

ORDINANCE 2019 - 32

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF HOBART, INDIANA, AMENDING ORDINANCE 2013-44 (AS AMENDED), THE EMPLOYEE HANDBOOK REGARDING VARIOUS SECTIONS RELATED TO EMPLOYMENT POLICIES, EXPECTATIONS, BENEFITS and SAFETY POLICIES

WHEREAS, the City of Hobart Common Council adopted an Employee Handbook as Ordinance 2013-44 on December 18, 2013 and adopted Amendments to the Handbook under Ordinance 2015-06 on April 1, 2015, Ordinance 2015-21 on August 5, 2015, Ordinance 2017-26 on November 15, 2017 and Ordinance 2017-33 on December 20, 2017; and

WHEREAS, the Employee Handbook establishes the policies and conditions of employment for City of Hobart employees; and

WHEREAS, the City of Hobart Common Council desires to amend said Employee Handbook in various sections as recommended by the Common Council Employee Handbook sub-committee;

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF HOBART, LAKE COUNTY, INDIANA:

SECTION ONE: The City of Hobart Employee Handbook be amended by adding a sub-section just before the sub-section of *Discrimination* entitled *Workplace Violence* to *Section 1: Employment Policies* as follows:

**Workplace Violence**

The City of Hobart has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination. Any employee who feels that they have been threatened should immediately report their concern to their supervisor and/or Department Head. If any person is observed exhibiting threatening behavior or making threatening statement, 9-1-1 should be called and the supervisor and/or Department Head should be notified immediately. If any employee has reason to believe that events in his/her personal life could result in acts of violence occurring at work, he/she is urged to confidentially discuss the issue with their supervisor and Department Head so a prevention plan can be developed.

SECTION TWO: The City of Hobart Employee Handbook be amended by replacing the language in certain lines of paragraphs 1-4 entirely in *Section 3: Benefits: Sick and Disability Leave for Full-Time Employees*, deleting the lines shown in ~~strikeout~~ and substituting the lines shown in **bold** as shown here in their entirety:

**Sick and Disability Leave for Full-Time Employees** (portion)

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50  
51 Civilian employees with one (1) continuous year of service are provided up to five  
52 (5) days of paid sick leave. If there is an absence of five (5) consecutive days the  
53 employee will need to bring a Doctor's note to their supervisor. Unused sick days  
54 may be "banked" up to a maximum of forty-five (45) days. Beginning January 1,  
55 2018, Civilian employees who have a total of twenty (20) years of consecutive  
56 service to the City or seventy-five (75) points (comprised of years of consecutive  
57 service to the City plus age of employee) may "bank" unused sick days up to a limit  
58 of fifty (50) days. These banked days may be used to extend employment at  
59 retirement, but must be used to cover additional days for catastrophic illness or  
60 disabilities. ~~After paid time is used the Mayor may grant additional days for~~  
61 ~~catastrophic or disability at his or her discretion, this may be paid or unpaid, subject~~  
62 ~~to this handbook and the Family and Medical Leave Act. (FMLA).~~ **After all paid**  
63 **time is used and if the employee chooses, the employee may speak with**  
64 **his/her Department Head to begin the process of requesting extended paid**  
65 **leave. The Mayor has the ability at his or her discretion to grant paid or**  
66 **unpaid additional days subject to this handbook and the Family and Medical**  
67 **Leave Act (FMLA).**  
68

69 Police Officers with one continuous year of service, and a sickness or disability, are  
70 eligible for a leave of absence without reduction in compensation up to a maximum  
71 of forty-five (45) days. Absences of three (3) consecutive days require a Doctor's  
72 note for return to work. If a Police Officer uses zero (0) hours he/she may "bank"  
73 five (5) days for the year up to a maximum of forty-five (45) days. Beginning January  
74 1, 2018, Police Officers who have a total of twenty (20) years of consecutive service  
75 to the City or seventy-five (75) points (comprised of years of consecutive service to  
76 the City plus age of employee) may "bank" unused sick days up to a maximum of  
77 fifty (50) days. If a Police Officer uses one or more hours he/she may bank zero (0)  
78 days. These banked days may be used to extend employment at retirement, but  
79 must be used to cover additional days for catastrophic illness or disabilities. ~~The~~  
80 ~~Mayor at his/her discretion may grant additional days for catastrophic illness or~~  
81 ~~injury, this may be paid or unpaid, subject to this handbook and the Family and~~  
82 ~~Medical Leave Act. (FMLA).~~ **After all paid time is used and if the Police Officer**  
83 **chooses, the Police Officer may speak with his/her Department Head to begin**  
84 **the process of requesting extended paid leave. The Mayor has the ability at**  
85 **his or her discretion to grant paid or unpaid additional days subject to this**  
86 **handbook and the Family and Medical Leave Act (FMLA).**  
87

88  
89 Firefighters with one continuous year of service, and a sickness or disability, are  
90 eligible for a leave of absence without reduction in compensation up to a maximum  
91 of three hundred sixty (360) hours, with a minimum of 12 hours use per call off.  
92 Absences of two (2) consecutive shifts will require a Doctor's note for return to work.  
93 If a Firefighter uses zero (0) of these hours during the year he/she may "bank" forty  
94 (40) hours for the year up to a maximum of three hundred sixty (360) hours.  
95 Beginning January 1, 2018, Firefighters who have a total of twenty (20) years of  
96 consecutive service to the City or seventy-five (75) points (comprised of years of  
97 consecutive service to the City plus age of employee) may "bank" unused sick time  
98 up to a maximum of four hundred (400) hours. If a Firefighter uses one or more  
99 hours he/she may bank zero (0) hours. These banked days may be used to extend

