CITY AND COUNTY OF BROOMFIELD SAFETY POLICY

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I. SAFETY PROGRAM

1-01 Mission Statement

The City and County of Broomfield Safety Program strives to promote and maintain a safe, sustainable, and healthy environment for both visitors and employees through a comprehensive safety training program and by empowering all employees to act as stewards of safety.

The Safety Committee has outlined core values which will be used to adhere to the mission statement. These are not intended to be all inclusive.

- Be accountable and responsible for self and others.
- Inspire cooperation and compliance.
- Communicate expectations regarding safety.
- Partner with employees and Loss Control vendors.
- Develop innovative safety programs.
- Provide job specific safety training.
- Reduce preventable accidents and injuries.
- Conduct timely review of accidents and communicate lessons learned.
- Provide appropriate and proportional response to safety issues.
- Conduct worksite and facilities inspections.
- Identify and correct unsafe practices.
- Meet monthly to pursue these goals.

1-02 Policy

It is the policy of the City and County of Broomfield to provide an effective health and safety program for its employees (including full-time, part-time and temporary), volunteers, contractual persons, and the general public.

The health and safety of employees, volunteers, contractual persons and the general public is of primary importance and shall receive first consideration in the performance of work. Hazard recognition and accident prevention shall be included in all operations. Safety is necessarily an integral part of every job. When employees think of the job, they must also automatically think of the hazards involved. The prevention of accidents and injuries must always take precedence over expedience.

Safety must remain an important consideration in every department and with every position. Employees must comply with all applicable safety policies and procedures listed in this document. All employees will receive an orientation to the safety policies and procedures from

their immediate supervisor upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe condition, act, or practice. If working conditions are encountered that are not covered by the orientation, or if the work assignment is not completely understood, the employee shall obtain specific instructions from the appropriate supervisor before proceeding with the work.

Department Directors, Supervisors, and Safety Committee Members are primary contacts for safety-related matters. Safety hazards or issues shall be communicated promptly to them, and they will investigate and respond to the concern in the quickest manner possible.

The City and County of Broomfield safety policy conforms to guidance provided by the Occupational Safety and Health Administration (OSHA). All employees shall follow OSHA guidance and City and County safety policies while planning and performing their daily work assignments.

1-03 Applicability

City and County safety policies and procedures are promulgated to prevent injury to persons and damage to property. These policies and procedures shall be effective as of the date of issuance, and every City and County employee shall comply in every applicable circumstance.

Any employee of the City and County of Broomfield can request revisions to safety policy. However, revisions may be made only with the recommendation of the Directors of Finance and Human Resources and the Safety Committee and the approval of the City and County Manager. Any such revisions shall be effective on the date of their issuance.

City and County policies and procedures shall be strictly interpreted to bring about maximum compliance. However, if lawful and applicable governmental regulations are contrary or more stringent, then such governmental regulations will prevail.

Employees acting in a supervisory capacity, either regularly or temporarily, shall require all employees working under their purview to comply with all applicable safety policies.

Departments and divisions may issue additional safety regulations to be followed by persons working or operating under the purview of those departments. Employees assigned to work at sites outside the home department will follow the safety procedures of the site at which they are working. Employees also need to be aware of Occupational Safety and Health Administration (OSHA) and other City and County policies.

Independent contractors and their employees, as well as all volunteers are required to comply with all City and County of Broomfield safety policies and procedures. Departments must assure that their contractors/volunteers are advised of the location of and are compliant with safety-related policies and procedures on the Human Resources webpage.

1.04 Safety Program Objectives

The City and County of Broomfield Safety Program objectives are:

- Promote and maintain a safe, sustainable, and healthy environment for both visitors and employees

- Provide comprehensive safety training for all employees and situations
- Empower all employees to act as stewards of safety
- Develop consistent procedures and policies for the investigation and prevention of accidents
- Standardize and consolidate written safety practices into a safety document as a reference and resource for all departments

1-05 Enforcement

Failure to follow safety rules and practices shall be grounds for corrective or disciplinary action as defined in the City and County of Broomfield Personnel Merit System, Chapter 2-14 of the Broomfield Municipal Code.

Whenever there is a difference of opinion between the employee and the supervisor as to whether or not a particular assignment is safe, the judgment of the supervisor shall prevail. The employee may file a grievance regarding the situation in accordance with departmental and City and County grievance procedures as defined in the City and County of BroomfieldPersonnel Merit System, Chapter 2-14 of the Broomfield Municipal Code.

