

---

## CITY OF KETTERING — ADMINISTRATIVE POLICIES

### PERSONNEL POLICIES & PROCEDURES

09/15

---

#### Policy No. 401: Safety

##### A. General Provisions

1. It is the responsibility of all City employees to conduct themselves in a safe manner while on the job. It is the responsibility of the Department Director to ensure that all employees in their Department receive proper training in safety procedures and accident prevention.
2. Any employee who is aware of safety hazards such as unsafe equipment, conditions or practices by fellow employees, shall report the situation immediately to his/her supervisor. The supervisor must then take steps necessary to correct the unsafe condition.
3. Acting in an unsafe manner or failure to note unsafe conditions is cause for discipline up to and including dismissal.
4. Employees who are receiving medication or treatment for an illness, injury, disability, medical or psychological condition, are required to inform their supervisors of such medication or treatment, or the condition itself, if there are any potential side effects attributed to the medication or treatment, or the condition itself, which might present an unsafe condition to the employee, their co-workers or the general public. Employees must also comply with Policy No. 402: Alcohol and Drug Use and, where applicable, Policy No. 408: Alcohol and Drug Policy for Employees Who Operate Commercial Motor Vehicles.
5. Employees are encouraged to inform their supervisors of any condition which might require special treatment in case of accident or emergency. For their own safety, employees who may be subject to seizures, bleeding, black-outs, shock, coma or other such conditions, should advise their supervisors of their conditions.
6. If there is any question of an employee's ability to operate equipment or to perform certain jobs safely due to a specific condition, the question should be referred to the City's designated physician

---

CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

09/15

---

or specialist for an opinion. In all cases, the safety of City employees and the general public shall be of the highest priority.

- Supervisors shall review Policy No. 405: Medical Examinations, Policy No. 402: Alcohol and Drug Use, Policy No. 610: Equal Employment Opportunity, Non-Discrimination, Prohibition Against Harassment and Compliance with the Employment Provisions of Title I of the Americans with Disabilities Act, and applicable bargaining agreements, in addition to consulting with the Director of Human Resources or his/her designee, when contemplating the requirement for an employee to submit to a medical and/or psychological examination, or alcohol and/or drug test.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

9/15/15  
Date

  
Mark Schwieterman  
City Manager

Issued:

9/15/15  
Date

  
Sara Mills  
Director of Human Resources