

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 05</b>	<b>Conduct</b>		
<b>Section 17</b>	<b>Employee Safety</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>December 22, 2025</b>
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**05.17 Employee Safety**

The City is interested in all employees’ safety and well-being. Accordingly, the City has developed safety rules and regulations. Each and every employee is required to comply with all safety rules and to exercise caution in all work activities. From time-to-time employees will be updated and reviewed on safety procedures in an effort to increase awareness of the importance of safety on the job.

Employees can prevent accidents and injuries by following the safety rules of your job, by remaining alert, and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management at once.

**A. The following safety rules apply at all times.** Some specific job descriptions may contain additional operational safety guidelines. Each employee must be familiar with such rules and apply them at all times. Employees should:

1. Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes, gloves, shields, etc. when those items are appropriate to the task being performed.
2. Smoke and vape only during designated times in authorized outside areas.
3. Walk, do not run unless it is to avoid injury. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, in good condition and with enclosed toes. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured.
4. To avoid back injuries, use correct lifting methods. Get additional help with heavy (or difficult to handle) objects.

5. Be aware of sharp tools. Use safety devices where provided, and do not alter or remove them in any way. Report hazards to management immediately.
6. Keep fingers, hands, feet or clothing away from moving machinery.
7. Ensure their vision is not obscured when carrying items.
8. Avoid blocking access to fire extinguishers.
9. Avoid touching open or loose electrical circuits.
10. Report unusual vibrations, smells, or noises coming from equipment.
11. Refrain from wearing rings or jewelry while operating machinery.
12. Ensure equipment is turned off before performing maintenance or repair work.
13. Ensure that equipment retains its warning tags or safety devices.
14. Avoid leaving nails or spikes protruding from planks or boards.
15. Perform routine maintenance at all scheduled intervals.
16. Use compressed air for cleaning only as directed avoiding cleaning clothing or floors.
17. Avoid distractions such as cellular calls or texting while performing other work.

**B. Material Safety Data Sheets (MSDS Sheets).** Employees will be shown the location of the City's Material Safety Data Sheets, as needed. MSDS sheets provide valuable information about various chemicals and other agents that may be encountered in the work. MSDS explain possible reactions to exposure, and steps that employees should take if it occurs. Employees should review this information from time to time.

**C. Fire Employees should:**

1. Be alert for causes and report smoke, heat or unusual odors immediately.
2. Alert other people in the area to the possibility of danger in order to evacuate, if necessary.
3. Try to verify the location and call the Fire Department or 911.

4. Use proper portable extinguishers for small fires.

#### **D. Workplace Accident Reporting.**

1. All workplace accidents and injuries, however slight or seemingly inconsequential, must immediately be reported to the appropriate supervisor and the Human Resources Director.
2. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment.
3. Incident reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.
4. Rules applying to reporting of vehicle accidents are reported as below.
5. Employees who violate safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

#### **E. Accidents Involving City Equipment or Vehicles**

1. Any employee involved in an accident while operating City equipment or vehicles or while operating a motor vehicle on City business shall report the accident immediately to the supervisor and to the proper law enforcement agency.
2. The employee must immediately complete an accident report, no matter how minor the damage is to the vehicle and submit it to the supervisor and to the Human Resources Director.
3. The employee must undergo a City-required drug and alcohol test for any accident that occurs while on duty for the City.
4. Drivers must obey all traffic rules and regulations prescribed by law and use every reasonable safety measure to prevent accidents.
5. No one under the age of 18 may operate a City vehicle.
6. Wearing of seat belts is mandatory.

7. Any traffic citation given to a City employee while operating a City vehicle or equipment or while driving a personal vehicle while on City business must be immediately reported to Human Resources before disposition of the ticket.
8. Any employee involved in any type of accident involving City equipment may be disciplined if, upon investigation, it is determined that the employee was negligent or through carelessness or recklessness contributed to the cause of the accident.
9. Employees are prohibited from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a City owned vehicle.
10. Employees should avoid explaining or describing the accident to anyone except to law enforcement personnel, their supervisor, or the claims adjuster or attorney for the City's insurance carrier.
11. Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved or the property owners affected, in case of one car accidents.
12. Employees also must collect insurance information and the address and phone number of the police department where the accident report will be prepared.

