

SECTION XIX: GENERAL SAFETY

NOTE: SEE CITY SAFETY MANUAL(S)

1. GENERAL POLICY. The following general safety rules will apply in all City work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.
 - A. Proper licensing and extreme caution are required by all employees operating any type of power equipment.
 - B. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
 - C. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be properly secured.
 - D. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.
 - E. Defective equipment will be reported immediately to the supervisor, Mayor or City Manager.
 - F. Employees will not operate equipment or use tools for which licensing and training has not been received.
 - G. In all work situations, safeguards required by State and Federal Safety Orders will be provided.

2. PROPER USE OF Tremonton City EQUIPMENT AND TOOLS. The use of Tremonton City equipment or tools for private purposes is strictly prohibited. However, reasonable use of Tremonton City tools and equipment to protect property and preserve life is authorized.
 - A. Employees must receive the proper training including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description.
 - B. A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial drivers license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act, signed into law on October 27, 1986. Employees must renew their commercial drivers license at four year intervals.
 - C. Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.
 - D. Employees shall keep the City vehicles which are used by them clean, presentable, and serviceable. Employees receiving car allowances shall also keep their vehicles clean, presentable, and serviceable.

3. ACCIDENT REVIEW POLICY. An Accident Review Committee comprising of the Mayor, City Manager, Department Heads of the employee that was involved in the accident, and other invitees ~~will~~ may, upon the election of the Mayor or City Manager, review all Workers' Compensation claims, accidents, claims, losses, and vehicular and work related accidents involving City employees and City equipment. If a Committee Member is involved in an incident or accident that the Accident Review Committee is reviewing, that member shall not participate in the review process.
- A. The Accident Review Committee shall evaluate the accident and shall consider any or all of the following information:
1. Written evidence presented by the employee concerned, the supervisor and the police report of the accident investigation if there be any;
 2. Maintenance records or other information available;
 3. The past record of employee;
 4. Diagrams, photographs, and other evidence;
 5. Testimony of others and witnesses present; and
 6. Any and all information related to personal injury to City employees or volunteers.
- B. The Accident Review Committee shall determine, as far as possible, the cause of the accident and whether the accident was preventable or non-preventable.
1. A preventable accident is herein defined as any occurrence which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the authorized operator/employee in question failed to do everything that could have reasonably been done to prevent it. In the case of vehicle accidents, preventable accidents typically include accidents that result from backing up a vehicle and driving faster than conditions permit
 2. A non-preventable accident is herein defined as any occurrence which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the authorized operator/employee in question took all reasonable precautions to prevent the accident, and the accident still occurred.
- C. The Accident Review Committee shall document its findings as to whether the accident was preventable or non-preventable and corrective/disciplinary action, when appropriate. The findings of the Accident Review Committee shall be recorded on the Report of Tremonton City Accident Review Committee and shall be a part of an employee's personnel file when corrective/disciplinary action is associated with the accident.
1. Corrective/disciplinary action may include loss of privileges associated with

using a piece of equipment, required defensive driving or safety courses, reassignment or termination of employment for gross negligence and excessive accidents.

2. The Report of the Tremonton City Accident Review Committee may be expunged from the employee's personnel file after three (3) years with no other accidents resulting in corrective/disciplinary action.

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Notes: