

CITY OF PAGE

Safety and Loss Prevention Control Manual

Page, Arizona

The Center of Canyon Country

City of Page Safety Committee 2000

City of Page

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Introduction

Intent

The City of Page Safety Program is intended to establish safety and loss control as an integral part of City management procedures. Through the protection of personnel by a vigorous safety program, and the minimizing of damage to property and equipment through loss control; the City Government can make the most effective use of public resources available.

Operation

Municipal government encompasses a wide variety of departments and functions. Because of this diversity and the differences in organizational structure among the departments, it is recognized that some terminology and procedures in this manual may have to be adapted or revised to be applicable to all areas of City operation. Some details may not fit the requirements of some departments.

Manual Organization

This manual is organized in sections to permit the distribution of applicable portions as necessary. The Safety Committee, Manager and Department Heads will have complete manuals maintained on file. Foremen, Supervisors and Employees will be issued sections of the manual that apply specifically to their operations and Departments, along with general sections on injury, accident reporting, vehicle operation, etc. This will also permit the appropriate sections to be revised whenever necessary without altering the other sections.

Responsibilities

All City employees are fully responsible for implementing and maintaining safety and loss control regulations of this program as they apply to their departments, working areas and specific duties. The responsibilities listed in each category are minimum and should in no way prevent individuals and departments from establishing more comprehensive procedures to protect life and control property damage and loss.

Chapter 1: General Guidelines

Section A: Employees

Employees are required as a condition of employment to adhere to the following safety rules, conserve materials, and exercise due care in their daily work to prevent injuries to themselves and fellow workers, as well as the general public.

Each employee shall:

1. Report all unsafe work conditions, equipment and materials to his/her supervisor.
2. Keep working areas and station clean and orderly at all times.
3. Report accidents to a supervisor immediately.
4. Avoid horseplay and boisterous activities that will distract others.
5. Lift and handle materials properly.
6. Obey all published safety rules and work instructions for specific jobs. If there is any doubt about proper procedures to follow, stop the activity until instruction is given by his/her supervisor.
7. Only operate machinery or equipment for which he/she has been properly trained and authorized to use.
8. Use proper tools and equipment for each job.
9. Wear all proper and required safety equipment for each work area and job.
10. Dress safely and sensibly for work.
11. Promote the safety program and make suggestions for improving work conditions and safe operation.
12. Conserve materials and supplies to prevent waste.
13. Certify in writing that they understand compliance with safety regulations and polices as a condition mandatory for employment.

Section B: Foremen/Supervisors

Each supervisor shall be responsible and accountable to the Department Head for compliance with the Safety Program within his/her Department. This includes the performance of employees under their supervision and the condition of machines and equipment within their operating area. Supervisors have full authority to enforce the provisions of this manual and published safety rules to keep injuries and property loss to a minimum.

Each supervisor shall ensure that:

1. All hazardous or specific tasks are covered by published work rules to minimize injury and property damage potential.
2. All personnel are briefed and understand work procedures and policies.
3. All employees are trained and retrained as necessary in the manner in which specific jobs are to be accomplished especially when hazardous conditions exist.
4. All employees are instructed to in the use of protective equipment.
5. Required safety equipment and protective devices for each job are available and used properly by each employee.
6. Safety equipment and protective devices are properly maintained, inspected and replaced when necessary.
7. Safety meetings are conducted as needed with employees to review accidents, cover safety procedures, train with new equipment, and promote exchange of information of safe workings conditions.
8. Safety suggestions and written comments from employees are encouraged and adopted when feasible. General suggestions affecting all Departments should be forwarded to the Safety Committee for review.
9. All accidents are properly and thoroughly investigated and recorded on the proper forms and given to the Personnel Department where they will be reviewed and forwarded to the Safety Committee.
10. Full use of Safety committee recommendations are made to prevent the reoccurrence of accidents.
11. Corrective action is taken promptly when hazards or unsafe conditions are recognized or observed.
12. Safe and healthful working conditions exist in areas under this jurisdiction while employees are working.
13. All safety polices are fully implemented for maximum effect on the job.
14. Impartial enforcement of work policies and safety rules occurs by taking and recommending disciplinary action against employees who fail to follow regulations.
15. Supervisor takes initiative in recommending correction of deficiencies noted in facilities, work procedures, knowledge, or attitudes that adversely affect the safety program.
16. Supervisor cooperates fully with the safety committee, Department Head, or delegated inspectors in ceasing operations deemed to be an imminent hazard or danger to employees; or in removing employees from tasks when they are not wearing or using required safety equipment.

