp blows to the back between the shoulder blades with the heel of your hand. If this doesn’t work, the Heimlich maneuver may be needed.**

**For burns, run the wound under cold water for 20 minutes. If the burn is severe you may need to remove clothing, but do not remove clothes if it is also pulling skin.**

**In the event of an allergic reaction, remove the trigger, lay the person down, and try to find an epi-pen if severe enough.**

**Once the incident is under control, document the incident, by including the time, location, actions taken, and any witnesses. Contact Human Resources.**







# Bloodborne Pathogens

Try to avoid direct contact with blood or bodily fluids, unless properly trained (such as our first responders). When assisting a person who is bleeding, wear gloves. Each department should have a supply of gloves for use when assisting a bleeding person. When removing the gloves, remove them inside out, then wash your hands and forearms carefully for one full minute under hot water.

Clean or remove any contaminated areas, to include clothing, as soon as possible. If the contaminated space is the interior of a vehicle, contact your supervisor because the vehicle should be taken out of service until cleaned.

If you have broken skin, rashes, etc. keep the area covered and or bandaged.

## Communicable Disease Supply Kit

If a department routinely is faced with instances of communicable diseases, they should have supplies available to mitigate hazards associated with those communicable diseases to include:

- disposable aprons and shoe coverings
- disposable latex gloves
- puncture resistant containers and red sealable plastic bags
- protective goggles and surgical facemasks
- disposable towelettes (70% isopropyl alcohol)
- waterproof bandages
- absorbent cleaning materials
- “isolation area –do not enter” signs
- non-porous tongs

Each department should replenish and/or replace all used supplies after the event is over.



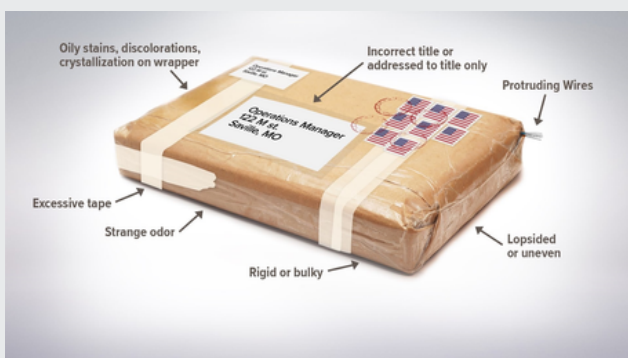
# Terroristic Activities/ Bomb Threats

If you receive a phone call stating a bomb is in or near the building, utilize the bomb threat call checklist found on the next pages.

## Identifying Suspicious Packages

- Foreign Mail, Air Mail, or Special Delivery
- Restrictive markings
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles or titles only
- Misspellings of common words
- Oily stains or discolorations
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven box or envelope
- Protruding wires or tinfoil
- Excessive securing material
- Visual distractions
- Strange odors
- Item placed where it seems abandoned or doesn't belong

**Do not touch or open the package. Clear the area and call 911.**



# Bomb Threat Call Checklist



## BOMB THREAT CALL CHECKLIST

**Instructions:** Be calm and courteous, listen, do not interrupt the caller.  
Notify your supervisor or another person to listen while the caller is on the line, if possible.

Date \_\_\_\_\_ Time \_\_\_\_\_

Exact words of person placing call: \_\_\_\_\_

\_\_\_\_\_  
(Use the back to log additional information)

**Questions to ask:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_ What office? \_\_\_\_\_
3. What type of bomb exactly? \_\_\_\_\_
4. What does the bomb look like? (container/internal components) \_\_\_\_\_  
\_\_\_\_\_
5. What will cause the bomb to explode? (movement/timer) \_\_\_\_\_  
\_\_\_\_\_
6. Did the caller place the bomb and why? \_\_\_\_\_  
\_\_\_\_\_
7. Why is the caller doing this? \_\_\_\_\_  
\_\_\_\_\_
8. Who are you: what is your organization? \_\_\_\_\_  
\_\_\_\_\_
9. What is your address? \_\_\_\_\_

# Bomb Threat Call Checklist (cont.)



**TRY TO DETERMINE THE FOLLOWING:**

Caller's: Sex \_\_\_\_\_ Race \_\_\_\_\_ Approx Age: \_\_\_\_\_ Length of Call \_\_\_\_\_

Was voice familiar: \_\_\_ Yes \_\_\_ No If so who: \_\_\_\_\_

**CALLER'S VOICE:** (check all that apply)

☐ Calm    ☐ Rapid    ☐ Crying    ☐ Stutter    ☐ Ragged    ☐ Disguised  
☐ Angry    ☐ Soft    ☐ Familiar    ☐ Normal    ☐ Lisp    ☐ Accent  
☐ Slow    ☐ Excited    ☐ Loud    ☐ Distinct    ☐ Raspy    ☐ Deep Breathing  
☐ Laughter    ☐ Slurred    ☐ Intoxicated    ☐ Deep    ☐ Clearing throat  
☐ Cracking voice