100 employment at retirement, but must be used to cover additional days for  
101 catastrophic illness or disabilities. ~~The Mayor at his/her discretion may grant~~  
102 ~~additional days for catastrophic illness or injury, this may be paid or unpaid, subject~~  
103 ~~to this handbook and the Family and Medical Leave Act. (FMLA).~~ **After all paid**  
104 **time is used and if the Firefighter chooses, the Firefighter may speak with**  
105 **his/her Department Head to begin the process of requesting extended paid**  
106 **leave. The Mayor has the ability at his or her discretion to grant paid or**  
107 **unpaid additional days subject to this handbook and the Family and Medical**  
108 **Leave Act (FMLA).**

109  
110 ~~Any employee who has already accumulated of "banked" a certain number of~~  
111 ~~unused sick days under the City's policy as it existed prior to the taking effect of the~~  
112 ~~most recent amendments to the rules contained in this section shall be entitled to~~  
113 ~~retain them after January 1, 2018 and to use them in accordance with the policy~~  
114 ~~stated above.~~

115  
116 The remaining two (2) subsections of the Sick and Disability Leave for Full-Time  
117 Employees entitled *Workman's Compensation, Occupational Disease or Pension Benefits*, and  
118 *Continuation of Benefits* remain unchanged.

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121 *SECTION THREE:* The City of Hobart Employee Handbook be amended by adding  
122 language clarifying the Life Insurance decreased benefit at age 70 in subparagraph "A" *Section*  
123 *3: Benefits: Insurance* as shown in **bold** and the amended subparagraph is shown here in its  
124 entirety:

125  
126 **Insurance** (portion)

127 A. \$20,000. Life Insurance for all full time employees and elected officials  
128 upon assuming office, paid by the City. **This policy has a decreased benefit**  
129 **beginning at age 70.**

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131  
132 *SECTION FOUR:* The City of Hobart Employee Handbook be amended by adding  
133 language after D.9 in *Section 3: Benefits: Insurance* as to where additional information may be  
134 found as shown in **bold** and the amended subparagraph is shown here in its entirety:

135  
136 **Insurance** (portion)

137  
138 Eligibility, coverage and all other terms and conditions are defined by the plan's  
139 Summary Plan Description (SPD). **This SPD and other insurance information**  
140 **can be found on the City website [www.cityofhobart.org](http://www.cityofhobart.org) under *Employee***  
141 ***Services*.**

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144 *SECTION FIVE:* The City of Hobart Employee Handbook be amended by adding the  
145 *Section 4: Safety Policy* and renumbering *Forms* as *Section 5*. The Safety Policy added is shown  
146 here in its entirety:

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**Safety Policy**

The City of Hobart recognizes that our important role in the community is shaped by our people. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by the City of Hobart’s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

The City of Hobart is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and provide a safe working environment for all employees. We value our employees not only as employees but also as human beings critical to the success of their families, the local community and the City of Hobart.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents or incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be strict compliance to all applicable federal, state, local and city policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, the City of Hobart will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the City of Hobart subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention minimizes human suffering, promotes better working conditions for everyone and increases productivity. The City of Hobart will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of the City of Hobart is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and city rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of the City of Hobart will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management will monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected by or associated in any way with the scope of city business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

201 8. This Safety Policy serves as a basic guide for all employees. Department heads are  
202 responsible for developing job specific safety procedures and ensuring employees are  
203 familiar and trained for the hazards associated with their department. The Safety Committee  
204 will assist department heads with the development of these policies and procedures.  
205

206 Everyone at the City of Hobart must be involved and committed to safety. Together, we can  
207 prevent accidents and injuries. Together, we can keep each other safe and healthy in the work  
208 that provides our livelihood and serves an important purpose in the community.

209

210 **Employee Safety Responsibilities:**

211

212 The primary responsibility of employees of the City of Hobart is to perform all duties in a safe  
213 manner to prevent injury to themselves and the public, protecting the health of employees and  
214 preventing damage to public and private property.

215

216 To ensure that quality service with safety and health in mind is a cornerstone of operation at the  
217 City of Hobart, employees *must* become familiar with, observe and obey the City of Hobart's  
218 rules and established policies for health, safety and preventing injuries while at work.  
219 Additionally, employees *must* learn the approved safe practices and procedures that apply to  
220 their work. The protection of fellow employees and the public is the shared responsibility of  
221 every employee.

222

223 Before beginning special work or new assignments, an employee should review applicable and  
224 appropriate safety rules.

225

226 If employees have any questions about how a task should be done safely, they are under  
227 instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together,  
228 they will determine the safe way to do the job.

229

230 If, after discussing a safety situation with his or her supervisor, an employee still has questions  
231 or concerns, he or she is required to contact the Safety Coordinator.

232

233 Employees must report any fires, accidental damage to property, vehicle accidents, hazardous  
234 material spills, near misses or unsafe conditions/practices to an immediate supervisor.

235

236 **NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe or that  
237 he or she thinks is likely to cause injury or a health risk to themselves or others.

