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City of Hiawatha Safety Manual

Safety matters

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Safety Policy

It is the policy of the City of Hiawatha to provide its employees with a safe working environment, to establish safe practices and procedures for department operations, to train and motivate employees to perform their duties safely and to maintain a safety information system sufficient to support effective accident prevention.

The City of Hiawatha Safety Committee was formed in 2001. The committee is to be made up of department heads/supervisors from each City department and the City Administrator or their designee. Safety Committee members may be rotated with other employees of the City of Hiawatha by vote of the Safety Committee in order gain input and participation from all levels of the organization.

The Safety Committee has the responsibility to ensure this policy is thoroughly and effectively implemented. **All incidents and injuries involving a City employee shall be reported to the City Clerk serving as the Safety Administrator.**

The City of Hiawatha has a vital interest in safety, since it involves not only the safety and security of each of our employees, but property as well. Our employees are our most important asset and their safety is our primary concern.

It is the policy of the City of Hiawatha that every employee is entitled to a safe and healthy workplace. The City will comply with Occupational Safety and Health Standards (OSHA) and regulations as adopted by the Iowa Occupational and Health Administration (IOSHA) and the United States Department of Labor.

While every individual is responsible for preventing accidents, it is a prime concern and commitment of all department heads/supervisors. An unsafe operation is wasteful, inefficient and indicates a poor supervisory performance. It is therefore, the responsibility of department heads/supervisors to provide safe conditions for our employees. The City of Hiawatha also expects each employee to be concerned for their own safety and that of their co-workers. This requires employees to perform their duties in a safe, efficient manner and in compliance with all relevant safety policies and regulations.

Safety on the job is vital to everyone. So vital in fact, that it is law. It is The City of Hiawatha's intent to provide a safe and healthy work environment for our employees. The following safety rules and responsibilities have been established and will be enforced. With this common goal in mind, this safety manual was developed by the members of the Safety Committee.

Safety Responsibilities

Participation in the safety program is not optional. There are mandatory responsibilities for everyone!

Department Head/Supervisor

1. Provide a safe working environment for all City of Hiawatha Employees, as well as leadership and direction concerning safety activities.

2. Enforce and update safety rules as needed; implement safety procedures and set safety performance goals within your department.

3. Provide new employee safety orientation before allowing new or inexperienced employee to work; training will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment.

4. Complete inspections of your facility, vehicles, tools and work procedures to identify and correct hazardous work conditions and/or practices.

5. Provide, train employees on, require use of, maintain, and replace all Personal Protective Equipment.

6. Understand and abide by all applicable safety laws, standards, codes, ordinances, and OSHA acts.

7. Investigate, review, and document all complaints, incidents and injuries to determine cause/fault and outline future preventative measures to be taken.

8. Complete Incident Review Reports for all incidents, injuries, and exposures and turn them into Safety Administrator within 24 hours.

9. Periodically updating all job descriptions within their department to ensure they adequately reflect the requirements of the job.

Employee

1. Follow all safety rules.

2. Assist in ensuring a safe workplace for all and report all unsafe conditions or practices immediately to your department head/supervisor.

3. Ask for instruction if you are unsure of the safe and proper way to perform your job duty or task.

4. Use all Personal Protective Equipment (PPE) as the job requires. Clean, care for, maintain and inform supervisors of the need to repair or replace PPE.

5. Report all incidents/injuries to your department head/supervisor AND Company Nurse within 24 hours (see Incident Review Report on pages 23-25 of this policy).

6. Attend and complete all safety trainings.

Safety Committee

1. Create and review (annually) the City of Hiawatha Safety Manual.
2. Develop and maintain safety policies, procedures, and safe work methods.
3. Assist department heads/supervisors in establishing personal protective guidelines.
4. Review all Incident Review Reports and recommend corrective actions for all incidents and injuries.
5. Coordinate, perform and participate in city-wide employee safety training including videos, speakers, and exhibits.
6. Perform annual safety audits in each city facility and ensure immediate corrective action is taken to correct any identified safety hazards.
7. Hold quarterly safety committee meetings.
8. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting where all employees have an opportunity to review them.

Safety Administrator *(or designee)*

1. Is an active member of the Safety Committee and the primary point of contact regarding any safety incidents or injuries.
2. Collects Incident Review Reports from Department Head/Supervisor within 24 hours of any safety incident or injury.
3. Presents all Incident Review Reports to Safety Committee at the next meeting.
4. Maintain copies of all Incident Review Reports in accordance with the Record Retention Schedule.
5. Ensures all city departments are up to date with safety training.
6. Provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee.

Discipline Procedures

All violations of this safety policy will be handled according to the Disciplinary Practices and Procedures section of the Employee Policy Manual.

Non-compliance by any department head/supervisor shall be addressed by the Safety Committee and the City Council.

Statement Regarding Changes

The safety manual is designed to protect City of Hiawatha employees in all working conditions throughout the city. Our commitment to provide a safe working environment is a continuous process. From time to time this process may experience changes. During such times it will be necessary to update the safety manual and pass pertinent changes along to all employees. Safety meetings will provide information on any such changes. It is our intent to provide a copy of any changes to employees to insert in their personal safety manual.

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.

2. The use of any controlled substances or alcohol is never allowed during working hours. Any employee found to be under the influence will not be allowed on the job and shall be subject to disciplinary action as outlined in the Substance Abuse Policy and DOT Drug and Alcohol Policy found in the Employee Policy Manual.

3. Employees taking prescription or over-the-counter medications that could impair assigned work shall report this fact to the supervisor as required by the Substance Abuse Policy in the Employee Policy Manual.

4. Smoking is prohibited in all city buildings, vehicles, and anywhere there might be a danger to equipment, materials, or co-workers and locations where "No-Smoking" signs are posted.

5. All hazardous conditions or deficiencies, no matter how minor, shall be reported to the department head/supervisor immediately. Such matters must also be corrected immediately.

6. All injuries, no matter how minor, must be reported to the department head/supervisor, immediately or at absolute most, within 24-hours.

7. All work areas (inside and outside, including vehicles) must be kept clean and organized at all times. Spills are to be cleaned up immediately.

8. City equipment/tools will only be operated by employees who have been specifically trained to use them.

9. Employees must use all city approved safety equipment and personal protective equipment in specified work areas as well as clothing suitable for the particular work they are doing.

10. Employees shall check to ensure that all guards and other protective devices are in proper place before beginning work. Such guards are never to be removed except when authorized to make repairs or adjustments and must be replaced immediately.

11. Employees should use assisted lifting devices or obtain assistance from co-workers when lifting heavy objects.

12. Any practical jokes, horseplay or other acts that could endanger the safety and well-being of employees or city property, are prohibited.

Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments that may include the following:

A. Bloodborne Pathogens

Purpose
This program was created to ensure the safety and health of our employees to reduce or eliminate occupational exposure to blood-borne pathogens. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.1030 Blood-borne Pathogens.

A complete copy of this program will be located at each site where bloodborne pathogens have been identified. Ask your immediate supervisor for assistance if necessary.

Employees covered
Employees that perform tasks that meet one of the following descriptions shall be covered under this program:

a. Tasks that involve actual or potential for mucous membrane or skin contact with blood, body fluids or tissues.

b. Tasks that involve no exposure to blood, bodily fluid or tissues, but employment may require exposure in an emergency.

Blood-Borne Pathogens Exposure Determination
Employees under the following classifications have been identified as having potential occupational exposure risks:

Police Department
- Covered employees: all reserve officers, police officers, sergeants, captains, and police chief
- Tasks: restraint of suspects, first aid/CPR, accident/crime scene investigations, housekeeping duties
- PPE: gloves, resuscitation masks

Fire Department
- Covered employees: all firefighters, EMTs, fire medics, captains, lieutenants, deputy chiefs, and fire chief
- Tasks: administering emergency medical care
- PPE: gloves, resuscitation masks, safety glasses, uniforms
- Refer to Fire Department Policy #402 Blood Borne Pathogens

Parks and Recreation
- Covered employees: laborers, seasonal employees, administrative support staff and supervisor
- Tasks: first aid/CPR, garbage collection, housekeeping duties
- PPE: gloves, resuscitation masks

Water Department
- Covered employees: operators and supervisors
- Tasks: first aid/CPR, sewer line repair, water main repair, sample collection, pump maintenance,

housekeeping duties
- PPE: gloves, resuscitation masks, protective eyewear

Public Works Department
- Covered employees: operators, foreman and superintendent
- Tasks: first aid/CPR, street, sidewalk, storm and sanitary sewer repair and maintenance, traffic control sign placement and repair, vehicle maintenance, and housekeeping duties
- PPE: gloves, resuscitation masks, protective eyewear

Other: City Hall and Library
- Covered employees: administrative staff, supervisor and building maintenance
- Task: first aid/CPR, clean up, janitorial, maintenance

Personal Protective Equipment (PPE) Laundering
Contaminated equipment and clothing shall be cleaned, laundered or disposed of by each department. Employees shall not be allowed to take contaminated clothing home to launder.

The contracted laundry firm used by the Public Works Department is: City Laundering Company of Oelwein, Iowa. Phone: 319-283-5621. If laundry is too soiled to clean, Public Works employees shall notify the Public Works Director immediately, and the soiled laundry must be placed in a contamination bag for cleaning by City Laundering Company. Contamination bags can be obtained from the Public Works Director.

All other employees shall notify their supervisor immediately of any incidents where protective equipment and/or clothing becomes contaminated. The department supervisor will make the determination on the laundering or disposal process.

For a complete listing of all Contaminated Laundry guidelines, refer to OSHA regulation Section 1910.1030(d)(4).

Universal Precautions
Employees must comply with the following precautions if exposed to blood or blood products:
a. Wash hands after any potential exposures as soon as practical. Bottles of waterless hand soap may be made available to all employees working at locations without water sources.
b. Use necessary PPE at all times.
c. Contaminated sharps, glass, or needles must be disposed in a puncture resistant and leak proof container with, proper warning labels.
d. Disinfect respirators after each use.
e. Employees with cuts or scrapes on their hands while preparing food must use food preparation gloves.
f. Eating, drinking, smoking, applying makeup, or handling contact lenses is prohibited in work areas where there is a reasonable likelihood of exposure.