The safety program provides general safe working practices and policies that all employees shall be required to follow. These practices and policies are designed to ensure a safe work environment by reducing the risk of injury to employees and damage to City and County equipment/property.

1-06 Reporting

Employees shall report all accidents, safety hazards, near misses, unsafe practices or conditions to their immediate supervisor at once. Employees may also submit safety concerns, in writing, to their supervisor and to the Benefits Coordinator who will refer the concerns to the Safety Committee.

See Section IV. for more details.

1-07 Distribution

This safety program establishes written policies and procedures that will ensure deliverance of services to the public with minimal risk, provide safe working conditions for City and County employees, and reduce accidents and property damage. The City and County of Broomfield can realize these objectives through employee compliance with both this program and specific department procedures. This program will provide information to help prevent all types of accidents including fire, harmful chemicals, occupational disease and hazards, explosions and other accidents resulting from equipment or staff failure

The Benefit Administrator will ensure that a copy of the City and County of Broomfield Safety Program is made available to all employees on the Human Resources webpage. The Human Resources Department's orientation of new employees shall include: advisement of the electronic location of the City and County of Broomfield Safety Program; explanation of the City

and County's injury leave policy; and explanation of workers' compensation benefits.

Newly hired employees will sign a form stating that they are responsible for reviewing the City and County's Policies and the Safety and Workers' Compensation pages on the Human Resources Webpage, as well as the Safety Program.

II. ASSIGNED RESPONSIBILITIES

2-01 Department/Division Directors

All department/division directors are charged with the responsibility for providing the type of work environments, work procedures, and services to the public that will promote (to the greatest extent possible) the safety of City and County employees and the general public. They shall initiate and actively support a departmental safety program that will integrate safety principles and accident prevention techniques in all work programs and services to the public. In addition, department/division directors will be responsible for:

A. Implementing the safety policies and programs recommended by the Directors of Finance and Human Resources, Safety Committee, and approved by the City and County Manager.

B. Providing adequate job training and continuing safety instruction for all employees under their purview.

C. Assisting Finance and Human Resources in arranging and scheduling appropriate training courses for supervisors and other employees and ensuring availability when scheduled.

D. Conducting periodic safety inspections of all work areas.

E. Reviewing all Accident/Injury and Supervisors Investigation Report generated in the department.

2-02 Supervisors and Lead Workers

The full potential of effective accident prevention can only be realized when supervisors actively support all phases of the safety program. Their close contact with the work environment and the people performing the work make them the best qualified to translate safety principles into accident prevention. They must constantly promote the wisdom of observing safety policies and using the appropriate personal protective equipment (PPE). They must enforce the safety procedures that apply to the work they supervise. The safety obligations of supervisors include, but are not limited to, the following:

A. Providing adequate basic job training and safety instruction to all employees.

B. Documenting Department/Division training and recording names of participants attending the training. Employees attending such training are required to sign a roster that they have received specific training as offered by the Divisions, Departments, and the City and County.

C. Providing continuing safety instruction to highlight potential hazards, changes in work conditions or procedures, etc. while making daily work assignments.

D. Actively supporting safe procedures and work methods.

E. Continuously observing and evaluating work conditions and work procedures to detect and correct unsafe conditions and practices.

F. Promptly investigating accidents for causes and taking immediate corrective action.

G. Completing required reports on all accidents, injuries, or incidents.

H. Being receptive to and encouraging employees to report unsafe practices and conditions and to submit practical suggestions for correction.

I. Participating in training courses designed to increase professional knowledge of safety supervision principles and techniques.

J. Obtaining and maintaining high standards in housekeeping and personal and environmental cleanliness in work areas.

K. Ensuring that tools, equipment, and protective devices are properly installed, maintained, and appropriately utilized.

L. Becoming familiar with and actively enforcing safety procedures applicable to the work supervised.

M. Conducting safety orientations for new employees, to include, but not limited to: demonstrating safe equipment usage, personal protective equipment (PPE) requirements, and departmental safety policies and procedures.

N. Supporting and actively participating in the City and County Safety Committee when requested.

2-03 Finance/Human Resources

It is the responsibility of the Finance and Human Resources departments to facilitate the safety program for City and County employees as developed by the Safety Committee and approved by the City and County Manager. The Benefits Coordinator or designee shall be responsible for issues relating to workers' compensation. The Finance/Risk Management representative or designee shall be responsible for issues relating to property/casualty.