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240 **Employee Safety Rules:**

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242 1. **Conduct:** Horseplay and practical jokes are forbidden. Employees are required to work in  
243 an injury-free manner displaying accepted levels of behavior. Conduct that places the  
244 employee or others at risk, or that threatens or intimidates others, is forbidden.

245

246 2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on the premises or  
247 while on the job are forbidden. Reporting for work while under the influence of illegal drugs  
248 or alcohol is also forbidden. Use of prescription drugs, which may affect your alertness or  
249 ability to work, must be reported to your supervisor.

250

- 251 3. **Housekeeping:** Always keep your work area clean and all materials properly stored. Place  
252 waste and debris in designated containers for proper disposal. The following areas must  
253 remain clear of obstructions:  
254     • Aisles and exits  
255     • Fire extinguishers and emergency equipment  
256     • All electrical breakers, controls and switches  
257     • Eye washes and safety showers  
258  
259 Clean up several times throughout the day, disposing of trash and waste in approved  
260 containers, wiping up any drips/spills immediately and putting equipment and tools away as  
261 you are finished with them.  
262
- 263 4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately.  
264 Failure to immediately report injuries can result in loss of workers' compensation benefits.  
265 After each medical appointment resulting from a work-related injury, you must contact your  
266 supervisor to discuss your progress. You must also give your supervisor any paperwork that  
267 you received at the appointment.  
268
- 269 5. **First Aid:** Anything other than treatment of minor cuts and scratches should be performed  
270 by certified or trained first aid personnel only. In the event of an emergency, call 911.  
271
- 272 6. **Personal Protective Equipment (PPE):** Employees are required to inspect PPE prior to  
273 each use and may not use damaged PPE. You are required to maintain and keep PPE  
274 clean.  
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- 276     a. Safety glasses – must be worn at all times in designated areas.  
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- 278     b. Hard hats – must be worn at all times in designated areas.  
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- 280     c. Gloves – work gloves must be worn at all times when handling sharp or rough stock,  
281 welding or performing other jobs that could cause hand injuries. Synthetic gloves  
282 must be worn when handling chemicals.  
283
- 284     d. Welding equipment – appropriate filter lens, welding helmet, gloves and sleeves are  
285 required for welders at all times.  
286
- 287     e. Respirators – only employees trained and authorized to use respirators are allowed  
288 to do so.  
289
- 290     f. Hearing protection – required in areas where noise exposure is more than 90dBA  
291 (85dBA if you already have experienced hearing loss).  
292
- 293     g. Reflective vests, jackets and clothing.  
294
- 295 7. **Equipment Operation:** You must specifically be trained and authorized by your supervisor  
296 to operate the following:  
297     • City vehicles  
298     • Forklifts  
299     • Machine and power tools  
300     • Paint sprayers  
301     • Welders

- Cranes and hoists

When operating machines: do not wear loose clothing, tie long hair up and back, remove jewelry and roll sleeves all the way up or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately. Never tamper with, remove or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

8. **Tools – Hand and Power:**

- Use all required PPE.
- Maintain tools in safe operating condition.
- Inspect tools and equipment guards before use for defects or wear. If a defect is found, notify a supervisor immediately.
- Never leave tools on stepladders, scaffolds, roofs or other place where they might fall.
- Impact-type hand tools, such as wedges and chisels, should be kept free of mushroomed heads.

9. **Ladders:**

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a stepladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder.
- Trained personnel should use only listed fiberglass ladders when working on or around electrical equipment.

10. **Cranes/Hoists/Lifting Devices:**

- Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- Never walk under a load suspended from a hoist or crane.
- Keep all personnel clear of the fall zone of the crane or hoist.
- Know the weight of material being lifted. Never overload a crane or hoist.

11. **Powered Industrial Trucks:**

- Only qualified personnel (trained and licensed) may operate powered industrial trucks.
- All vehicles must receive proper inspection prior to operation.
- Defective or damaged items must be reported to your supervisor for correction before use or operation.
- Equipment must be operated safely at all times, keeping the load under complete control.
- Operators may not permit passengers to ride on equipment unless it is designed with seats and seat belts to accommodate them.

12. **Lockout/Tagout:** Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored

energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, it means "Keep your hands off." (Refer to department specific procedures)

13. **Hazard Communication:** All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international. Employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.

|  |  |  |  |  |   |
|--|--|--|--|--|---|
| <b>Health Hazard</b><br><br><ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul> | <b>Flame</b><br><br><ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul> | <b>Exclamation Mark</b><br><br><ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer</li> </ul> | <b>Gas Cylinder</b><br><br><ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul> | <b>Corrosion</b><br><br><ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul> | <b>Exploding Bomb</b><br><br><ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul> |
|  |  |  | <b>Flame Over Circle</b><br><br><ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>      | <b>Environment*</b><br><br><ul style="list-style-type: none"> <li>• Aquatic toxicity</li> <li>*under EPA jurisdiction</li> </ul>                     | <b>Skull &amp; Crossbones</b><br><br><ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>                          |

A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access any SDS – ask your supervisor.

- Follow all label and SDS instructions – including amount instructions.
  - Do not mix chemicals unless authorized to do so.
  - Keep all chemicals in closed containers.
  - Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights or arcing/sparking electrical equipment.
  - Wear required PPE, and minimize contact with the chemical.
  - Do not eat, drink or smoke while using chemicals, and always wash your hands after handling chemicals.
14. **Health Hazards:** Learn which health hazards are present in the workplace by reading your department's Hazard Communication Program. If you are concerned about a potential health hazard, contact your supervisor or Safety and Health Director so that an evaluation can be conducted and appropriate action can be taken for the safety of all employees.