Housekeeping
All work-sites and vehicles will be maintained in a clean and sanitary condition. Each department must determine and implement appropriate written schedule for cleaning and method of decontamination based upon the location, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

All contaminated equipment or locations shall be cleaned up as soon as feasible using the universal precautions. All bins, pails, cans and similar receptacles intended for reuse that have a reasonable

likelihood for becoming contaminated with blood or other potentially infectious materials should be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination. Biohazard bags and containers will be provided for contaminated material disposal.

Hepatitis B vaccination and post-exposure evaluation and follow-up

All City of Hiawatha Employees whose job duties present a high risk for potential exposure, have the option, during their employment, to receive the Hepatitis B Vaccination series free of charge. Hepatitis B "boosters" are also available to all employees who have had an exposure incident.

Hepatitis B vaccinations and post-exposure evaluations along with all medical assessments and procedures will be performed by or under the supervision of a licensed physician at MercyCare Occupational Health.

Employees seeking these vaccinations, post-exposure review or other medical evaluations or procedures contact:

City Clerk's Office – (319) 393-1515 Ext. 526
MercyCare Occupational Health – 319-558-0303

All City of Hiawatha employees must complete either the consent or declination form *(see pages 27-28 of this document)*. These forms and other medical records shall be maintained in the employee's confidential medical file.

Post-exposure procedures

Employees subjected to an exposure incident must:

1. Notify their Department Head/Supervisor and Company Nurse immediately.
2. Report to MercyCare Occupational Health for post-exposure evaluation, care, and counseling.

Department Head/Supervisors are responsible for:

1. Confirming employee contacts Company Nurse immediately.
2. Ensuring employee reports to MercyCare Occupational Health for post-exposure evaluation, care, and counseling.
3. Completing an Incident Review Report *(see pages 23-25 of this policy)* and return it to Safety Administrator within 24 hours. (Incident Review Reports are available from the Safety Administrator)

B. Confined Spaces

Purpose

The objective of this program is to provide employees with procedures and policies to properly and safely perform tasks that require entry into areas defined as confined spaces. This program was prepared in accordance with OSHA regulation Sections 1910.146 Permit Requires Confined Spaces Entry Procedures. The entire report can be found at https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9797.

A complete copy of this program shall be located at each work site where confined spaces have been identified including temporary maintenance and construction sites. Ask your immediate supervisor for assistance if necessary.

Definitions

- Confined space means a space that:
  - is large enough for a person to enter and perform work; and
  - has limited or restricted means for entry and exit; and
  - is not designed for continuous occupancy

C. Evacuation Plans

Purpose
This program was created to ensure the safety and health of our employees and public citizens in city buildings in the event of a workplace emergency. It is understood that each city building is required to have their own emergency procedures specific to their department. Each location will have drills for each emergency on no less than an annual basis.

A complete copy of this program shall be located at each work site where evacuation plans are required. Ask your immediate supervisor for assistance if necessary.

D. Hazardous Communication

Purpose
This program was created to ensure the safety and health of our employees while handling hazardous chemicals. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.1200 Hazardous Communications. The entire report can be found at https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099.

A complete copy of this program shall be located at each work site where hazardous chemicals have been identified. Ask your immediate supervisor for assistance if necessary.

Container Labeling
All chemicals purchased for use by City of Hiawatha shall meet the following standards before use or transportation to other facilities:

- Contents must be clearly labeled by manufacturer.
- Container labels must have appropriate hazard warnings.
- Container labels must list name, number, and address of manufacturer.

If a container does not meet these standards, it shall be secured against use.

When a secondary container such as sprayers, gas cans, and buckets are used to disperse, mix, or carry a chemical, it must be labeled. Labels should include name of the chemical and appropriate hazard warnings. Containers missing original labels should also be re-labeled.

Chemical Inventory List
All chemicals that are physical or health hazards must be included in an inventory for each department. Physical or health risks are noted on the container or on a material safety data sheet (SDS) provided by the manufacturer or retailer. Each department is responsible for keeping the inventory.

The list shall be updated every time a new chemical is introduced into or removed from the workplace. The program administrator may designate a person from each department to maintain the chemical inventory for that department.

Safety Data Sheets
SDS are written or printed materials that identify the safety and health risks of a chemical, the routes of exposure and precautions to use when handling the chemical. The vendor or manufacturer provides a SDS upon purchase and request. Each chemical in the inventory shall have a corresponding SDS.

E. Lockout / Tagout Policy

Purpose
This program was created to provide our employees with procedures and policies to properly identify and control hazardous energy sources to ensure their safety and health. This program was prepared in accordance with OSHA regulation Section 1910.147 Control of Hazardous Energy Sources.

The entire report can be found at
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9805.

A complete copy of this program shall be located at each work site where servicing or maintenance of machines or equipment occurs, including temporary maintenance and construction sites. Ask your immediate supervisor for assistance if necessary.

Definitions
Affected employee – An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee – A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Energy source – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

Lockout – the placement of a lockout device on an energy isolating device, in accordance with an established procedure ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Tagout – the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

***For a complete listing of all definitions refer to OSHA regulation Section 1910.147(b).**

Lockout/Tagout Procedures

Prior to initiating the lockout/tagout procedure, all employees servicing or providing maintenance on machinery or equipment shall review the *Equipment and Machinery Evaluation* form to inform the employees which energy sources are present and the procedures to follow to isolate the energy sources. **See Equipment and Machinery Evaluation form on page 26 of this document.**

F. Use of Vehicles

Purpose
Policies and procedures for use of vehicles were established to promote the principle of safe driving by all City of Hiawatha employees.

