

Eagle Mountain City, Utah

RESOLUTION NO. R- 18 -2010

**A RESOLUTION OF THE CITY COUNCIL
OF EAGLE MOUNTAIN CITY, UTAH
AMENDING AND APPROVING THE
2008 PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the City Council of Eagle Mountain City, Utah, finds that it is in the public interest and in the interest of the management of the City and the employees of the City to revise and amend the Personnel Policies and Procedures Manual in use up to the date of this Resolution; and

WHEREAS, the 2008 Eagle Mountain City Personnel Policies and Procedures Manual has been edited, reviewed and compiled to represent the needs of the City and the rights and responsibilities of its employees and should be amended as presented in Exhibit 1 to this Resolution;

NOW THEREFORE, be it resolved by the City Council of Eagle Mountain City, Utah, that the 2008 Eagle Mountain City Personnel Policies and Procedures Manual hereby is amended and adopted as set forth specifically in Exhibit 1 to this Resolution.

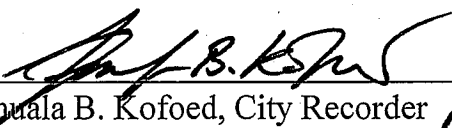
This Resolution shall take effect upon its enactment by the City Council.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 7th day of September, 2010.

EAGLE MOUNTAIN CITY, UTAH

ATTEST


Heather Anne Jackson, Mayor


Fionnuala B. Kofoed, City Recorder



CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 7th day of September, 2010.

Those voting aye:

Donna Burnham

Ryan Ireland

Nathan Ochsenhirt

John Painter

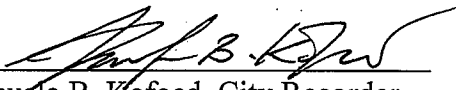
Those voting nay:

Donna Burnham

Ryan Ireland

Nathan Ochsenhirt

John Painter



Fionnuala B. Kofoed, City Recorder

EXHIBIT

1

SECTION I: GENERAL SAFETY

GENERAL POLICY. The following general safety rules will apply in all agency workplaces. Each department may propose for approval by the Mayor, or designee, safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

- A. Proper licensing and extreme caution are required by all employees operating any type of power equipment.
- B. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, orange vests, and hard hats, if required or appropriate to the work performed.
- C. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be properly secured.
- D. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.
- E. Defective equipment will be reported immediately to the supervisor, Mayor, or designee.
- F. Employees will not operate equipment or use tools for which licensing and training has not been received.
- G. In all work situations, safeguards required by State and Federal ~~Safety Orders~~ laws and regulations will be provided.
- H. Employees are to report all dangerous situations that they witness throughout the City, whether employees are on or off duty. Employees that discover dangerous situations around the City are to do what is feasible to secure the situation and report the problem to the appropriate department immediately. Some dangerous situations include but are not limited to: defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, physical assaults, threatening behavior, etc.
- I. Warning coworkers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- J. Due to the potential risk of serious injury or death, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas. These areas include, but are not limited to:
 - (1) Road repair.
 - (2) Construction areas.

SECTION I: UTAH OSHA REQUIREMENTS

GENERAL POLICY. It is the policy of the City to maintain an environment which is in compliance with all Federal and State worker safety laws and regulations and free from any recognizable hazard which is likely to cause death or serious injury to any employee.

POSTING UOSHA NOTICES. The City will post all required UOSHA notices in conspicuous places (such as employee bulletin boards or where similar notices are usually posted).

INSPECTION PROCEDURES. All employees should follow the procedures listed below in the event an inspector from UOSHA presents themselves on the job site.

- A. If an inspector arrives on the job site, an employee should understand that they are not authorized to offer any information requested by the inspector.
- B. The employee will inform the inspector that the employee will contact their supervisor, Mayor, or designee, who will accompany the inspector during any inspection.
- C. The Mayor should make sure that all employees know who they are required to contact, including all alternates, in the event an UOSHA inspector shows up on the job site.
- D. If the UOSHA inspector does not reveal the appropriate credentials at the outset of the inspection, the Mayor, or designee, should ask the inspector to reveal their credentials and should examine them before allowing an inspection of the job site.
- E. The Mayor, or designee, should not refuse an inspection of the job site where the inspector does not have a warrant to inspect.
- F. If the credentials are appropriate, and before beginning the inspection, the Mayor or designee should ask the inspector the reason the inspection is being conducted. If it is routine, no further requests are required. If the inspection was due to an employee complaint, the Mayor, or designee, should request a copy of the complaint to inform the City concerning any safety problems. Under no circumstances should the information received on an employee complaint be used for disciplinary action against the complaining employee as this type of action is prohibited by law.
- G. The Mayor, or designee, should accompany the inspector during the entire inspection of the job site.