

# CITY OF COMMERCE

## ADMINISTRATIVE POLICIES

### SAFETY & ACCIDENT PREVENTION POLICY

#### 1.0 Purpose

All incidents and accidents resulting in injury or causing illness to employees or damage to property and events (near-miss accidents) shall be reported in order to:

- Establish a written record of factors that cause injuries and illnesses and occurrences (near-misses) that might have resulted in injury or illness but did not, as well as property and vehicle damage.
- Maintain a capability to promptly investigate incidents and events in order to initiate and support corrective and/or preventive action.
- Provide statistical information for use in analyzing all phases of incidents and events..
- Provide the means for complying with the reporting requirements for occupational injuries and illnesses.

The Incident Reporting System requirements apply to all incidences involving company employees, on-site vendors, contractor employees and visitors, which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage. The appropriate Department Head and City Manger will determine if the Incident should be forwarded t the Accident Review Board for further action.

#### 1.1 Incidents (Occupational injuries and illnesses)

Injuries and illnesses that require reporting include those injuries and illnesses occurring on the job which result in any of the following: lost work time, restrictions in performing job duties, requirement for first aid or outside medical attention, permanent physical bodily damages, or death. Examples of "reportable injuries and illnesses include, but are not limited to, heat exhaustion from working in hot environments, strained back muscles from moving equipment, acid burns on fingers, etc.

Other incidents requiring reporting include those incidents occurring on the job which result in any of the following: injury or illness, damage to a vehicle, fire/explosion, property damage of more than \$100, or chemical releases requiring evacuation of at least that immediate spill area.

Examples of "non-reportable" injuries and illnesses include small paper cuts, common colds, and small bruises not resulting in work restrictions or requiring first aid or medical attention.

## 1.2 Events (Near Misses)

Other incidents that, strictly by chance, do not result in actual or observable injury, illness, death, or property damage are required to be reported. The information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal or property damage.

Examples of near miss incidences required to be reported include the falling of a compressed gas cylinder, over exposures to chemical, biological, or physical agents (not resulting in an immediately observable manifestation of illness or injury), and slipping and falling on a wet surface without injury.

## 2.0 Incident Reporting Procedures

The following procedures are to be followed by all employees in order to effectively report occupational injuries and illnesses and other incidents or events. The employee involved in an accident will be transported to the Presbyterian Hospital of Commerce for a drug and alcohol test. The results will be submitted to the City Manager

### A. Incidents (Injuries and Illnesses)

Serious injury or illness posing a life-threatening situation shall be reported immediately to the local emergency response medical services (Call 911).

Injuries and illnesses shall be reported, by the injured employee, to his or her supervisor in person or by phone as soon after any life-threatening situation has been addressed. If the injured employee is unable to report immediately, then the incident should be reported as soon as possible.

Upon notification of an occupational injury or illness, the supervisor should complete the Incident/Accident Report and, if possible, send it with the injured employee to the Department Head or City Manager. The Incident/Accident Report Form must be completed and forwarded to the Department Head or City Manager even if the employee receives medical treatment at the hospital and/or from a private physician.

### B. Events

Incidents not involving injury or illness, but resulting in property damage, must also be reported within 24 hours of the incident. In cases of a fire or explosion that cannot be controlled by one person, vehicular accident resulting in injury or damage, or a chemical release requiring a building evacuation, the involved party must immediately report the incident to the emergency response services in the area (911 - police, fire, etc.). Property involved in an accident shall not be moved until the proper authorities have completed their investigation. **Any incident that involves property damage will be forwarded to the Accident Review Committee for review.**

All near miss incidences also must be reported on the Incident/Accident Report Form within 24 hours of occurrence. In place of indicating the result of the incident (i.e., actual personal or property damage), the reporting person shall indicate the avoided injury or damage.

Events, hazardous working conditions or situations, and incidents involving contractor personnel must be reported to the Director of Administrative Services or City Manager immediately.

### **C. Recordkeeping**

The Accounting Supervisor will keep records of all injuries, near accidents, and events. Pertinent information will be forwarded to the proper department head for correction of any hazardous conditions.

## **3.0 Training**

Each Department Head or supervisor will make sure that the employee under his/her supervision is well acquainted with existing safety rules and will see that the rules are uniformly enforced.

It is the responsibility of all employees to cooperate in making the safety program work. Employees must:

- A. Be informed of and observe established safe practices.
- B. Notify supervisors of any unsafe conditions they discover.
- C. Use personal protective equipment such as steel toed shoes, safety vests, safety glasses, and hard hats where required.
- D. Not remove guards or other protective devices from machinery and equipment.
- E. Not engage in "horseplay".
- F. Attend any required training or orientation to increase safety awareness.
- G. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely.
- H. Report all job-related injuries or illnesses to their supervisor immediately.
- I. Assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.
- J. Refrain from operating, modifying, adjusting, or using equipment in an unauthorized manner.

#### 4.0 Program Audits

The effectiveness of a program can only be accomplished if the program is implemented. Therefore, periodic reviews and audits shall be conducted to confirm that all employees are familiar with the incident reporting requirements.

EFFECTIVE: 12-23-2004

LAST REVISED: 12-23-2003

CITY MANAGER APPROVAL: Bill Shipp