Section C: Employee/Operator Responsibilities

1. Inspect vehicle and equipment they are to operate each day or prior to the first trip for:
 - a. Evidence of damage. You may be responsible for accident damage that is not reported before you drive a vehicle.
 - b. Steering, braking or other control defects.
 - c. Operation of signals, wipers, windows and other similar equipment on the vehicle related to normal driving needs.
 - d. Level of fluids, tire pressure, etc.
2. Employees are to report any unsafe condition on a vehicle at once prior to operating the unit. If safety problems arise during operation the vehicle shall be taken out of service and the problems reported. If safety problems arise while an employee is out of town the problem is to be reported at once to risk manager for instruction on how to proceed.
3. Wear seat belts.
4. Notify police, supervisor and risk manager at once of any accident involving a City vehicle no matter how minor. If out of town, notify local police, supervisor and risk manager at once.
5. Practice defensive driving practices and promote courteous driving practices.
6. Maintain proper and valid driver's license for the type(s) of vehicle you are required to operate during working hours. If for any reason a driver's license is suspended or revoked, it must be reported at once to supervisor.
7. Know state traffic regulations and be capable of periodically passing driving check rides and written tests administered by supervisors.
8. Notify supervisor and do not operate a motor vehicle or piece of equipment when any medication or other physical impairment will affect your ability to operate safely.
9. Attend driving courses and classes when scheduled by supervisor.
10. Not permit passengers aboard City vehicles unless authorized for official business.

Disciplinary Action

Disciplinary action may be taken against employees as with any other violations when irresponsible driving behavior, attitudes, and actions cause accidents or endanger others in the operation of City vehicles and motorized equipment.

Section D: Department Head

Each Department Head has the full authority to, and total responsibility for, maintaining safe and healthful working conditions within their area of jurisdiction whether in the office, shop or in the field. Tasks, jobs and hazards vary from Department to Department, but it is expected that a continual effort will be directed towards controlling injury, collision, liability, and waste of materials.

Each Department Head will:

1. Insure that budget requirements include anticipated costs for protective clothing, equipment and modifications to meet OSHA, environmental quality, and safety standards as dictated by Federal, State and City regulation.
2. Required full compliance by all personnel In the Department with safety rules and provide for disciplinary action when needed to enforce the safety program.
3. Hold supervisors responsible for accidents and waste caused by their employees and recognize that a supervisor's capacity to supervise is measured by the safety and efficiency of his/her operation.
4. Include an employee's safety record in the basic criteria used to judge performance evaluations. Employees who cause accidents possible have deficiencies that need to be identified and corrected.
5. Insure that employees are fully trained for jobs they are assigned and that all employees in their respective Departments are familiar with safety regulations and have certified in writing they understand compliance is mandatory.
6. Provide leadership and a positive example in promoting the safety program and maintaining the loss prevention policies in all operations.
7. Use portions of staff meetings necessary to review accidents and discuss procedures needed to control hazards and violations of safety policies.
8. Interview individual employees and/or supervisors when necessary to insure compliance with regulations when employees have been involved in lost time accidents, injured through negligence or involved in vehicle accidents.
9. Participate in Safety Committee meetings when needed and disseminate Information to employees.
10. Use the resources of the Safety Committee when needed for assistance In accident prevention programs and loss control measures.
11. Hold each supervisor responsible for proper reporting and investigation of Injuries and accidents and realize an excessive number of incidents indicate a supervisor's management policies need evaluation.

Chapter 2: Emergency Procedures

Section A: Vehicle Accidents

1. Stop vehicles and equipment immediately.
2. Determine injuries and notify dispatch of locations and injuries as well as any other hazards (electrical or fuel); begin first aid.
3. Control other traffic to prevent further accidents and, unless involved in first aid, secure the scene for police Investigation.
4. Do not move injured persons unless In Imminent danger from fire or other hazards; give first aid for breathing and bleeding control until help arrives. Use caution when confronted with possibility of exposure to blood-borne pathogens.