Applicability
These policies and procedures apply to all city employees who drive city owned, rented or leased vehicles AND to employees who operate their own vehicles as part of their regular job duties. These policies and procedures do not limit law enforcement officers in the line of duty as provided by the Code of Iowa.

Responsibilities
The ***Safety Committee*** is responsible for developing and updating city vehicle safety policies and procedures, and reviewing all motor vehicle accidents occurring with city owned vehicles.

Department heads/supervisors will enforce the provisions of these policies and procedures while ensuring their employees have valid acquired licenses and are held accountable for their driving performance.

The City will follow procedures outlined in Driver's License Check and Flagging Program to verify the validity of driver's licenses for new employees and volunteers, who will drive for the city, and to maintain a flagging system, which will ensure continued license validity for existing employees and volunteers who drive for the city on an annual basis. This system will ensure that city drivers meet the city's standard for driving city vehicles or privately owned vehicles on official city business. ***The Driver's License Check and Flagging Program is located in the Employee Policy Manual.***

Basic Operating Policies and Procedures
The image of the City of Hiawatha and its workers is directly related to their driving behavior. All drivers will conduct themselves in a manner that reflects positively on the city. This requires every driver to exhibit safe driving habits, courtesy and defensive driving skills in dealing with citizens at all times. Drivers are also to comply with all the following basic operating policies and procedures:

- Obey all speed limits, traffic signs and all other traffic safety laws.
- Seatbelts shall be worn in accordance with all applicable laws and Seatbelt/Restraint Policy located in the Employee Policy Manual.
- City vehicles will not be driven or occupied by persons other than City of Hiawatha employees unless a person has authorization from the respective department head/supervisor.
- The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination.
- City vehicles will be left in a safe and secure condition at all times.
- Employees will not drive a city owned vehicle (or personal vehicle if using to conduct city business) while under the influence of alcohol or controlled substances OR under the influence of prescription drugs which adversely affect driver performance or judgment.

****All other policies and procedures related to the use of city vehicles are located in the Employee Policy Manual.***

G. OSHA

The City of Hiawatha and all their employees will comply with all OSHA regulations 1910 and 1926. All regulations and standards can be found at www.osha.gov. Any employee who fails to comply may be subject to disciplinary procedures as outlined in the City of Hiawatha Employee Policy Manual.

H. Personal Protective Equipment (PPE)

Purpose
The goal of this policy is to protect all City of Hiawatha employees from potential workplace hazards that can be abated by the use of Personal Protective Equipment (PPE).

This policy is in compliance with OSHA regulation Section 1910.132 through 1910.139 regarding PPE.

Required Programs—Based on Needs Assessment of Workplace Hazards
Employees must use the appropriate personal protective equipment when performing any task or workplace function where there is a reasonable probability of preventing injury with said use. These stipulations also apply to supervisors, management personnel and visitors while they are in a potentially hazardous area.

Eye and face protection (OSHA regulation Section 1910.133)
Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these.

Respiratory Protection (OSHA regulation Section 1910.134)
Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient or oxygen enhanced atmospheres must also be protected. Persons using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

Head Protection (OSHA regulation Section 1910.135)
Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

Foot & Leg Protection (OSHA regulation Section 1910.136)
Persons must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal and hot, wet and/or slippery surfaces. This also requires leg protection for persons using chainsaws and other devices that could cause injury to legs.

Hand & Arm Protection (OSHA regulation Section 1910.138)
Workers hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

Other Related Issues

Occupational Noise Exposure – Hearing Conservation (OSHA regulation Section 1910.95)
Hearing protection must be provided for persons exposed to noise levels exceeding limits set forth in 1910.95. The noise level of the workplace must be measured to determine if hearing protection is required. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear "muffs," or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

Annual audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average time weighted average (TWA) of 85 decibels. Testing will be conducted by a licensed technician at MercyCare Occupational Health at no cost to the employees.

Water hazards
A U.S. Coast Guard approved life jacket or buoyant work vest is required when there is danger of falling into water at the work site. For emergency rescue operations, boats and ring buoys with at least 90 feet of line are required when working over or on water.

Visibility issues
Day workers are required to wear Class 2 Hi Visibility safety vests when working in the road right-of-way and exposed to traffic hazards.

Employees working areas where there is danger of moving vehicle traffic at night or in low light conditions are required to wear Class 3 Hi Visibility safety vests or clothing with reflective material designed for high nighttime visibility.

Seatbelts
It is the policy of the City of Hiawatha that all employees and occupants of city/county vehicles, equipment, personal and rental cars used on official business use safety belts and shoulder restraints.

Per the exemption in *Section 321.445 (b),* in specific situations including garbage / yard waste truck operators on a collection route, employees on a meter reading route or performing street patching work are exempt from the safety belt requirements while actively performing the job duties requiring the employee to alight from and reenter the vehicle at frequent intervals, providing the vehicle does not exceed 25 miles per hour between stops. Employees shall comply with the law at all other times. Employees operating equipment with rollover protection "ROPS" shall also wear safety belts when operating the equipment.

