

**COMPREHENSIVE LOSS PREVENTION POLICY**

**Chapter 1**

**DECLARATION OF ACCIDENT PREVENTION POLICY**

The safety of our employees, our contractors and their employees, the public, and City operations is paramount. Safety will take precedence over expedience or short cuts, and every employee should attempt to reduce the possibility of accident occurrence. Public and employee safety is our greatest responsibility.

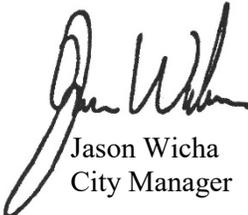
The City of Lake Forest intends to comply with all safety laws and/or ordinances. As a condition of employment, all employees are expected to perform all tasks in the most safe and efficient manner and are required to obey all laws while on duty.

Only under such circumstances can the association between all public employees, contractors, their employees, and the City be mutually beneficial and harmonious. It is our desire to provide a safe workplace, proper work equipment and to establish and insist upon safe practices at all times. Safety adherence and performance will be an important measure of supervisory and employee performance evaluations.

It is a basic responsibility of all managers to make the safety of human beings a part of their daily and hourly concern. This responsibility must be accepted by all who conduct the affairs of the City, no matter in what capacity they function. Supervisors at all levels are charged with advancing the safety and loss prevention programs outlined in the following policies and procedures.

The City considers no phase of operation to be of greater importance than accident prevention. Therefore, it shall be the responsibility of the City Manager, in conjunction with the department heads, to develop and implement a proactive safety and loss control program, to provide and maintain safe and healthy working conditions, and to develop operating practices that will provide all employees and contractors and their employees safe working conditions and efficient operations.

We believe in the dignity and importance of the individual and his/her right to derive personal satisfaction from his/her connection with The City of Lake Forest.



Jason Wicha  
City Manager

## Chapter 2

### MANAGEMENT PARTICIPATION

#### **IMPLEMENTATION OF PROGRAM**

Management's commitment to safety can only be realized by active management involvement in the safety program. Individual responsibilities in the effective implementation of the loss prevention program are outlined in Chapter 3. Each department should set forth its goals and objectives in striving toward reducing losses due to preventable accidents. While some accident sequences may not be deemed preventable, the extent of the frequency or severity of personal injury or property damage may be mitigated by loss prevention measures. The most effective accident prevention measures are those which have been formulated at each level of the organization, thoroughly discussed and coordinated by all concerned, and supported by management. The organization of safety committees within the City facilitates the maximum exchange of ideas between all employees and greatly enhances the immediate definition of policies covering hazards, problem areas, and loss prevention promotion.

#### **EXECUTIVE SAFETY COMMITTEE**

The Executive Safety Committee will function as an advisory body to develop and recommend to the City Manager matters of policy and procedure affecting the administration of the municipal loss prevention program. Membership shall be as follows:

1. City Manager shall appoint a Committee Chairman from among the members.
2. Director of Human Resources (Acting as Safety Director).
3. Fire Chief or Fire Department member appointed by the department head.
4. Police Chief or Police Department member appointed by the department head.
5. Public Works Superintendent or member appointed by the Superintendent
6. Parks and Recreation Director shall appoint members from Parks, Forestry and from Rec.
7. Community Development member appointed by the department head.

The Executive Safety Committee shall meet on a quarterly basis or as needed. Functions of the committee shall include, but not be limited to, the following:

1. Develop, support, promote and maintain a City-wide loss prevention program.
2. Develop agendas and maintain minutes of meetings and distribute them to the manager and each department head. A central file of minutes shall be retained by the Chairman.
3. Coordinate and establish goals, objectives, and regulations for this program to ensure directives are current and coincide with current needs.
4. Review and approve employee safety guidelines for inclusion in job descriptions and performance evaluations.
5. Review statistical data, records, and reports of safety matters.
6. The Safety Director shall review all accidents and regular department safety inspections and recommend review and follow-up investigation of accidents and safety inspections as deemed necessary. When appropriate, the Committee will file a report to the City Manager and the department involved regarding recommendations concerning operational procedural changes.
7. Discuss problems and ideas concerning general and specific loss prevention efforts.
8. Develop a program and review results of City building safety inspections.

