

City of Mission Viejo

Personnel Policy

Subject: SAFETY

Purpose:

To provide procedures for reporting accidents and injuries.

Related Policies:

Work Rules

Vehicles

Background:

Employees are expected to plan and carry out work assignments with their personal safety and the safety of others at all times. The City requires that accidents or injuries be reported immediately to assure that (a) appropriate medical care is provided, (b) necessary insurance reports are filed, and, (c) an investigation or review of the incident is conducted on a timely basis.

Policy:

1. Observance of Safety Rules: Each employee is responsible for complying with all established safety rules, regulations and practices, including smoking rules.
2. Reporting Accidents: All employees must report immediately any accidents involving City-owned equipment or involving City employees on City time to their supervisor. If the employee's supervisor is not available, he shall report the accident to the next higher level of supervision or to the Personnel Office. Any damage to City-owned property, or any accident involving City employees, equipment or property must be reported. Failure to report an accident may be grounds for disciplinary action, up to and including termination.
 - a. Any employee involved in any accidents that are the fault of the employee may be subject to disciplinary action, up to and including termination.
 - b. Any employee whose reckless or negligent conduct causes an accident, damage to any property or equipment, or injury to any person shall be subject to disciplinary action, up to and including termination.
 - c. A copy of all accident or injury forms shall be forwarded to the Personnel Office.
3. Reporting Injuries: Employee injuries while on the job must be reported to the employee's supervisor, no matter how minor, even if they only require first aid treatment. Failure to report on-the-job injuries or to report for medical treatment may result in disciplinary action, up to and including termination.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.