

 <b>City of WHITewater</b>		<b>Workplace Safety Policy</b>			
Owner:	DPW Director	Approving Position:	Common Council	Pages:	4
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	Minor wording changes.				

## I. PURPOSE

The City has in place a variety of policies that affect the work of specific employee groups only. Employees shall be aware of workplace safety policies that are specific to their work and they shall receive regular training in regard to the implementation of these policies. Such policies shall be maintained and made available to employees and their respective departments.

## II. PROCEDURE

### A. Loss Prevention Program

1. The safety and health of each of our employees is of primary importance. Our loss prevention program includes:
  - a. Training of all employees in safety and health requirements
  - b. Promoting safety awareness and participation
  - c. Development and follow-up on all safety and health rules for all employees
  - d. Providing personal protective equipment and instructions on the appropriate use
  - e. Providing mechanical and physical safeguards to insure maximum protection to all employees
  - f. Conducting safety inspections and observation to improve present methods and standards as related to health and safety
  - g. Performing accident investigations to seek and eliminate any unsafe conditions or acts which may cause recurrences
2. Employees are required to exercise due care during work to prevent injuries to themselves and others and to conserve materials.
3. Each employee will:
  - a. report all unsafe conditions to their Supervisor;
  - b. keep work areas clean and orderly;

## Workplace Safety

- c. report all accidents immediately;
- d. avoid engaging in any horseplay and avoid distracting others from their work;
- e. obey all safety rules and procedures;
- f. operate only equipment that they have been authorized to operate;
- g. use only prescribed equipment for the job and handle it properly;
- h. wear protective equipment when working in hazardous operation areas.

### B. City Safety Committee

1. This ad hoc committee will consist of the Public Works Director as Chair, Human Resources Manager and representatives of City Departments to assure productive discussion of safety problems encountered City-wide or in high hazard area operations.
2. Functions of the committee may include, but not be limited to, the following:
  - a. Hold periodic meetings to review and evaluate the progress of the City's accident prevention efforts.
  - b. Discuss safety problems and recommend solutions for their elimination and refer serious safety problems to the City's insurance carrier for recommendation.
  - c. Coordinate a training program which will develop in all members of the organization a strong safety awareness and a clear cut understanding of specific requirements.
  - d. Assist in accident investigation.
  - e. Record and file minutes.

### C. Safety Equipment

1. The City promotes the safety of employees.
2. The City will provide and/or issue personal protective equipment to employees to provide a safe working environment.
3. Common sense must be utilized to determine under which conditions different equipment should be worn.
4. General City guidelines are as follows:
  - a. Hard hats must be worn when overhead hazard is present.
  - b. Proper eye protection must be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals or any other operation where eye injuries may result.
  - c. Approved hearing protection must be worn where high noise levels exist. If you must raise your voice to be heard, you need hearing protection.
  - d. Shoes that are "work wise" and in serviceable condition for the operation to which the employee is assigned are required.
  - e. Gloves must be worn when handling rough edge or abrasive materials when the work subjects hands to lacerations, puncturing or burns.

## Workplace Safety

- f. Reflective traffic vests must be worn when performing work adjacent to or in traffic.
  - g. Approved respirators must be worn when a hazard is present and may be used for no other purpose.
  - h. Approved harnesses must be worn when a fall hazard is present and may be used for no other purpose.
- 5. In order for safety equipment to be effective it must be inspected periodically to assess its condition, it must be worn properly, and employees must comply with the orders and directions given to them by supervisors and management.
- 6. Safety equipment is generally available or issued to permanent City employees. Employees who are required to wear protective steel toe shoes/boots may receive an allowance towards the purchase of such shoes/boots.
- 7. Seasonal employees are responsible for appropriate footwear and clothing.
- 8. Head, ear, and eye protection is available from the employees' Supervisor.
- D. Prescription Safety Glasses
  - 1. For employees that wear prescription eyeglasses, the City may reimburse 50% of the cost, up to \$150, for the purchase of prescription safety glasses.
  - 2. The City will provide this reimbursement for no more than one pair of prescription safety glasses per employee in any two-year period.
  - 3. Safety glasses must meet safety standards for personal protective equipment in the employees' respective department in order to be eligible for reimbursement.
  - 4. The City may require the employee to obtain an eye examination at the employee's expense prior to granting the reimbursement.
  - 5. Eye examination costs will not be eligible for reimbursement.
- E. Safety Toe Boots
  - 1. For employees required to wear safety toe boots, the City may pay up to \$75.00 of the cost, for the purchase of safety toe boots.
  - 2. The City will provide the payment for no more than one pair of boots per employee in any one-year period.
  - 3. Safety Toe Boots must meet safety standards for personal protective equipment in the employees' department in order to receive the payment.
- F. Vehicle Collision Control and Accident Prevention
  - 1. The operation of motor vehicles is often necessary in conducting City business.
  - 2. The City works toward ensuring that the employees of the City who operate motor vehicles for their work, whether City or personally owned, operate vehicles in the safest manner possible both for their benefit and the City's.

## Workplace Safety

3. In the event of an accident or incident, preventable or non-preventable, no matter what extent the damages or injuries, the accident or incident shall be immediately reported to your supervisor.
4. All employees hired to operate motor vehicles in the course of their employment must have an excellent driving record and substantial experience in the operation of the particular type of vehicle they may be required to drive for the City.
5. An excellent driving record must be maintained throughout the time an employee works for the City.
6. Citations or arrests for violations received while operating City or personal vehicles while on City business, moving or otherwise, must be reported by the next business day to the employee's Supervisor who will in turn report the information to the Human Resources Department. The information will be placed in the employee's personnel file. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.
7. Employees must report to their Department Director and the Human Resources Office any revocation or suspension of their driving privileges before the start of the following business day. Failure to notify the Department Director and Human Resources Office may subject the employee to discipline. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.
8. Employees required to operate a motor vehicle in order to perform the duties of their position who are convicted of a violation resulting in suspension or revocation of their driving privileges may have the duties of their position reviewed at that time. If the suspension or revocation hinders the City in the accomplishment of the duties assigned to the position, the employee may be placed on unpaid leave of absence
9. All City vehicles must be inspected prior to use and all vehicles in need of repair must be reported to the supervisor immediately in writing.
10. The Human Resources Department is responsible for requesting and maintaining motor vehicle/driver records from the Department of Motor Vehicles for all employees operating either a City owned vehicle or their privately-owned non-commercial motor vehicle for business purposes.
  - a. Use of an employee's personal automobile in the course of City business shall be reimbursed at the I.R.S. approved rate per mile, in accordance with the City Ordinance and with prior approval of the department head and receipts.