- 391 15. **Confined Space Entry:** Only trained and authorized employees are permitted to enter  
392 confined spaces such as manholes, sewers, tanks, trenches or vaults. If you believe that  
393 your job requires confined space entry, contact your supervisor prior to undertaking the  
394 work.(Confined spaces are areas not meant for human occupancy, have limited means of  
395 entry/exit and have electrical, chemical, thermal, atmospheric or entrapment hazards).  
396
- 397 16. **Fire Prevention:**
- 398 • Store all flammable liquids in approved safety containers with flame arrestors and  
399 spring-actuated caps.
  - 400 • Keep acids and bases or oxidizers in separate cabinets.
  - 401 • Store poisons separately.
  - 402 • Keep fire equipment, such as extinguishers, accessible at all times.
  - 403 • If your clothing catches fire, smother the flame by rolling on the ground. Never run, as  
404 this could cause the flames to spread.
  - 405 • Never use oil or grease on oxygen equipment.
- 406
- 407 17. **Emergencies:** Obtain and learn your department's emergency response plan for fire,  
408 chemical release, severe weather, bomb threat or any other urgent situation. Learn the  
409 location of alarms, exits and meeting areas outside the building. The following general rules  
410 and actions apply in the event of an emergency:
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- 412 a. In the event of any serious injury or fire, call 911. Send someone to the facility  
413 entrance to meet the fire department. If in doubt about the severity of an injury or  
414 emergency, call 911.
  - 415
  - 416 b. Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire  
417 alarm.
  - 418
  - 419 c. When the evacuation signal is given, all employees should immediately turn off  
420 equipment, close doors and evacuate to their designated evacuation areas using  
421 stairwells instead of elevators. Attendance will be taken to account for all personnel.  
422 Stay with the group until further instruction.
  - 423
  - 424 d. If you have a visitor, escort him or her to the designated meeting area. Never re-  
425 enter the building after an evacuation until you have been instructed by  
426 management.
  - 427
  - 428 e. Do not attempt to fight any fire which is uncontained, too hot, too smoky or if you are  
429 too frightened.
  - 430
  - 431 f. To use a fire extinguisher, remember PASS:  
432  
433 P = Pull (the safety pin)  
434 A = Aim (at the base of the fire)  
435 S = Squeeze (the lever)  
436 S = Sweep (side to side)  
437
- 438 If you use a fire extinguisher, remember:
- 439 • Stay low
  - 440 • Keep yourself between the fire and an exit

- 441 • Do not turn your back on a fire
- 442 • Immediately report the use to your supervisor
- 443

444 Do not touch blood or any other bodily fluid during or following an incident. If you are trained  
445 to administer first aid, gloves and other barriers are located with the first aid equipment. If  
446 you think that you have been exposed to bodily fluid, notify your supervisor immediately.  
447

448 18. **Public Vehicles and Driver Safety:** You cannot operate a vehicle for the City of Hobart  
449 unless you can present a valid driver's license. If your license is suspended or revoked,  
450 report the condition to your supervisor immediately. Follow these rules when on the road in  
451 a City vehicle:

- 452
- 453 a. Verify that the vehicle is in safe operating condition before use, and report any
- 454 defects immediately.
- 455
- 456 b. Avoid parking in high-risk areas.
- 457
- 458 c. When possible, position the vehicle so that backing will not be necessary.
- 459
- 460 d. Only employees authorized by the City of Hobart are permitted to operate City
- 461 vehicles.
- 462
- 463 e. No side trips or personal use of vehicles is permitted.
- 464
- 465 f. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- 466 Employees who drive personal vehicles or rental vehicles for City business must also
- 467 wear safety belts and harnesses where provided.
- 468
- 469 g. All local and state traffic regulations and signs must be followed.
- 470
- 471 h. No unauthorized riders, hitchhikers, etc., are allowed.
- 472
- 473 i. All moving violations must be reported to your supervisor.
- 474
- 475 j. Any accident, regardless of the extent of the damage, is to be investigated by a
- 476 police officer with jurisdiction in the area.
- 477
- 478 k. Driving while under the influence of alcohol or other drugs is forbidden.
- 479

480 A Commercial Drivers' License (CDL) is required for employees that operate motor vehicles  
481 designed or used to transport passengers or property in the following instances:

- 482 • When the vehicle weighs more than 26,000 pounds
- 483 • When the vehicle is designed to transport 16 or more passengers, including the
- 484 driver
- 485 • When the vehicle is transporting hazardous materials and is required to display a
- 486 placard.
- 487

488 Employees with a CDL are subject to drug and alcohol testing.

489

490 19. **Electrical Safety:** Employees who work on or near exposed energized parts are required to

491 be trained in safe electrical practices that pertain to their job assignments.

