CHAPTER 11
Safety Policy

A. Policy

The City of Avondale (the "City") strives to provide safe working conditions for its employees. The HR Director (the "HR Director") is responsible for the administration of safety programs throughout the City under the direction of the City Manager.

1. General Employee Responsibilities

a.) Each employee is responsible to be familiar with the emergency policies and procedures contained herein.

b.) Each employee must know the location of first aid supplies and the automated external defibrillator.

c.) Each employee must observe traffic laws and regulations when driving or operating City vehicles and equipment.

d.) Each employee shall wear safety belts when operating City vehicles or equipment or when operating his/her personal vehicle while performing City business.

e.) Each employee is required to report to his/her immediate supervisor the use of medication that may impair his/her ability to drive or operate equipment.

f.) Each employee is strictly prohibited from driving or operating equipment while under the influence of alcohol or drugs.

g.) Employees are expected to follow good safety practices and are subject to disciplinary action for failure to do so.

B. Reporting Accidents and Injuries

1. Employees shall notify their immediate supervisors to report safety issues, injuries and accidents as soon as possible after discovery of the safety issue, injury or accident. If the employee's immediate supervisor is not available, he/she should report the issue or incident to the department director. The City will not tolerate any form of retaliation for such reporting.

2. All injuries or accidents need to be documented whether or not medical treatment is sought. Once notified of an accident or injury, the supervisor or director will report immediately to the City's Safety & Risk Coordinator.

3. Injuries requiring only minor first-aid may be treated at the job site or department office.

4. Within twenty-four (24) hours of any accident or injury, the supervisor receiving the report of the accident or injury will file a supervisor's report of injury form with the Safety & Risk Coordinator for insurance purposes.

5. Employees who have an accident with a City-owned vehicle must first notify the appropriate law enforcement agency and then their supervisors or department directors. All accidents, no matter how minor, require law enforcement notification so that a traffic report can be generated.

6. Employees will be tested for drugs following any accident involving a City vehicle.

    a. While the City is waiting for the results of the drug test to be received, the employee shall be assigned work duties that do not involve driving or safety-sensitive equipment, such as a clerical/administrative position. If no position is available, the employee shall be placed on administrative-leave until the employee has been authorized to return to work by the Human Resources Department.

7. Each department is responsible for maintaining thorough records of all accidents and injuries, including the charging of responsibility where it can be determined. Records kept on file should include a copy of the supervisor's report of injury form, a copy of any traffic report generated and notes of any conversations related to the accident or injury.

C. Workplace Violence Policy

1. Purpose

The City and its employees have a mutual obligation to ensure a safe and healthy work environment. The purpose of this policy is to provide guidance and direction to all personnel regarding workplace violence issues. Any questions regarding this matter should be directed to the HR Director or the Safety & Risk Coordinator.

2. Definitions

a.) ***Workplace*** - Any location where an employee is working or conducting business for the City.

b.) ***Threatening Behavior*** - Any intimidating or bullying type of behavior, verbal or nonverbal, that would cause a reasonable person to feel physically in danger.

c.) ***Harassment*** - Where one or more employees engage in a pattern of behavior to annoy, pester, tease, torment or disturb another employee in a manner that prevents the targeted employee from being able to effectively perform his/her duties at work. In severe cases isolated incidents of this behavior may be considered harassment.

3. Policy

a.) Zero Tolerance

1. Violence or the threat of violence by or against any City employee is unacceptable and will not be tolerated.

2. The City will take any steps deemed necessary to protect its workforce from violence. An employee who commits or encourages violence in the workplace will be subject to serious disciplinary action, up to and including termination.

3. The City will fully cooperate with the efforts of law enforcement personnel to prosecute anyone who subjects employees to violent acts or threats of violence.

b.) Reporting

1. It is the mutual obligation of all City employees to prevent violent behavior and threats of violent behavior.

2. All threats, harassment and violent acts that may impact the workplace, whether by co-workers or individuals not employed by the City, must be promptly reported to an employee's immediate supervisor or, if the immediate supervisor is unavailable, to the employee's department director.

3. Employees acting in good faith who report violent behavior, threats of violent behavior or harassment will not be subject to retaliation or harassment based upon their report. If there is uncertainty as to whether a situation constitutes violent or threatening behavior, the employee is encouraged to discuss the matter with his/her immediate supervisor or department director.

4. Employees must take all threats and violent behaviors seriously, whether directed at the employee or another, and have a duty to report them.

5. Supervisors, managers and directors shall monitor their workplace and report all threats and violent behaviors immediately to the HR Director, regardless of whether the person engaged in the behavior is a direct subordinate or no complaint has been made.

6. The first response to serious violence should be to call 911.

7. Failing to report violent acts or threatening behavior can be a serious offense and may result in discipline, up to and including termination.

c.) Weapons

1. Except for sworn police officers and detention officers, the possession, use or threat of use of any weapon, including all firearms and other objects, which could be used as weapons likely to cause serious injury, is prohibited in the workplace and within any City property, including City vehicles.

2. An employee found with an unauthorized weapon on City property shall be subject to disciplinary action, up to and including termination.

3. Employees who feel they have a special need for added personal safety should contact the HR Director. The HR Director should consult with the Chief of Police to determine if additional measures for safety are necessary.

d.) Risk Reduction Efforts

The City strives to use the following management tools in an attempt to reduce the risk of violence in the workplace:

1. Prompt reporting is required of any and all threatening and violent behavior.

2. Probationary periods and performance evaluations.

3. Discipline policy.

4. New hire training.

5. Educational efforts provided through the employee newsletter, the HR Department and division staff meetings.

6. Background checks.

4. Addressing Workplace Violence

a.) Employee Response to Violence in the Workplace

1. **Actual Or Potential Confrontation**

Violence in the workplace may occur as a result of poor relations among co-workers or with supervisors, negative contact with the public or from personal disputes with family members or neighbors. When faced with an actual or potential confrontation, employees should:

- Be alert, calm and respectful in order to diffuse a situation;

- Have an agreed-upon danger signal to alert co-workers in your work area to trouble; and

- Be observant and listen to the person. This will serve the purpose of potentially defusing the situation and will make it more likely that employees will remember details when reporting the incident.

2. Emergency Situations

The first response to serious violence should be to call 911. If a City phone is used, dial 9, listen for the dial tone and then dial 911. Be prepared to calmly state your exact location, your name and the specific nature of the problem. As soon as practicable, contact your supervisor, who then will inform the department director and the HR Director.

3. Non-Emergency Situations

Individuals involved should be separated if separation can be accomplished safely. The supervisor will notify the department director and the HR Director of the situation and report the action taken. The department director and the HR Director should be advised promptly about the confrontation or altercation and will determine further action.

4. Court Orders

If an employee obtains a restraining order or an order of protection from a court due to an off-the-job situation, and the order includes the workplace, the employee is required to inform the Human Resources Department of the issuance of such a court order and provide a description of the individual cited in the order. The Human Resources Department will notify the employee's Department Head and will decide decide the appropriate steps to take and further notifications required to protect the workplace.

b.) Supervisor Response to Violence in the Workplace

Supervisor/director personnel shall take the following action upon receiving a report of an actual or potential workplace violence or harassment situation and immediately advise the Human Resources Department:

1. Initial Response

- Immediately evaluate the severity of the situation.

- If the situation appears urgent or criminal in nature, contact the police department immediately.

2. Investigation

The HR Department will initiate a prompt and thorough investigation of all reported violence or threats of violence. If the alleged perpetrator is a City employee, he or she may be questioned and/or put on administrative leave pending the investigation. At any time, the police department may be contacted and may be present during questioning.

3. Search

All City property, including work areas, offices, lockers, file cabinets, desks, vehicles or other City property, is subject to a search. These areas are not considered personal or private. No personal locks will be allowed to secure any City property (i.e., tool boxes, lockers, desks, etc.). All locks are subject to removal by the City. The City shall supply a City-owned lock for any area the employee and his or her supervisor deem appropriate to maintain in a secured manner. No search pursuant to this policy should be made of the employee's person or of close personal items, such handbags, briefcases or private automobiles, without the consent of the employee. Should such a search be desired and consent refused, law enforcement will be consulted.

4. Alternatives

Depending upon the nature or severity of the violent threat, act or harassment, the department director or the HR Director may take or recommend any of the following specific actions:

- Contact the police department for assistance.
- Place the employee on administrative leave pending an investigation.
- Refer an employee for counseling through the employee assistance program.
- Notify other employees to be alert.
- Obtain an injunction or restraining order.
- Pursue criminal charges against the individual.
- Provide additional security at the workplace as needed.
- Take other measures as deemed appropriate.

c.) Privacy/Confidentiality

Disclosure of violent acts or threats and the identity of the employee will be limited to those who have a need to know. However, if the threat is directed at a number of individuals or is directed at the entire workforce, the City's need to maintain a safe work environment for its employees will outweigh the person's expectation of privacy, confidentiality or protection of their reputation.

d.) Critical Incident Debriefing

The City recognizes that the trauma and stress created by a violent incident can affect many individuals such as witnesses, victims and bystanders. Often, professional intervention is needed after an incident. Should this happen, the HR Department will make arrangements with the employee assistance program to conduct stress intervention. The HR Director will conduct

debriefing sessions before employees are permitted to leave the workplace for the day. Attendance at the debriefing session will most often be mandatory for all those involved in the incident. The contents of any debriefing or stress-related sessions shall be treated as confidential. An employee's attendance/participation in such a session shall not be the subject of any documentation maintained in the employee's personal file.

D. Emergency Evacuation

Employees are required to evacuate from the building immediately when an emergency alarm is sounded. To assist in the evacuation of buildings, employees are responsible for the following:

1. Knowing how to activate the fire alarm or designated evacuation signal for their building.

2. Knowing two evacuation routes from their area and safe areas once outside the building.

3. Being able to assist visitors and others in the building that are unfamiliar with evacuation procedures and exit routes, including designated safe areas in the buildings where persons who would have difficulty evacuating the building may await rescue.

4. No employee shall re-enter an evacuated building unless specifically authorized by the incident commander or the "all clear" is given.

5. Each employee is responsible for reviewing the emergency evacuation procedure.

E. Exposure Control Plan

This Exposure Control Plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with the Occupational Safety and Health Act. This plan applies to all affected departments except for the fire department and the police department. Fire department employees shall follow the department's infectious control plan that includes bloodborne pathogens. The police department employees shall follow the department's exposure control plan.

1. Any employee at risk of an occupational exposure will be offered, at no cost to the employee, the Hepatitis B Vaccination Series. This vaccination series consists of three shots administered at zero, one and six-month intervals.

2. Employees may decline to receive the Hepatitis B Vaccination Series but may receive them at a later date. Employees must sign a declination form if they decline the series.

3. Exposure control training will be conducted annually for areas that have employees at risk for exposure and every two years for other employees.

4. All personal protective equipment shall be provided to employees by the City at no cost to the employee.

5. In the event of an exposure, the employee must report the exposure immediately and complete the supervisor's report, report of significant work exposure to bodily fluids and the addendum to the Industrial Commission of Arizona report of significant work exposure to bodily fluids.

6. Each employee is responsible for reviewing the Exposure Control Plan and must acknowledge that the Exposure Control Plan materials have been received.

F. Personal Protective Equipment (PPE)

All employees that have work situations that expose them to potentially hazardous conditions must wear the following personal protective equipment:

1. Employees are required to use eye and/or face protection when exposed to hazards from flying particles, liquid chemicals, acid or caustic liquids, chemical gases, vapors, potentially damaging light radiation and at all times when in the field, around construction and maintenance projects/sites.

2. Employees are required to wear hard hats where there is a potential for injury to the head from the impact of flying, falling, moving or propelled objects or from electrical shocks or burns.

3. Employees are required to wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

4. Hand protection shall be worn when hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

When PPE is required to perform job tasks safely, supervisors are responsible for enforcing these requirements. If injury occurs and an employee did not wear PPE in a situation where an employee should be reasonably expected to wear PPE, that employee may be disciplined for violating this policy in accordance with the City's Policy and Procedures Manual. Employees who refuse to wear PPE or are not consistent in its use will be disciplined in accordance with the City's Policies and Procedures Manual. Each employee is responsible for reviewing the Personal Protective Equipment Procedures. Each employee shall acknowledge that the Personal Protective Equipment Procedures have been received.

G. Occupational Safety and Health Act Readiness Plan

The William-Steiger Occupational Safety and Health Act (OSHA) was enacted by the U.S. Congress to ensure, as far as possible, safe and healthful working conditions for the nation's men and women. This is the purpose with which the City fully agrees and maintains for the health and safety of our employees. It is important that each facility understand the principle features of the Act and the following responsibilities:

1. Whenever there is an occupational death or one or more employees are hospitalized, the City's Safety & Risk Coordinator will notify OSHA.

2. The OSHA Compliance Officer may inspect pre-determined areas to ensure City compliance with OSHA regulations.

3. If the OSHA Compliance Officer (the "CO") arrives during an off-shift time period or a weekend, the CO will be instructed to return during regular business hours.

4. The Safety & Risk Coordinator will greet the CO and verify identification.

5. Each department should determine an inspection route to meet the CO's inspection objectives. Do not walk through areas that are not part of the inspection.

6. Every document request will be made through the Safety & Risk Coordinator. Refer all CO document requests to the Safety & Risk Coordinator.

7. Employees are to be courteous and answer questions factually when asked by the CO. Employees should not give opinions or speculate.

8. Each employee is responsible for reviewing the OSHA Readiness Plan. Each employee shall acknowledge that the OSHA Readiness Plan has been received.