

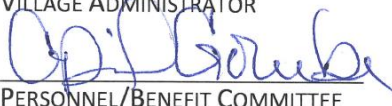


## POLICY AND PROCEDURE STATEMENT

SUBJECT SAFETY AND HEALTH	PAGE 1 OF 2	DATE EFFECTIVE JULY 1, 2018		
SECTION/POLICY NO. 5.01	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. The safe and healthful performance of all work assignments is the responsibility of both supervisory and non-supervisory personnel. It is their responsibility to insure that all safety equipment is properly used and safety procedures/ practices are observed.

- II.

**PURPOSE:**

- I. To comply with local, state, and federal regulations.
- II. To protect employees and the public.

**PROCEDURE:**

- A. Any employee found to be willfully negligent in equipment operation, resulting either in damage to the equipment or an accident, shall be subject to immediate discipline including termination.
- B. All employees, particularly supervisors, are charged with the responsibility of reporting the existence of any hazardous condition or practice in the work place or hazards to the public.
- C. Supervisors found to be negligent in requiring the use of prescribed safety equipment shall be disciplined.
- D. Any accident occurring during working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the Mayor, Appointing Authority, or designee.
- E. The Village recognizes that contagious diseases, for example, tuberculosis and hepatitis\*, pose significant medical, social, and legal problems. The following regulations will be followed regarding contagious diseases:
  - 1. The determination of whether an employee diagnosed as having a contagious disease is to be permitted to remain employed in a capacity that involves contact with the public or other employees shall be made by the Appointing Authority on a case-by-case basis in consultation with the employee's treating physician, the employee and/or his/her representative and a designated Village health official.

\* These are used as examples and are not to represent an inclusive list of possible contagions.

2. In making such a determination, the Appointing Authority shall consider:
  - a. The recommendation of the individuals identified in Section 1;
  - b. The physical condition of the employee;
  - c. The expected type of interaction with others in the work setting; and
  - d. The impact on both the infected employee and others in that setting.

Pending such a determination, the employee will be permitted to continue working in his/her current position unless it is determined the employee poses an immediate threat of danger to others.
3. Any of the following actions may be taken, consistent with the Appointing Authority's determination:
  - a. Assign the employee to return to his/her regular place of employment;
  - b. Assign the employee to a work assignment under restrictive conditions; or
  - c. Place the employee on a leave of absence, sick leave with pay or recommend disability leave.
4. The employee will receive written notice of the Appointing Authority's determination. The employee may, at any time, request a reconsideration of the Appointing Authority's determination, provided such a request is accompanied by medical evidence of a change in the employee's physical condition.
5. All employees shall be required to work with an infected employee, where a determination has been made to permit the infected individual to remain in the workplace.
6. The medical records of all employees shall remain confidential, except where disclosure is mandated by law.
7. The identity of the infected employee shall not be revealed to the general public.