

The City of Grand Mound

Resolution No. 23-29

“Safety Manual Policy”

Whereas, The City Council of the City of Grand Mound has received a recommendation by IMWCA to implement an updated safety policy manual and,

THEREFORE, be it resolved by the City Council of Grand Mound that the following Safety Manual Policy be implemented:

Safety Manual for The City of Grand Mound, Iowa

Statement of Safety Policy

The success of Grand Mound, Iowa depends upon our efficient use of resources to provide a high quality of living 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 Grand Mound, Iowa is organized to give each department 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 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.

SAFETY RESPONSIBILITIES

**Management and Department Head Safety Responsibilities**

Management 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 managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities;
2. Participate actively in the continuous evaluation of the safety program;
3. Set goals concerning safety performance within your department;
4. Set goals concerning safety performance within your department;

5. Review losses for potential trends on a regular basis;
6. Enforce all safety rules;
7. Participate and support all accident investigation activities; and
8. Review accident reports and recommend corrective actions.
9. Complete annual Motor Vehicle Records Checks to verify employee's who are required to operate city owned vehicles have a valid driver's license.

### **Supervisor's Safety Responsibilities**

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently.

Among the important safety responsibilities of each and every supervisor are:

1. 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 worksites and facilities of the City of Grand Mound, Iowa.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. 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.
5. 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.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the property safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforce the requirements of the City's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the City's safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.

12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

### **Employee Safety Responsibilities**

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. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed and or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules etc. Associated with the safety program of the City of Grand Mound, Iowa.
9. 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.
10. 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.
11. Do not text and drive while operating city owned vehicles or equipment.
12. Report the loss of a valid driver's license required to operate city owned vehicles to the City Clerk in writing. Do not operate a city owned vehicle without a valid driver's license without the required endorsements.

### **Medical Emergency Procedures**

1. Call **911**
2. Make sure the site is safe before providing assistance. **Do not attempt to rescue alone!**
3. Provide assistance to an injured person.

4. Notify your supervisor or the City clerk , or their designee.

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

### **Incident Reporting and Company Nurse**

As a member of the Iowa Municipalities Workers' Compensation Association, Grand Mound City Employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employees access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the First Report of Injury Form.

To report a claim through company Nurse, call 1-888-770-0928 and use group code IMWCA.

Employees who fail to report to Company nurse within 24 hours may be subject to discipline.

### **Injury and Incident Reporting and Investigation**

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, 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 accident/injury investigation form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head as applicable 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.

Anytime an employee is involved in an accident with a city vehicle which involves private property, whether there is damage or not, the Sheriff's Department should be called immediately. If the Sheriff's Department is called on an incident, the police report shall accompany the investigation form.

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

The department head shall provide a written response to any recommendation by the Safety committee or the investigator that outlines corrective action 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.

### **Training and Orientation**

The department head or their designee will provide ongoing safety training in the following area as the need arises:

- New equipment purchases
- New/changes in operations
- Identified areas of increased incidents and injury
- 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 at City Hall. The Public Works Superintendent is responsible to maintain records of safety training completed by Public Works Employees. 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 at City Hall.

### **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 the City of Grand Mound, Iowa, that every new employee undergoes a pre-placement physical. The employee will be directed to a medical provider chosen by the City of Grand Mound, Iowa. 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 Grand Mound, Iowa.

#### Job Descriptions

It shall be the responsibility of the department head or their designee to 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.

## First Aid

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

Medical treatment is mandatory for any of the following:

- Severe Chest Pains
- Traumatic injuries (head injury or severe cut)
- Loss of Consciousness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. 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 medication 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 substances.

## **Outside Contractors**

In hiring short term contractors, the City of Grand Mound, Iowa will require contractors to submit proof of their safety programs and successful safety training. Before a contractor commences work in the City of Grand Mound, Iowa 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 so the City that affects 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 Grand Mound, Iowa Safety Program.

### Safety reprimands

Should employees be observed not following documented safety rules/procedures, the attached Employee Reprimand Form will be used. Supervisors should make every effort to ensure employees are following safe work practices.

The City of Grand Mound, Iowa has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of the City of Grand Mound, Iowa.

#### Verbal warnings

Supervisors may issue verbal warnings to employees that omit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

#### Written warnings

Supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage
- Activities that could potentially result in injury or property damage.

#### Disciplinary leave

Supervisors may recommend, and management may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in an injury to themselves, another employee or causes property damage.
- Repeated violations or non-conformance to safety rules/procedures.

#### Termination

Supervisors and management may recommend termination of any employee for repeated serious violations of the above circumstances.

#### Documentation

The City Clerk will maintain records of disciplinary action. Violations of the City of Grand Mound, Iowa rules, regulations or procedures will be documented by filling out an Employee Reprimand Report on the employee. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

### **Safety Audits and Inspections**

#### Department Self-Inspections Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, quarterly 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, or City Clerk, 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.

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

### **Basic Safety Rules**

#### General 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 be kept clean and orderly at all times.
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 guards 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.

#### 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

#### **SEAT BELT/RESTRAINT POLICY**

It is the policy of the City of Grand Mound, Iowa that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seatbelts and shoulder restraints and do not text and drive.

Employees operating equipment with a rollover protective structure (ROPS) shall use seatbelts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes, but not limited to pick up and truck boxes, fenders, steps and bumpers.

Failure to comply with these rules is a violation of the City of Grand Mound, Iowa safety policies which is cause for disciplinary action.

**APPROVED AND ADOPTED this 11th day of September 2023.**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

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Kurt Crosthwaite, Mayor

ATTEST:

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Melissa Conner, City Clerk