A. Implementing the safety program and policies as established by the Safety Committee and approved by the City and County Manager.

B. Coordinating inspections of City and County facilities and operations.

C. Submitting a written report to the appropriate department director, detailing all reported findings for corrective action.

D. Reporting to the City and County Manager or appropriate department director any unsafe situation that requires immediate action because it presents a potential hazard to employee or public safety.

E. Administering the processing and payment of workers' compensation claims.

F. Administering the processing of all property, vehicular, and liability claims with the insurance pool.

G. Maintaining records of accident/injury reports and related costs, and reporting such information to the City and County Manager, department heads, and Safety Committee at their scheduled meetings.

H. Performing analysis to identify trends, problem areas, and safety training needs.

I. Informing the City and County Manager and department directors about the status of matters affecting them and the City and County in regard to safety and risk management.

J. Conducting and assisting supervisors in safety and loss prevention training for all employees.

K. Coordinating appropriate safety engineering considerations in the design of specifications for new equipment with the appropriate department directors.

L. Coordinating appropriate safety requirements for contractors' services with the City and County Attorney and the City and County engineering staff.

M. Facilitating the Safety Committee meetings.

N. Ensuring that minutes of the Safety Committee meetings are recorded.

O. Reporting activities of the Safety Committee to the City and County Manager and department directors.

2-04 Employees

As a condition of employment, all City and County employees are required to follow safe work practices and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. It is the responsibility of all employees to:

A. Promptly report to their supervisors all accidents, injuries, and job-related illnesses occurring within the course of their employment.

B. Promptly report to their supervisors all unsafe practices or conditions, near misses, or safety hazards they observe.

C. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent recurrence.

D. Actively support and participate in safety educational measures utilized in departmental safety programs.

E. Actively support and participate in the City and County safety program.

F. Conform to all approved safe work procedures in all work activities.

2-05 Safety Committee

Safety Committee membership shall be composed of employees from departments and divisions representative of the City and County employee base. A current listing of Safety Committee members with departments/divisions represented is provided on the Safety website .

Committee members will be selected for their interest and expertise regarding departmental safety standards and will be appointed by the department/division director or designee.

The Committee's responsibilities, will include, but not be limited to:

- Communicate City and County expectations regarding safety
- Develop safety programs
- Provide job specific safety training
- Conduct timely review of accidents
- Respond promptly and appropriately to reported safety issues
- Conduct worksite and facilities inspections
- Identify and correct unsafe practices
- Meet monthly to pursue these goals and recommend any necessary changes.

III. ACCIDENT PREVENTION

Accidents don't just happen - they are caused by a hazardous condition, an unsafe act or a natural disaster and all employees are susceptible. This Safety Program has been created to provide a continuing accident prevention effort for the City and County of Broomfield. It is essential that all employees take an active part in initiating preventative measures to control hazards associated with activities under their direction. All City and County employees should develop safe work habits and contribute in every manner possible to the safety of themselves, their co-workers, and the general public. It is up to each employee to be aware of his/her surroundings. By avoiding unsafe acts and practicing common sense, he/she should encounter fewer accidents.

3-01 Field Inspections

A. Each department/division's Safety Committee representative shall periodically inspect his/her respective job sites for unsafe conditions, unsafe equipment, and for unsafe or hazardous activities in which employees may be engaged, and shall inform the Safety Committee of any issues.

B. The Safety Committee shall prepare a written report of the Committee representative's findings and submit said report to the appropriate department head. The department head shall have ten days to respond in writing to the Safety Committee regarding proposed corrective actions.

C. Each Department Head or designee shall be responsible for the periodic inspection of departmental facilities for unsafe conditions, unsafe equipment, and for unsafe or hazardous activities of employees.

D. Supervisory personnel shall regularly inspect job sites for unsafe conditions, unsafe equipment, and unsafe or hazardous working conditions for City and County employees, volunteers, and the general public.

E. Supervisory personnel shall notify the Benefits Coordinator of work projects or job sites that may involve particularly hazardous working conditions for City and County employees.

3-02 Safety Training

This program provides general safe working practices and policies that all employees shall be required to follow. This program is not intended to replace hands-on, on-the-job or class room training. These practices and policies are designed to ensure a safe work environment by reducing the risk of injury to employees and damage to City and County equipment/property.

