

SECTION 7

SAFETY

7.1 ACCIDENT PREVENTION AND SAFETY

The City of Melbourne strives to provide and maintain a safe, accident-free working environment for all employees. In this effort, the City of Melbourne maintains an operational safety program that includes a Safety Committee comprised of the Risk Manager, Employee Health Nurse, Safety Coordinator and supervisory representative from each Department. This Committee monitors the working conditions, habits, and practices of City Departments and Divisions to ensure the safety of all employees. Department Directors, Division Managers, and supervisory employees must be committed to the development, monitoring and implementation of practices for the ultimate success of this program. Department Directors are responsible to maintain safe working conditions in their areas.

In order to ensure the safety measures determined by the City and Safety Committee, employees must comply with the safety regulations in force, use appropriate and approved safety protection apparel, gear and equipment as required by the job, Occupational Safety & Health Act (OSHA), the Environmental Protection Agency (EPA), the Department of Transportation (DOT), and all other applicable federal, State and local safety and health regulations, and adhere to presiding safety guidelines.

7.2 SAFETY EQUIPMENT, APPAREL, AND DEVICES

The City will identify, recommend and designate the safety equipment and devices for employees engaged in work where such special equipment, apparel, and devices are necessary. Such items, when provided, shall be used. Failure to utilize provided items will be subject to disciplinary action, and may result in a decreased payment of lost time under Workmen's Compensation Law.

7.3 ACCIDENT, INJURY, AND ILLNESS REPORTING

When an on-the-job accident, injury or illness occurs, the employee must notify his or her supervisor within 24 hours. The supervisor is responsible to complete an incident report, and if appropriate, direct the employee to see the Employee Health Nurse. The Employee Health Nurse will determine what type of medical treatment is appropriate and if necessary assign a doctor.

If emergency treatment is required, aid may be sought by calling "911" for assistance or immediately notifying your supervisor to make arrangements to go directly to the emergency room. The supervisor is responsible to notify the Employee Health Nurse of the injury and complete the incident report. If an employee is sent home, the employee is responsible to notify his supervisor.

7.4 RETURN TO WORK

The employee must provide a physician's release form or return to work permit form to his immediate supervisor from either the Employee Health Nurse or treating physician before returning to work. The form must indicate if there are any physical restrictions placed on the employee and the type of work that may be performed if the employee is placed under such restriction.

7.5 ALTERNATE ASSIGNMENT

If an employee is required to receive an "alternate" assignment or duty due to physical restrictions imposed by a physician, the assignment will be made by the Department Director to accommodate the employee on a temporary basis. Any requests for equipment to assist the employee in performing duties should be directed to the Department Director. Refer to the City's Placement for Duty Policy (Section 7.7) for additional information.

7.6 WORKERS COMPENSATION COVERAGE

Payment of workers compensation benefits to all employees who are disabled because of an injury arising out of, and in the course of performing work for the City will be governed by the Florida State Workers Compensation Law.

Any employee sustaining lost time for an injury, accident or illness as a result of work performed for the City is eligible to supplement his pay with accumulated sick or vacation leave. The employee is responsible to notify his supervisor of the intent to use leave time to supplement future pay while the employee is out of work. In no case shall the amount of worker's compensation and the amount of sick and/or vacation leave pay total more than the base pay for that period.

This coverage is described below:

- Full wages will be paid for the day of the injury if disability results, or for that part of the day spent receiving medical treatment.
- If the injured employee cannot return to work on his next shift or normal workday, the injury will be considered a disability with the disability starting immediately following the day of the injury whether it be a weekday, weekend, or holiday. Disability shall be counted by calendar days.
- The statutory benefits of the Florida Worker's Compensation do not allow for compensation the first seven days of disability. The City will pay "Injury Leave" the first seven calendar days of the disability.
- Any employee who has experienced disability resulting from a compensable injury may request and receive, in addition to his worker's compensation, a payment of accrued vacation and/or sick benefits. If requested, the Department's payroll administrator will calculate the employee's time and charge it to the appropriate leave balance at one-third of the normal pay for that shift. Police Officers who have been injured as the result of a "malicious and intentional act" will have their leave supplemented by Injury Leave.