## **DEPARTMENTAL SAFETY COMMITTEES**

The departmental safety committees will serve as a direct link between the employee and the Executive Safety Committee. Each department shall be responsible for developing and administering a safety committee. The committee size and make-up will be determined by the respective department heads. The primary function of these committees will be to focus on internal solutions to safety problems and to actively support the Executive Safety Committee's recommendations. Meetings shall be held on a regular basis. The specific duties shall include, but not be limited to, the following:

1. Develop agendas and maintain a record of meeting minutes.
2. Review safety suggestions presented by employees.
3. Review accident records and evaluate the progress of departmental loss prevention efforts.
4. Prepare for submission to the Executive Safety Committee those department matters which cannot be resolved at the department level together with safety promotion recommendations developed by employees within the department.
5. Formulate recommendations for safety meeting materials, new policies and procedure changes, equipment needs, and personal needs that can enhance the loss prevention program.
6. Create safety awareness among all employees and implement safety recommendations approved by the City Manager.
7. Appoint employees to conduct monthly building safety inspections.

## **Chapter 3**

### **LOSS PREVENTION RESPONSIBILITIES**

Each City employee shall be fully responsible for implementing the provisions of this program as it pertains to the operations under his/her jurisdiction. The responsibilities listed below are minimum requirements and shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

#### **CITY MANAGER**

The City Manager has the overall responsibility for implementing and administering the loss prevention program of the City. Specific responsibilities shall be:

1. Establish and administer the loss prevention program.
2. Appoint a safety director to coordinate the loss prevention program.
3. Instill in each department head a strong safety attitude and a clear understanding of his/her duties and responsibilities.
4. Review serious and disabling accidents personally to insure that accident causes are being investigated and proper corrective action is being taken.
5. Review loss prevention program audits with the safety director to determine the program's effectiveness at the department level.

#### **SAFETY DIRECTOR**

The Safety Director will be fully responsible for the direction and administration of the program. Specific duties shall be:

1. Serve as a member of the Executive Safety Committee and present recommendations where necessary to the City Manager for approval and implementation. Inform the City Manager and department heads about the status of matters affecting the loss prevention program.

2. Develop and maintain the loss prevention program to incorporate the current practices and philosophies adopted as the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
3. Consult directly with all employees on loss prevention matters and provide guidance to assure effective administration.
4. Prepare quarterly summaries of accidents to be submitted to the City Manager and the Executive Safety Committee.
5. Make follow-up investigations when required to ensure that unsafe conditions or practices identified by the safety committees or the department heads have been properly corrected.
6. Coordinate compliance with federal, state, and local safety laws and required postings.

### **DEPARTMENT HEADS**

Each department head has the full responsibility and authority for maintaining safe and healthful working conditions. Each department is responsible for providing the type of work environment, work procedures, and service to the public that will promote to the highest extent possible the safety of the City employees and the general public. Therefore, each department head shall:

1. Develop and actively support a departmental safety program that will effectively reduce and control accidents.
2. Develop a departmental safety committee to administer the departmental loss prevention program.
3. Develop practical safety rules and regulations pertinent to the activities conducted by the department.
4. Establish and maintain a system of job safety analyses or standard operating procedures and monthly safety inspections as appropriate.
5. Provide for adequate job training and continuing safety instruction to all employees in the department. Hold employees fully accountable for an explanation of the preventable injuries, collisions, and liability incurred by a department.
6. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the general public.
7. Maintain an effective driver training program for drivers of municipal vehicles.

### **SUPERVISORY PERSONNEL**

Supervisory personnel have full responsibility for the safe actions of employees and the safe operation of machines and equipment within their area. The full potential of an effective loss prevention program can only be realized when supervisors cooperate in all phases of the program. The following is a list of the loss prevention responsibilities of supervisors:

1. Aggressively enforce the safety procedures that apply to the work they supervise.
2. Provide adequate job training and safety instruction to all employees under this jurisdiction.
3. Be fully accountable for preventable injuries, collisions, and liabilities caused by his/her employees.
4. Ensure that all management policies herein are fully implemented for maximum efficiency of each job.
5. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions or procedures.
6. Ensure that all employees are instructed in and understand the use of and need for protective equipment for specific jobs.
7. Make sure the necessary safety equipment and protective devices for each job are available, used, and maintained properly.
8. Continually observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
9. Promptly and thoroughly investigate accidents and assure that the recommended corrective actions are completed. An attitude that "accidents are part of the cost of doing business" is not acceptable!
10. Prepare all appropriate paperwork following accidents or injuries to insure timely reporting.

