

CHAPTER 16 – RISK MANAGEMENT

16.1 Working in Streets.

16.1.1 Whenever a city employee is working in the street the employee shall wear a UDOT-approved safety vest or approved public safety attire.

16.2 Drivers License.

16.2.1 All employees who may have occasion to drive a city vehicle shall have a valid driver license of the proper class. Employees shall be responsible for ensuring that their license and medical card, if required, remain valid. Employees shall immediately report to their supervisor any expiration or alteration of validity of their license or medical card.

16.3 Vehicle Maintenance.

16.3.1 All city employees who operate city vehicles shall report to their supervisor any mechanical or other vehicle problem that is a safety hazard to the operator or the general public. City mechanics shall report vehicle safety problems that they discover in the course of their work to the Department Head responsible for the vehicle. Department heads shall not allow a reported vehicle or any vehicle that has a safety problem to be operated until the vehicle is safe to operate.

16.3.2 Department Heads shall be responsible for ensuring that the vehicles in their department(s) receive the annual state vehicle inspection by city inspectors. The Department Head in whose department vehicles are serviced, inspected or repaired shall ensure that records of all service, inspection and repair procedures are completed, filed by vehicle and retained for the life of the vehicle.

16.4 Cell Phone Use While Driving

16.4.1 While driving a City vehicle or while driving on City business, employees may:

- A. Talk on their phone using a hands free device.
- B. View GPS or navigation coordinates.
- C. Use voice commands.
- D. Use the phone during a medical, fire or police emergency.
- E. Report a safety hazard or criminal activity.

16.4.2 While driving a City vehicle or while driving on City business, employees may not:

- A. Send, write or read text messages, instant messages or emails.
- B. Dial a phone number, unless stopped.
- C. View or record a video.
- D. Enter data into a hand-held device.

Enacted by Cedar City Ordinance No. 0224-16

16.5 Seat Belts.

16.5.1 All employees shall use available seat belts while traveling on city business. All occupants of vehicles owned by the city shall properly fasten available front and rear seat belts as long as the vehicle is in operation. Occupants of privately-owned vehicles whether operated at personal or city expense shall abide by this policy while on city business.

16.6 Traffic Control Devices-Report Damage.

16.6.1 All city employees are requested to report damaged or missing traffic control devices. Report in the following manner:

- A. Stop and Yield Signs
 - i. During working hours. Immediately report the location and type of sign to the city office as soon as possible.
 - ii. Out of working hours. Immediately report the location and type of sign to the police department. Do not call 911 for this report.
- B. Other Signs
 - i. During working hours. Report the location and type of sign to the city office as soon as possible.
 - ii. Out of working hours. Report the location and type of sign to the city office as soon as working hours begin.
 - iii. If an “other sign” situation creates an obvious traffic hazard, report it as you would a stop or yield sign.

16.7 Post Accident Process.

16.7.1 Vehicle Accident

All Accidents involving City vehicles within Cedar City shall be investigated by an outside police agency. The following actions shall be taken by employees involved in an accident. A card with these procedures along with the name of the City insurance company will be issued to each Department Head to be placed in every City vehicle. **ALL VEHICLE ACCIDENTS SHALL BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY REGARDLESS OF SEVERITY.** If it is an emergency get medical help first and then notify your supervisor.

- A. Stop as soon as possible;
- B. Leave the vehicle where the accident occurred;
- C. Call the police;
- D. Seek appropriate medical care if necessary

If possible seek medical attention at Work Med
962 South Sage Drive
Cedar City, Utah 84720

- E. Do not leave the scene of the accident until the police have arrived and have told you that you may leave;
- F. **DO NOT ADMIT FAULT.** Do not discuss accident with anyone except the police, City officials or the City insurance company;
- G. If you are out of town where police do not respond to most vehicle accidents, obtain from all other drivers or witness involved in the accident their name, address, telephone number, registration number of the vehicle, name of their insurance company, and their license information;
- H. Produce your driver's license for all other drivers;
- I. Give to each driver your name, address and the following information about Cedar City insurance:

Utah Risk Management Mutual Association
502 East 770 North
Orem, Utah 84097

Insurance effective date: July 1, 1985

J. Give to each driver the following information about the City:

Cedar City Corporation
10 North Main
Cedar City, Utah 84720
435-586-2950

K. Immediately notify your supervisor, and;

L. Complete a written report about the accident and submit it to your immediate supervisor.

The following actions shall be taken by Supervisors after an employee involved accident:

- A. Drug Testing. Post-accident testing shall be performed on drivers whose performance could have contributed to the accident, i.e. cited for a moving traffic violation, and for any fatal accident. If possible Human Resources should be contacted to schedule a drug test. Testing should be performed at Work Med. If testing cannot be done at Work Med the employee shall be tested at the hospital.
- B. Complete a supervisor's report of accident.
- C. Submit completed employee and supervisor accident forms to the City Attorney and Human Resources within 24 hours or the next business day and notify Department Head.
- D. Supervisors and/or Department Heads should review personnel file and past accident logs with Human Resources and then discuss accident with employee.
- E. If accident warrants discipline, follow City's progressive discipline policy. City Attorney and Human Resource may be used as a resource in determining necessary discipline.

Amended by Resolution Number 13-1023-1

16.8 Post Accident Process.

16.8.1 Workers Compensation

It is the policy of the City to provide a workers compensation program to employees. The program covers any injury or illness sustained in the course of employment.

- A. Injuries must be reported promptly and on the day, they occur. Any employee who sustains a work-related injury or illness should inform their immediate supervisor as soon as reasonably possible. If it is an emergency, get medical help first then notify your supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately and on the day, the injury occurs.
- B. Seek appropriate medical care if necessary. Tell medical provider it is a workers compensation injury. If possible seek medical attention at Work Med located at 962 South Sage Drive, Cedar City, Utah 84720.
- C. Notify Human Resources (435) 865-2880 and obtain required workers compensation paperwork.
- D. The supervisor shall contact Human Resources (435)865-2880 for information about procedure or workers compensation insurance.
- E. Supervisor and employee need to complete all workers compensation paperwork, employee and supervisor accident forms, and any other appropriate documentation and submit it to Human Resources within two days of the accident.
- F. Human Resources and the workers compensation coordinator will help the employee and the employee's supervisor throughout the claims process.
- G. Supervisor and/or Department Head should review personnel file and past accident logs with Human Resources and then discuss accident with employee.
- H. If accident warrants discipline follow City's progressive discipline policy. City Attorney and Human Resources may be used as a resource in determining necessary discipline.

Amended by Resolution Number 13-1023-1
Amended by Resolution Number 17-0308

16.9 ACCIDENT REPORTING & REVIEW GUIDELINES

16.9.1 Training and Safety Statement

City employees provide a variety of services to the community. Vehicles, equipment and tools are used by employees in performing those services. Employees are expected to be efficient and safe in the discharge of their duties. Supervisors are responsible for the conduct of their employees and training employees in the proper and safe operation of tools and equipment. Employees, when properly trained, are expected to use caution and wisdom when performing their duties.

16.9.2 Accident Reporting Requirements.

The City recognizes that accidents may occur. Employees shall report all accidents to their supervisor. Supervisors shall determine those accidents which should be reported to the Cedar City Accident Review Committee using Employee and Supervisor report forms. An accident shall be reported to the Cedar City Accident Review Committee if the accident meets any of the following criteria:

- A. An accident where damage to city equipment, vehicles or other city property is estimated to be at least \$500. The Supervisor, with the Fleet Manager, may determine if a repair is necessary;
- B. An accident where damage is caused to other property not owned by the City or where the City may be held liable;
- C. An accident causing personal injury to the employee or anyone else, or;
- D. An accident by an employee who has a reportable accident(s) within two years.

If the accident is not reported to the Accident Review Committee, the supervisor shall determine any preventive measures that would deter any future accidents of a similar nature and discuss those with applicable employees.

16.9.3 Accident Review Committee.

The Accident Review Committee will evaluate all reported accidents and determine the review process (inviting the employee and supervisor or not). The committee will review information provided on the accident report forms and other information that may be important in determining safety and accident preventability. The Committee may include or seek recommendations from staff, URMMA, or other outside resources if additional information is needed.

The Accident Review Committee will evaluate each work-related personal injury or illness for which the employee files a workers compensation claim.

The Accident Review Committee will meet as necessary and will consist of the City Manager, City Attorney and Human Resources. If it is determined that discipline may be a possibility during the initial review the City Manager will be excused from the process.

The Accident Review committee will make safety recommendations if necessary based on the available information surrounding the incident.

Quarterly reports will be sent to department heads showing all accidents and claims that have been received and reviewed.

Amended by Cedar City Ordinance No. 0127-16

16.10 RETURN TO WORK PROGRAM

16.10.1 Return to Work Program Policy

Cedar City Corporation is committed to providing a safe work environment to our employees. But if an employee becomes injured on the job, we will work with the employee to help them heal and return to work as quickly as possible. When employees are able to work and be a contributing team member, the City is more productive and the morale of our entire organization is lifted.

16.10.2 Human Resource & Risk Management

Cedar City's Human Resource & Risk Management (HR) office will deal with all return to work matters. The HR contact information is 435-865-2880, hnataasha@cedarcity.org. HR will help injured employees and their supervisors achieve the goal of helping injured employees get healthy and back to being a contributing team member.

16.10.3 Medical Providers

If a life-threatening injury occurs, 911 should be called to access normal emergency care and the employee should be taken to the local hospital. Employees with routine, non-life threatening injuries should be taken by their supervisor to the local Work Med office. If the injury occurs outside Work Med business hours, the employee should be taken to the local hospital.

16.10.4 Injury Reporting

All injuries, no matter how minor, must be reported immediately to the employee's supervisor. Supervisors report these injuries to HR, who begins a worker's compensation claim and helps to arrange medical care. All injuries must be reported the day they occur. Failure to report injuries could jeopardize coverage of the injury.

16.10.5 Post Injury Procedures

- Employee and his/her supervisor are to deliver all paperwork from the medical provider to HR.
- HR and the injured employee's supervisor review any restrictions given by the medical provider with the injured employee's job description and determine if the employee's normal job meets the restrictions. If not, reasonable accommodations of Restricted, Light, and Transitional duty jobs will be offered if practical under the circumstances to accommodate the restrictions.
- Injured employees must comply with the restrictions they are given.

16.10.6 Restricted/Light/Transitional Duty

Cedar City Corporation will make reasonable accommodations to the injured employee if the accommodations are practical under the circumstances. The injured employee's supervisor will be responsible to design a work strategy that meets the injured employee's restrictions and accomplishes Cedar City Corporation's goals.

16.10.7 Follow Up

Injured employee's supervisor and HR will regularly follow up with the employee and medical providers to make sure the employee is getting the care required, attending their medical appointments, complying with their restrictions and that any restricted duty assignments are helping the employee move closer to their regular job duties.

Enacted by Cedar City Ordinance No. 17-0308.