(Refer to the City of Hiawatha's Seatbelt / Restraint Policy in the Employee Policy Manual for additional information and/or requirements)

Personal protective (PPE) wear
PPE that is worn frequently or daily and is sized or customized for a specific employee (i.e. steel toed footwear, prescription safety glasses, etc.) is considered "personal protective wear." Employees should refer to their departmental Standard Operating Procedure Manual to determine who is responsible for purchasing the personal protective wear, as well as, the recommended replacement schedule for said item(s).

PPE requirements by department can be found in the Employee Policy Manual and each department supervisor is responsible to make sure employees have the appropriate PPE and understand how and when to use it.

I. Excavation and Trenching

Purpose
This purpose of this policy is to provide policies and procedures for excavation and trenching operations.

An *excavation* is defined as any man-made cut, cavity, trench or depression in an earth surface formed by earth removal.

A *trench* is defined as a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

A complete copy of the Excavation and Trenching manual shall be located at each work site containing employees who are responsible for performing excavation and trenching operations, and all excavation job sites. Ask your immediate supervisor for assistance if necessary.

Emergency Procedures

The following actions should be taken in the event of an emergency regarding any City of Hiawatha employee:

1. Call **911.**
2. Make sure the scene is **SAFE** before providing assistance.
3. Provide appropriate assistance to the injured person.
4. Notify department head/supervisor and Safety Administrator immediately.

*** Each City of Hiawatha Building will have emergency contacts and telephone numbers posted in a clear manner.**

Incident and Injury Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve City of Hiawatha equipment and/or properties are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, City of Hiawatha shall take action to prevent recurrence. The City of Hiawatha Safety Committee has developed an Incident Review Report to help facilitate this investigation. The pertinent department head/supervisor is responsible for completing the form and turning it into the City of Hiawatha Safety Administrator.

If the incident involves a City of Hiawatha vehicle, law enforcement will be called as outlined in the Drug and Alcohol Testing for Non-CDL Employees section of this manual. Incidents involving a City of Hiawatha vehicle may also involve post accident drug and alcohol testing under certain conditions described in the Drug and Alcohol Testing for Non-CDL Employees and DOT Drug and Alcohol Testing for CDL Employees sections of this manual. Refer to pages 18-23.

The Safety Administrator is responsible for presenting all Incident Review Reports at the next Safety Committee meeting where the incident will be reviewed and corrective action discussed. If applicable, a written recommendation will be given to the pertinent department head/supervisor and a written response from them will be required.
All incident reports and applicable paperwork will be kept on file along with a copy of the OSHA 300 log for the year that the incident occurred. In accordance with Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, the City of Hiawatha will keep these forms/records on file for 5 years following the year to which it pertains.

See Incident Review Report on page 23-25 of this document.

Company Nurse

As a member if the Iowa Municipalities Workers' Compensation Association (IMWCA), City of Hiawatha employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, seven days a week claims reporting and medical recommendations (triage) from a registered nurse.

To report an incident to Company Nurse, call **1-888-770-0928.**

Employees that fail to report incidents to Company Nurse within 24 hours may be subject to discipline according to the City of Hiawatha Employee Policy Manual.

Post Incident Procedures

Employees involved in any incident/injury must:

1. Notify their Department Head/Supervisor immediately.
2. Report the incident/injury to Company Nurse within 24 hours.
3. Report to MercyCare Occupational Health for evaluation and treatment (if determined necessary).

Department Head/Supervisors are responsible for:

1. Confirming employee contacts Company Nurse within 24 hours of incident/injury.
2. Ensuring employee reports to MercyCare Occupational Health for evaluation and treatment (if necessary).
3. Completing an Incident Review Report (see pages 23-25 of this document) and return it to Safety Administrator within 24 hours. (Incident Review Reports are also available from the Safety Administrator).

Designated Healthcare Provider Policy

Effective February 3, 2015, the City of Hiawatha designated MercyCare Occupational Heath located at 5264 Council Street NE Suite 700 in Cedar Rapids, Iowa, 52402 as its Workers' Compensation authorized treating healthcare provider as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with MercyCare Occupational Health. If appropriate, and with prior approval from IMWCA, MercyCare Occupational Health may make referrals to other specialists.

If an employee decides to go to another provider without the referral from MercyCare Occupational Health and IMWCA, the employee will be responsible for ALL expenses related to those visits. No Workers' Compensation benefits may be claimed unless seen by MercyCare Occupational Health.

Return to Work Program

Purpose
It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work. ***City of Hiawatha Employees shall refer to the Employee Policy Manual for rules regarding Returning to Work after any incident or injury.***

The City may offer an employee who has suffered a medically certified injury, illness or disability a position with modified responsibilities on an interim basis. If the employee's physician releases the employee to return to work in a modified capacity, the employee **must** return to work at the time specified. Any employee who refuses to return to a modified duty position may jeopardize the employee's entitlement to certain workers' compensation benefits.

Employee and immediate supervisor are required to sign a Return to Work Agreement before the employee begins temporary modified/light duty.