**BACKGROUND SOUNDS:** (check all that apply)

☐ Music    ☐ Motor    ☐ Long Distance    ☐ House Noises  
☐ Clear    ☐ Aircraft    ☐ Party    ☐ Street Noises  
☐ Voices    ☐ PA System    ☐ Static    ☐ Local  
☐ Office Machinery    ☐ Factory Machinery    ☐ Other (explain) \_\_\_\_\_

**THREAT LANGUAGE:**

☐ Well Spoken (educated)    ☐ Foul    ☐ Irrational    ☐ Message read by caller    ☐ Incoherent  
☐ Taped

Time Call Terminated: \_\_\_\_\_ Additional Information \_\_\_\_\_

**ACTION TAKEN AFTER CALL:**

☐ Notified Supervisor (Name of Supervisor Notified) \_\_\_\_\_

\_\_\_\_\_  
Receiving Telephone Number

\_\_\_\_\_  
Person Receiving Call

# Vehicles

**When traveling for work, employees are expected to :**

- **exchange phone numbers with their Department Head or supervisor; and**
- **report to their Department Head or supervisor upon safe arrival or immediately upon an emergency situation.**

**When using City vehicles employees are expected to:**

- **comply with all traffic and parking laws and drive in a courteous manner;**
- **inspect City vehicles for safe operations, including windshield wipers, underinflated tires, inoperable lights, etc. Any observed deficiencies should be reported immediately to the Department Head for service, with records maintained according to Alabama records retention requirements.**
- **use of cell-phones should be limited to hands-free technology only with absolutely no texting;**
- **follow all safety precautions and established safety rules when hauling or transporting material, parking on an incline, or similar situations that may create a hazard to person or property.**

**Hold Harmless Agreements:**

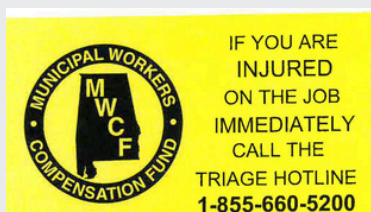
- **Agreements, located on pages 20–22, must be completed and submitted to the City Clerk’s office anytime a non-City employee is riding in a City vehicle prior to the date of travel.**

# Accidents

**In the event of an accident, try to keep the scene intact and contact the local police. Do not volunteer any information except name, address, and license number to anyone except the investigating officer, supervisor, or City Attorney. Do not admit fault. Employees should collect the same information for the other party involved and the name and contact of any witnesses, if applicable.**

# Prep for Travel

**Be sure to carry the phone number for the Triage Hotline and carry a blank copy of the First Report of Injury Form for precautionary purposes.**



# Hold Harmless Form



STATE OF ALABAMA  
COUNTY OF MADISON

## FOR CHILDREN OF EMPLOYEES RELEASE AND HOLD HARMLESS AGREEMENT

parent or legal guardian), being over twenty-one (21) years of age, as parent and/or legal guardian of the children listed below, for and in consideration of the City of Madison, Alabama, a municipal corporation in the State of Alabama permitting the said minor(s) to accompany \_\_\_\_\_ (City Employee) in a city-owned vehicle does hereby and for (his/her/their) heirs, executors, administrators, and assigns, release, remise and forever discharge and hold harmless the City of Madison, a municipal corporation, its officers, agenda, employees, successors, and assigns, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses and liability whatsoever, including but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequence thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying \_\_\_\_\_ (City Employee) in a city vehicle.

Names and date of birth of minor children for whom this agreement applies:

---

---

---

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THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

State of Alabama  
County of Madison

I, \_\_\_\_\_ a Notary Public in and for said County and State, hereby certify that \_\_\_\_\_, whose name is signed to the foregoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this date that \_\_\_\_\_, being fully informed of the contents of said conveyance, did execute the same voluntarily on the date that same bears date.

