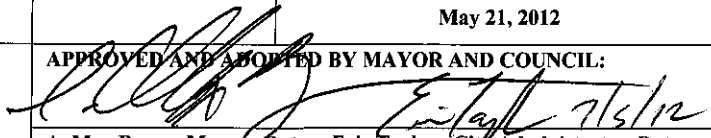
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT:
			RISK MANAGEMENT AND LOSS CONTROL
	NUMBER: RSK 1-0	REVISIONS:	EFFECTIVE DATE: May 21, 2012
SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date		

PURPOSE: To clearly communicate the City's strong commitment to managing the risks and losses which are inherent in the provision of services to the City's citizens as well as creating a safer workplace for City employees. *(Also see Policy entitled "Safety/Accident Committee.")*

STATEMENT OF POLICY

The City of Smyrna recognizes that municipal government, with its full range of services, can be a high risk operation. The City is dedicated to effectively managing those risks and will attempt to prevent losses and create a safer work place for employees in every City department. The Mayor, Council, and City Administrator strongly support a City-wide safety and loss control program.

The Director of Human Resources/Risk Management is responsible for developing a program of accident and loss prevention and administering the City's overall risk management/loss prevention program.

City department heads are responsible for implementing and monitoring the program in their departments and will be held accountable for the preventable losses which occur in their departments.

Every City employee has a responsibility to:

- a) Exercise due care in the course of his or her work to prevent injuries to themselves, fellow workers, and the general public as well as to prevent damage to the City and private property;
- b) Maintain an alert and business-like demeanor at all times while in the workplace and/or during the performance of City duties.
- c) Report all accidents, regardless of how trivial, to his or her immediate supervisor or department head as soon as the accident or injury occurs or is observed;
- d) Avoid engaging in horseplay or practical jokes while in the workplace or on City business;
- e) Maintain work areas which are clean and orderly;
- f) Report all unsafe conditions immediately to his/her immediate supervisor or department head;
- g) Obey all safety rules and regulations; if any doubt exists about the safety of a particular job activity, he or she shall immediately stop and get instructions or assistance from the immediate supervisor or his or her designee before continuing work;
- h) Obey all traffic laws and regulations;
- i) Wear prescribed protective clothing and use designated safety equipment;
- j) Operate only machinery or equipment for which he or she is trained and authorized to use;
- k) Use the proper tools and equipment for the specific job to be performed;
- l) Learn to lift and handle materials properly so as to avoid back and other injuries;
- m) Dress safely and sensibly in a manner which is appropriate to the nature of work to be performed;
- n) Take an active part in the City safety program;
- o) Inform his or her supervisor when taking medication which might impair physical or mental alertness or affect his or her ability to safely perform the job;
- p) Cooperate in all loss and safety violation investigations.