Drug and Alcohol Testing for Non-CDL (Commercial Driver's License) Employees

1. Drug and Alcohol Testing of Employees and Prospective Employees. The City may conduct testing of both prospective employees and current employees as specified in the numbered list presented in this section.

   Drug Testing. The City may conduct pre-employment drug testing designed to prevent hiring individuals who use illegal drugs or who abuse legal drugs. The City will also conduct drug and alcohol testing of current employees in an effort to discourage and prevent employees from using illegal drugs and abusing legal drugs. The employee or prospective employee may provide any information which may be relevant to the drug or alcohol test. Such information may include identification of prescription or nonprescription drugs currently or recently used, or any other relevant medical information. All precautions will be taken to ensure that the testing will only measure, and the records concerning the testing only make use of information regarding drugs or alcohol in the body.

   Urine specimens may be analyzed for, up to and including the following drugs: (1) Cocaine, (2) Opiates, (3) Marijuana, (4) Amphetamines, (5) Phencyclidine (PCP), (6) Benzodiazepine, (7) Barbiturates, (8) Methadone, (9) Methamphetamines, (10) Oxycodone, (11) Ethanol, (12) MDMA, (13) Propoxyphene, and (14) Buprenorphine.

2. Prospective employees. The City will conduct a pre-employment drug screen of all prospective employees who will be required to operate City vehicles. The City must receive a "negative" report on the drug screen in order for a prospective employee to be considered qualified for employment. If such a "negative" report is not received, the prospective employee will not be considered qualified for employment and the application process will be terminated. If a conditional offer of employment has been extended, the offer will be withdrawn.

3. Active Employee Drug and Alcohol Testing Program. The City may require current employees to undergo drug or alcohol testing in the following circumstances:

   a. Reasonable Suspicion. The City may require that an employee undergo a drug or alcohol test if the City has evidence that an employee is using or has used drugs or alcohol in violation of the City's written policy. This evidence must be drawn from specific objective and particularly facts and reasonable inferences drawn from those facts in light of experience. Facts and inferences may be based upon, but not limited to, any of the following:

      - Observations made at work, such as direct observation of drug or alcohol use or abuse or of the physical symptoms of being impaired due to drug or alcohol use.

      - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

      - A report of drug or alcohol use provided by a reliable and credible source.

      - Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the Company.

- Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs or alcohol while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

In order to conduct drug or alcohol testing, all supervisory personnel involved with drug or alcohol testing shall attend a minimum of two (2) hours of initial training and will attend thereafter on an annual basis, a minimum of one hour of subsequent training. Training will include education on signs and symptoms of drugs and alcohol misuse, determining the need for reasonable cause testing, and testing requirements. This training will be at least one (1) hour in duration for alcohol education and at least one (1) hour for drug education.

All trained supervisory personnel observing abnormal conduct or erratic behavior displayed by an employee, must enlist the help of the City Administrator or City Clerk, or another trained supervisor in their absence, before drug or alcohol testing is ordered.

4. Rehabilitation Testing. The City may conduct drug or alcohol testing of employees during and after completion of drug or alcohol rehabilitation. An employee may be required to submit to evaluation by a Substance Abuse Professional (SAP) and will undergo treatment as recommended by the SAP in these circumstances Upon an employee's positive drug or alcohol test in these circumstances, the employee will be terminated.

5. Workplace Accident Testing. The City will conduct drug or alcohol testing if a workplace accident occurs while an employee is operating a City vehicle, tool or equipment, when any of the following conditions apply: 1) an accident results in an injury to a person which, if suffered by an employee, constitutes an injury other than a minor injury requiring only first aid treatment which does not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, where a record or report could be required under Iowa Code Chapter 88 Occupational Safety and Health, or 2) an accident resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars ($1,000.00).

   If a workplace accident occurs while an employee is operating a City vehicle, tool or equipment and any of the conditions listed in Item (5) above apply; the employee's supervisor may call law enforcement to investigate the accident immediately after occurrence. The employee's supervisor will make the determination on the necessity to consult with law enforcement to determine if the damage threshold has been met. **Exception: If the accident involves a motor vehicle on the roadway and the amount of damage is reasonably estimated at one thousand and five hundred dollars ($1,500.00) or more, the employee's supervisor will call law enforcement to investigate the accident immediately.**

   If the employee's supervisor consults with law enforcement after a workplace accident occurs, the supervisor will request an accident report from law enforcement. If the supervisor does not consult with law enforcement after a workplace accident occurs, the supervisor will prepare an accident report containing the date, time, detailed description of accident and estimated damage to vehicle, tools or equipment and submit a copy of the accident report to the City Clerk's office.

6. Federal Laws and Regulations. The City may conduct drug or alcohol testing as required by a federal law or regulation or by law enforcement. Such testing will apply to those employees who have a commercial drivers' license (CDL) and are subject to drug and alcohol testing by federal DOT standards, separate and apart from testing of other employees under this policy.

A complete copy of the Substance Abuse Policy is located in the Employee Policy Manual.

DOT Drug and Alcohol Testing for CDL (Commercial Driver's License) Employees

What Tests are Required and When Will I Be Tested?

There are five situations where testing is done to determine the presence of alcohol and/or drugs.