Given under my hands this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Release and Hold Harmless Agreement  
Children of Employees  
Page I of J (01-14-2020)



# Hold Harmless Form



STATE OF ALABAMA  
COUNTY OF MADISON

**RELEASE AND HOLD HARMLESS AGREEMENT**  
**ADULT FAMILY MEMBERS OF EMPLOYEES**

**Know All Men By These Presents** that the undersigned \_\_\_\_\_ being over twenty-one (21) years of age, for and in consideration of the City of Madison, Alabama, a municipal corporation in the State of Alabama, permitting the undersigned to accompany \_\_\_\_\_ (City Employees and Department) in a city-owned vehicle on a trip to \_\_\_\_\_ between the dates of \_\_\_\_\_ and \_\_\_\_\_ does hereby and for \_\_\_\_\_ (his/her) heirs, executors, administrators, and assigns, release, remise and forever discharge and hold harmless the City of Madison, a municipal corporation, its officers, agents, employees, successors, and assigns, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses and liability whatsoever, including but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequences thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying \_\_\_\_\_ (City Employee and Department) in a city vehicle on the hereinabove said trip.

**THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.**

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

STATE OF ALABAMA  
COUNTY OF MADISON

I, \_\_\_\_\_ a Notary Public in and for said County and State, hereby certify that \_\_\_\_\_ whose name is signed to the foregoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this day that, being fully informed of the contents of said conveyance, did execute the same voluntarily on the date the same bears date.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public for Alabama

My commission expires: \_\_\_\_\_

**Release and Hold Harmless Agreement**  
**For Adult Family Members of Employees**  
**Page 1 of 1 (01-14-2020)**

# Hold Harmless Form



STATE FOR ALABAMA  
COUNTY OF MADISON

**RELEASE AND HOLD HARMLESS AGREEMENT**  
**ADULT NON-FAMILY MEMBERS OF EMPLOYEES**

**KNOW ALL MEN BY THESE PRESENTS** that the undersigned \_\_\_\_\_  
being over twenty-one (21) years of age, for and in consideration of the City of Madison, Alabama,  
a municipal corporation in the State of Alabama, does hereby and for \_\_\_\_\_ (his/her) heirs,  
executors, administrators, and assigns, release, remise and forever discharge and hold harmless the  
City of Madison, a municipal corporation, its officers, agents, employees, successors, and assigns, of  
and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses and  
liability whatsoever, including but not limited to, liability arising from any and all known and  
unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the  
consequence thereof which the undersigned may hereafter accrue on account of or in any way  
growing out of accompanying \_\_\_\_\_ (City Employee and  
Department) in a city vehicle.

**THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT  
AND FULLY UNDERSTANDS IT.**

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**STATE OF ALABAMA  
COUNTY OF MADISON**

I, \_\_\_\_\_ a Notary Public in and for said County and State, hereby  
certify that \_\_\_\_\_ whose name is signed to the foregoing Release and  
Hold Harmless Agreement, and who is known to me, acknowledged before me on this day that, fully  
informed of the contents of said conveyance, did execute the same voluntarily on the date the same  
bears date.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public for Alabama  
My commission expires \_\_\_\_\_

Release and Hold Harmless Agreement  
For Adult Non-Family Members of Employees  
Page 1 of 1 (01-14-2020)

# Violence in the Workplace

**Workplace violence is defined as physical violence, threats of violence, or the use of weapons. It may include intimidation, bullying, harassment, or abusive language. Intentional property damage is also considered workplace violence.**

**Sexual harassment, which includes unwelcome advances, requests for sexual favors, and other verbal or physical acts of harassment of a sexual nature fall under the umbrella of workplace violence.**

**Workplace violence may also include domestic violence that has followed the employee to work.**

**The City has a zero-tolerance policy for any violence in the workplace. Employees, contractors, vendors, citizens, and any other visitors to City facilities are expected to maintain a safe and secure environment for all, whether on premises, working remotely, or at a work-related event.**

**Any threats or acts of violence will be taken seriously and may result in disciplinary action, including termination, and legal consequences if necessary.**

**If you are the victim of workplace violence or witness workplace violence reports can be made to your direct supervisor, HR, any Department Head, or the police (if needed). All reported incidents will be reviewed and investigated. Information that can legally be kept confidential will be.**



# Safety Sensitive

A “safety sensitive position” is defined as a role that involves any of the following: the operation of law enforcement or fire department vehicles, equipment, and/or firearms; the administration of controlled substances or medical supplies; the use of mechanical equipment or tools that could cause serious injury or harm to the operator or others; or any duties, functions, or situations that have the potential to cause serious injury or death to the employee or others.

Safety sensitive positions include, but are not necessarily limited to, the following roles:

- Sworn Police Officer Positions
- Certified Fire Department Positions
- CDL (Commercial Driver’s License) Positions
- Public Works Positions (Non-clerical)
- Dispatcher Positions
- Recreation Positions (Maintenance Staff, Lifeguards, Drivers)
- Employees Responsible For or Who Interact Regularly With Students or Children
- Other Maintenance Workers and Complex Maintenance Workers
- Any Other Positions Not Listed That Meet the Criteria for a Safety Sensitive Position

**Personnel in Safety– Sensitive positions are eligible for random drug tests.**

# Field Employees– General Safety

Safety should be at the forefront of your mind at all times. Always be aware of your surroundings and contact your supervisor immediately in the event of an injury, accident, sting, bite, or contact with poison ivy, poison oak, poison sumac or similar. Keep hornet spray in your vehicle. Employees on foot should stay clear of operating equipment.