A. Training sessions for both supervisory and non-supervisory employees shall be arranged by Finance and Human Resources at regular intervals. Special training sessions will be arranged as required.

B. All supervisors in charge of field crews must hold periodic employee meetings during which time specific safety subjects will be reviewed and discussed. Supervisors may schedule on-line training through the appropriate website or if applicable, the Benefits Coordinator or Finance/Risk Management representative.

C. A record of topics discussed and persons in attendance shall be maintained and a copy sent to the Finance/Risk Management representative.

3-03 Recordkeeping

A. The Human Resources Department shall maintain records on all workers' compensation claims. The Finance Department shall maintain records of all citizens' claims, vehicular accidents, property damage, liability suits, and related incidents.

B. The supervisor shall report all equipment damage to the Finance/Risk Management representative.

C. All employee workplace injuries requiring medical treatment must have a doctor's report and return-to-work release form from the City and County designated medical provider. (See "Work-Related Injuries/Illnesses and Workers' Compensation Policy" for further information.)

IV. ACCIDENT REPORTING

4-01 Reporting On-The-Job Accidents

No matter how hard employees try to avoid accidents, some will still occur. It is therefore important to know what procedures to follow in the event of an on-the-job injury or other type

of accident. Failure to follow proper accident reporting procedures can increase the severity of an accident and can lead to other complications. Failure to immediately report an accident or injury (regardless how small) may result in corrective or disciplinary action up to and including termination.

All forms shall be completed legibly and in detail.

1. An employee injured on the job should immediately notify his/her supervisor of his/her injury, no matter how slight or whether medical treatment was provided or lost time occurred. Employees injured on the job shall complete a First Report of Injury and be given the Choice of Provider Letter which employees sign for, and submit it to HR within 24 hours of the injury. If an employee is unable to complete the First Report of Injury the supervisor must do so in the employee's absence and ensure the employee is provided with the Choice of Provider Letter within five business days.
2. The supervisor, employee, and any witnesses shall complete the Accident/Injury and Supervisors Investigation Report for all instances as soon as possible after the occurrence and shall submit it to HR within 7 days.
3. The employee's supervisor shall complete the Supervisor's Accident Investigation Report, which is page 2 of the Accident/Injury Report, for all instances as soon as possible after the occurrence and shall submit it to HR within 7 days. Under no circumstances should the employee complete the Supervisor's Investigation Report section of the Accident/Injury Report on the accident.
4. Incidents occurring on City and County property that involves non-employees or patrons of City and County services should be reported to Risk Management on the Accident/Injury and Supervisors Investigation Report. The bottom of page one should include the injured person's information and a description of the injury he/she sustained. The supervisor completing the report should provide as much information as possible under the supervisor's section, as well as any witnesses to complete the witness section.
5. If the incident is a vehicle accident involving personal injury or property damage a police report must be attached.
6. The Finance or Human Resources Department shall review information provided by the supervisor and verify as appropriate. Follow-up may be needed to ensure appropriate action to prevent recurrence of similar injuries or illnesses in the future.
7. The supervisor shall notify the Benefits Coordinator whenever an employee misses time due to a work-related injury or illness outside of appointments related to the injury. (i.e. There is too much pain to come to work).
8. Any questions regarding these procedures should be referred to the Finance Department for property/casualty issues (303-438-6321)and to the Human Resources Department for Workers' Compensation issues (303-438-6320).

<u>If an employee is injured during normal business hours, he/she has two choices:</u>

Arbor Occupational Medicine
290 Nickel Street, Suite 200: Broomfield, CO 80020
Phone: 303-460-9339
Hours: 8am – 5pm Mon – Fri

HealthONE Occupational North Suburban
9195 Grant Street, Suite 100
Thornton, CO 80229
Phone: 303-292-0034
Hours: 7am - 5pm Mon – Fri

After-hours/Emergency medical facilities:

Rocky Mountain Urgent Care
6080 W 92nd Ave
Westminster CO 80031
Phone: 303-429-9311
Hours: 8am - 8pm Mon - Fri; 8am - 6pm Sat/Sun
Open Holidays except Christmas Day

Avista Hospital
100 Health Park Drive
Louisville, CO 80027
Phone: 303-673-1000
Hours: 24 hours per day, 7 days per week

- Failure to follow the appropriate procedures may result in a delay in processingWorkers' Compensation and insurance claims, and payment of medical and other invoices. Seeing a non-designated provider may result in non-payment of medical expenses and could lead to the employee assuming liability for all incurred medical costs.

Worker's Compensation Insurance Contact:

Pinnacol Assurance
7501 E Lowry Blvd
Denver, CO 80230-7006
303-361-4000 or 1-800-873-7242

See State Compensation Act Law 8-42-112: Acts of employees reducing compensation and 8-42 -112.5: Limitation on payments – use of controlled substances for more information.

4-02 Motor Vehicle Accidents

All vehicular accidents, and situations involving potential liability shall be reported on the Accident/Injury and Supervisors Investigation Report within 48 hours. All vehicular accidents shall be investigated by the proper civil authorities.

The supervisor shall investigate all disabling injury accidents; please refer to 4-01 Reporting On-the-Job Accidents. The Benefits Coordinator shall be notified immediately of all employee injuries. The Finance/Risk Management representative shall be notified of all vehicular or property damage incidents, and possible liability incidents so that appropriate investigations can be conducted and claims filed.

Even following all safety protocols, accidents will still occur. It is therefore important to know what procedures to follow in the event of a vehicle accident. Failure to follow proper accident reporting procedures can increase the severity of an accident and lead to other complications. Failure to immediately report an accident or injury (regardless how small) may result in corrective or disciplinary action up to and including termination. Please follow these guidelines:

- Stop immediately, if possible and safe, pull vehicle over out of traffic, and shut vehicle engine off. Put out flags, flares or triangles as required.
- Do not argue or accept blame.
- If qualified, render assistance to the injured.
- Notify appropriate law enforcement agency and the immediate supervisor. DO NOT LEAVE the scene or move the vehicle except where the vehicle is creating a definite hazard.
- Exchange identification information with the other driver.
- Record all pertinent facts, and fill out the "CIRSA proof of insurance" card (speed, direction, vehicles involved). Obtain all witnesses' names and addresses.
- Employees shall not give statements to anyone except the supervisor or the investigating officer.
- Be courteous, cooperative, and reasonable, but DO NOT ADMIT OR DENY BLAME. As a general guideline, say nothing - sign nothing.
- The City and County of Broomfield requires that all vehicle accidents be investigated by a police officer. In addition, the employee should complete the State Motor Vehicle Accident Form (which is available from the responding officer) if the accident resulted in death, bodily injury to any person, and/or there was damage to any vehicle or property.
- The supervisor shall notify the Risk Management representative in Finance (and Human Resources if operator holds a CDL license) immediately regarding claims of a serious magnitude or involving personal injury to another party-- by phone during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.)-- and follow up with written reports within 48 hours.

- After business hours, serious accidents should be reported by the supervisor to the City and County's insurance adjuster:

  Colorado Intergovernmental Risk Sharing Agency (CIRSA)
  Attn: Claims
  3665 Cherry Creek Drive North
  Denver, CO 80209
  Phone: 303-757-5475
  FAX Number: 303-757-8950

- A copy of the Accident/Injury and Supervisors Investigation Report, a copy of the Traffic Accident Report, completed Evidence of Insurance Card and all other pertinent information shall be furnished by the supervisor to the Finance/Risk Management representative and the appropriate department head or designee within 48 hours.
- All City and County-owned and leased vehicles are required to carry the Evidence of Insurance Card furnished by CIRSA. Additional copies can be obtained from the Finance/Risk Management representative. It is the duty of the Supervisor or Designee to ensure the cards are installed in all vehicles assigned to their departments.
- If a personal vehicle is being driven at the time of an accident the employees insurance would be primary for property damage and liability.
- If there is property damage; estimates for repair must be obtained in accordance with Broomfield's Municipal Code. On damage in excess of $2,500, CIRSA (represented by their adjuster) will physically inspect damages and the Finance/Risk Management representative will coordinate such inspection. All claims must have an estimated cost for repair of damages.
- The Finance/Risk Management representative will coordinate claims processing with CIRSA and their insurance adjuster.
- Questions/concerns regarding these procedures should be directed to Risk Management at 303-438-6227.