1. **Pre Employment - Post Offer Testing**

   A controlled substances test is required before a new hire or a person transferring into a driving position from elsewhere in the company can perform any safety-sensitive function. Education will be provided to all employees regarding the effects of drugs and alcohol, signs and symptoms of a drug or alcohol problem, information regarding assistance for abuse problems and testing requirements. §382.601.

2. **Post Accident Alcohol Testing when any of the following conditions are met:**

   - If there is a fatality.
   - If the driver of City of Hiawatha truck receives a citation under state or local law within 8 hours for a moving violation arising from the accident and if the accident involved:
     - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident OR
     - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
   - At the discretion of City of Hiawatha management following an accident.

   Alcohol testing MUST be done within 2 hours of the accident. If the test cannot be performed within 2 hours, the employer must prepare a record stating why the test wasn't given. If the test cannot be performed within 8 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

   Post Accident Drug Testing when any of the following conditions are met:

   - If there is a fatality.
   - If the driver of a City of Hiawatha truck receives a citation under state or local law within 32 hours for a moving violation arising from the accident AND if the accident involved:
     - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, OR

- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Post-accident drug testing must be performed within 32 hours. If the test cannot be performed within 32 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

Nothing in the regulations should delay medical attention for those who are injured. The employer must provide the necessary information and instructions to allow the driver to be tested or to get emergency medical care.

A driver subject to post-accident alcohol testing must remain available for testing. Not remaining available for testing is considered a refusal to test.

The employer must provide drivers with necessary post-accident information, procedures, and instructions BEFORE the driver operates a commercial motor vehicle.

Immediately notify Steve Perrin at (563) 559-0343 or C.J. Cooper & Associates, Inc. at 1-800-241-3926 or 319-377-5373.

3. Random Testing

Random testing for alcohol must be completed just before, during, or immediately after performing a safety-sensitive function. Random testing for drugs can be done anytime you are at work for your employer. Once you are notified that you have been selected for testing, you must proceed immediately to the test site.

Unannounced random testing is required for a certain percentage of drivers each year. The tests must be reasonably spaced throughout the year. The random selection process must ensure that each driver has an equal chance of being tested each time selections are made. One method is a computer-generated system using social security number, payroll identification number, or other identifying number. Methods such as pulling names out of a hat are not acceptable.

4. Reasonable Cause

If the employer has reason to believe that your behavior or appearance may indicate alcohol or drug use. Observations for alcohol testing must be made just before, during or just after the performance of a safety-sensitive function. Observations for drug testing will be made at any time while you are at work for your employer.

A driver will be required to submit to a drug and/or alcohol test when reasonable suspicion exists. §382.307 Reasonable suspicion exists when a driver's appearance, speech, or odors of breath and/or body, or physical symptoms indicate drug and/or alcohol use. Observations must be personally observed and documented by at least one City of Hiawatha trained official. A "trained official" is one who has undergone at least 2 hours of education, which included behavioral, physical, speech, and performance indicators of possible drug and/or alcohol use.

5. **Return-to-Duty and Follow-up Tests**

Return-to-duty testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. In order to return to performing safety-sensitive functions an alcohol concentration of less than 0.02 and/or a negative drug test is required. There are also referral, evaluation and treatment requirements that must be met.

Follow-up testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. The regulations call for a minimum of six (6) follow-up tests during the first year back in a safety-sensitive position, in addition to the random tests. However, follow-up testing can continue for up to five (5) years. Only the Substance Abuse Professional can set the number, frequency and length of time that follow-up testing is required.

Should City of Hiawatha choose to retain the driver, all Return-To-Duty and Follow-up testing will be at the employee's expense.

A complete copy of the DOT Drug and Alcohol Policy is located in the Employee Policy Manual.

Incident Review Report

Prior to completing this form, the supervisor should review applicable safety procedures, policies and job hazard analysis to compare the circumstances of the incident to the prescribed guidelines.

Employee Department: _____

Employee Name: _____ Date of Incident: _____

Location of incident: _____ Time of Incident: _____

_____

What task was the employee performing at time of incident?

_____

_____

Is there a procedure for this task? **Circle one:** Yes No

If yes, answer the following:

Was employee following the written procedure? Yes No

If the answer is no, why not?

_____

_____

Were the proper tools or equipment being used? Yes No

If the answer is no, why not?

_____

_____

_____

Were tools or equipment in good condition? Yes No N/A

If the answer is no, why not?

_____

_____

Was the correct personal protective equipment used? Yes No N/A

If the answer is no, why not?

_____

_____

_____

If the answer is yes, what type of PPE was used?

_____

_____

_____

Were there housekeeping or environmental problems: ie. Burnt out light bulbs in stairwell or hoses left on floor?

Yes No N/A

If the answer is yes, what?

_____

_____

_____

Were immediate corrective steps taken to address causes? Yes No N/A

If the answer is yes, what?

_____

_____

_____

If the answer is no, why not?

_____

_____

_____

Any recommendations for long-term corrections?

_____

_____

_____

Name of Immediate Supervisor: _____

City of Hiawatha, Iowa
Equipment and Machinery Evaluation

Equipment: _____

Number/Description: _____

Location: _____

Check all that apply:

- **#Electrical**
- **#Gravity**
- **#Hydraulic**
- **#Spring**
- **#Pneumatic**
- **#Other:** _____

Procedures to isolate energy sources:

_____
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City of Hiawatha Employee
Hepatitis B Voluntary Consent Form

This is to certify that I, _____, have been offered the Hepatitis B Vaccine through the City of Hiawatha, due to the possibility of exposure created by my employment.

