

Resolution No. 16-0205

A RESOLUTION APPROVING AN ON THE JOB INJURY POLICY AND PROCEDURES

WHEREAS, during the annual Worker’s Compensation review with the City’s worker’s compensation insurance provider, it was identified that the City does not have established written protocol for handling serious illness and injuries that occur to an employee during their course of duties; and

WHEREAS, as part of an effective personnel policy manual and safety program the City should adopt a policy, which outlines procedures to take in the event of a serious illness or injury occurring on the job in order to both identify and mitigate the potential for loss to the City and affected employee and to create an environment that seeks to provide a safe place of work.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 1st day of February, 2016, that the attached Policy labeled Exhibit 1 and Titled, “Employee Safety and On The Job Injury Policy” is hereby approved as a City-wide policy effecting all City employees.

Passed and approved this 1st day of February, 2016.

Diana Willits, Mayor

Attest: _____
Brett Klein, City Administrator

City of Windsor Heights Personnel Policy and Procedure Manual

Title: Employee Safety and On-The-Job Injury Policy

Effective Date: **Resolution No.**

(Revisions)

Policy Number:

1. PURPOSE

The procedures contained herein are intended to ensure that all employees of the City of Windsor Heights are familiar with the expectations and processes required following a serious illness or injury in the workplace in order to protect employees and mitigate the risk of future occurrences.

2. POLICY STATEMENT

This policy describes the basic responsibilities of all employees of the City. Additionally, a step-by-step process is included to assure all employees get the care they need and to collect the information necessary to thoroughly understand how the injury occurred. Workplace safety stems from personal accountability and the information provided in this policy will help to promote a safety-conscious atmosphere which is pertinent to improving the safety of City employees.

3. SAFETY RESPONSIBILITIES

A. Department Head Safety Responsibilities

Department Heads are responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.

2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

B. Supervisors' Safety Responsibilities

Important safety considerations and supervisory responsibilities include, but are not limited to:

1. Familiarity with and enforcement of the safety rules and regulations that have been established by applicable local, state and federal organizations.
2. Correcting and mitigating all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Preventing new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Providing adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensuring tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensuring proper personal protective equipment is available and used by employees when necessary or required.
7. Setting a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforcing the requirements of the safety program and any associated rules or policies.
9. Ensuring that all employees have access to a copy of the safety program.
10. Encouraging safety suggestions from employees under your supervision.
11. Obtaining prompt first aid for injured employees.

12. Participating in accident or incident investigations involving your employees.
13. Conducting audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

C. Employees' Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, do not use equipment that is defective or in need of repairs, report deficiencies to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

4. PROCESS

In the event of a serious illness while at work or a work-related injury, the following process must be followed.

- A. In accord with section C.(10) of this policy, the affected employee shall immediately report any work related illness or injury to their supervisor as

early as practical provided they are not incapacitated nor in doing so would interfere with proper and immediate necessary care.

- B. The informed supervisor shall ensure that injured employee immediately receives the appropriate level of medical care. Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury.
 - 1. 911 must be called if the employee experiences any of the following:
 - a. Severe chest pains
 - b. Traumatic injuries (head injury or severe cuts)
 - c. Loss of consciousness or severe dizziness
 - 2. Any non-life threatening injuries must be evaluated at the City's designated clinic. The supervisor will determine the method of travel, e.g. ambulance, co-worker transport, or for minor injuries self-transport may be appropriate.
- C. Once emergency aid is rendered, notify supervisor.
- D. Supervisors must secure the site of the injury in order to limit access and to prevent further injuries.
 - 1. Lockout/Tagout any equipment related to the injury
- E. Employees must complete an iMWCA Employee Injury or Illness Notification within twenty four (24) hours of the injury. This form may be completed with the assistance of a supervisor or solely by a supervisor if the employee is incapable of completing the form on their own. It is also acceptable to provide a verbal report to the City's Work Comp liaison who will email the appropriate information to IMWCA
- F. Employees must report any work-related injury to COMPANY NURSE by calling 1-888-770-0928 and use group code: IMWCA. Employees that fail to report injuries to COMPANY NURSE within 24 hours may be subject to disciplinary action.
- G. Supervisors must complete an investigative report within three (3) days of the injury, with information consistent with that requested from the iMWCA Employer Investigation Report form.
- H. Supervisors must follow the post-accident drug and alcohol testing procedures outlined in Section II of the Drug and Alcohol Testing Procedures of the CITY OF WINDSOR HEIGHTS, IOWA PERSONNEL POLICIES MANUAL

5. AUTHORIZED CARE PROVIDERS

- A. Non-life Threatening Injuries:

Iowa Methodist Occupational Health and Wellness

Lakeview Medical Park Campus – 6000 University Avenue

B. Life Threatening Injuries:

Nearest Emergency Room

6. POST INCIDENT PROCEDURES

It is the responsibility of managers, supervisors, and safety personnel to conduct an after action review following an injury. The purpose of this review is to disseminate any information, reports, and investigation findings to all concerned parties. At this time, it will be determined if any course of action is needed in order to put control measures in place, modify workplace procedures, or provide training to prevent additional injuries of a similar nature.

Supervisors and the injured employee should reference the RETURN TO WORK/LIGHT DUTY PROGRAM outlined in Appendix A of the CITY OF WINDSOR HEIGHTS, IOWA PERSONNEL POLICIES MANUAL