Use all equipment appropriately and safely. Follow safety procedures when lifting, climbing, traveling, or working on any sites. Always abide by State and local laws when towing, driving, or performing any work. Ensure all trainings are up-to-date. Take precautions when traveling at night or in hazardous situations. Report any dangers immediately. All equipment should be utilized in the manner in which it is intended. Damaged or worn equipment should be replaced or repaired and tools should be stored safely.

## Field Employees– Weather

Department Heads should ensure employees working outdoors are contacted in the event of inclement weather. In the event of a tornado, seek shelter in a building or low-lying area if no building is available, do not stay in your vehicle. In the event of lightning, stay in a building or your vehicle for at least 30 minutes after the last lightning was seen. Do not stand near metal fences or trees.

# Field Employees

**Employees are required to use personal protection equipment at all times. Depending on the situation, this could include safety glasses, hard hats, steel toe boots, gloves, hearing protection, and orange vests. All eye and face protections should meet American National Standards Institute (ANSI) and/or Occupational Safety and Health Administration (OSHA) standards.**

**Do not attempt to enter an area you may feel unsafe, such as dark areas without a flashlight, crawlspaces with harmful snakes, rodents, etc., or an area you consider unsafe. Reach out to your supervisor immediately for further instructions .**

**Do not work in the presence of hazardous, toxic, or volatile chemicals without appropriate protection for your skin, eyes, and respiratory system. If you suspect harmful vapors or gases are leaking, leave and notify the Fire Department.**

**Make sure electric wires are not “live” prior to inspecting them.**

**Reduce the potential damage to your back by using appropriate equipment to lift. For example, use a lid puller to remove manhole covers. Be careful when entering trenches, if necessary use a trench box and have a competent attendant.**

**Do not enter a storm sewer manhole unless provided formal confined space entry training.**

**Any spills over 25 gallons must be reported to ADEM (Alabama Department of Environmental Management) Compliance Administrator.**



# Field Employees- Backing Vehicles

On job sites, vehicles and equipment should only be backed when all other movement options have been exhausted. If a driver needs to turn the vehicle around, they must use connecting streets to reposition as needed. Backing without a ground spotter is prohibited unless expressly approved by the Crew Chief or Supervisor in rare, extraordinary circumstances. When backing is necessary, the following guidelines must be followed:

- A ground spotter must assist the driver, and a backup camera (if equipped) should only be used as a supplementary aid, not as the sole method for backing.
- The spotter, if available, should remain in full view of the driver through the side mirrors at all times.
- If the driver loses sight of the spotter, the backing procedure must stop immediately. The driver should exit the vehicle to locate the spotter before proceeding.
- If no ground spotter is available, the driver must contact the Crew Chief or Supervisor for further instructions. In the rare event an exception is made, the driver must exit the vehicle and conduct a complete walk-around inspection to ensure no hazards are present before backing.

## Field Employees – Digging

Call Alabama One @811 to get further instructions before you dig. Maintain a record of the call.

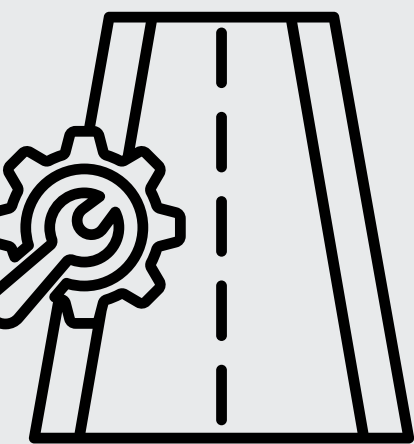


# Field Employees– Road Maintenance

When conducting roadway work, especially during peak traffic hours or road closures, the Police Department and other emergency response personnel must be notified. Vehicles and equipment involved in city street repairs must use emergency lights, which should include a combination of flashing, rotating, oscillating, or arrow board lights to ensure visibility.

Advance road warning signs must be placed in designated areas to alert drivers of upcoming roadwork, following the standards outlined in Section 6 of the Manual on Uniform Traffic Control Devices (MUTCD) for nationwide consistency. When roadwork blocks one lane, flagmen should be deployed, adhering to MUTCD flagging instructions, and all workers must wear Class 2 safety vests at all times to maintain visibility.

