

Municipal Employee Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report employee or volunteer injuries, incidents, unsafe conditions, and damage to management before the end of your workday.
- Contact your supervisor whenever an injury to an employee or volunteer, an after-hours incident occurs, or for any other business-related emergencies.
- Immediately report any unsafe or violent behaviors by citizens or visitors to management. Call 911 in the event an altercation becomes physical.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our organization performs post-incident drug and alcohol screenings.
- Drivers and passengers must wear seat belts when using city vehicles or driving personal vehicles for business.
- Seat belts are required on any equipped machinery (UTVs, lawn equipment, etc.).
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits. Do not tailgate and maintain a safe following distance.
- Perform a safety check of equipment and vehicles before departing for a job site. Report any maintenance concerns.
- Horseplay on the job is strictly prohibited.
- When operating an emergency vehicle during a response, do not drive too fast or dangerously. Do not “run” red stop lights or stop signs.
- Firefighters must wear turnout gear and protective footwear when on emergency scenes. A self-contained breathing apparatus (SCBA) is required when exposed to dangerous smoke.
- Law enforcement officers must wear bulletproof vests when on duty.
- Public works crew members must wear eye protection, Class E hard hats, high-visibility reflective vests (day and night), and safety-toe footwear while working on job sites.
- Water and wastewater employees must wear personal protective equipment (PPE) when handling chemicals.
- Public works crews must not enter confined spaces without atmosphere testing, ventilation, communication, a rescue plan, and retrieval equipment. Ensure underground utilities are located before excavation. Do not enter trenches deeper than five feet without putting proper trench sloping, shoring, or shielding in place. Stay a minimum of 10’ away from overhead power lines.

Municipal Employee Safety Rules

_____ is committed to the safety of our employees and customers.

By signing, you are expected to follow the municipality employee safety rules. Documented corrective action will result if the safety rules are not followed.

Safety rule acknowledgment date: _____

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Please return the signed safety rules to our Underwriting team at uwhelp@mem-ins.com.



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1.800.442.0593