11. Document all training and safety instruction.

### **EMPLOYEES**

Each employee is required, as a condition of employment, to develop and exercise safe work habits to prevent injuries to themselves and their fellow workers and to conserve material resources. Each employee shall:

1. Immediately report to their supervisor all accidents and injuries occurring within the course of their employment.
2. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent their reoccurrence.
3. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
4. Become familiar with and observe approved safe work procedures at all times.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and refrain from distracting others.
7. Obey all safety rules and follow published work instructions.
8. Use required protective equipment.
9. Arrive at work suitably attired for the job(s) they are expected to perform.

## **Chapter 4**

### **LOSS PREVENTION METHODS**

Each of the following loss prevention methods shares an important part in the overall loss prevention program. Omission of any part may mean that the optimum results of accident prevention will not be achieved.

### **SAFETY SELF-INSPECTIONS**

Safety inspections shall be conducted on a formal basis by each department head or his/her designee and submitted for review to the Executive Safety Committee. Informal inspections should be made monthly to assure that hazards are kept at a minimum and safe work practices are enforced. Emphasis should be placed upon condition of facilities, equipment, and machines, as well as implementation of the overall program:

1. Good housekeeping.
2. Use of prescribed protective equipment.
3. Compliance with published department work rules.
4. Qualification of drivers and condition of vehicles.
5. Proper storage of flammable liquids and maintenance of firefighting equipment.
6. Proper guarding of open pits, ditches, tanks, etc.
7. Proper maintenance of electrical equipment, power tools, and hand tools.
8. Administrative compliance with this manual and other pertinent directives.

### **JOB SAFETY ANALYSIS FOR HAZARDOUS WORK**

To eliminate accidents in high hazard areas, it is necessary that each supervisor thoroughly train workers on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated. The supervisor cannot rely on memory when instructing the employees, so it is essential that published work rules be used which define each hazardous task employees are responsible for and define the correct procedures for safe accomplishment. Procedures for developing these published work rules through job safety analysis (JSA) are as follows:

1. The job is broken down into basic steps, each step describing what is to be done in sequence.

2. After the steps are listed, each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible so that each step of the entire job can be done safely and efficiently.
3. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four ways in which this can be handled:
  - A. Eliminate the process or operation or provide a substitute action which can be done without the hazard; or
  - B. Isolate the process or operation so as to eliminate or minimize the hazard; or
  - C. Provide guards or automatic devices to eliminate or minimize the hazard; or
  - D. Provide personal protective equipment and enforce its use to eliminate the possibility of injury.
4. Using the information gathered from the first three steps, division work rules shall be written, disseminated among all employees, and maintained on file for periodic review. This becomes a document to assist the supervisor in instructing employees in the safe method of performing their jobs.

### **JOB SAFETY TRAINING**

No supervisor will assume that a newly hired, newly assigned, or reassigned employee clearly knows all the job safety procedures. **The employee must be trained.** The four-point method of a job instruction has been found best for all operations:

1. Preparation
  - A. Define the job and find out what the employee already knows about it.
  - B. Get the employee interested in learning the job.
2. Presentation
  - A. Stress each key point.
  - B. Instruct clearly, completely, and patiently, but cover no more than the employee can master each time.
3. Performance
  - A. Have the employee do the job; coach the employee while he/she works.
  - B. Have the employee explain each key point to you as the job is performed again.
4. Follow-Up
  - A. Check frequently; encourage questions.
  - B. Sign off on a prepared form documenting training session.

### **ACCIDENT REPORTING**

Every employee is required to immediately report all accidents, no matter how small, to their supervisor. Reporting guidelines are outlined in Administrative Directive 6-3.

### **ACCIDENT INVESTIGATION**

Investigation of any accident is an invaluable tool in controlling losses. Each accident must be considered a lost opportunity unless its true cause is objectively determined and all contributing deficiencies are corrected. Thorough investigation, recording, and corrective follow-up of each accident can be time consuming, but are important if anything is to be learned from the experience. Investigation guidelines are outlined in Administrative Directive 6-3.