If an open road cut remains overnight, it must be clearly marked with retroreflective cones and barricades, along with proper lighting if necessary, in compliance with MUTCD regulations. Additionally, any employee working within the right of way (R.O.W.) or around moving equipment is required to wear a Class 2 safety vest to ensure they remain visible at all times



# Pneumatic Tools, Welding, Cutting, Heating

Only trained employees shall operate pneumatic tools. Safety eye protection and foot protection must be worn when using pneumatic tools. Do not exceed manufacturer's safe operating pressure for filters, hoses, pipes, valves, and other fittings. Shut off the air at the air supply valve ahead of the hose before making adjustments or changing air tools, and bleed the hose before breaking the connection.

Remove all flammable materials from the area before welding. Inspect cylinders, hoses, and connections, and remove any leaky hoses, cylinders, and connections to the open air, away from flammable materials. Avoid wearing loose, oily, or greasy clothing when welding, and use an appropriate face shield and protective clothing. Ensure there are no leaks in the welding equipment, and never use worn, frayed, or poorly connected cables or hoses.

If acetylene odor is detected, trace, locate, and repair the leak before operating the equipment. Take precautions to protect the area from sparks before beginning work. Keep water, a fire extinguisher, sand, or dirt available when welding, cutting, or heating. Adjust the pressure regulator for acetylene cutting equipment to ensure the pressure in hoses and pipelines does not exceed 15 pounds per square inch.

Proper ventilation is essential when welding, cutting, or heating. Never enter a confined space with a lighted torch or light a torch in an area where odors of acetylene or other gas vapors are detected. Use long hoses to reduce the need to move acetylene tanks. Keep all oily and greasy rags away from cylinders, valves, couplings, regulators, hoses, and torches. Do not use oil-based pipe joint compounds on gas line connections.

# Pneumatic Tools, Welding, Cutting, Heating

**Never exceed prescribed pressure for operating torches or use them near batteries. Avoid using compressed air for cleaning unless it is reduced to 30 PSI and only with effective slip guarding and PPE in place. Position cables and hoses properly to prevent damage from tools or vehicles. Do not use oxygen as a substitute for compressed air.**

**If the welder must leave the equipment, turn off and secure all cylinders. Place caps on cylinders before moving them, and store hoses neatly. Ensure the torch tip and the nose are clear of any obstruction. Purge the equipment and hose by opening and closing the acetylene valve and the oxygen valve individually. Hold the torch downward and away from other employees, adjusting the oxygen valve only after lighting the torch and blowpipe.**

**Do not lay a lighted torch down unless placed in an approved holder. Avoid holding the torch in one hand while climbing, and always keep it in the operator's range of vision. Turn off the torch when not in use. Close cylinder valves when work is finished, when cylinders are moved, and when cylinders are empty. Secure with chains as required, and ensure all cylinders are secured to prevent them from falling or being knocked over.**



# Field Employees

All lawn operating equipment must be equipped with a flashing hazard light, which should be in proper working order whenever the equipment is in operation, whether it is on a right of way or within a recreational facility. Employees should be aware of sharp edges on hand tools, mowers and any other equipment that has the potential to cause injuries from sharp edges.

## Aquatics Safety

There must be one (1) lifeguard on duty per fifteen (15) patrons. The guard tube and guard pouch must be worn at all times. Lifeguards must be on stand, standing at the poolside, or walking the pool deck perimeter at all times when people are in the pool and/or on the pool deck. Lifeguards must constantly watch the pool and pool area for behavior that indicates distressed swimmers or medical emergencies. They should use proper scanning and surveillance techniques to do so. Lifeguards should enforce facility rules and regulations at all times and ensure they are posted. Lifeguards must follow the department's water emergency action plan, located in the Lifeguard Handbook.

Make sure there are depth markers on the side of the pool, and lifelines and buoys are in order and accessible. Ensure ladders are secured properly, ladder handles are clean and rust-free, and steps are not slippery and are in good condition. Ensure water clarity is satisfactory, and lights in the pool are working properly. If water clarity is suspicious or unsatisfactory, notify management immediately. Ensure the pool is free of debris and the gutters are clean. Make sure water chemistry is balanced and within margin of standards; chlorine levels should be 1.0ppm – 5.0ppm (parts per million), pH levels should be 7.2 – 7.8, alkalinity levels should be 80ppm – 120ppm, and an average turnover rate of six hours should be maintained.

Only Certified Pool/Spa Operators (CPO) or experienced employees should handle chemicals. When handling chemicals, protective gloves, safety goggles, and respirators should be worn. Proper Personal Protective Equipment (PPE) should be readily available and kept in good working condition.

