



Safety Manual
City of Oelwein

“Safety First to Last”

Adopted by City Council Resolution #

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City of Oelwein
Mayor and City Council Statement of Safety Policy

The success of the City of Oelwein depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Oelwein is organized to give each department and its employees responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

(Mayor's Signature)

(Date)

Safety Responsibilities

City Administrator Responsibilities:

The City Administrator is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for City Administrator to personally observe all employee activities, he/she must rely on and assure that all Department Heads and employees are trained and aware of their safety responsibilities. Other safety responsibilities for the City Administrator include:

- Provide leadership and direction concerning safety activities.
- Participate actively in the continuous evaluation of the safety program.
- Review losses for potential trends on a regular basis.
- Enforce all safety rules.
- Participate and support all accident investigation activities.
- Review accident reports and recommend corrective actions.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Encourage safety suggestions from employees under your supervision.
- Obtain prompt first aid for injured employees.

Department Head Responsibilities

- Support, follow up, and take corrective action on all accident investigation activities.
- Review all department safety materials with new employees
- Review accident reports and recommend corrective actions.
- Set goals concerning safety performance within your department.
- Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on the City of Oelwein's worksites and facilities.
- Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
- Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
- Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
- Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
- Ensure that proper personal protective equipment (PPE) is available and used by employees when necessary or required.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Ensure that all employees have access to a copy of the organization's safety program.
- Encourage safety suggestions from employees under your supervision.

- Obtain prompt first aid for injured employees.
- Conduct facility and worksite audits of all work areas and facilities on a regular basis to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Safety Coordinator Responsibilities

- Conduct all accident investigation activities within 48 hours of each incident with or without an injury
- Introduce themselves to all new employees and work with them to sign off on the safety manual
- Conduct facility and worksite audits of all work areas and facilities on a regular basis to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.
- Review accident reports and recommend corrective actions.
- Set goals concerning safety performance within your department.
- Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on the City of Oelwein's worksites and facilities.
- Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Ensure that all employees have access to a copy of the organization's safety program.
- Encourage safety suggestions from employees under your supervision.
- Obtain prompt first aid for injured employees.

Department Safety Committee Members Responsibilities

- Report to their respective departments after each Safety Meeting
- Conduct facility and worksite audits of all work areas and facilities on a regular basis to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.
- Set goals concerning safety performance within your department.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Encourage safety suggestions from employees.
- Obtain prompt first aid for injured employees.

Employees

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. Safety is as much a part of the employees' responsibility as is getting the job done efficiently. The decisions you make affect your safety. All employees are expected to:

- Know your job, follow instructions, and think before you act.
- Work according to good safety practices as posted, instructed, and/or discussed.
- Refrain from any unsafe act that might endanger yourself or your fellow workers.
- Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or

your fellow workers.

- Abide by all policies, procedures, rules, etc. associated with the City of Oelwein's Safety Program.
- Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
- Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.
- Set goals concerning safety performance within your department.
- Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
- Use proper personal protective equipment (PPE) when necessary or required.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
- Obtain prompt first aid for injured employees.

Safety Committees:

A safety committee should be established by the governing body and be composed of employees representing each department. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. Employees from various work areas should be represented, both supervisory and non-supervisory. A Safety Coordinator will be selected by the City Administrator. The Safety Coordinator will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. The committee will meet monthly on the third Wednesday of the month at 11:00 at various departments throughout the year. The committees will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure that monthly inspections are conducted in each department's work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include films, speakers and exhibits.
5. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.

Life Threatening Incident Procedures

In emergency situations, city procedures may be different because of the severity of the employee's injury. While each step must be completed, the time frame may be extended to accommodate the severity of the injury.

The following actions should be taken in the event of a life-threatening emergency:

1. Call 911
2. Make sure site is safe before providing assistance
 - a. Do not attempt rescue alone
3. Provide assistance to injured person.

4. Notify the following once all employees are safe
 - a. Department Head
5. Company Nurse
6. Should the employee not be able to contact Company Nurse, the Department Head should contact the Company Nurse and:
 - a. Safety Coordinator
 - b. City Administrator
 - c. City Clerk
 - i. The City Clerk will notify the insurance company and IMWCA representative

Incident Procedures

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

Incident Reporting and Investigation

Many incidents occurring in the workplace or that involve equipment and property are preventable. Incidents can be employee and non-employee.

