

6.0 SAFETY AND ACCIDENT/INCIDENT REPORTING

6.1 SAFETY POLICY STATEMENT

Nothing is of greater concern to the District than the safety of its employees and the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy.

Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

South Suburban Sanitary District has an Employee Safety Handbook and Regulations; they shall be reviewed to make sure all employees are compliant.

For example, employees shall:

- A.** Utilize safety equipment, which has been provided for employee protection;
- B.** Not operate equipment while medication, drugs, or alcohol are present in the body without a doctor's written approval;
- C.** Operate only the equipment on which they have received training;
- D.** Warn co-workers and management of unsafe conditions or practices.
- E.** Accept with appreciation the warning of a co-worker or supervisor as an expression of concern for their own well-being;
- F.** Report dangerous or unsafe conditions observed at work; and
- G.** Refrain from horseplay at all times.

6.2 UNSAFE CONDITIONS

6.2.1 Employee Responsibility - Every employee is responsible for safety as a specific job assignment. To achieve the District's goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.

6.2.2 Management Responsibility - Each supervisor shall frequently review the need for implementing safety practices, policy or procedures warranted by hazards. Each accident and "Near Miss" is cause for review. A copy of such policies shall be delivered to all department employees. Supervisors will periodically involve employees in the process. The need for periodic training shall be considered, and arranged as determined by the supervisor.

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6.2.3 Managing Unsafe Conditions - It is every employee's responsibility to observe and identify conditions, which could pose a hazard to employees or to the general public.

After identifying the problem, employees at the scene are expected to:

- A. Safely eliminate the hazard, and obtain necessary assistance;
- B. Safely control the hazard by enclosure or guard;
- C. Employ avoidance-procedures; and
- D. Use personal protective equipment as appropriate.

6.3 ACCIDENT & INCIDENT REPORTING

Accidents involving the District shall be reported in detail as soon after the occurrence as possible. All accident reports shall be submitted on the appropriate accident/incident form to the Supervisor, the Supervisor will then forward the report to the Director of Administrative Services.

6.3.1 Vehicular Accidents - When any District vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

- A. Employee shall immediately report the accident to their supervisor and remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative. Do not remove any vehicle until authorized by your supervisor unless non-removal creates an undue hazard.
- B. In cases where the vehicle(s) suffer only minor damage, other people should not be delayed any longer than is necessary to exchange the required information. All vehicles should carry a list of the necessary information to collect from the other driver and the information the employee would need to collect from them. The operator should also promptly complete the accident report upon returning to the District office.
- C. The supervisor or other designated individual shall respond to the scene and request and facilitate a police investigation. He/she shall gather information for the District's insurance carrier, submit independent reports, and report all findings and conclusions to the District Manager.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of District vehicle privileges, suspension, and/or termination from District service.

6.3.2 Other Accidents - Accidents involving damage to equipment or property, or personal injury, shall also first be reported to the employee Supervisor, the Supervisor shall then inform the Director of Administrative Services. The Director of Administrative Services will determine the need for further investigation.

6.4 EMPLOYEE INJURY REPORT

In the case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the Director of Administrative Services shall be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and State laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report (801) form and submit it as soon as possible to the Director of Administrative Services. All injuries shall be reported in a timely manner to avoid risk of claim denial. The Director of Administrative Services will provide advice and assistance to any person filling out a Workers Compensation Report.

If an injury results in the death of an employee, then the supervisor shall immediately notify the Director of Administrative Services, who, in turn, shall immediately notify the State Workers Compensation Department, the District Manager and the District's insurance carrier by phone. The Director of Administrative Services will then proceed to process a claim report form.

The appropriate entries shall be made to the OSHA 300 Report log.

6.5 WORKERS COMPENSATION INSURANCE

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers compensation law. The District carries workers compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

6.6 WORKERS COMPENSATION PAYMENTS

If an employee is injured on the job the District has the right to determine whether to:

- (A) Have Workers Compensation pay the employee,
- (B) Pay the employees Workers Compensation, or
- (C) Pay the employee with all Workers compensation payments being returned to the District.

6.7 RETURN- TO-WORK POLICY

The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee's being off work.

- (A.) All requests to return to work must be made in writing, dated and signed by you.
- (B.) All requests to return to work must be accompanied by a dated, written release signed by your attending physician. This release must clearly specify whether you are released to perform your former job or are restricted in any way.
- (C.) Request to return to work must be made no later than the next business day following the date of your physician's signature on the written release. Except where, in the opinion of the District, extenuating circumstances exist, failure to make a timely request terminates your right to reinstatement or reemployment. Failure to seek a written release upon your becoming

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able to return to work may constitute abandonment of your right to reinstatement or reemployment

- (D.) Requests to return to work may be brought in personally or mailed to the District. If mailed, the request should be directed to Director of Administrative Services. Requests brought in personally will be deemed made the date on which the written request is given to the District. Mailed requests will be deemed made on the date of receipt. All requests will be date stamped upon receipt.
- (E.) All requests to return to work must be turned in to the Director of Administrative Services.
- (F.) If your former job or a suitable alternative is not available at the time of your request, you must contact the Director of Administrative Services in person or by telephone once a week to renew your request. If a period of 10 days elapses without such a contact, you will be considered to have abandoned your right to be returned to work.
- (G.) All alternative job offers will be made by telephone. It is your obligation to keep the District advised of any changes in your telephone number.

If you are offered a suitable position in response to your request to return to work and you refuse to accept it, you will be considered to have voluntarily terminated your employment and abandoned your right to reinstatement or reemployment.

6.7.1 Light Duty Work Assignments - Disabled employees who are temporarily assigned light duty work as a reasonable accommodation, but are unable to perform the essential duties of their job, may be required to provide a medical evaluation after 30 days from their treating physician, so it may be determined whether the employee is capable at that time of performing the essential functions of their regular job, with or without reasonable accommodation. The District offers light duty accommodations only for those employees whom the Director of Administrative Services may anticipate will recover the ability to perform all the essential functions of the job with or without a reasonable accommodation and within a reasonable time. If recovery becomes doubtful, the Supervisor may discontinue the light duty assignment. No light duty assignment is intended to become permanent.

Employees on light duty shall not be eligible to perform any standby activities until a physician's release for full duty is secured.