

## Chapter Seven: General Policies

### Safety Policy

700.09

#### **Purpose:**

The purpose of this policy is to ensure the health and safety of all employees of the City of Mount Vernon by providing a work environment free of recognized hazards. This policy aims to establish a framework for reporting and addressing safety hazards, promoting safe practices, and ensuring compliance with relevant safety regulations as outlined by the Ohio Revised Code (ORC) and other applicable state laws.

#### **Scope:**

This policy applies to all City of Mount Vernon employees, contractors, and visitors on City property or while conducting City business. The policy includes all safety-related matters, from hazard identification to injury reporting, and provides clear procedures for addressing potential safety issues.

#### **Procedures:**

##### **1. Reporting Safety Hazards:**

- Employees are required to promptly report any safety hazards or unsafe working conditions to their immediate supervisor, department head, or Safety Service Director. Reports should be made immediately upon identifying a safety concern to ensure timely action.
- Reports can be made verbally, but employees are encouraged to submit written reports where possible, using the **Workplace Safety and Environmental Concern Form**. Forms can be located in the Safety Service Office, Office of Human Resources, or on the City's webpage.
- Supervisors and department heads are responsible for addressing any immediate reported hazards, evaluating their risk, and taking appropriate corrective action. All written reports should be submitted to the Safety Service Director or designated Safety Officer for record retention.

##### **2. Corrective Action:**

- Upon receiving a report of a safety hazard, the department head, designated safety officer, or Safety Service Director will assess the situation and determine the appropriate corrective action, which may include equipment maintenance, adjustments to work processes, or changes to workplace practices.
- Employees will be informed of any changes made to improve safety conditions.

##### **3. Compliance with Ohio Safety Regulations:**

- The City of Mount Vernon complies with all applicable safety laws and regulations as mandated by the Ohio Revised Code (ORC), including but not limited to:
  - a) **ORC Chapter 4167 - Ohio Occupational Safety and Health Act (OSHA):** Establishes the general requirements for workplace safety and health.
  - b) **ORC Chapter 4123 - Workers' Compensation Law:** Ensures that employees who are injured on the job receive appropriate workers' compensation benefits.
- The City will maintain up-to-date knowledge of all applicable state and federal safety laws and regulations to ensure continuous compliance.

##### **4. Injury Reporting and Workers' Compensation:**

- In the event of an injury, employees must follow the procedures outlined in the **Workers' Compensation Policy 400.05** for injury reporting and filing claims.
- Employees must immediately report any injury, regardless of severity, to their supervisor, department head, and the Office of Human Resources, as soon as it occurs, and no later than 24 hours after the incident.

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- Employees, and supervisors are required to complete the necessary documentation, including injury reports, and submit them to the Office of Human Resources for processing.
5. **Safety Training:**
- All employees will receive initial safety training during orientation, and ongoing safety training will be provided as needed based on job duties and any identified risks.
  - Specific safety training may be required for employees working with hazardous materials, machinery, or in potentially dangerous environments.
6. **Personal Protective Equipment (PPE):**
- Employees are required to use appropriate personal protective equipment (PPE) as determined by their job tasks and the safety regulations applicable to their work environment.
  - The City will provide necessary PPE and ensure that employees are trained on its proper use and maintenance.
7. **Accident Investigation:**
- The City will investigate all work-related accidents and injuries to determine the root cause and identify corrective actions to prevent future incidents. All employees are required to cooperate with investigations to improve safety protocols.

#### **Policy Review:**

This policy will be reviewed and updated as needed to reflect changes in safety laws, regulations, and best practices. Employees will be notified of any changes, and all new hires will receive a copy of the revised policy. Compliance with this policy is mandatory, and violations may result in disciplinary action up to and including termination, depending on the severity.