4-03 Property and Liability

- All incidents of property damage to City and County-owned equipment or facilities should be reported by the supervisor to the Finance/Risk Management representative and appropriate department head or designee within 48 hours using the Accident/Injury and Supervisors Investigation Report.
- All incidents involving possible City and County liability should also be reported on the Accident/Injury and Supervisors Investigation Report.
- On property damage caused by another party, who was cited for a traffic violation, please submit the report with repair estimates to the Finance/Risk Management representative. These incidents will be coordinated with the person's insurance company and/or appropriate court system for reimbursement to the City and County.

- The Finance/Risk Management representative will coordinate claims with the appropriate agency.

4-04 Incidents/Accidents Involving Citizens/Customers

- The Incident Report Form must be used for any and all incidents or accidents to citizens/customers occurring on City and County of Broomfield property. Incident Report Forms should be completed by City and County of Broomfield employees only.
- If an employee is in doubt of the seriousness of an injury, do not hesitate to call 911, especially in the case of victims 17 years of age and under.
- If the injured party refuses care or calling an ambulance, he/she must sign the "Refusal of Care" portion of the Incident Report Form.
- Attention to detail is extremely important when completing Incident Report Forms. It is very important to note citizens'/customers' comments including, but not limited to, in the case of a theft, comments including valuables not being locked in a locker.
- Do not speculate on or diagnose injuries.
- Provide a best estimate, with input from the victim, on value of stolen or damaged items. Depending on the severity of the incident, the employee should solicit written statements from any parties involved, witnesses or staff members present at the time.
- Reports must be given to a supervisor immediately following completion.

4-05 Accident/Injury Investigations

Despite best prevention efforts, accidents or injuries still occur. All accidents and injuries, regardless of how minor, should be investigated in some form. Serious and potentially serious accidents and injuries should have a more thorough investigation. Immediate investigation is very important so that evidence and key facts are not overlooked, forgotten, or biased as they are discussed with others. Accident and injury investigation is conducted for these reasons:

- To determine the root cause(s).
- To determine if there were any contributing factors such as equipment, environment, behaviors, lack of training, or poor job planning.
- To implement corrective actions to prevent recurrence. Again, consider root cause(s), equipment, environment, behaviors, lack of training, and proper job planning. Get ideas from all those involved.
- To follow up by ensuring that corrective actions are implemented in a timely manner, and that they are effective.
- If necessary, alternate corrective actions must be implemented.
- To document facts for insurance and regulatory needs.
- To provide cost data.
- To reinforce commitment to Broomfield's safety program and policy.

Accident and injury investigation should be conducted by the following team:

- The employee involved in the accident or injury and his/her Supervisor. The supervisor must use the Accident/Injury and Supervisors Investigation Report to assist in the investigation and to document findings and recommendations.
- The City and County Safety Committee. The Committee will review the Supervisor's Accident Report to determine if appropriate corrective or disciplinary action(s) were taken.
- The Department Manager (if appropriate).
- Technical experts and outside consultants (if necessary).

Vehicular Accident Investigation should be conducted by the following team:

- The driver involved in the accident and his/her Supervisor. The Supervisor should interview appropriate people including the driver and passengers and determine if the accident was preventable. Any accident or police reports should be reviewed. The Supervisor should then prepare an Accident/Injury and Supervisors Investigation Report and recommend remedial, corrective or disciplinary action(s) to help prevent recurrence. Remedial, corrective or disciplinary action(s) may include counseling, enrollment in a defensive driving class, letter of reprimand, suspension without pay, or discharge. The driver and Supervisor may be asked to complete an action plan to address driving deficiencies, and to ensure that the steps of the plan are completed.
- The City and County Safety Committee. The Committee will review the Supervisor's Accident Report to determine if appropriate corrective action(s) were taken.
- The Department Manager (if appropriate).
- Technical experts and outside consultants (if necessary).

V. ACCIDENT REVIEW BY SAFETY COMMITTEE

5-01 General

In order to assure the systematic review of accidents, injuries, and property loss or damage involving City and County employees or property, the Safety Committee shall review accidents, injuries, and/or property damage incidents.

5-02 Purpose

The Safety Committee shall review and/or investigate accidents, injuries, and property loss or damage incidents involving City and County employees and/or property. At the direction of the City and County's Finance or Human Resources representative, the investigation may be confined to a review of the record of such matter. The Committee shall provide feedback and suggestions to the department.

5-03 Accident Review By Safety Committee

Accidents, injuries, and property damage incidents involving City and County employees and/or property or personal auto accidents on City and County business may be reviewed by the Safety Committee.

A. The Safety Committee may review accidents, injuries and property damage incidents at a regularly scheduled Safety Committee meeting.

B. The Committee will review the facts of the incident. When reviewing the facts of an incident, committee members will comply with laws and regulations relating to confidentiality.

C. A list of accidents with general information will be sent to the Committee for review approximately one week prior to the Safety Committee meeting time.

D. After appropriate discussion, the Committee will provide feedback, suggested action to be taken, and any questions around the accident.

E. If follow-up is required, the Safety Committee shall appoint a representative (This may be the respective Department/Division representative or another member of the Safety Committee) to request further information in writing from the supervisor of the employee whose incident is in question. The safety representative shall then prepare a written memo detailing the results of the review. This memorandum shall be reviewed at the next Safety Committee meeting for discussion and next steps. All names of employees and supervisors shall be kept confidential.

5-04 Corrective or Disciplinary Action

The department head or designee shall take appropriate action under the City and County's corrective or disciplinary action policy to prevent a recurrence of the incident, if necessary.

VI. EMERGENCY/EVACUATION PLAN

6-01 General Evacuation Procedure

Any time there is an emergency in the building that causes it to be unsafe (fire, explosion, chemical leak, etc.) all people in the building should be evacuated. A calm, safe and speedy response is of the utmost importance during an evacuation. Using the nearest exit, evacuate the building directly to the outside, or into the corridors as designated on the evacuation maps posted around the facilities.

Despite our best efforts to prevent fires from occurring, fire related emergencies can occur unexpectedly. Some of our facilities are equipped with automatic fire alarm systems that are designed to detect and notify occupants that a fire exists. Other facilities are not equipped with fire alarm systems and rely on human discovery. While the notification methods may vary, the basic response to such notification should be consistent. All employees must take appropriate action to begin evacuation procedures upon activation of a fire alarm or the verbal reporting of a fire.

The following general evacuation procedures should be followed unless immediate personal safety would be compromised:

A. Prepare for evacuating the building or facility.
   - Activate nearest alarm (pull station) if alarm is not already activated
   - Direct any visitors to the nearest exit.
   - Assist any individuals with special needs.
   - Shut down computer and secure documents.
   - Secure the area (close cabinets/drawers, doors, windows, etc.).
   - Collect personal items (coats, gloves, hats, purse, etc.)
   - Call 911 from a safe area

B. Evacuate the building or facility via the nearest exit.
   - Familiarize yourself with the building or facility prior to an emergency.
   - There should be evacuation routes posted. Follow them!
   - Know the two nearest exits.
   - If you see visitors, direct and assist them in the evacuation procedure.
   - In the event of a fire, do not use the elevator.
   - In the unlikely event that an elevator malfunctions with passengers inside, remain calm. Each elevator is equipped with an emergency call button located on thecontrol panel. In an emergency, the occupants of the elevator should continue to push the button until someone outside of the elevator hears the alarm. If necessary, the Fire Department has the capability to help people out of the elevator, if it is stuck between floors.
   - Close doors to unoccupied rooms along the route.
   - Fire doors should never be propped or wedged open during an evacuation. This provides an opportunity for fire and smoke to move to other areas of the building. If you see smoke from underneath a closed door, do not open the door. This introduces oxygen to the fire thus creating a potential explosion.
   - Smoke inhalation kills more people than fire itself. Smoke is hot air and contains poisonous gases. As it rises, smoke will quickly fill hallways and rooms, causing confusion and disorientation.
   - If caught in a fire, stay low to the ground to avoid smoke while you make your way to an exit. Crawl on all fours, if necessary, trying to follow a wall. Once an exit is reached, quickly proceed to your designated assembly area.

C. Go to your designated assembly area.

- It is the responsibility of each Supervisor to inform employees where the designated assembly area is.
- Make sure you are safely away from the building and out of emergency equipment access/work areas.
- Report to your supervisor or whoever is responsible for accountability.
- Do not leave the assembly area until after you have been accounted for and instructed to do so by a supervisor.
- If someone is not accounted for, the supervisor or accountability person must report this to the nearest fire or police personnel.
- No one should attempt an unauthorized rescue!
- Do not re-enter the building or facility until the emergency response personnel have given the okay to do so.
- Help prevent visitors or unauthorized persons from entering the facility.