

N. HEALTH AND SAFETY

The City strives to maintain the safest possible working conditions. The success of any safety program, however, depends upon the safety consciousness and intelligent cooperation of everyone. Employees are expected to learn the special safety regulations regarding a particular job, and each employee's knowledge of the safety regulations applicable to his/her job will be evaluated as part of his/her performance evaluation. Employees must become familiar with these rules and observe them at all times. Employees should report any potential safety hazards to their supervisor.

The City's safety program requires the interest and cooperation of all employees to assist in the prevention of accidents.

The City provides all necessary safety gear as required by law. Employees issued such safety gear have an obligation to maintain it in good condition, with reasonable wear and tear, and to return the gear to the City upon separation from employment. Moreover, employees who are issued safety gear are required to use and/or wear it whenever required by law.

For information regarding safety shoes that the City provides for certain job classifications, please see the attached Standard Operating Procedure No. 4: Safety Shoes.

When an accident occurs on City property or involves a City vehicle or employee, and injuries to persons or property result, accident reports must be completed and turned in to the City Clerk's office within 24 hours, and the City Administrator must be notified by the City Clerk's office. The City Risk Manager shall define the necessary accident reports. For more information about the City's safety program, please refer to the "Employee Safety Program" manual.

For information regarding hazardous materials incidents, please see the attached Standard Operating Procedure No. 8: Response To Abandoned Hazardous Materials And Hazardous Materials Incidents.