- Employee
 - Injury
 - Non injury
 - Near Miss
 - Unsafe Work
- Non-employee
 - Injury
 - Non injury
 - Near Miss

The following events should take place once an incident occurs:

1. The employee fills out an Incident Report Form (see Attachment 1)
2. The form is submitted the day of the incident to the Department Head
3. The Department Head would provide a copy of the form to the Safety Coordinator and City Clerk
 - a. Should the incident involve city property, the city clerk will notify the city's insurance company and if needed IMWCA representative
4. The Safety Coordinator would then have 12 hours to investigate the incident
 - a. The investigation will require an interview with the employee and any other employee present during the incident
 - b. The Safety Coordinator will fill out an Incident Investigation Report
 - c. The Incident Investigation Report will be shared with the City Clerk City Administrator
5. The Safety Coordinator will present his/her findings at the next Safety Committee
6. The Safety Committee will determine if the incident was preventable or not preventable
 - a. The Safety Committee will provide in writing their determination and have it be noted in the Safety Committee minutes
7. Should the incident be deemed preventable, the Safety Committee will provide recommendations to ensure that the incident does not occur

In order to prevent future incidents, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Incident Investigation Report has been developed to facilitate the investigation (see Attachment 2). The Safety Coordinator shall complete this form and a copy will be forwarded to the department head and safety committee as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.
3. Any accident involving a member of the public that could result in a claim being filed against the City of Oelwein, whether it is a personal injury or property damage.

Anytime an employee is involved in an accident with a city vehicle which involves private property, whether there is damage or not, the Police Department should be called immediately. If the Police Department is called on an incident, the police report shall accompany the Investigation Form. This Investigation Form does not replace the First Report of Injury Form, which still must be completed for an employee who incurs a work-related injury.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that the incident occurred in.

Non-Life-Threatening Incidents

If an employee is injured on the job, but it does not warrant a call to 911 they should complete the following steps:

1. Contact the Company Nurse
2. Report their injury to their supervisor
3. Fill out an incident report form and provide it the Department Head and Safety Coordinator

Near Miss Incidents

1. Fill out an incident report form and provide it the Department Head and Safety Coordinator

Training and Orientation

The Department Head or their designee will provide monthly and ongoing safety training at the in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

Documentation of Safety Training:

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in each respective department's safety file and a copy forwarded to the Safety Committee. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation:

Department heads 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. Documentation of the safety orientation training for each new employee will be maintained in the safety files of the department.

The Safety Coordinator will visit with each new employee and go over how the city coordinates their safety program the organization's expectations. The coordinator will walk them through an incident form and will discuss with them the proper reporting procedures for safety related incidents. The coordinator will walk them through the safety manual and work to get their signature acknowledging the manual. The coordinator will make themselves available to all new employees should they have questions about safety.

Hiring Practices

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of City of Oelwein that every new full-time employee undergoes a pre-placement physical. The employee will be directed to the city's designated health care provider. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the City of Oelwein.

Job Descriptions

It shall be the responsibility of the department head or their designee to have job descriptions for their employees. The City Clerk will provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each department head shall be responsible for periodically updating all job descriptions within their department to ensure they adequately reflect the requirements of the job.

Medical Services

Designated Physician Policy

The following policy will be in effect regarding workers' compensation illnesses or injuries.

The City of Oelwein has designated the Mercy One Clinic fka Wheaton Franciscan Clinic, 129 8th Avenue S.E., Oelwein, Iowa as its workers' compensation authorized treating physician/clinic as provided by law under Chapter 85.39 of the Code of Iowa. Employees with a work-related illness or injury will be required to have their initial evaluation with this physician/clinic. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists. It is the city's preference to support local medical providers.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the pre-approved and authorized treating physician/clinic.

First Aid

Any injury shall be treated by the department head or other available personnel in accordance with their individual abilities and the severity of the injury. Each department head or a designee will receive American Red Cross or equivalent first aid training.

At least one first aid kit shall be maintained in each occupied building and in each vehicle. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Return to Work Program

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

- A. It is the policy of the City of Oelwein to provide modified or alternate work for employees injured on the job and are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- B. The City of Oelwein will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.
- D. Objectives:
 - 1. To return employees who were injured on the job back to work as soon as possible, as long as there is not significant risk of substantial harm to themselves and others.
 - 2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.