7.7 PLACEMENT FOR DUTY

Policy:

It is the policy of the City of Melbourne to provide placement following an on-the-job injury for which a claim has been made under Workers Compensation insurance, Chapter 440 of Florida Statutes.

Scope:

Placement for duty may be provided to an employee at the sole discretion of the Department Director, and in accordance with the functional needs of the Department. This will be done only if the employee is released by his treating physician to return to work with restrictions that preclude him from performing his current job duties.

Employee Responsibility:

- Employees returning to duty should schedule medical/therapy appointments so as to be away from their assigned duties for the shortest period possible.
- When possible, appointments should be scheduled on non-duty hours in order to minimize loss of work time and production and allow for the least disturbance to the schedule of fellow employees.
- Employees issued personal protective equipment and applicable safety devices will comply as directed by their Department's policy and City policy.
- Employees will be held responsible for unsafe work practice(s), adhering to procedure for timely reporting of accidents, and timely requests for medical/therapy treatment.

Provisions:

- A. A written report from the physician outlining restrictions will be provided to the employee's Department Director as soon as practicable. The employee will obtain the report from the physician and submit it to the direct supervisor. At the sole discretion of the Department Director, suitable arrangements for duties will be made accommodating the employee as soon as practicable. The employee will be accountable for adherence to all guidelines set by the physician.
- B. Employees will receive payment of wages and medical benefits as afforded by the Florida Workers' Compensation Law, (Chapter 440., F.S.). Workers' Compensation benefits may be discontinued or denied if an employee refuses to report to duty as assigned by the employee's Department Director.
- C. If an employee is not physically capable to return to his pre-injury duties after 30 days, the treating physician must be consulted to provide an updated prognosis. Upon receipt of an updated prognosis, the employee's current duties will be reevaluated for necessary accommodations, if any.
- D. A determination of the employee's continued employability and permanent placement for duty will be evaluated by the Department Director on receipt of all documentation indicating the employee has attained his maximum medical improvement or within six months of leave, whichever occurs first. This documentation will be supplied by the City's claims administrator once it is obtained from the treating physician.
- E. As a condition of placement for alternative duties for employees with physical limitations and/or restrictions, the following evaluation procedures will be implemented upon return to the City's work site:
 1. Employees placed in alternate duty assignments as a result of the Placement for Duty Policy will be evaluated. Evaluations will be weekly or bi-weekly, but no more than 30 day intervals. The evaluation period will be at the sole discretion of the City.

2. An employee's maximum medical improvement (MMI) may be reevaluated periodically to determine whether or not his medical condition has changed. Reassessment of the employee's ability to perform the functions of his position will be made if necessary.
3. Re-evaluations of rehabilitative assignments and permanent placement may be performed if deemed necessary by the Risk Manager and/or the Department Director.

7.8 HEALTH AND WELFARE PROGRAMS

The City Manager, Personnel Director and Department Directors shall promote working conditions that are conducive to high morale, greater efficiency, and low turnover in the City service. Such programs may include, but are not limited to employee participation in group insurance programs, a credit union, deferred_compensation programs, flexible spending accounts, a non-financial longevity service award, an employee newsletter, and an established retirement system.

7.9 EMPLOYEES AFFLICTED WITH A CATASTROPHIC ILLNESS

Scope:

The City of Melbourne recognizes that employees with life-threatening illnesses including, but not limited to cancer, heart disease, and AIDS, may wish to continue their normal pursuits, including work, as their condition allows.

Policy:

As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, it is the policy of the City of Melbourne to be sensitive to an employee's condition and ensure that such employees are treated consistently with other employees. At the same time, the City of Melbourne seeks to provide a safe work environment for all employees and the public it serves. Therefore, precautions will be taken to ensure that an employee's condition does not present a health and/or safety threat to other employees or to the public.

Consistent with this concern for employees with catastrophic illnesses, the City of Melbourne provides the following Personnel resources:

- Management and employee education and information on terminal illnesses and specific life-threatening illnesses.
- Referral to the Employee Assistance Program or to agencies which offer supportive services to those with life-threatening illnesses.
- Benefit consultation to assist employees in managing health insurance, leave, and other benefits.