# Aquatics Facilities

Make sure there are depth markers on the side of the pool, and lifelines and buoys are in order and accessible. Ensure ladders are secured properly, ladder handles are clean and rust-free, and steps are not slippery and are in good condition. Ensure water clarity is satisfactory, and lights in the pool are working properly. If water clarity is suspicious or unsatisfactory, notify management immediately. Ensure the pool is free of debris and the gutters are clean. Make sure water chemistry is balanced and within margin of standards; chlorine levels should be 1.0ppm – 5.0ppm (parts per million), pH levels should be 7.2 – 7.8, alkalinity levels should be 80ppm – 120ppm, and an average turnover rate of six hours should be maintained.

Ensure ladders to diving boards are not slippery and are in good condition, and that the rails are clean and in good condition. Ensure movable fulcrums are in good working order and locked in the forward position, and access to starting blocks is restricted to swim teams only. Ensure equipment such as kickboards, personal flotation devices (PFD), life jackets, lifeguard rescue equipment, handicap access lifts, water aerobics weights, and any other recreational equipment is stored properly and kept in good condition. All life-jackets and personal flotation devices should be U.S. Coast Guard-approved. Only U.S. Coast Guard-approved equipment is acceptable to use in the pool. Ensure that all hoses and mechanical equipment are stored properly and safely out of reach from the public. Lifeguards shall not operate power tools unless supervised or given permission by the Aquatics Director.

Ensure safety equipment is in good condition. Ensure that backboards with head immobilizers and straps are readily accessible. Ensure that first aid equipment is easily accessible and well-stocked at all times, and that telephones are working properly. Keep the pool deck clear and free of dangerous conditions. Make sure the lifeguard stands are clean and in good condition, and the Ring Buoy and Shepard's Crook are hanging on the wall. Ensure the lights around the pool deck are working properly.

Make sure locker room areas are clean and free of algae, and floors are clean and not slippery. Ensure showers are in working order and drains are clean. Make sure wastebaskets are empty. Ensure sinks are clean and in good working order, mirrors are not broken, and the locker rooms are clear of glass objects. Ensure doors and windows are working properly, and doors are properly adjusted. Shoes should be worn when cleaning locker rooms. Gloves should be worn when cleaning, and good hygiene should be practiced.



# Parks and Recreation Areas

Recreation Aides must help to enforce the City's no-smoking policy, which states that no smoking is allowed in any City facility or park. They may politely request smokers in bleachers or spectator areas in parks to go to uncongested areas away from the public.

Recreational Aides should be aware of all emergency exits, including the walking track exits. They are responsible for observing behavior to keep patrons safe and must remove anyone from the gymnasium or parks who may cause harm to another individual. Safety rules and regulations posted in the gym, walking track, and ball fields at all complexes will be enforced by Recreational Aides to ensure that all patrons are safe.

They should be aware of fire extinguishers in the gymnasium and throughout the building, as well as the concession stands.

Recreational Aides must keep patrons off the basketball court when raising or lowering goals. They should ask for assistance when needed while moving bleachers and other equipment. They are also responsible for keeping first aid supplies and emergency phone numbers in the gym office and the concession stands. In the event of an emergency, Recreational Aides are responsible for getting everyone out of the gym and off the playing fields.

Recreational Aides should monitor the weather by visually observing, listening, using radio, television, and weather websites/applications when severe weather is predicted or develops. A 30-minute return-to-play rule applies. When severe weather is in the area, they are responsible for clearing everyone in the gymnasium to a safe and secure place. If in doubt about the possibility of severe weather, they should contact the Emergency Operations Supervisor or a supervisor for guidance. Recreational Aides are also responsible for escorting players, parents, and coaches off the field during lightning events.

# Madison Community Center

**In the event of an emergency assist clients out of the building. In the event of severe weather, escort clients to a safe and secure place.**

## Van Drivers

**All drivers must be trained in wheelchair loading, unloading, and securing techniques. Vans must be cleaned and sanitized daily and all loose objects removed.**



# Fire and Rescue



**All employees must follow the Madison Fire and Rescue standard operating procedures involving safety while working under emergency situations.**

**Fire personnel should be familiar with the International Fire Service Training Association (IFSTA), Essentials of Firefighting and the Incident Safety Officer Manual.**

**Maintaining a safe environment at the fire station is essential. Floors should be kept clean and free from slipping hazards like grease, water, oil, and hydraulic fluid, with regular inspections to ensure safety. At Station 1, the slide pole requires frequent checks for loose mounting devices, screws, and bolts, and energy-absorbing landing mats should always be in place at its base. Before using the slide pole, check the landing area for obstructions to prevent accidents. Defective equipment or areas of concern should be immediately brought to the attention of the Officer In Charge.**