## **SAFETY DISCIPLINE**

When violations of policies occur which are directly associated with endangering lives, causing injuries or lawsuits, corrective action shall be immediate. Disciplinary action shall be taken when any person causes injury to himself/herself or others or destroys or damages equipment either by willfully violating safe work rules, by disregarding traffic regulations, or by demonstration of an attitude of indifference or defiance.

Department heads shall have latitude in determining the extent of disciplinary action to be taken within their departments in accordance with the Personnel Policies and Administrative Directive 2-19. The correction of improper performance which leads to the unsafe act requires much more attention than the correction of mechanical and machine hazards.

Mechanical and machine hazards are relatively easy for all to see, but the correction of improper or unsafe actions may require instruction, a demonstration of how to do the job, and following up to see that the instructions are followed.

Disciplinary action resulting from safety violations shall be monitored closely by the Safety Director, and in cases where little or no action is taken, those supervisors responsible shall be required to justify their lack of action upon receipt of a query.

## **EMPLOYEE SAFETY MEETINGS**

Supervisors should be held responsible for holding regular safety meetings or “tailgate talks” with employees under their direction. The objective of these contacts is to create greater safety awareness and encourage the safe working behavior of every employee. The content of each meeting may utilize loss prevention information from outside agencies or strictly be a discussion of pertinent topics predetermined by the supervisor. Documentation of these meetings should be maintained for future reference and should include the date, attendees’ names and subjects covered.

## **PROGRAM PROMOTION AND MOTIVATION TOWARD SAFETY**

After the safety training is completed and the work areas have been made as safe as possible, it is necessary to maintain an interest in safety. Even with optimum work conditions, the extent of prevention depends upon the desire of people to work safely. The optimum achievement of the safety program requires constant and skillful promotion.

Although one-way communications, such as posters, leaflets and instructions, have their uses, two-way communications are the best way of transferring ideas because they allow for clarification and amplification.

There are several different ways to communicate safety to employees. First, management must lead by example and use safe working procedures. Special emphasis campaigns, training courses and demonstrations, publications, leaflets, posters, exhibits, and one-to-one contacts can also be effective if done properly.

An effective program for maintaining interest in safety must be based on the employees’ needs and interest. Safety promotional programs should make a direct appeal to the basic interest factors which are prevalent in the workforce. For example, if the workers have pride in what they do, a good program would be to provide recognition for individual and group achievement or the use of trophies, personal awards, and letters of appreciation. Publicity through the prudent use of photos and posting on bulletin boards gives recognition to those who deserve special mention. Group and individual activities, such as involvement on safety committees and in special emphasis campaigns and suggestion programs, satisfy workers’ desires to become participants in the safety program. The desire for competition may be satisfied through contests.

## **SAFETY INCENTIVE PROGRAM**

A comprehensive program has been developed. See Administrative Directive 6-4 for details.

### **Chapter 5**

## **OCCUPATIONAL ILLNESS AND INJURY CONTROL**

In addition to the methods cited in Chapter 4, there are several steps which may be taken to reduce the possibility of occupational illness and injuries.

### **PHYSICAL FITNESS**

The physical fitness of employees is a prime requisite in preventing a significantly large number of personal injuries. All employees are encouraged to seek regular exercise activity, and some departments have established programs.

### **FIRST-AID TREATMENT FOR SICK OR INJURED EMPLOYEES**

1. All injuries, accidents or illnesses, regardless of how minor, shall be reported. (See Administrative Directive 6-13, First Aid/CPR, for more detailed information on minor incidents.) The supervisor shall send the injured employee to seek first aid or medical treatment at the City's designated medical facility as deemed necessary and complete appropriate IRMA forms.
2. If the doctor at the designated medical facility determines that the employee is unable to return to his/her regular job, but can perform a major part of the job without aggravating the injury, the City's policy on limited duty will be followed. See Administrative Direction 2-6 on Limited Duty for details.
3. The family of an employee who is severely ill or injured shall be notified promptly by the employee's supervisor.
4. The Safety Director and department head shall be notified immediately of all disabling or potentially disabling injuries.

### **EMERGENCY MEDICAL TREATMENT**

In the event of a serious injury requiring immediate medical treatment, administer first-aid as necessary and call for an ambulance. Full emergency treatment will be obtained at a medical facility determined by the ambulance crew based on the patient's best interest. Administrative Directive 6-13 outlines more detailed first aid information.