Section B: Industrial Accidents

1. Shut down any operating equipment immediately, make the area safe for working.
2. Report accident to 911 dispatch and request help. Give location, nature of accident, injuries and other hazards. When help arrives, contact risk manager at once.
3. Determine Injuries and begin first aid for bleeding control and breathing using caution when confronted with possibility of exposure to blood-borne pathogens.
4. Do not move the individual unless absolutely necessary.
5. Determine if other hazards exist from spilled fuels or chemicals, electrical damage, etc.
6. Secure the area for Investigation purposes.

Section C: Fires

1. Notify dispatch Immediately, give location of fire and any Injuries.
2. Evacuate the Involved area/building as soon as possible.
3. Only attempt to fight the fire once evacuation is underway and if fire Is small enough and contained locally where extinguisher will be effective.
4. Shut doors and windows, tum off blowers and ventilation systems to contain the fire.
5. Do not allow anyone to re-enter the building, secure the area to protect bystanders.
6. Shut off electricity at main service to building if time/conditions permit.

Section D: Other Hazards

1. Try to render the area safe for further work to aid Injured.
2. Notify 911 dispatch or type of problem and location, number of Injured.
3. Keep area secured, protect others from Injury.
4. Evacuate If spill or fumes potentially dangerous.
5. Treat Injured with basic first aid until help arrives, using caution if confronted with possibility of exposure to blood-borne pathogens.

Section E: Emergency Notification

EMERGENCY PHONE NUMBER CITY COMMUNICATIONS CENTER **9-1-1**

IN HOUSE EXTENSIONS= COMMUNICATIONS CENTER

9-9-1-1 • EXT. 4350 • *INTERCOM #50 or #51

Note: Intercom numbers are not on rotor system.

If #50 is busy, hang up and dial #51

Page City Hall is wired with a silent alarm system for emergency situations. The alarm is activated by pressing buttons which have been installed at several locations within City Hall. The police department is summoned immediately upon activation of the alarm.

Emergency Notification

1. Remain calm and give as much information as possible; if the person reporting a problem is panic stricken the information will take that much longer to obtain.
2. Give accurate location, address, description.
3. Describe the problem: i.e. vehicle accident; fire; chemical spill, etc.
4. Advise if people are injured, and if so, how many.
5. Advise if any people are trapped or in imminent danger because of the emergency.
6. Give your name and phone number you are calling from so they can get back to you if more information is needed.

When reporting an EMERGENCY always tell the dispatcher as soon as he/she answers the phone so they will give your message priority.

After emergency notification and action has been completed then notify your foreman/supervisor through normal channels of the accident or incident as soon as possible.

Disturb as little of the scene of the incident as possible for investigation and report purposes.

Chapter 3: Reporting Procedures and Reports

Section A: Reporting Procedures – Accidents and Injuries

This section outlines the range of accident/injury situations likely to be faced by City of Page employees and supervisors. Each example states what procedure to follow, which reports need to be completed and who to notify of the accident / injury. An industrial injury by definition is one which arises out of, and in the course of employment or an injury caused by the action of another directed against the employee because of his/her employment.