3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
4. To retain qualified and experienced employees.
5. To reduce the cost of disability benefit programs.

E. Temporary Alternate Duty (TAD):

1. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. It is defined as modified duties or hours assigned to a worker. TAD is assigned when the physician indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and the work-related injury has not reached maximum medical improvement.
2. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatments.
3. If an alternate duty position is available an injured employee must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
4. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. They will be proportionately adjusted in the case of part-time work. The status of the TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD does not normally exceed three months.
5. TAD Procedures:

The City Clerk and the Department Head:

1. Informs designated physician about the TAD program and provides a copy of the injured employee's job description to physician.
2. Informs the injured employee about the TAD program.
3. Informs workers' compensation adjuster of the employee's availability to the TAD program.
4. Obtains information regarding medical condition of the employee from the physician(s).

The City Clerk and the Department Head:

1. Develops work assignments on a case-by-case basis, if available, adjusting to medical restrictions.
2. Develops appropriate TAD assignments and monitors on-going medical and work adjustments.
3. May meet with the injured employee to review TAD status.

Employee:

1. Reviews and signs Appendix A of the Return to Work Program Statement of Acknowledgment.
2. When the physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
3. When the physician has determined that maximum medical improvement has been reached and the employee is unable to perform the essential duties of his/her job with or without reasonable accommodations, the employee may be assigned to a Ninety (90) Day Modified Duty Assignment.
 - a. An employee assigned to a Modified Duty Assignment will report to his/her regular department. The employee shall be assigned to do assignments that he/she is able to do under the restrictions that the

- physician has placed on the employee.
- b. Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of his/her regular job classifications.
 - c. During the Ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.
 - d. At the conclusion of the Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.
- F. Permanent restriction resulting from personal injury/illness:
- 1. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to their former jobs. The cost of such examination will be paid for by the employer.
- G. Responsibilities of the employee:
- 1. To determine appropriateness of a job assignment, an employee who is unable to return to work without restriction is responsible for keeping his department head (or the department head designee) informed of the status of the employee's medical condition.
 - 2. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City of Oelwein or the City of Oelwein's workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Code of Iowa, Section 85.53).

Outside Contractors

In hiring short term contractors, the City of Oelwein will require the contractors to submit proof of their safety programs and successful safety training. Before a contractor commences work in a City of Oelwein workplace, the project coordinator and/or supervisor who controls the work area will be responsible for informing all outside contractors of the elements of all safety programs of the city that affect the project.

Contractors who fail to follow safety program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the City of Oelwein's Safety Program. Failure to maintain the standards in this policy will result in discipline as outlined in the City's Personnel Manual Chapter 11.2 Progressive Discipline.

Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, monthly department self-inspections are required. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the safety committee and reviewed at the monthly safety committee meetings.

Reporting Unsafe Acts/Unsafe Conditions

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.
3. Complete Unsafe Conditions Report.

Basic Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
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 in areas where there is a danger to equipment, materials, coworkers or buildings, or where "No Smoking" signs are posted.
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 particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. 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 disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.
14. Specific Safety Programs and Procedures

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

- Personal Protective Equipment
- Respiratory Protection
- Hearing Conservation

- Lockout/Tagout
- Confined Spaces Entry
- Hazardous Communications
- Blood-Borne Exposure Control Plan
- Attachment 1

Safety Manual Acknowledgement Form

I hereby acknowledge that I have received, read, and understand the "Oelwein Safety Manual" for The City of Oelwein.

I agree to conform to all organization practices, rules, and regulations relating to safe work place.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including termination.

I further understand that:

- It is my responsibility to report all unsafe conditions or violations of the Oelwein Safety Manual to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear of reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact his/her supervisor or Safety Coordinator.

Employee Signature/Date: _____

Appendix A

Employee of the City of Oelwein

Return to Work Program Statement of Acknowledgement

I acknowledge that I have been informed of the City of Oelwein’s Temporary Alternate Duty (TAD) program, and I understand and agree to abide by the restrictions defined by the attending physician and by the City of Oelwein as a condition of my participation in the Return-to-Work program.

I further understand that if I do not follow the restrictions placed on me by the physician and the City of Oelwein, I may receive disciplinary action up to and including discharge.

Employee Signature/Date: _____

Witness Signature/Date: _____