**Proper training is vital when handling tools, equipment, or apparatus. Employees should store all tools in designated locations and ensure they are well-maintained. Any defective equipment must be reported to the Officer in Charge (OIC). Safety glasses and hearing protection should be worn when working in the shop area, mowing, trimming, using a blower, or performing tasks with injury risks. Additionally, cooking appliances, grills, and coffee pots should be turned off before leaving the station, and correct lifting techniques should be practiced when handling heavy objects.**

# Fire and Rescue

Medical safety is equally important. Contaminated medical gloves must be disposed of in red biohazard containers, and once the bag is full, it should be handed over to HEMSI for proper disposal. Visitors in the apparatus room should always be accompanied by a Madison Fire and Rescue employee. Apparatus should never be run in engine bays unless the doors are open or an exhaust removal system is activated. Shift Officers are responsible for securing the fire stations.

When responding to emergencies, drivers/operators need to check apparatus daily to ensure safe operation. Only those who have completed the department's driver course are permitted to operate pumpers or aerial apparatus in emergencies. Seatbelts must be worn by everyone while the vehicle is in motion. Audible and visual warning devices should be used when necessary, though discretion is advised in sensitive situations. Approaching intersections or stop signs requires slowing down and proceeding only when the path is clear or the light is green. Drivers must stop for school buses with flashing lights, slow down at unguarded railroad crossings, and adjust speeds in adverse weather conditions, using tire chains when deemed necessary. Speed should not exceed posted limits by more than 10 mph, and riding on exposed areas like the tailboard or running board is strictly prohibited.

At emergency scenes, apparatus should be positioned to maximize efficiency while avoiding exposure to heat, building collapse, or power lines. Backing up requires a spotter at the rear, and the vehicle must stop if the spotter is not visible. No one should exit the apparatus until it has completely stopped. For those responding in private vehicles, obeying traffic laws is mandatory, and warning devices are prohibited. Private vehicles should be parked away from incident areas to avoid obstructing emergency traffic, and responding in private vehicles is only permitted when summoned.



# Fire and Rescue

On the fire ground, protective clothing and equipment must be properly maintained and inspected at the beginning of each shift. Any defective gear should be removed from service and reported to the OIC. Full protective clothing is mandatory when using hydraulic rescue tools or power saws. Members must be familiar with all tools and equipment and follow the OIC's directives—no freelancing is allowed. Off-duty members reporting to an incident must check in with the Incident Commander (IC) or designated member.

The Safety Officer has the authority to intervene if operations become unsafe. In hazardous areas, teams must operate in pairs, staying close to provide assistance if needed. The accountability system is essential for tracking personnel, and at least one team member must carry a portable radio. Proper protective clothing is required for all hazardous situations, and no confirmed structure fire should be entered without full protective gear, SCBA, and extinguishing equipment. Exterior streams must not be directed into areas where interior attacks are underway. When laddering a roof, extend the ladder 2–3 feet above the roofline and ensure it is heeled while climbed. Whenever possible, ladders should be placed near building corners or firewalls. In emergencies where a firefighter is lost or trapped, the term "May Day" must be used.

Special hazards require additional caution. Electrical hazards should be reported immediately to the utility department. Solid or straight hose streams should not be used near electrical risks, and ladders must be handled with extra care around power lines, maintaining a minimum clearance of 10 feet for aerial devices. Electrical wires should never be cut, and all wires must be treated as "live" high-voltage. Vehicles or apparatus in contact with electrical wires should not be touched. Hazardous materials incidents demand proper identification of the product before any containment, firefighting, or rescue operations, with appropriate PPE worn for each zone.





# Fire and Rescue

In EMS and motor vehicle accident (MVA) situations, personal protective equipment (PPE) should be used at all times, with protection levels adjusted to fit the situation. For incidents involving violence, such as suicides, domestic disputes, or assaults, personnel should wait for police to secure the scene before approaching. Proper lifting techniques must be used when handling patients, and additional assistance requested when necessary. Sharps and biohazard materials should always be stored in proper containers and disposed of accordingly. During vehicle extrications, a charged hose line should be ready, and proper PPE must be worn when handling sharp edges. Everyone on the scene should be alerted before hazardous actions, like breaking glass or using a defibrillator, take place. Additionally, any spill over 25 gallons must be reported to the Alabama Department of Environmental Management (ADEM) Compliance Administrator.

By following these guidelines, Madison Fire and Rescue personnel ensure not only their own safety but also the safety of those they serve. Commitment to these principles makes every shift safer and more effective for all.





# Police

The Madison Police Department upholds several key policies to ensure the safety, professionalism, and preparedness of its officers. All employees are expected to be familiar with and adhere to the department's Policies and Procedures Manual, which outlines comprehensive safety guidelines. Firearms training and qualification are mandatory for every officer, covering all weapons used both on and off duty, with strict adherence to proper storage and handling protocols.

In situations involving vehicular pursuits or high-speed driving under emergency conditions, the department prioritizes minimizing risks to both officers and the public, aligning with its core mission to protect life and property. Uniformed personnel are required to maintain a high standard of professionalism by following established regulations regarding uniforms and equipment, including protective vests. Additionally, officers must have access to reflective traffic safety vests marked with "POLICE" and follow department policy regarding their use.

To safeguard against communicable diseases, the department emphasizes ongoing education and the implementation of up-to-date safety procedures. This ensures officers can perform their duties effectively while reducing exposure risks and maintaining equal service quality for all individuals, regardless of health status.

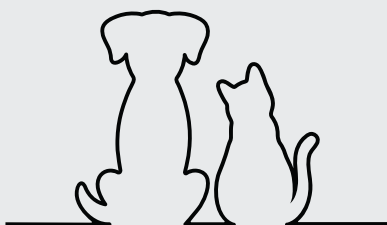


# Police- Animal Control

Animal control officers play a crucial role in maintaining public safety and animal welfare, requiring constant vigilance and adherence to proper procedures. Employees handling animal control tasks must remain alert to minimize risks associated with this semi-hazardous duty, recognizing the potential for exposure to diseases, bacteria, and viruses when handling animals. The use of proper personal protective equipment (PPE), such as heavy gloves, is essential when dealing with both live and deceased animals.

Familiarity with animal control equipment, including catch poles, traps, cages, nets, tranquilizer guns, and extender sticks, is necessary to ensure safe and effective handling. Officers must regularly inspect and sanitize equipment while ensuring its proper use to avoid unnecessary harm to animals. When tranquilizers are required, officers must administer them according to certification guidelines, taking care to avoid endangering the public.

In cases where an animal is suspected of having rabies or another disease, officers must follow established procedures for capturing, handling, and quarantining the animal in accordance with Health Department directives. After handling animals, officers are required to wash their hands with hot, soapy water and disinfect clothing, vehicles, and equipment to prevent contamination, ensuring no waste enters storm drains. Kennels must also be kept clean and sanitary to mitigate the spread of infection.

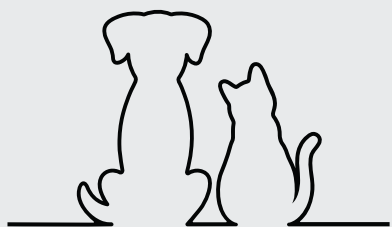


# Police – Animal Control

Safe storage practices are crucial for cleaning fluids, disinfectants, and other chemicals to prevent hazards such as spills, poisoning, or fire. When operating city vehicles, officers are expected to comply with state laws and city policies, using flashing emergency lights when stopped and clearing the right-of-way whenever possible.

If an officer sustains any injury, no matter how minor, they must seek medical attention and promptly report the incident to a supervisor. Special care is required when removing dead animals from public spaces, using tools like shovels or wearing thick rubber gloves to minimize direct contact. Rescuing animals from storm sewer manholes demands extreme caution, with officers using lid pullers to remove covers and ensuring no hands or feet are placed under lids during removal or replacement. Entry into manholes is strictly prohibited without formal confined space entry training.

When containing animals in cages, officers must secure the doors with locks and ensure cages are in good condition. If transporting multiple animals, they should be kept separated to prevent injury or distress. Through these measures, animal control officers can perform their duties safely while safeguarding public health and animal welfare.



# Non-Compliance

Failure to comply with these procedures and department specific policies, not only puts you at risk, but also compromises the safety of your colleagues and the integrity of our operations. Non-compliance with these safety procedures is considered a serious violation and will result in disciplinary action. Consequences will be determined based on the severity of the violation and any prior incidents of non-compliance. The following outlines the typical progression of disciplinary actions:

- Verbal warning with documentation kept in the manager file, along with additional safety training if warranted.
- Written warning placed in the employee's HR file. Additional training and performance improvement plan may be required.
- Suspension without pay for a specified period, depending on the severity of the violation.
- Termination of employment.

In cases of gross negligence, willful disregard for safety, or actions that result in significant harm or risk to others, the City reserves the right to proceed directly to suspension or termination, regardless of prior offenses.

All reports of non-compliance will be promptly investigated by management. Employees are encouraged to report safety violations without fear of retaliation.

This policy will be reviewed annually or as needed to ensure compliance with regulatory standards and the company's commitment to safety.

Direct any questions to your direct supervisor, Department Head, or Human Resources Dept.