- 492
- 493 a. Whenever possible, all work on electrical equipment or circuits must be done with
- 494 power off.
- 495
- 496 b. Never operate or tamper with the electrical main switch or breakers. You are
- 497 authorized only to operate switches/disconnects on/for individual machines.
- 498
- 499 c. Report all electrical problems and suspected problems to your supervisor.
- 500
- 501 ~~d. All junction boxes, control boxes, connections and other wiring must have covers~~
- 502 ~~securely installed to prevent accidental contact.~~
- 503
- 504 e. Inspect all plugs, cords and portable equipment prior to use. Any non-current carrying
- 505 metal parts of portable and/or plug connected equipment must be grounded or
- 506 protected by a system of double insulation.
- 507
- 508 f. Report any damaged electrical equipment to your supervisor. Only authorized
- 509 personnel are permitted to make repairs. Worn, frayed or damaged electrical cords
- 510 or connected may not be used and must be tagged "Danger: Out of Service, Do Not
- 511 Use."
- 512
- 513 g. Extension cords are to be used only for temporary applications, never for more than
- 514 90 days. Never stretch cords across aisles or areas where others may trip over them.
- 515 Do not attach extension cords to the building or run them under rugs, mats or
- 516 through walls.
- 517
- 518 h. Ground fault circuit interrupters should be used on power circuits serving outlets in
- 519 damp, wet or outdoor locations and in any other areas where people using electrical
- 520 equipment may become grounded.
- 521
- 522 i. Outlets at construction sites that are not part of the permanent wiring of the building
- 523 or structure must have ground fault circuit interrupters that comply with the National
- 524 Electric Code and Occupational Safety and Health Administration (OSHA)
- 525 requirements. It should be de-energized when not in use.
- 526

527 **20. Lifting:**

- 528 • Do not unnecessarily place objects on the ground if they must be picked up again
- 529 soon after.
- 530 • Use a mechanical device to lift heavy objects when possible.
- 531 • Avoid lifting above shoulder height.
- 532 • If you need help moving material, request assistance.
- 533 • When you lift, use your leg muscles by squatting close to the load, preserving the
- 534 curve in your back, spreading your feet and lifting with your legs, keeping the load
- 535 close to your body.
- 536 • When you turn holding an object, move your feet, and do not twist.
- 537 • Minimize your risk of injury by getting proper exercise and building up leg and
- 538 abdominal muscles.
- 539

- 540 **21. Falls:** Take proper precautions to prevent falls. Use caution on stairs and on surfaces
- 541 containing ice, snow, rock, oil, water or any other slippery materials. Indoors, clean up spills

542 immediately and keep walkways clear of cords, loose materials or other objects.

543  
544 22. **Staying Safe:** Report any unsafe conditions or situations to your supervisor. If you have  
545 suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of  
546 how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for  
547 help when you are unsure reduces the chance of injury.  
548

549 These rules are established to help you stay safe and injury free. Violation of the above rules, or  
550 conduct that does not meet minimum accepted work standards, will result in discipline, up to  
551 and including discharge.

552  
553 When working at a residential/public location, employees are required to follow the above rules  
554 as well as all City of Hobart rules and procedures, working in a manner that reflects positively on  
555 the City of Hobart. Before operating any equipment at a residential/public location, permission  
556 must first be secured from the customer contact.  
557

558  
559 **Safety Coordinator Responsibilities:**  
560

561 The Hobart Fire Chief is designated as the City of Hobart's Safety Coordinator. The Safety  
562 Coordinator is responsible for implementation and compliance with the Safety and Health Policy  
563 of the City of Hobart and is accountable for results as measured by criteria, such as incident  
564 rates.  
565

566 Other responsibilities include:

- 567 1. Resolve questions and recommend necessary expenditures to correct unsafe  
568 conditions.  
569
- 570 2. Make regular shop, warehouse, office and job site tours and safety inspections to  
571 determine if safe work practices are being observed; ensure that unsafe conditions  
572 do not exist.  
573
- 574 3. Actively participate and follow the safety and health programs.  
575
- 576 4. Plan, coordinate, perform or delegate all safety training and testing given to  
577 supervisors and employees. Review results to be sure they are satisfactory. Maintain  
578 appropriate records of training and testing.  
579
- 580 5. Review disciplinary regarding safety matters with the Department Head.  
581
- 582 6. Oversee safety inspections, and review safety inspection reports and unsafe  
583 conditions reported by supervisors, employees or others. Recommend corrections to  
584 maintain a safe workplace, ensure compliance and serve as a resource to all  
585 departments.  
586
- 587 7. Aid Departments and Committee Members with safety meetings to promote safety  
588 awareness and compliance to employees with the Safety and Health Policies.  
589
- 590 8. Investigate accidents and assist with completion of accident report forms if  
591 requested.

- 592  
 593 9. Review reports of first aid incidents and reportable injuries to determine possible  
 594 preventative actions. Recommend corrective actions as required.  
 595  
 596 10. Ensure that specific programs (i.e., hazard communication, protection from  
 597 bloodborne pathogens, hearing conservation, forklift safety/operator certification) are  
 598 implemented and complied with consistently.  
 599  
 600

601 **Safety & Health Committee Responsibilities:**

602  
 603 In order to promote better communication between employees and management, a Safety &  
 604 Health Committee has been established for the City of Hobart's operations. Its primary function  
 605 is to serve as a two-way channel of communication and to promote safety awareness  
 606 throughout the workplace.  
 607

608 Organization: The Safety & Health Committee will consist of representatives from:

|     |                 |                   |                            |
|-----|-----------------|-------------------|----------------------------|
| 609 | Public Works    | Police Department | Maria Reiner Center (MRC)  |
| 610 | Lift Station    | Park & Recreation | City Hall                  |
| 611 | Fire Department | City Court        | Police/Court Complex (PCC) |
| 612 |                 |                   |                            |

613  
 614 The Employee Safety & Health Committee will meet monthly. The meeting will be chaired by the  
 615 Safety Coordinator or his/her designee. Should a scheduled meeting have to be postponed, it  
 616 will be held later in the month, on a date and time determined by the Safety Coordinator.  
 617

618 Function: The Safety & Health Committee has the following functions:

- 619 • Attend all Safety Committee Meeting
- 620 • Review all accidents and near misses
- 621 • Conduct safety inspections
- 622 • Report unsafe practices and promote safe working conditions.
- 623 • Recommend ideas for improving safety and health.
- 624 • Work in a safe and healthful manner.
- 625 • Observe how safety and health is enforced in the workplace.
- 626 • Assist in special projects or duties as assigned by the Chairperson and/or Mayor.
- 627 • Assist with written safety program reviews and edits.
- 628 • Act as a work-area representative in matters pertaining to health and safety.
- 629 • Listen to fellow worker's suggestions.
- 630 • Discuss and review progress of the safety committee-set goals.
- 631 • Pursue education through training, demonstrations and videos, etc.
- 632 • Discuss possible new methods of accident prevention.
- 633 • Develop and revise rules to comply with all safety and health standards and various  
 634 codes-federal, state, and local.
- 635 • Discuss and review trends in personnel protective equipment (PPE),
- 636 • Assist in developing and initiating safety training programs.
- 637 • Communicate safety information (from meetings) back to respective departments.

638  
 639 The Safety & Health Committee should also be involved with developing safety incentive

640 programs and in recognizing individual employees who have contributed to safety efforts and  
641 positive results.

642  
643 Written documentation of Safety & Health Committee meetings should be maintained. A log or  
644 written minutes should be taken at each meeting. Meetings should follow a standard agenda.  
645  
646

647

648 **Reporting Injuries:**

649

650 ~~1. A Report of Injury or Illness form must be completed by the employee and his/her supervisor~~  
651 ~~at the time of the injury, even if the employee does not seek medical attention. Should the~~  
652 ~~employee need medical attention, the supervisor should accompany him/her to~~  
653 ~~Occupational Health or the Emergency Room as applicable. Once the form is completed~~  
654 ~~and signed by both the employee and the supervisor, it is to be turned in to Human~~  
655 ~~Resources along with any Work Status Reports from Occupational Health and/or the~~  
656 ~~Hospital. The form and complete instructions are in the Internal Controls Book located in~~  
657 ~~each department.~~

658  
659 2. In the case of an occupational disease, employees must give notice to their Department  
660 Head when they are informed by a competent medical authority of the nature and work-  
661 related causes of the illness.  
662

663 3. After each practitioner appointment, the employee must report to his/her supervisor and/or  
664 Department Head who will then forward the information to human resources to review  
665 his/her progress.  
666

667 4. Some departments of the City of Hobart provide light duty work for employees recovering  
668 from injury.  
669

670 5. An accident investigation will be conducted to determine the root cause of the accident. The  
671 injured employee will be asked to participate in the investigation.  
672

673 6. Employees are urged to report hazardous conditions and near-miss incidents to their  
674 supervisors before injuries result.  
675

676 7. Any attempt to defraud the City of Hobart with a false workers' compensation claim will  
677 result in disciplinary action. The case can also be referred to the district attorney for possible  
678 prosecution.  
679

680

681 **Emergency Action Plan:**

682

683 **General Emergency Guidelines:**

- 684 • Stay calm and think through your actions.
- 685 • Know the emergency numbers:
  - 686 • Fire / Police / Ambulance: 9 - 911
  - 687 • Non-emergency Police: 219-942-1125
- 688 • Know where the stairwell exits are located.
- 689 • In the event of any emergency, do not take elevators – use the stairs.
- 690 • Do not hesitate to call or alert others if you believe that an emergency is occurring -

691 - you will not get in trouble.

692 • Know where emergency equipment is located within your department.

693

694 **Fire:**

695

696 1. **Evacuation**

697 • Employees will be notified of a fire either by the fire alarm system or by a paged  
698 announcement.

699 • Upon becoming aware of a fire alarm, employees should immediately evacuate the  
700 building using the closest stairs. Do not delay evacuation to get personal belongings  
701 or to wait for co-workers. Also, all doors should be closed as the last person passes  
702 through. Never use elevators during fire alarm situations.

703 • Supervisors should be the last persons to leave the area. Check in conference  
704 rooms, lavatories and offices to be sure that all personnel have evacuated.

705 • Any employee having a mobility, visual, hearing or other condition that may hinder  
706 them from becoming aware of an emergency or evacuating should request special  
707 assistance from a coworker.

708 • Upon exiting the building, personnel should report to their department's designated  
709 location for a headcount. Department personnel should gather and be accounted for  
710 by their supervisor.

711 • If any employee is missing, an immediate report should be made to the Department  
712 Head/Supervisor, who will in turn report to the first available emergency responder.

713 • Employees should stay together in a group so that periodic updates on the situation  
714 can be issued.

715 • The order to re-occupy the building will be issued by the Department Head after  
716 clearance from public safety personnel.

717

718 2. **Employee discovering a fire:**

719 • Alert other persons in the immediate hazard area.

720 • Activate a fire alarm or call 9-1-1.

721 • If available and it is safe to do so you can decide to use a fire extinguisher following  
722 these instructions:

723 P = Pull the safety pin

724 A = Aim the nozzle at the base of the fire

725 S = Squeeze the operating lever

726 S = Sweep side to side covering the base of the fire

727

728 *\*When using a fire extinguisher always stay between the fire and an exit; stay low and  
729 back away when the fire is extinguished.*

730

731 *\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or  
732 you are frightened, evacuate.*

733

734 3. **Medical emergency:** (chest pains, loss of consciousness, fall from a height, etc.)

735 • Upon discovering a medical emergency, call 911.

736 • If applicable the use of a City AED maybe needed.

737 • Stay with the person involved, being careful not to come in contact with any bodily  
738 fluids unless properly trained and equipped.

739 • Send two persons (greeters) to the building entrance to await the fire department.  
740 One person should call and hold an elevator car. Often two fire department units will  
741 arrive, so the second greeter should wait at the entrance to receive the second unit

- 742 while the first greeter escorts the emergency responders to the scene  
743 • Employees in the immediate vicinity of the emergency, but not directly involved,  
744 should leave the area.  
745 • Emergency personnel will make any necessary notifications to family members of the  
746 person suffering the medical emergency.  
747

748 4. **Severe weather:**

- 749 • If a severe weather report is issued, the City of Hobart automatically triggers a robo  
750 call.  
751 • Employees will shut down office equipment and seek safety and shelter.  
752

753 5. **Workplace violence:**

- 754 • **9-1-1 should be called immediately.**  
755 • Any employee who feels that she/he has been threatened should immediately report  
756 their concern to their Department Head/Supervisor.  
757 • If any person is observed exhibiting threatening behavior or making threatening  
758 statements, the person discovering the situation should warn others in the area,  
759 immediately notify Department Head/Supervisor and stay away from the person  
760 exhibiting threatening behavior.  
761 • Never attempt to confront any person exhibiting threatening behavior.  
762

763 If you have reason to believe that events in your personal life could result in acts of  
764 violence occurring at work, you are urged to confidentially discuss the issue with your  
765 Department Head so that a prevention plan can be developed.  
766

767  
768 **Fire Prevention Plan & Electrical Safety:**  
769

- 770 1. Smoking is not allowed in any city building. Smoking is only allowed in designated exterior  
771 smoking areas. Do not throw matches, cigars, cigarettes, etc., into wastebaskets – use only  
772 ashtrays made of non-combustible material.  
773  
774 2. No unattended candles or open flames are allowed within any City facility.  
775  
776 3. Contractors performing hot work in or around a city facility (welding, grinding, flame cutting,  
777 brazing, soldering, etc.) must contact the Hobart Fire Department for approval prior to the  
778 start of the work. Hot work is permitted in Department designated hot work areas.  
779  
780 4. Only space heaters that have been approved by a Supervisor may be used within City  
781 buildings. Employees using space heaters are responsible to turn the heater off when  
782 leaving their work area for extended periods of time.  
783  
784 5. No fuels are allowed inside City buildings at any time except for designated city garage  
785 areas. If you feel that there is a work-related need to use a flammable chemical, contact  
786 your Department Head for guidance. Use safety precautions around flammable chemicals.  
787  
788 6. **Electrical safety:**  
789 • With the exception of independently fused, multi-tap cords for computers, extension  
790 cords are not allowed.  
791 • Keep electric cords out of areas where they will be damaged by stepping on/kicking  
792 them.

- 793 • Turn electrical appliances off with the switch, not by pulling out the plug.
- 794 • Turn all appliances off before leaving for the day.
- 795 • Any electrical problems should be reported immediately to your
- 796 Supervisor/Department Head.

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**Ergonomics, Office Safety and Security:**

801 **Ergonomics:** Musculoskeletal disorders can result from repetition and inadequate rest, forceful  
802 exertions, awkward and extreme positions of the body and sustained or static positioning.  
803 ~~Assess and correct your workstation to avoid undue stress on muscles, bones, ligaments,~~  
804 tendons and nerves.

- 805 1. Sit with your lower back against your chair, your upper legs parallel to the floor and
- 806 your feet flat on the floor or on a footrest.
- 807
- 808 2. Adjust your table and chair so your elbows are bent at right angles and your forearms
- 809 are approximately parallel to the floor.
- 810
- 811 3. Keep your wrists straight by using a wrist rest.
- 812
- 813 4. Keep your mouse at the same height as your keyboard.
- 814
- 815 5. Position your monitor an arm's length away at eye level.
- 816
- 817 6. Use a document holder to position work at eye level close to the screen.
- 818
- 819 7. Adjust your lighting and monitor to prevent glare, or use an anti-glare filter.
- 820
- 821 8. When performing tasks involving repetitive motions or awkward positions, take
- 822 periodic stretching breaks or alternate with other tasks.

823  
824

**Office Safety:**

- 825 1. Never leave file drawers open or open multiple file drawers at once. Never climb on
- 826 open file drawers.
- 827
- 828 2. Do not place computers or other large equipment close to the edge of a desk or
- 829 counter.
- 830
- 831 3. Stand away from the path of the door swing, and open doors with caution.
- 832
- 833 4. Use caution on stairs. Falls on stairs often happen because of distraction in
- 834 conversation or when a person turns to another while descending.
- 835
- 836 5. Do not stack heavy or bulky objects on top of cabinets.
- 837
- 838 6. Use sharp objects such as razor blades, knives, scissors and paper cutters with
- 839 caution.
- 840
- 841 7. Do not store frequently used objects above shoulder height or below knee height.

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8. Never reach into office machines without turning them off and unplugging them if possible.
  9. Keep your work area free of trip hazards such as storage in walkways, cords across aisles and damaged floor coverings. Avoid using extension cords.
  10. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
  11. Never use defective or broken equipment. Report these problems to your supervisor.

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854 **Security:**

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1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
  2. Immediately report any suspicious activity or persons to your supervisor, call 9-1-1 if needed and immediately report any theft to the Police.
  3. When parking, remove all valuables from sight and lock car doors.
  4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
  5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
  6. Secure laptop computers, PDAs and other small electronic devices before leaving your workspace for extended periods of time.
  7. If you are working alone and are in the office before or after regular business hours, on weekends or on holidays, observe these additional guidelines:
    - Be sure doors close and lock after you.
    - Turn on lights as you move through the building.
    - Always be aware of the closest telephone, and do not hesitate to call 911 if you feel threatened.
    - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
    - As you leave the office, be sure to turn off all equipment, lights, etc., after use.

883 **Bloodborne Pathogens:**

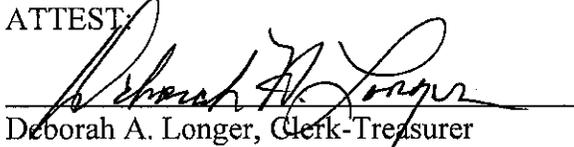
- 884  
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- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
  - Because we cannot tell by looking at a person if he or she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
  - In the event of a person losing bodily fluids, stay away from the area and warn others to do the same. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.

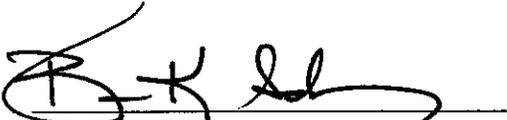
- 892 • In the event that you find spilled bodily fluids, a syringe or other medically
- 893 contaminated materials, do not attempt clean up by yourself unless you are
- 894 authorized to do so. Call your supervisor immediately for instructions or call in
- 895 authorized personnel for back up.

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897  
898 *SECTION SIX:* This Ordinance shall be in full force and effect after its passage by the  
899 Common Council and approval by the Mayor.

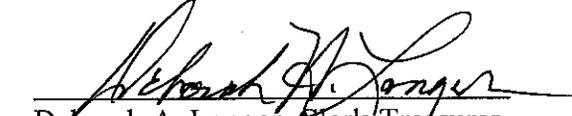
900  
901 *SECTION SEVEN:* All other provisions of Ordinance 2013-44 (as amended) shall remain  
902 in full force and effect.

903  
904 ALL OF WHICH IS PASSED and ADOPTED by the Common Council of the City of Hobart,  
905 Indiana on this 6<sup>th</sup> day of November, 2019.

906  
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908  
909 ATTEST:  
910   
911 \_\_\_\_\_  
912 Deborah A. Longer, Clerk-Treasurer

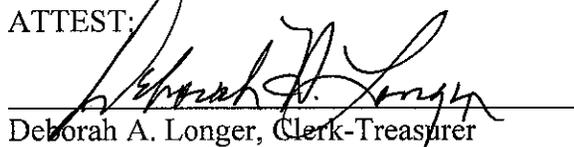
  
\_\_\_\_\_  
Presiding Officer

913  
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916 PRESENTED by me to the Mayor of the City of Hobart on the 6<sup>th</sup> day of  
917 November, 2019 at the hour of 7:15 pm.

  
\_\_\_\_\_  
Deborah A. Longer, Clerk-Treasurer

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921  
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923 APPROVED, EXECUTED and RETURNED by me to the Common Council of the City of  
924 Hobart on this 6<sup>th</sup> day of November, 2019.

  
\_\_\_\_\_  
Presiding Officer

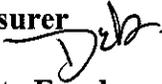
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929 ATTEST:  
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932 Deborah A. Longer, Clerk-Treasurer

MEMORANDUM

October 1, 2019

TO: HOBART COMMON COUNCIL

CC: Mayor Snedecor  
Attorney DeBonis  
Department Heads

FROM: Deborah Longer, Clerk-Treasurer 

RE: Ordinance for Amendments to Employee Handbook (Working Conditions)

Attached please find a Draft Ordinance (C-T Draft No. 1 – October 1, 2019) Amending various parts of the Employee Handbook for your consideration.

The following Sections of the Ordinance were considered and approved by the Ordinance Committee earlier in the year:

*Section One:* Adding a sub-section entitled **Workplace Violence**.

*Section Two:* Substituting language to clarify the **process of requesting Extended Paid Leave**.

*Section Three:* Adding language clarifying the **decreased Life Insurance benefit at age 70**.

*Section Four:* Adding language as to **where additional Insurance Information may be found**.

The addition of the Safety Policy shown in *Section Five* is the result of a collaborative effort of all City Department representatives working with the Fire Chief to formulate this draft policy for your consideration. Guidelines for the policies were incorporated from the City's Insurance carriers, various other cities/towns policies and general discussions as well as best practices guides.