_____ I have read the prescribed information for the Hepatitis B Vaccine and understand the usage, contraindications, precautions, adverse reactions, dosage and administration related to the vaccine.

_____ I understand that I must have three (3) doses of the vaccine to confer immunity and that that cost of the Hepatitis B Vaccine will be assumed by the City of Hiawatha.

_____ I understand that there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine.

_____ I have read this form and understand its contents; therefore I request that the Hepatitis B Vaccine be given to me.

_____ I believe I have received the Hepatitis B vaccine series in the past; therefore I request to receive a Hepatitis B Tighter blood draw to determine immunity.

_____ _____
Employee's Signature *Date*

_____ _____
Witness Signature *Date*
MercyCare Occupational Health

Vaccination Date	Lot Number	Injection Site	Signature from whom given	Manufacturer

Tighter Blood Draw Date	Blood Draw Site	Signature from whom drawn

City of Hiawatha Employee
Hepatitis B Declination Form

This is to certify that I, _____, understand that due to my occupational exposure to blood or other potentially infections materials that I may be at risk of acquiring the Hepatitis B Virus (HBV) infection.

_____ City of Hiawatha has given me the opportunity to be vaccinated at no charge, however I am declining the vaccination at this time.

_____ I understand that by declining vaccination, I continue to be at risk of acquiring Hepatitis B Virus infection.

_____ I understand that in the future, while employed by City of Hiawatha, I may choose to have the Hepatitis B Vaccination Series at no charge to me.

_____ I have read this form and understand its contents.

_____ _____
Employee's Signature *Date*

_____ _____
Witness Signature *Date*

If you are declining vaccination because you have previously received the Hepatitis B vaccine series, please list facility/employer where you received the vaccine and approximate date of receipt:

_____
Facility/Employer

_____
Date of vaccines

City of Hiawatha Safety Manual
Official Certification

We, the City Council of the City of Hiawatha along with each Department Head, do hereby certify and adopt The City of Hiawatha Safety Manual on this _____ day of _____, 2017. All City of Hiawatha employees are to abide by all terms of this manual and any of its future updates.

Dick Olson, Council Member	Aime Wichtendahl, Council Member
Dennis Norton, Council Member	Marty Bruns, Council Member
Bob Rampulla, Council Member	Kim Downs, City Administrator
Kelly Kornegor, City Clerk	Jeaneal Weeks, Library Director
Kelly Willadsen, Parks and Recreation Director	Marty Recker, Water Superintendent
Patrick Parsley, Community Development Director	John Bender, City Engineer
Rod Jasa, Public Works Superintendent	Dennis Marks, Police Chief
Mike Nesslage, Fire Chief	Cindy Kudrna, Finance Director

City of Hiawatha Safety Policy
Employee Acknowledgment

The City of Hiawatha is firmly committed to your safety. We will do everything possible to provide you a safe working environment thus preventing workplace injuries from occurring. Our employees are our most important asset and their safety is our primary concern. As a condition to employment with the City of Hiawatha, all employees must acknowledge the following:

_____ I have read, understood and accepted the City of Hiawatha Safety Policy and will abide by its terms at all times.

_____ I am responsible for following safe work practices and I understand my responsibilities in helping the City of Hiawatha maintain safe working environments.

_____ I will wear all proper Personal Protective Equipment as directed when necessary.

_____ I will take any safety concerns to my department head/supervisor or any member of the City of Hiawatha Safety Committee immediately.

_____ I will report all incidents and injuries immediately to my department head/supervisor (no matter how slight).

_____ I am aware that the City of Hiawatha and IMWCA partner with Company Nurse and will follow all guidelines regarding reporting to them within 24 hours of any incident or injury.

_____ I understand that failure to comply with any part of this safety policy may result in disciplinary action.

_____ I acknowledge that polices are subject to change at any time and that revisions to the Safety Manual will occur in these instances. I understand that such revisions may supersede existing policies, and agree to follow all revisions.

The previous City of Hiawatha Safety Policy that I received will be kept and any revisions will be attached to it. If I have any questions or concerns regarding any of its contents or any safety issues I will discuss it with my department head/supervisor or any member of the City of Hiawatha Safety Committee before entering a job site where I do not feel secure.

_____ _____

Employee Signature and Date Supervisor Signature and Date

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION ADOPTING AN EMPLOYEE SAFETY MANUAL

WHEREAS, the Safety Committee created a Safety Manual to provide City of Hiawatha employees with a condensed overview of individual safety policies and procedures in one location, and

WHEREAS, the Safety Manual will be distributed to City of Hiawatha employees and will be reviewed by the Safety Committee on an annual basis to ensure the manual stays up to date, and

WHEREAS, the City Council supports the Safety Committee in their ongoing efforts to cultivate a safe working environment, establishing safe practices and procedures for department operations, training and motivating employees to perform their duties safely and striving to maintain a safety information system sufficient to support effective accident prevention, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to approve the adoption of the City of Hiawatha Safety Manual for all employees.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 19th day of July, 2017.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk