

RESOLUTION NO.13-091

BE IT RESOLVED by the City Council of the City of Decatur, Alabama that the City commits to the Municipal Workers Compensation Fund, Inc., to endeavor to implement the attached safety standards for the city and accordingly the Mayor and the Safety Coordinator are authorized to sign the attached statement of commitment for 2013 and other related documents on behalf of the City.

Adopted this 15th day of April 2013.



MUNICIPAL WORKERS COMPENSATION FUND

2013 STATEMENT OF COMMITMENT

Name of Municipality or Agency: City of Decatur

Name of Safety Coordinator: Emily Johnson Email Address: ejohnson@decatur-al.gov

Safety Coordinator Phone Number: (256) 341-4770 Fax Number: (256) 341-4735

The undersigned do hereby commit to the Municipal Workers Compensation Fund, Inc. to endeavor to implement the following safety standards in our municipality or municipal agency.

SAFETY POLICIES

1. Adopt and implement a written safety manual or a statement of safety standards.
2. Establish a Safety Committee to recommend new safety policies, review and update existing safety policies, review accidents and establish methods to help prevent accidents, injuries and damages to equipment.
3. Have quality safety meetings for all employees once a month. At least one of these meetings each year should be a training session on proper lifting techniques and back wellness. Consider integrating health & wellness topics such as smoking, diabetes, management of stress and weight into these meetings. Document attendance, date, time and issues covered. The MWCF video library is an excellent resource for training presentations. A wide array of resources including the complete video library catalog can be found at www.losscontrol.org.
4. Have the designated Safety Coordinator or City Clerk review quarterly reports that are mailed from Millennium Risk Managers. During this review, reports should be analyzed to make sure the records are correct. The Safety Coordinator or City Clerk should present a summary of the quarterly report to the Mayor or other Chief Executive Officer and all department heads.
5. Investigate all job related injuries regardless of the severity, determine the cause, maintain investigation records, and report all job related injuries immediately by completing a First Report of Injury Form at www.almwcf.org.
6. Counsel any employee who has filed two or more workers compensation claims within a 12 month period and document such consultation.
7. Counsel all new employees on how to do job tasks safely and document that this has been done.
8. Designate a doctor or medical group to be used by employees for non-emergency job-related injuries. It is highly recommended that a supervisor or manager accompany injured employees to the medical facility on the initial visit. In life threatening emergencies, employee should be taken to the nearest medical facility.

Our designated doctor or medical group is: Occupational Health Group
(Must be completed)

9. Recognize those employees with accident-free work records.

TRAINING AND PROCEDURES

- 10. Issue safety equipment where necessary, and provide proper tools for a job to employees to help prevent accidents and require the use of such safety equipment through a written policy.
- 11. Adopt a written infectious disease policy and consider providing hepatitis B shots for all police, fire, emergency medical technician, sanitation personnel, or any employee who has a high possibility of exposure.
- 12. Consider providing CPR/AED and first aid training to employees.
- 13. Emphasize the significance of good maintenance and housekeeping of equipment, work areas, building and grounds. Documented inspections of all equipment, work areas, building and grounds for safety hazards, including electrical, fire and life safety hazards should be done at least quarterly. Any problems discovered should be corrected immediately and documented.
- 14. Evaluate all excavations to insure proper trenching and shoring procedures are in place and provide employee training on the proper use of excavating equipment.
- 15. All part-time, seasonal and temporary employees should comply with the same safety standards and policies as permanent employees.
- 16. As violence in the workplace is increasing annually, consider implementing a Workplace Violence policy.

MOTOR VEHICLES

- 17. Establish a written policy instructing operators of motor vehicles to be observant of any malfunction and seek immediate repair when such malfunction is apparent. A record of any action taken should be maintained.
- 18. Evaluate traffic safety programs using the DOT guidelines when working near roadways and insure conformance with safety guidelines. These guidelines can be obtained by calling the American Assc. of State Highway Officials 1-800-231-3475 and requesting the *Manual on Uniform Traffic Control Devices for Streets and Highways*. The cost is \$120.00 online at <https://bookstore.transportation.org/>.
- 19. Consider defensive driving courses for those employees who drive vehicles. It is recommended that all drivers attend a defensive driving course every two years. AMIC and MWCF provides a Skid Car Training Program for operators of all municipal vehicles.
- 20. Have a written vehicle operations policy that details the requirements and responsibilities of safely operating a municipal vehicle, mandates seat belt use for driver and all passengers, and prohibits the use of cell phones including text messaging while driving.

POLICE DEPARTMENTS (WHERE APPLICABLE)

- 21. Consider requiring that all Police Officers wear bullet resistant vests and wear reflective vests when involved in traffic control duty.
- 22. Implement a written police and jail procedure manual (where applicable) with rules and regulations updated periodically.
- 23. Consider utilizing available law enforcement training aids such as the Fire Arms Training System (FATS) available through MWCF.
- 24. Consider providing coverage for all volunteer firemen and reserve police officers through MWCF.

Number of non-elected paid employees 565

Mayor Don Kyle

Mayor or Chief Executive Officer (Please Print)

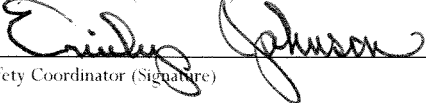
Mayor or Chief Executive Officer (Signature)

City of Decatur

Municipality or Agency

Emily Johnson

Safety Coordinator (Please Print)



Safety Coordinator (Signature)

3-20-13

Date

ATTEST:

Stacy Gilley, City Clerk

A safety meeting to discuss this safety commitment should be held with all department heads as soon as possible after this Statement of Commitment is signed. Document the time, place and attendees at this meeting. MWCF should be notified immediately of any changes in the Safety Coordinator position by calling Donna Wagner at (334) 262-2566.