1. **FATALITIES** - The death of an employee as a result of an accident related to employment shall be reported to the Police Department immediately for emergency action and investigation. The immediate supervisor or Department Head shall also immediately notify the City Manager and Risk Manager. This same procedure shall be followed when an accident results in death to a member of the general public that involves City personnel and equipment.
2. **SERIOUS INJURY** - Emergency procedures shall be followed including medical treatment and notification of the Communication Center. Police will conduct an investigation. The immediate supervisor or Department Head will notify the City Manager and Risk Manager as soon as possible. An accident report and Workmen's Compensation Report of Industrial Injury are required. These injuries usually warrant treatment and handling by an emergency rescue unit.
3. **INJURIES REQUIRING PHYSICIANS TREATMENT** - Insure that first aid has been provided. If in doubt as to the seriousness of the injury summon emergency medical response by rescue unit through the Communications Center. A City of Page Accident Report will be needed and the employee will need to be given a Workmen's Compensation Industrial Injury Authorization Form to be taken to his/her physician. The supervisor will insure the individual is taken to a physical or medical facility without undue delay.
4. **MINOR INJURIES** - Superficial injuries such as small cuts, bruises, scrapes, etc. may be treated with a first aid kit in the field or work location. A City of Page Accident Report must be filed and a Workmen's Compensation Report filled out even if the employee does not require professional medical care. This will protect the employee and the City if later complications develop.
5. **BACK INJURIES** - All claims of back injuries shall be sent to a physician as in Section A - number 3 above.
6. **ILLNESSES OCCURRING WHILE ON THE JOB** - Employees who become ill while at work shall notify their supervisor as soon as possible. If the illness is a sudden, severe medical problem such as abdominal pain, stroke, chest pain, etc., emergency medical response shall be requested through the Communications Center - 911 dispatch. Other less severe illness situations are to be handled under normal City sick leave procedures. Supervisors shall determine whether or not the illness is related to exposure to chemicals or other job-related problems. A City of Page Accident Report will be necessary if the illness is later related to on the job exposure to hazardous materials or chemicals, etc.
7. **INDUSTRIAL CLAIMS** - It is the responsibility of the employer to report any accident involving injury no matter how minor, within ten (10) days to the insurance carrier and Industrial Commission on forms prescribed by the Commission.

Regardless of the severity of injury, employees are to report all injuries to their supervisor immediately or as soon as possible after the incident. This is to be done prior to the end of the employee's current shift or day of work. If unable to locate the supervisor, the employee shall notify the next person in the line of administration. Employees who fail to report injuries may find claims denied for lack of information, improper reporting; or subject to investigation because of the intervening time off work.

The supervisor is responsible for seeing that all applicable information is obtained, and proper reports completed. Incomplete forms will be returned for proper information.

Treatment by a physician is not necessary to validate an Industrial Claim. As long as each injury is treated and recorded properly the employee will be covered for medical treatment should the need arise later from that particular injury.

Should employees receive bills for medical treatment and/or prescriptions during the course of treatment that are covered by Workmen's Compensation these should be brought to the attention of the City Manager's Office as soon as possible. Do not ignore bills thinking they will be later covered by insurance as the provider of the services may not have billed insurance.

8. RETURN TO WORK - Employees shall not be permitted to resume their normal duties as work unless a signed authorization is received from the treating physician following treatment for an industrial injury or illness. Employees who have had accidents, illnesses or injuries off the job which resulted in absence from work shall also furnish a physician's release or statement in accordance with Personnel Rules.
9. RECURRENCE OF DISABILITY FROM PREVIOUS INJURY – If an employee experiences problems because of a previously reported industrial injury, he/she shall report the situation to the supervisor immediately. The supervisor will verify through the Manager's office the status of the claim. If the claim is still open the employee shall return to the doctor/physician who initially provided the treatment for further care.

When a claim is closed it is the responsibility of the employee to petition the Industrial Commission to have the case reopened using a form provided by the Commission. The physician will be required to provide substantiating information. No benefits will be given until the petition is received and reviewed by the Commission.

Section B: Reports

Reports of accidents or unsafe situations are intended to help determine the cause of an accident and to aid management and employees in preventing future events that are similar from occurring. The prompt and complete evaluation of an accident and the accurate report of the incident will aid in fulfilling this goal. Foremen and/or supervisors are responsible for seeing that all reports and documents concerning an incident, including unsafe conditions and near accidents, are reported to their department head for forwarding to the Safety Committee and City Manager.

Several reports exist and one or more could be needed depending on the incident.

1. CITY OF PAGE ACCIDENT REPORT FORM - To be filled out on accidents involving injury to personnel or damage to equipment. This form can also be used for near miss or dangerous situations where individuals or equipment were almost damaged by typing the phrase "NEAR MISS ACCIDENT" across the top of the form. This form is not necessary when a complete police report and investigation will be done of a vehicle accident or accident involving death or criminal action.
2. STATION COMPENSATION FUND REPORT OF INDUSTRIAL INJURY FORM - This form is to be filled out by foremen or department heads whenever an employee is injured on the job. Employees must remember they cannot return and claim an industrial injury if this form is not filed. A one-year time period is allowed for the filing of this report. This form should be completed even if the employee does not leave work or see a doctor. Employees may receive benefits years after an incident if it can be established the original accident is the contributing factor to their later disability.

