

SECTION 9 ACCIDENTS AND SAFETY

9-01 ACCIDENTS & SAFETY

- 9-01(1) City employees shall comply with all applicable safety laws, rules, regulations and policies (including those contained in the City's Safety Manual) and shall exercise due care while on the job. Employees are expected to work safely for the protection of themselves, their co-workers and the public. Failure to do so will result in appropriate disciplinary action, up to and including termination.
- 9-01(2) Employees shall immediately report to their supervisor and Department Head any accident, incident or unsafe condition or hazard that may pose a danger or cause liability for the City or for City officials or employees. A formal written report shall also be submitted as described below:
- a. The employee or his/her supervisor shall immediately notify the Safety Officer of any accident or injury. Within one business days of any accident, injury or occurrence, each employee involved shall submit a written report, on the appropriate form, to the City's Risk Management and Safety Division.
 - b. The City may require any employee involved in an accident, injury or other occurrence to submit to a drug test to determine if the use of alcohol or controlled substances (prescribed or otherwise) may have been a factor in the accident, injury or occurrence. Testing positive for the presence of alcohol or a controlled substance shall be grounds for disciplinary action, up to and including termination.
- 9-01(3) All claims and lawsuits against the City will be handled by the City Attorney's office.
- a. Employees shall not admit liability or responsibility for any accident or claim nor shall an employee sign any statement of liability or accept any offer of settlement without prior approval of the City Attorney or his designee.
 - b. The Mayor or the City Attorney are the only persons authorized to admit or sign statements of liability or to accept any settlement offer on behalf of the City.