### **INTERACTION OF MEDICATION**

An employee taking strong or multiple medications which impair judgment or cause other abnormal reactions shall not attempt to work nor shall supervisor allow them to work until treatment is complete and the effects of the medications have dissipated. See Administrative Directives 2-2 and 2-3, Section 2.2 in both.

### **INTOXICATION OF EMPLOYEES**

An employee reporting to work who is suspected to be under the influence of alcohol or drugs will be required to take a drug or alcohol test in accordance with Administrative Directives 2-2 or 2-3, as appropriate. Upon evaluation of the facts and confirmation of a violation of work rules, the employee will be disciplined in accordance with personnel policies, up to and including dismissal.

### **EMPLOYMENT DURING ABSENCE FROM DUTIES**

An employee who is absent from duties because of illness or injury, whether his/her status is disability leave, accident compensation time, or leave-without-pay, shall not work outside his/her municipal employment.

### **PERSONAL PROTECTIVE EQUIPMENT**

The designation and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the department and the supervisor involved. Detailed specifications for the design, purchase, and use of all protective equipment shall be coordinated among authorized department personnel, supervisors, and users. Employees shall be fully accountable for the use of specialized protective equipment provided by the employer.

When the use of personal protective equipment has been specified for hazardous work, **its use shall be mandatory**. Supervisors shall be held accountable for employees allowed to work without compliance. Enforcement can be made easier by educating employees on the reasons for use or wearing the articles and the possible injuries that can result when the need is ignored.

### **PROPER DRESS FOR WORK**

Each employee shall wear clothing suitable for the job being performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, sunburn, or other harmful agents. Individuals with long hair shall tie hair back while working around machines. Individuals required to wear breathing devices in toxic atmospheres shall be clean shaven where the mask contacts the face. Employees working in hazardous areas shall wear steel-toed shoes. All employees working in the field in the following areas are required to wear steel-toed shoes: Parks, Forestry, Cemetery and Public Works; Field Engineers; and Building Inspectors. Firefighters will wear appropriate equipment as specified by NFPA.

### **ENVIRONMENTAL HAZARDS**

It is important that departments be able to recognize, understand, and work effectively and safely with hazardous materials. Occupational health hazards are preventable, but if they are not controlled, they may lead to conditions that cause legally compensated illnesses or either impair the health of employees enough to make them lose time from work or to work at less than full efficiency.

The general methods for controlling environmental factors or stresses include the use of engineering controls, administrative controls, and personal protective equipment. Within each of these control methods are alternatives that can be applied individually, or in conjunction with another, to achieve the desired level of protection. The general methods are listed below in the order of their desirability:

1. Substitution of a less harmful material for one that is hazardous to one's health.
2. The change or alteration of a process to minimize worker contact.
3. Isolation or enclosure of a process or work operation to reduce the number of persons exposed.
4. Local exhaust at the point of generation and dispersion of contaminants.
5. General or dilution ventilation with clean air to provide a healthful atmosphere.
6. Wet methods to reduce the generation of dust.
7. Personal protective devices, such as special clothing, eye glasses, and respiratory protection.

8. Training and education to supplement engineering, administrative, and protective equipment controls.
9. Good housekeeping, including cleanliness of the workplace, waste disposal, adequate washing and eating facilities, and the control of insects and rodents.
10. Special control methods for specific hazards, such as reduction of exposure time, through the use of film badges and similar monitoring devices.
11. Medical programs to detect the intake of toxic materials.

Elimination, substitution, and isolation are more desirable than using personal protective equipment because the source of the problem is corrected. It is important that those responsible for safety and health be alert to these hazards because of the possible immediate or cumulative effects on the health of the employees.

## Chapter 6

### RECORDKEEPING

#### EMPLOYEE FILES

A departmental file should be kept for each City employee. In this file, their accident history and notices of disciplinary actions should be kept. Test ride certification, and their safety training record may also be maintained in this file.

#### SAFETY COMMITTEE MEETING MINUTES

Copies of the Executive Safety Committee meeting minutes should be kept with the Committee Chairman. Departmental safety committee meeting minutes should be kept with the Committee Chairman and a copy should be sent to the Executive Safety Committee Chairman.

#### INSPECTIONS

The Building Maintenance Supervisor is responsible for keeping inspection reports of the various City buildings.

#### ACCIDENTS

There are several types of forms which must be completed and filed with the particular authorities. The Illinois Industrial Commission requires that the Workers Compensation Form 45 be completed by the supervisor within six (6) working days of a recordable case, and IRMA requires that these be reported within five (5) working days. These should be submitted to the Director of Human Resources. In the event of an occupational death or the hospitalization of one (1) or more employees, the Industrial Commission must be notified within 8 hours of the accident occurrence at 800.782.7860.

The OSHA Log will be maintained in the Human Resources Department.

## Chapter 7

### FLEET SAFETY

#### DRIVER SELECTION

Drivers of City vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid state driver's license of the proper class.

2. Be capable of passing a physical examination with eye tests to determine depth perception, visual acuity, vertical and lateral balance, field of vision, and color recognition.
3. Successfully pass a road test administered by his/her supervisor.

### **DRIVER TRAINING**

All City drivers should be trained on safe driving habits utilizing the National Safety Council's Defensive Driving Course or similar program. The course is a good trainer for:

1. Defensive driving skills.
2. Split-second decision making.
3. Rules for vehicle backing.
4. Safe distance.
5. Intersection driving.
6. Poor conditions driving; i.e., snow, rain, ice, darkness, etc.

### **PREVENTIVE MAINTENANCE**

Establishment of a preventive maintenance program for all City vehicles is essential. Records will be kept on all vehicles so that a log can be maintained on all planned maintenance as well as repairs made from noted defects.

## **Chapter 8**

### **EMERGENCY PREPAREDNESS**

An emergency action plan is a plan for a workplace describing what the employee life safety hazards are and what actions the employer and the employees must take in a life or injury threatening emergency. The City is responsible for setting up this plan and training programs to facilitate the implementation of the plan.

## **Chapter 9**

### **LIABILITY CONTROL**

City resources can be severely depleted by liability law suits; therefore, it is necessary that the City be protected from property risks, fidelity risks, contractual liabilities, and tort liabilities.

Property risks may be assessed by a written survey identifying exposures and taking steps to minimize the impact of possible losses.

Fidelity risks are the loss or destruction of money or securities due to theft, fire or dishonest or improper appropriation or use of public funds. The prudent use of audits and financial review will reveal where and when the fidelity risks are present.

Contractual liabilities are likely to arise by the improper inspection of contracts entered into with others. All contracts should be reviewed by City Attorney and contractors required to file a certificate of insurance with the municipality and have the City named as an additional insured on the contractor's insurance policy.

Tort liabilities often result from alleged actions, errors, or omissions by public officials. Several methods may be used to reduce this risk:

1. Employment physicals.

2. Access to an Employee Assistance Program.
3. Promulgation of procedural manuals for professional training (i.e., standards, statutes, civil rights, laws relating to their profession). The use of procedural manuals will minimize the possibility of negligence.

## **Chapter 10**

### **OFF-THE-JOB ACCIDENTS**

Off-the-job injuries present many of the same problems to the injured employee and management as do occupational injuries. Since twice as many injuries occur off the job as occur at work, there is a need to educate employees concerning these risks. This is in an area where striving to control them is generally ignored or resented because of the infringement upon the employee's personal freedom. Any attempt to control these injuries, therefore, must be by way of appeal to the better judgment of each individual and through promotion of a healthy lifestyle.

Prevention of off-the-job injuries shall be an integral part of this program. The impact of these injuries upon the efficient operation of the City government is evidence by the same absenteeism, disruption of work schedules, costs, and suffering. Therefore, it is equally important that all personnel promote a spirit of genuine concern for the well being of each other while on or off the job.

#### **MANAGEMENT RESPONSIBILITIES**

1. Supervisors shall address off-the-job injuries in employee evaluations provided the injury has affected the ability of the employee to perform job functions or has increased absenteeism.
2. Devote portions of some safety meetings for the promotion of off-the-job safety. Subjects appropriate for seasonal activities could be discussed.

Policy posted on the Employee Information Site, [www.citylf.org](http://www.citylf.org) under HR/Administrative Directives/Safety Directives.

Reviewed 5/96, 5/97, 5/99, 5/03, 5/06, 5/11, 5/16, 5/21