

# ACCIDENT PREVENTION

## Scope and Application

[Organization Name] is dedicated to providing a safe and healthful workplace and promoting safe and efficient operations. A Safety and Health Manual is in place, and all staff are trained at orientation, as well as annually thereafter via the manual. Additionally, for every position there is a respective Job Safety Analysis outlining specific safety and health behaviors and responsibilities. These are mandatory. [Organization Name] has zero tolerance for not following safety and health requirements.

This policy applies to all locations or projects where any potential for an accident is present.

Your job may require specific equipment or apparel occasionally based on a Hazard Assessment completed for your position. This may be supplied by the organization, or it may be your personal responsibility. When in doubt about the need to use specialized equipment or protective wear, ask.

## Implementation

It is the responsibility of management to administer this procedure. It is the responsibility of any employee or contractor involved to adhere fully to this policy.

Take all reasonable precautions to guard your health and well-being, as well as that of co-workers. Your cooperation and assistance are necessary for [Organization Name] to extend a safe work effort.

The following is not an inclusive list, but reflects the conduct required for employees to perform their jobs safely:

1. Use necessary safety equipment as required based on the tasks performed.
2. Keep walkways and work areas clear.
3. Make sure there is no horseplay.
4. Cooperate in any accident or incident investigation.
5. Wear seat belts while operating any vehicle while on Organization business.

If you have questions about workplace hazards or concerns, contact your supervisor.

## Procedure

### 1.0 Safety

A. Safety is a primary concern while performing your duties; this is especially true while you are "on the road."

1. Our workplace includes vehicles, public streets, and highways.

2. Employees are expected to comply with traffic regulations, laws, and ordinances in the operation of motor vehicles while engaged in the furtherance of [Organization Name] business.
  3. Courtesy should be practiced while driving.
  4. The following is not an inclusive list, but reflects the practices expected of all employees operating vehicles on Organization business:
    - a) The [Organization Name] Fleet Safety Program outlines specific requirements to be followed.
    - b) All driving records are rated in accordance with the Safety Rating Plan as outlined in the Fleet Safety Program.
    - c) All drivers are classified by driving experience and by motor vehicle records for both commercial and personal driving for the past ten years, where available.
    - d) Wear seat belts/shoulder straps at all times.
    - e) Obey traffic rules, drive courteously, and practice defensive driving techniques.
    - f) Maintain a valid driver's license and valid automobile insurance, meeting at least minimum state of registration coverage requirements at all times.
  5. The Organization has no liability for physical damage, theft, or other loss to an employee's vehicle while the employee uses it for business.
  6. [Organization Name] assumes no liability for bodily injury or property damage when a private vehicle is used for business purposes.
  7. If you operate a vehicle to transact Organization business, immediately report the following to your supervisor:
    - a) Any and all traffic infractions and accidents of which you are ticketed during working hours.
    - b) Any and all traffic infractions for which you are convicted or plead guilty or no contest.
    - c) Any change in driver's license status, including suspension, revocation, or restriction.
    - d) Any lapse, change, or termination of automobile insurance coverage.
    - e) Any incident involving the use of a vehicle while working, whether or not it results in any injury to any person or damage to any vehicle or property, and regardless of whom is at fault.
- B. Cellular phone safety
1. Employees are to comply with traffic regulations, laws, and ordinances in the operation of motor vehicles while using cellular telephones when traveling.
  2. At no time shall cellular telephones or other similar devices be used when operating a vehicle.

## 2.0 Employee Responsibilities for Injuries and Accidents

- A. [Organization Name] also has reporting procedures for all work-related injuries and unsafe conditions, as well as Near Misses.
  - 1. A Near Miss is a situation that could have resulted in an injury but did not.
  - 2. The Incident Track application in the Risk Management Center is to be used to enter, track, and trend all incidents and near misses.
    - a) This provides valuable data to mitigate loss sources.
- B. These procedures are mandatory; not following these procedures will result in disciplinary action:
  - 1. **Knowingly disregarding a safety procedure is grounds for immediate termination.**
    - a) All injuries must be reported **immediately** to your supervisor.
    - b) If your injury requires medical care, you will receive treatment, and if needed we will transport you or meet you at the treatment of the physician.
    - c) When necessary, temporarily modified duties will be provided by the doctor, and we will help you get back to work immediately.
    - d) All work-related injuries will be reviewed by [Enter position].
    - e) **Any** unsafe conditions noted are to be reported to our safety hotline [enter phone number].
  - 2. It is your responsibility to remain within any physical limitations established by your treating physician while working in a light duty capacity.
    - a) Failure to do so may result in disciplinary action up to and including termination.
    - b) It is your responsibility to notify your supervisor immediately of all changes in your medical condition, physical limitations, etc.
    - c) All communication and contact should be performed in accordance with established Organization policies and procedures.

## 3.0 Drug & Alcohol Policy

- A. [Organization Name] is strongly committed to providing a safe and productive working environment for our employees and products and services of the highest possible quality.
  - 1. We recognize that employees who are unable to do their best work in a safe manner, due to the effects of alcohol or drug use, interfere with these commitments.
- B. We expect and require the support of all of our employees in meeting our commitments to safety, quality, and service.
  - 1. Each employee is expected and required to report for work on time and in appropriate mental and physical condition to work safely and effectively.
- C. Rules

1. The use, sale, transfer, or possession of any controlled substance on Organization premises, in Organization vehicles or while conducting Organization business off Organization premises is prohibited.
2. Reporting for work, working, or engaging in any activity on the Organization's behalf with a prohibited substance in your system is prohibited.
3. Each employee must report to his or her immediate supervisor the use of any prescription or over-the-counter medication which may inhibit the employee's ability to perform job duties safely and effectively.
  - a) It is the employee's responsibility to determine whether any prescribed drug or other medication may impair job performance.
  - b) Employees are also required to provide medical authorization to work, upon request.
4. In accordance with our Drug Policy, employees covered by the Drug Policy are required to submit to drug testing when required, to complete related paperwork and to participate and cooperate fully in specimen collection procedures.
5. Violation of these rules will subject an employee to disciplinary action up to and including discharge.

#### D. Testing

1. Drug testing may be required in the following situations and in accordance with our Drug Policy:
  - a) Pre-employment, following a conditional offer of employment.
  - b) Annual physical.
  - c) When there is reasonable suspicion, as determined by the Organization, that an employee may be in violation of this policy.
  - d) When an employee has been determined by the Organization to have caused or contributed to an accident or injury.
  - e) On a random basis.
2. Alcohol testing may be required when there is reasonable suspicion, as determined by the Organization, that an employee is under the influence of a controlled substance.
3. Disciplinary action may be imposed when there is a positive test for the presence of a controlled substance in violation of this policy up to and including termination. If eligible for continued employment, an employee will be required to participate in an Employee Assistance Program.

#### E. Treatment

1. If you think you may have a problem with drugs or alcohol, we encourage you to share your concerns with your supervisor, who will assist you in the process of obtaining an evaluation.
2. No employee coming forward voluntarily for such help will be subject to disciplinary action solely as a result of seeking assistance.