

City of Mission Viejo Personnel Policy

Subject: SAFETY OBSERVANCE AND REPORTING

Statement of Intent:

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.

2. Reporting Accidents: All employees must report immediately any accidents involving City-owned equipment or vehicles or any accident involving City employees on City time to their supervisor. If the employee's supervisor is not available, he/she shall report the accident to the next higher level of supervision or to the Risk Management Administrator.
 - a. The employee and the supervisor shall complete an Incident Report documenting the accident. All original Incident Reports shall be forwarded to the Risk Management Administrator.
 - b. Any employee involved in any accidents that are the fault of the employee may be subject to disciplinary action, up to and including termination.
 - c. Any employee whose reckless or negligent conduct causes an accident, damage to any property or equipment shall be subject to disciplinary action, up to and including termination.
 - d. Failure to report an accident may be grounds for disciplinary action, up to and including termination.

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. If the employee's supervisor is not available, he/she shall report the accident to the next higher level of supervision or to the Human Resources Division.
 - a. The employee and the supervisor will follow the Workers' Compensation Checklist for reporting requirements and deadlines.

- b. Any employee whose reckless or negligent conduct causes an injury to himself/herself or to another person shall be subject to disciplinary action, up to and including termination
 - c. Failure to report on-the-job injuries or to report for medical treatment may result in disciplinary action, up to and including termination.
4. Complaints: Employees who have complaints pertaining to job safety should first discuss them with their immediate supervisor for review and investigation. If the supervisor and the employee cannot reach a resolution, the immediate supervisor should refer the employee to second level supervisor or to the Department Director.

The second level supervisor or Department Director should discuss the complaint with the immediate supervisor and the employee. If an agreement still cannot be reached after further investigation, the second level supervisor or Department Director should refer the complaint to the Risk Management Administrator for final resolution. Supervisory personnel may consult with their Facility Safety Coordinator or the Risk Management Administrator for technical advice or other pertinent information.

When a resolution of the complaint is established, a written notice of the outcome should be provided to the employee, all supervisory personnel involved, and the Risk Management Administrator.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.
Revised: By City Council – July 10, 2018 – Resolution No. 18-34.