

the City with necessary authorization required to obtain hospital reports and other documents that would indicate the presence or non-presence of any drugs and/or alcohol in the employee's system at the time of the accident.

5. Legally prescribed medications/drugs may be taken during working hours. Employees should notify their supervisors if the use of prescribed medications/drugs might affect their performance. Abuse of prescription medications/drugs will not be tolerated.

Par. 9.300 Procedures -

- a. If the results of a test confirm the presence of alcohol or any controlled substance in the system of the employee, it will be assumed that the employee is impaired. This impairment will result in the immediate termination of the employee. The employee may through his own effort attempt to rebut the assumption of impairment through additional testing. If such tests produce negative results, the assumption of impairment may be considered rebutted, depending upon such factors as the timing of the test and other circumstances surrounding the impairment. The employee will be reinstated upon successful rebuttal.
- b. At all times during an investigation of violations of the Alcohol and Controlled Substances Policy, the confidentiality of the case will be protected.

T SECTION X - SAFETY AND WELLNESS IN THE WORKPLACE

Par. 10.100 Philosophy - The City is extremely conscious of the Safety and Wellness of our employees and the citizens of our community. The City acknowledges that a valid safety and wellness program is an important function of our operational and administrative departmental employees.

The City acknowledges that a valid safety program is an important function of our operational and administrative systems. We also acknowledge that the function of a safety program pertains to all employees of our various departments.

The health and safety of all employees throughout the City is of primary importance and each department shall endeavor to maintain a safety conscious attitude throughout its operations.

In adherence to the policy, all employees are expected to accept the concept that the safe way to accomplish a task is the most efficient and the only way to perform it.

Safety performance is an important measurement of supervisory and employee performance and will be included in the evaluation of all employees.

Par. 10.200 Health Services and Education - Through a Wellness Grant, healthy living skills shall be taught as part of the regular instructional program and provide the opportunity for all employees to understand and practice concepts and skills related to health promotion and disease prevention.

- a. A representative from LGRMS and the City Wellness Coordinator conducts a Health Risk Assessment for all employees. Each employee is requested to fill out a health survey and will be presented later with a report that identified the risk areas for employees and suggestions for health and safety practices and improvements that could be made.
- b. Wellness Coordinator will conduct a lunch and learn on an annual basis. Employees will be served a healthy lunch to demonstrate how to eat healthy.
- c. A Wellness Fair will be conducted annually for all employees. Employees will receive various tests, including but not limited to, PSA, thyroid, cholesterol, and blood sugar. Also, weight assessment and other health related tests will be conducted.
- d. Flu shots will be available for all employees.
- e. LGRMS representative and the City Wellness Coordinator will conduct a 360 Health Program which delivers unprecedented value through a suite of programs, tools, and resources to discover all the services and benefits available.
- f. This program is not intended to violate any state or federal laws. Any employee that has questions or concerns about participating in such a program should notify the HR Department of such concerns. The City will handle each such inquiry or request on a case-by-case basis.

Par. 10.300 Healthy and Safe Environment - It is the policy of the City to create a healthy and safe environment for all employees in each department.

The City of Dahlonega is conscious of the safety of our employees and the citizens of our community. As an employer, we aim to ensure the safest possible workplace for our employees.

It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality. Each employee should assume responsibility for his/her own safety, as well as the safety of co-workers and the public.

Each Department Head is responsible and will be held accountable for the loss control performance within his or her department. Our safety coordinator (the City Clerk) has been appointed to coordinate our overall loss control program. Line functions are the responsibility of Department Heads and supervisors. It is expected that Department Heads will complement the effort of the safety

coordinator to reduce accidents and provide for the safety of the public. These loss control responsibilities are ongoing.

All employees are responsible for cooperating with and supporting our loss control program activities and objectives. All employees are expected to adopt the concept that the safe way to perform a task is the only acceptable way to perform the task.

Loss control is every employee's responsibility. Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.

- a. City buildings and grounds, structures, vehicles, and equipment shall meet current health and safety standards, and be kept clean, safe and in good repair while considering budget limitations.
- b. Each department and work site shall be in compliance with Section IX -Alcohol and Controlled Substances of the City Personnel Policy.
- c. Safety procedures and appropriate training for management, supervisors and employees shall support personal safety and a violence and harassment free environment.
- d. For employee safety, every employee will wear appropriate attire and any protective clothing supplied in connection with his job during all times that he is subject to the risks for which it was provided.
- e. Each work site, shall create an environment where employees and citizens are respected, valued, and exemplify high expectations for personal behavior and accomplishments.
- f. In case of accident or injury employees will follow normal emergency procedures. As soon as reasonably possible, employees will report all accidents and injuries to the site administrator or designee.
- g. All non-office personnel shall be required to wear safety toed boots. Boots can be metal or composite toed but must comply with the seventy-five (75) foot-pounds standard. The boots must also be a minimum of six (6) inches in height. The City will reimburse employees up to \$150 per year to off-set the cost of this expense.

The health and safety of all employees throughout the City is of primary importance and each department shall endeavor to maintain a safety conscious attitude throughout its operations.

In adherence to the policy, all employees are expected to accept the concept that the safe way to accomplish a task is the most efficient and the only way to perform it.