



Administrative Policy Manual

Policy No: A-13

Date: 12-1-10

Approved: Don Manting

SUBJECT: EMPLOYEE SAFETY

PURPOSE: To identify that employees and management are equally responsible for reporting unsafe working conditions.

GENERAL POLICY:

The City of Indio shall provide a safe working environment for all employees. It is the responsibility of each employee to ensure and promote safety first, and to follow all safety rules and procedures. In the event of an accident/incident, employees are to report to management. Management is responsible for correcting unsafe conditions. An unsafe working condition is defined as work space, equipment, hand tools and/or any other hazards. All managers and supervisors are responsible for ensuring that all employees under his/her supervision observe all safety rules and procedures. Reference can be made at CCR Title 8, GISO Section 3203.

PROVISIONS:

1. Field employees shall be provided with safety equipment, and must wear as required, including but not limited to; hard hats, orange safety vests, hard-toe shoes, back support/braces and/or support/braces for other body parts including wrists, forearms, ankles, knees, etc. required for safe performance of their duties.
2. Field employees shall be provided with sun protection such as hats and sunscreen.
3. All employees shall stay well hydrated, particularly during the summer months.
4. During instances of prolonged and/or extreme heat, the schedules of field employees may be modified such that work is performed in the cooler hours of the day.
5. An Employee Safety Committee shall meet on a quarterly basis and is responsible for reviewing accidents and injuries, and developing preventive training programs as well as coordinating, developing and implementing an on-going safety program. The Employee Safety Committee, in conjunction with the Emergency Operations Coordinator, shall also be responsible for ensuring there are adequate supplies for employees in the event of a natural disaster (water, dry food, flashlights, safety vests, hard hats, first aid supplies, etc.)

6. Office employees shall be provided ergonomic appropriate information about exercises to minimize repetitive motion injuries such as carpal tunnel syndrome.
7. Office employees are encouraged to stand and stretch as needed to avoid tightening of the legs, back, neck, arms and shoulders.
8. It is the responsibility of every employee to report any work related injury to his/her immediate supervisor or the Human Resources Office. If possible, notification should be given immediately. These notifications should occur even if the employee does not believe the injury is serious.
9. All employees shall be familiar with evacuation paths for the building they work in. Evacuation maps shall be posted at various conspicuous places in city buildings. These posting are also noted in the City of Indio Emergency Operation Plan.
10. Employees are responsible for the following:
 - a. Know the job and always apply safe work practices.
 - b. Recognize the hazards of the job and take precautions to ensure the safety of co-workers and the public.
 - c. Immediately advise your supervisor if the working conditions, tools or equipment are unsafe.
 - d. Actively participate and cooperate in the overall safety program.
 - e. Use all personal protective equipment as required.
 - f. Comply with all safety instructions from supervisors.
 - g. Obey all health and safety warning signs and standards.
 - h. Immediately report all accidents (vehicular or personal) regardless of severity to your supervisor or Human Resources.
 - i. Do not jump from truck beds, platforms, fences, or other elevated places.
 - j. Do not take shortcuts in or over dangerous places.
 - k. Pay strict attention to work and do not participate in practical jokes and horseplay.
 - l. Do not wear loose clothing and jewelry while working on or near equipment and machines.
11. Supervisors are responsible for the following:
 - a. Give sincere, active, and constant support to all safety activities and procedures.
 - b. Instill safety awareness in each employee.
 - c. Be responsible for familiarizing employees with the hazards of the job to which they are assigned, and instruct personnel in the safe methods of performing the job.
 - d. Ensure that each worker is provided with the needed safety equipment and protective devices.

- e. Take prompt corrective action whenever unsafe conditions or acts are noted.
 - f. Periodically review the work practices of subordinate employees to ensure they continue to work in a safe manner.
 - g. Make regular safety appraisals of their assigned area.
 - h. Investigate and find the cause of accidents and take corrective action to prevent recurrences.
 - i. Be responsible for the enforcement of safety rules among employees.
 - j. At the end of each workday, inspect work areas for proper housekeeping or other hazards.
12. All employees shall acknowledge his/her understanding of the importance of safety in the workplace by signing the attached Employee Safety Responsibilities form. This acknowledgment will be placed in the employees' permanent personnel file.



EMPLOYEE SAFETY RESPONSIBILITIES

As an Employee of the City of Indio, I will:

1. Observe all safety and health rules and take all reasonable and necessary steps to prevent accidents and injury in my day-to-day duties.
2. Report any job related injury or illness to my supervisor and seek treatment, if needed, promptly. I will also report any damage to city or public property no matter how minor.
3. Report hazardous conditions (unsafe equipment, hand tools, building work space conditions and/or materials) and unsafe acts to my supervisor or safety committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors and stairways clear of obstacles.
8. Not consume alcoholic beverages or drugs during work hours, and will not come to work when under the influence of alcoholic beverages or illegal drugs, including prescription drugs which may impair my ability to perform my duties.
9. Refrain from fighting, horseplay or other actions that may endanger myself or my co-workers.
10. Observe safe operating procedures for all equipment and/or hand tools I am authorized to operate.
11. Follow proper procedures for lifting, carrying, sitting, standing, bending, kneeling, pushing and squatting at all times.
12. Always wear my seat belt both as a driver and passenger while driving in a city or private vehicle on city business.
13. Actively participate in the city's effort to provide a safe working environment for all employees.

Employee Signature

Date

Print Name