#### **F. Personal Car Guidelines**

1. It is the responsibility of the owner of the vehicle being used for business purposes to carry adequate insurance coverage (state mandatory insurance requirement at minimum) for their protection and the protection of any passengers.
2. When using a personal car for City business, an employee's personal car insurance carrier is the sole insurance carrier.
3. Employees will be reimbursed for business usage of personal cars at the Federal government's prevailing rate per mile. A new rate is issued each January, and notification is sent to all departments by the Finance Department.
4. The automobile mileage reimbursement assumes coverage of all transportation and operating costs including gas, oil, towing charges, repairs, auto insurance and damages.
5. Tolls and parking will be reimbursed in addition to the allowance.

6. Employees will not be reimbursed for any of the following, even if these costs were incurred during business travel:
  - a) Car repairs
  - b) Rental car costs during repair of personal car
  - c) Tickets, fines or traffic violations
  - d) Damage to personal vehicle
  - e) Theft of personal vehicle or vehicle content

**G. Occupational Disability or Injury Leave (Worker's Compensation).** The City of Decatur carries workers compensation Insurance for all employees for job-related injuries or occupational illnesses suffered by the employee while acting in the course and scope of their position.

1. Worker's compensation is a complicated system, and you can feel free to contact Human Resources or the City's insurance carrier at any time with any questions.
2. Occupational Disability or Injury Leave:
  - a) An employee who is disabled as a result of an injury on the job that is covered by workers compensation, will be granted injury leave and may use PTO and PTO time to supplement pay until the eighth day of such leave
  - b) Beginning on the eighth day, the workers comp carrier will pay 70% of the employee's current rate of pay and the employer will pay 30% of the employee's current rate of pay. Any such leave will count towards FMLA leave. After these 8 days, the employee will be paid the difference between his/her regular salary and any worker's compensation payments received for such injury for 12 weeks.
  - c) After this initial 12 week period, the injured employee will be reviewed and at this time may only receive workers compensation payments, depending upon the outcome of the review. The employee may be replaced after 12 weeks and may receive no further compensation or benefits from the City.
  - d) This injured leave status is subject to review and medical opinion at any time. Status may be changed subject to the decision of the City Manager.
  - e) An employee on occupational disability injury leave will continue to earn PTO leave at the regular rate for six months. Thereafter, the employee will no longer earn PTO leave and after six months of such leave, will be required to return to work with the approval of the attending physician or be terminated.

3. An employee will report injuries incurred in the line of duty immediately to his immediate supervisor or director or to Human Resources and file an accident report with Human Resources within 24 hours.
4. When an employee suffers injury or death on the job, Human Resources will complete an accident report immediately on forms provided by workers compensation, submit it to workers compensation carrier as directed and retain one copy in the workers compensation claim file.
5. Any exceptions to the policy of this section must be approved by the City Manager.

#### **H. Examination and Treatment**

1. As a condition of receiving or continuing to receive salary supplementation payments, Human Resources may require an injured employee to submit to examination and treatment, at the City's expense, by a physician approved by Human Resources or the workers compensation insurance carrier.
2. An injured employee forfeits all rights to salary supplementation payments if he or she refuses to submit to an examination or to any diagnostic test, x-ray, surgical procedure, or other treatment prescribed or recommended by the City designated physician as medically necessary or indicated to diagnose, treat, or cure the employee's injured condition.
3. An injured employee forfeits all rights to any salary supplementation payments to which they would normally have been entitled, if they:
  - a) engage in work that could aggravate their injury or extend leave, whether part time or full time, for pay or as a volunteer, for themselves or for any other person, firm or corporation, while receiving salary supplementation payments;
  - b) terminate employment for any reason while receiving salary supplementation payments;
  - c) fail or refuse to comply with the treating physician's instructions or advice regarding treatment of the injured condition;
  - d) fail to act in a manner which is conducive to being off work convalescing;
  - e) refuse to perform light, partial or part time duty when authorized by the treating physician;

- f) Refuse to accept or perform a different job with the City that, in the opinion of the treating physician, is within the employee's physical capacity and for which the employee is qualified or will be trained;
- g) Represent their injured condition, physical incapacity, or disability as worse than it is while receiving salary supplementation payments; or
- h) Refuse to return to regular duty after being released for regular duty without restrictions by the treating physician.