The top single portion of this three-copy report is to be given to the employee to take to his or her physician. One copy is to be forwarded to the Manager's office and the last copy is to remain in the booklet.

3. UNSAFE CONDITIONS OR EQUIPMENT - Unsafe conditions, equipment or other potential problems should be reported as soon as possible to a foreman or supervisor for correction. Equipment Repair Orders should be completed for defective or unsafe equipment that needs repair and the piece of equipment placed out of service. The equipment should be tagged or marked in some way so others will not use it, a red tag attached with an explanation is a good method. Unsafe conditions or situations needing correction shall be written up on a regular City Memo Form with a copy to the safety Committee. The original should go to the appropriate department head.
4. VEHICLE ACCIDENT REPORTS - Any time a vehicle accident occurs a report should be completed by the Page Police Department. This report will be sufficient for the purposes of the safety Committee.
5. FIRE AND HAZARD REPORTS - For any incident involving fire or hazardous condition to City equipment or property the Fire Department will complete a report that will be forwarded to the Safety Committee and City Manager.

Section C: Guidelines

Personnel involved in accidents should:

1. Protect the area from further accidents.
2. Do not allow individuals to move objects unless to help injured.
3. Do not admit anything to anyone except City investigators.
4. Obtain names, addresses of witnesses and provide only your name and address to others.
5. Observe the accident scene, other vehicles, equipment and persons for later reference.
6. Note the weather conditions, road or area conditions, and any other obstructions or factors that may have contributed to the accident including what other parties involved were doing at the time it occurred.
7. Notify your supervisor of the accident as soon as possible.
8. Complete your report within a short time so details will be fresh in your mind.
9. Try to avoid discussing what happened with others involved with you because they may influence your thinking or your perception of what you thought happened.
10. Do not discuss City Insurance coverage or liability with others involved in the situation.
11. Remember lawsuits may be filed at a later time so do not discuss the incident with anyone unless the City Attorney or City Manager grant permission.

Report Writing:

1. Be sure you know the total area involved, start with the big picture and work inward.
2. Reconstruct as much as possible the chain of events leading to the injury or accident.
3. List all the factors you can find that may have contributed to or had an effect on the incident.
4. Draw diagrams and take measurements if needed to clarify the scene.
5. Make notes and include factual information such as names, addresses, serial numbers, quantities, etc.
6. Photographs are advisable in serious injury or death situations or in any accident where the public is involved.
7. Describe any procedures or actions that were contrary to safety rules, operational policies or instructions for the task.
8. Describe injuries to individuals as thoroughly as possible and any treatment given at the scene.
9. Note and describe any defective parts of equipment and vehicles involved in the accident.
10. Try to place witnesses and victims on the diagram to see what view of the accident they had when it happened.
11. Note the weather conditions, lighting, distances to lights at night.
12. Record as accurately as possible anything said by people involved in the accident after it happened.
13. Try to talk to witnesses separately and before they talk to each other.
14. If evidence is present, faulty parts, broken parts, etc., preserve these for evidence.

ACCIDENT REPORT – CITY OF PAGE, AZ

Date of Report _____

The immediate supervisor/department head is responsible for investigation of all accidents involving City personnel/property. Reports should be submitted to the Human Resources Director within twenty-four (24) hours. If the incident involves traffic/criminal matters the police are to be notified immediately. Hazardous conditions involving chemicals/fire should be reported immediately to the Fire Department. Employees of the City should not make any statements in public about causes or liability. Accident report should be completed even when no injury results.

Date of Accident _____ Time _____ Supervisor's Name _____

Exact Location of Accident _____

Person(s) Injured _____

Job(s) Title _____

Describe usual procedures needed to complete task involved:

What portion of the above was employee doing?

How often is this task performed?

What normal safety rules are observed when this task is performed?

How experienced is the employee in performing this job?

List any equipment/tools involved in this task; did they contribute to the accident?

Did any circumstances or working environment contribute to the accident?

List names and addresses of any witnesses involves/observing when the accident occurred:

Were any actions of the employee(s) a contributing factor to the accident?

Did the actions of any other workers/persons contribute to the accident?

Describe the events leading to this accident in sufficient detail to reconstruct the situation.

What steps have been taken/can be taken to prevent this accident or similar situations in the future?

List any other agency/person involved/to be involved in investigating this accident:

How were injured persons treated (list hospital, clinic, doctor); list persons injured and their specific injuries.

Did the injured person have lost work time; list dates of days lost.

Describe any property damage or damage to equipment that occurred because of this accident.

Supervisor

Employee

Date

Chapter 4: Medical Policies

Section A: Hiring

Employee upon selection, prior to employment, shall complete such medical history questionnaires as required by the City of Page. The employee may be required to have a physical examination depending on job requirements and the information submitted on the medical history form. Individuals may be notified they cannot be placed in the position applied for if results of the medical history report and physical examination indicate factors that would place them at medical risk in their position.

Section B: Return to Work

Based on policies in the Personnel rules and Regulations employees may be required to have a physical examination after an accident, if an injury or illness has resulted in their absence from work.

Section C: Transfer of Positions

Individuals transferring from one position to another within the City may be required to have a physical examination and complete the medical history questionnaires if the new position involves activities substantially different from those of their previous position.

Section D: Special Examinations

Specific examinations may be required by the Department Head, supervisor or City Manager under the following conditions.

1. Inability to physically or mentally perform assigned tasks over a period of time
2. Return from leave without pay status or rehire from any period of duration when the health of the employee is questionable.
3. Individuals who appear to be continually groggy, not alert, or give evidence of being under the influence of drugs or alcohol. Employees judged to be under the influence of alcohol or drugs shall be removed from duty immediately pending medical care and review. Employees are reminded to verify with their physician the effects of any medication on their ability to perform their job functions.
4. Excessive, frequent use of sick leave or the inability to accumulate sick leave which indicated a continuing or recurring medical problem.
5. Unusual number of injuries or repeated occurrence of disability from previous injury.
6. Employees being considered for employment beyond normal retirement age.

Section E: Medical Reports

All employee medical history questionnaires and medical examination reports shall become a part of the personnel file and accessible only to authorized persons as stated in the Personnel Rules and Regulations.

Section F: General Policies

The physical ability and mental status of an applicant or employee to perform specific jobs is as important as their ability to apply skills and knowledge to insure the tasks are performed safely and thoroughly. The policy of the City of Page is to monitor the physical condition and general health of its employees to select and employ persons who can reasonably be expected to pursue a career without premature health problems or excessive number of accidents and injuries. The general policies below are intended to help insure these goals are met.

1. Employees found to be physically incapable of performing their assigned duties shall be put on light duty or sick leave if their performance would constitute a hazard to themselves or others. If corrective action can eliminate the problem the employee is required to take this action as soon as possible in accordance with their physician's recommendations. Employees with physical problems that cannot be corrected may be placed in another position compatible with their abilities if a vacancy exists. If another placement is not feasible the employee may be placed on the eligibility list or released for medical reasons.
2. Handicapped individuals may be considered for positions compatible with their abilities consistent with federal and state laws regarding special accommodation for the area of employment.
3. Alcohol or drug dependency may be treated consistent with medical guidelines in the Personnel Rules and Regulations and this manual and the Drug Free Workplace requirements.
4. Employees taking medication prescribed by their physician, or multiple medications, and medication that has side effects or interacts with foods are to inform their supervisor immediately. The supervisor shall determine if it is safe for employees to continue in their normal activities or need to be transferred to other activities until medication side effects no longer affect their usual work. Adjustments in medication, sick leave, and a physician's release to return to work may be required.

