

Municipal Employee Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report employee or volunteer injuries, incidents, unsafe conditions, and damage to management before the end of your workday.
- Contact your supervisor whenever an injury to an employee or volunteer, an after-hours incident occurs, or for any other business-related emergencies.
- Immediately report any unsafe or violent behaviors by citizens or visitors to management. Call 911 in the event an altercation becomes physical.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our organization performs post-incident drug and alcohol screenings.
- Drivers and passengers must wear seat belts when using city vehicles, driving personal vehicles for business or operating heavy equipment.
- Do not operate a vehicle when fatigued.
- Seat belts are required on any equipped machinery (UTVs, lawn equipment, etc.).
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits, do not tailgate, and maintain a safe following distance.
- When operating an emergency vehicle during a response, do not drive too fast or dangerously. Do not "run" red stop lights or stop signs.
- Perform a safety check of equipment and vehicles before use. Report any maintenance concerns.
- Clean up spills and hazards immediately.
- Horseplay on the job is strictly prohibited.
- Firefighters must wear turnout gear and protective footwear when on emergency scenes. A self-contained breathing apparatus (SCBA) is required when exposed to dangerous smoke.
- Law enforcement officers must wear bulletproof vests when on duty.
- Public works crew members must wear eye protection, Class E hard hats, high-visibility reflective vests (day and night), and safety-toe footwear while working on job sites.
- Water and wastewater employees must wear personal protective equipment (PPE) when handling chemicals.
- Public works crews must not enter confined spaces without atmosphere testing, ventilation, communication, a rescue plan, and retrieval equipment. Ensure underground utilities are located before excavation. Do not enter trenches deeper than five feet without putting proper trench sloping, shoring, or shielding in place. Stay a minimum of 10' away from overhead power lines.
- Use stepladders on a firm, level base and never use the top two rungs. Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over. Use a fall arrest system or scaffolds at 6 feet or more.
- Maintain three points of contact when using ladders and mounting/dismounting machines.
- Never climb into dumpsters to compress or dig through job site waste by hand.
- Two-person lifts are required when machinery or supplies weigh over 50 lbs.
- Know the severe weather plan.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

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_____ is committed to the safety of our employees and customers.

By signing, you are expected to follow the safety rules. If the safety rules are not followed, documented corrective action will result.

Safety rule acknowledgment date: _____

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Please return the signed safety rules to our Underwriting team at uwhelp@mem-ins.com