A. Procedure:

When dealing with situations involving catastrophic illnesses, supervisors should:

1. Treat an employee's health condition as personal and confidential. Reasonable precautions should be taken to protect information regarding an employee's health condition.

2. Contact Personnel if you or other employees need information about terminal illnesses, a specific life-threatening illness, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.
3. Contact Employee Health if you have any concern about the possible contagious nature of an employee's illness.
4. Contact Personnel to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no threat to the employee, co-workers, or the public. The City reserves the right to require an examination by a medical doctor appointed by the City.
5. Make reasonable accommodation for employees with life-threatening illnesses. This may include requests for transfer or involve special attention resulting from emotional stress.
6. Be sensitive and responsive to co-workers' concerns, and emphasize that educational information is available through Employee Health.
7. Be sensitive to the fact that continued employment for an employee with a life-threatening illness may be therapeutically important in the remissions or recovery process, and may help to prolong that employee's life.
8. Encourage employees to seek assistance from established community support groups for counseling services. Information on these can be requested through Employee Health or the Employee Assistance Program.

Police Officers or Fire Fighters who suspect they have had contact with a person who may have a contagious disease will be given such medical treatment as required for their protection.

B. BLOODBORNE PATHOGEN STANDARD

Policy:

It is the policy of the City of Melbourne to fully support the Florida Bloodborne Pathogen Standard and to comply with all components of the law. This is essential to minimize the risks of occupational diseases to its employees caused by exposure to contaminated blood and body fluids.

Comment:

EXPOSURE CONTROL CLASSIFICATION

Airport:	Law Enforcement Officers
Employee Health:	Employee Health Nurse
Fleet Management:	Mechanics who work on Wastewater trucks
Fire Department:	Firefighters, Driver/Engineers, Lieutenants, and Code Compliance Inspectors
Facilities Maint.:	Maintenance Repair Workers performing plumbing functions
Leisure Services:	Recreation Leaders, Recreation Aides, Lifeguards, and swimming pool staff
Police Department:	Patrol Officers, Evidence Technicians, Detectives, Custodians, and Police Reservists
Wastewater/ Treatment and Collections:	Treatment Operators, Lift Station Mechanics, Equipment Operators, Maintenance Workers and Utility Systems Service Workers

Job tasks leading to potential exposures include:

Airport

- Violent arrests
- Administration of CPR/first aid
- Conducting searches of body or property

Employee Health Nurse

- Administering first aid or CPR
- Administering injections
- Cleaning equipment or areas contaminated by blood or body fluids

Fleet Management

- Working on vehicles which are used to haul sewage/sludge

Fire Department

- Rescue call or emergency childbirth
- Firefighting where people are in buildings
- CPR
- Cleaning equipment or areas contaminated by blood or body fluids
- Administering first aid to fellow employees

Facilities Maintenance

- Performing plumbing duties

Leisure Services Department

- Administering first aid or CPR
- Performing plumbing duties on park restrooms

Police Department

- Booking and/or violent arrests
- First aid, emergency childbirth, or CPR
- Collecting evidence at crime scene
- Conducting searches of bodies or property
- Assisting at an accident scene
- Cleaning areas or equipment contaminated by blood or body fluids

Wastewater/Sewage Collection

- Repairing lines, equipment, and lift stations containing sewage in any stage of pretreatment or treatment

Barrier Techniques:

The City of Melbourne will provide its employees with:

- Personal Protective Equipment: Gloves, gowns, masks, eyewear, shoe covers
- Engineering Controls: Puncture-proof containers and Biohazard collection boxes
- Workplace Controls: Procedures as defined by designated Department Directors to reduce the likelihood of exposure

Hepatitis B Vaccine:

The City of Melbourne has provided Hepatitis B vaccine to designated employees since 1985 and will continue to offer it to new employees assigned to a position involving exposure to biohazard material within ten working days of start of assignment.

Training:

The City will conduct annual training regarding the Florida Bloodborne Pathogen Standard to all covered employees. This will be coordinated through the Training Officers of the Police and Fire Departments in cooperation with the Employee_Health Nurse.

Post-Exposure Evaluation:

An employee who has received a significant occupational exposure to a biohazard as defined by Florida law will receive a written copy of a health care professional's opinion regarding the recommended treatment within 15 days of the completion of the evaluation.