Chapter 5: Safety Analysis and Training

Section A: Safety Analysis

To eliminate hazards or safety problems in work areas or job assignments it is important that foremen, supervisors or department heads analyze these areas to improve performance and safety. To accomplish this task in an organized manner the following suggestions are listed:

1. Divide the job into basic steps and place them in proper sequence.
2. Analyze each step for hazards or accident potential and list those discovered.
3. Decide how each problem can be eliminated, controlled or mitigated to safe levels based on its probable cause. Causes include the equipment being used to perform the task, employee training, and possible environmental or work area conditions that could lead to accidents.
4. Determine which corrective method provides the best resolution of the situation; possibilities include:
 - a. Employee training and work rules enforced to reduce potential for accident.
 - b. Change the method by which the task is accomplished to a safer one.
 - c. Change the location of the job to reduce exposure to hazards.
 - d. Provide automatic or operator controlled safety devices to minimize the hazard.
 - e. Provide personnel protective equipment needed and enforce its use.
 - f. Modify tools and/or equipment and provide safety guards, etc. to reduce possibility of injury or accident.

Section B: Employee Training for Safety

Employees need to be instructed on how to perform jobs assigned and how to complete them safely. Instruction based on verbal presentation and memory alone is not usually adequate for more involved tasks or equipment. Departments should have copies of safety and operation instructions available for employees who will work with specific pieces of equipment. Supervisors are also responsible for giving thorough instruction for on job assignments prior to having employees perform them. Having written material on the job and the equipment used to perform it also gives the employee material to review at a later time.

Steps for instructing an employee generally include:

1. Make sure the employee is in a mental state where he/she is able to concentrate and the physical surroundings are conducive to learning the task. Find out how much the employee already may know about the job and tools. This will help to correct any previous training the employee may have received that was in error.
2. Describe and show the employee the job in sequential steps. Stress and repeat key or critical tasks and safety steps. Cover only as much as the person can learn in each step.
3. Have the employee perform the tasks and handle the equipment while you watch and make corrections. Have the individual repeat the safety items as they go through the steps. Continue this practice until you are sure the employee knows the tasks and the equipment to be used.
4. Advise the employee of any emergency action if problems develop during the job and whom to contact for help if problems arise.

Section C: Protective Equipment

Personal protective equipment shall be specified for locations and jobs where the potential for injury exists. Specialized protective equipment shall be provided by the City and employees shall be trained in its use and accountable for the condition of said equipment. When the use of protective equipment has been specified by the supervisor or department head for particular tasks or for general use on all jobs, its use shall be mandatory and required for continued employment. Employees should be first educated on the reasons for such equipment and the types of injuries that can result from lack of use or improper use of protective equipment. Supervisors are responsible for insuring that employees follow safety regulations and use protective equipment.

1. Employee personal dress shall conform to the type of work expected in the normal routine of the individual's job description. Examples include: long hair and floppy clothing around machinery, beards and mustaches where respiratory protection is required, high heeled shoes or sandals where trip hazards exist or the employee must engage in considerable walking or lifting, and sandals, loafers, or tennis shoes in machinery, industrial, shop, or hazardous materials areas. These kinds of situations can lead to personal injury.
2. Furnished protective clothing and equipment can include:
 - a. Hardhats to protect against falling objects, bumping head, or low voltage electrical sources.
 - b. Goggles, face shields, safety glasses, and welding helmets to protect from dust, particles, chips, splashing, head or dangerous rays.
 - c. Ear plugs or protectors in areas of prolonged exposure to high noise levels.
 - d. Respirators, breathing apparatus, and masks to protect against low oxygen areas or toxic fumes.
 - e. Safety shoes to guard against injury from equipment being dropped, feet being run over by wheels and sharp objects puncturing shoes.
 - f. Flotation devices in areas where water hazards exist.
 - g. Reflective vests and equipment when working at night or in traffic lanes.
 - h. Protective clothing such as gloves, aprons, leggings and suits designed to guard against burns, slag, heat, bumps, or abrasion.

Section D: Enforcement

Employees are reminded that compliance with safety regulations and policies of the City is mandatory and a condition of continued employment. Supervisors are responsible for enforcement of safety rules and policies and for instruction of employees in those regulations and procedures. Failure to comply with safety regulations shall be cause for disciplinary action

Chapter 6: Liability Control

Liability results from actions of employees or from unsafe or dangerous conditions that are allowed to exist. Most of the liability of the City of Page can be kept in control when reasonable efforts are made to eliminate the causes of accidents that exist on City property. All employees should include such efforts and awareness in their daily responsibilities. Supervisors shall make sure periodic inspections are conducted of areas under their jurisdiction to control and correct conditions that could lead to accidents and liability.

Examples or areas include but are not limited to:

1. Condition of City streets, gutters, sidewalks, with special concern for holes, rough surfaces, buckled pavement, cracks and loose material on the surface.
2. Condition of sewer and water lines.
3. Removal of trash, fences and structures from public easements that create health or fire hazards.
4. Condition of recreation areas, parks, playgrounds concerning debris, glass, trash, damaged equipment and other hazards that could cause falls, tripping, and physical injury.
5. Hazards in alleys and passageways such as holes, weeds, and debris that could cause loss of control of a vehicle or personal injury.
6. Location and condition of trees and shrubs along streets which create protect against injury.
7. Clarity and conditions of street signs, crosswalks and pavement marking to regulate traffic and protect pedestrians.
8. Cleanliness of hallways, rooms and condition of furniture and fixtures in City building.

Chapter 7: Motor Vehicle Safety

The care and operation of motor vehicles and equipment is indispensable in the performance of City business. The potential for injury and liability is also high in this area. Every City employee who operates or maintains vehicles has a part to play in the safe operation and the proper care of these expensive pieces of equipment. Cost and liability control in this area can significantly impact other City programs and operations.

Section A: Department Head/Supervisor Responsibility

1. Support the City effort to promote and teach defensive driving.
2. Assume responsibility for the performance and driving record of their employees while on duty.
3. Review safety decisions on accidents and implement training and steps to prevent similar accidents.
4. Insist that all vehicles and motorized equipment are maintained properly and drivers perform properly daily checks to prevent damage to same.
5. Establish a policy of firm disciplinary action against employees who's driving practices and accident record show disregard for safety in the use of City vehicle.
6. Enforce City policy on use of safety equipment on specialized vehicles and seat belts.
7. Verify that operators have proper state licenses for the vehicles they are required to drive.
8. Permit only City employees to operate City owned vehicles; and allow only authorized passengers to be aboard City vehicles for official business.
9. Establish training procedures and demonstration programs for employees required to operate special purpose vehicles and heavy equipment. Employees shall not operate such vehicles until they understand the vehicles' purposes, limitations, safety features, emergency procedures and can safely pass a checkout test to the satisfaction of their supervisor. Records of vehicle checkout tests shall be placed in the employee's file.
10. Observe and periodically ride with operators to verify proper operating procedures, driving practices and compliance with traffic regulations.
11. Review vehicle accidents with employees and at safety meetings to explain causes of accidents and how they can be prevented.
12. Implement recommendations of the Safety Committee relative to vehicle operation.

Section B: Employee Responsibilities

1. Follow sound defensive driving practices.
2. Do not operate vehicles when using medication of any type that will impair judgement, vision or reflexes.
3. Check vehicles and motorized equipment for safety, fluids, tires, brakes, lights, etc. according to the department policy prior to operating.
4. Do not operate specialized vehicles or motorized equipment until properly trained and checked out by supervisor.
5. Do not permit unauthorized riders in City vehicles.
6. Maintain driver's licenses in proper classifications for equipment operated.
7. Report unsafe vehicles or equipment for repair.
8. Follow all safety procedures for vehicles operation and use all safety equipment on vehicles as required by the type of vehicle being operated.
9. In the event of an accident, stop and render aid, report immediately to police and supervisor, and obtain needed information for reports and investigation.
10. Make suggestions to supervisor or Safety Committee for accident prevention in vehicle operation.
11. Report unsafe road conditions and traffic hazards in the community to supervisor for proper action.
12. When working with equipment and personnel, in traffic situations use proper warning devices, traffic control personnel, and safety equipment to prevent accidents.
13. Remember operation of a City vehicle and the manner in which it is driven reflects in the public view on the attitude of the operator and the City as a whole. Courtesy and safety in vehicle operation along with observance of all traffic regulations are of prime importance in the handling of motor vehicles.