

PERSONNEL RULES & REGULATIONS MANUAL

SECTION 1600 HEALTH & SAFETY

Section 1601. Accidents on City Property

All accidents on City property resulting in personal injury or property damage involving the general public must be accurately and comprehensively documented. In the event of personal injury, employees on the scene should make every effort to make the injured person comfortable; if deemed necessary, an ambulance should be requested as soon as possible.

The Human Resources Department should be contacted as soon as possible and no more than 24 hours after the incident. The appropriate Local Government Insurance Trust form must be completed and submitted to the Human Resources Department.

City employees who witness an accident or who are at an accident site shall not speak on behalf of the City regarding responsibility for any loss sustained.

Section 1602. Universal Safety Precautions

The City supports and promotes universal safety precautions to eliminate or minimize the spread of infectious diseases consistent with OSHA standards. Employees shall be provided with the education and equipment necessary to recognize and prevent or reduce potential workplace hazards from bloodborne pathogens. All employees are required to follow these provisions and procedures when exposure to or handling of body fluids during the performance of their job duties may be reasonably anticipated. Copies of this program shall be located at each site where employees report to work.

Section 1603. Hepatitis B Vaccination

The Hepatitis B vaccine series or a titer test is offered at no cost to any City employee that is in a high occupational exposure position or who has had an exposure incident. The vaccine series is optional; an employee may refuse the series by signing the Hepatitis B Waiver Form. The employee is eligible to receive the vaccine series at any time during his/her employment at no cost, even if initially refused by the employee.

1603.1 Procedure

- a. At the time of hire, employees hired to positions at risk for occupational exposure will be offered the Hepatitis B vaccine series or a titer test.
- b. If the employee has already had the Hepatitis B vaccination series, he/she needs to supply documentation of the vaccination dates to the Human Resources Department.
- c. If the employee agrees to have the Hepatitis B vaccination series, the schedule consists of three injections: the first injection; the second injection one month after the first; and the third injection six months after the first. The City's medical care provider is responsible for administering the vaccine series as recommended.
- d. At present, the Occupational Safety and Health Administration (OSHA) does not require a follow-up Hepatitis B titer, but recommends that six weeks to six months following the completion of the series, a titer be checked. The employee is encouraged to get this titer checked; this service is free of charge to employees in positions at risk of occupational exposure.
 1. An employee should contact Human Resources to schedule an appointment for a titer check.

2. The City follows the Centers for Disease Control (CDC) recommendation that routine booster or a new Hepatitis B series is not advised when low titers are detected.

e. Documentation of the Hepatitis B vaccination series and the results of the titer are kept in the employee's medical file. Upon request, a copy is available to the employee.

Section 1604. Driver Safety

An employee operating a City vehicle shall observe all the standards and general rules for operating a City vehicle as set forth in the Vehicle Use Policy (See Section 505).

Section 1605. Working with Hazardous Materials

It is the policy of the City that all hazardous materials will be managed in accordance with the Federal Hazard Communication Standard and Maryland's Right To Know Law, as they apply to: Acquisition of Hazardous Materials, Storage and Transportation, Health Assessment, and Disposal of Hazardous Waste.

Employees who may be reasonably anticipated to work with hazardous materials during the performance of their job duties will be trained on the potential hazards of the substances used at their respective work stations. Employees are expected to follow these provisions and procedures when exposed to or handling hazardous materials during the performance of their job duties.

Section 1606. Reasonable Accommodation Due to Pregnancy

Under Maryland law, pregnant employees are entitled to a reasonable accommodation for a disability caused or contributed to by pregnancy. If an employee provides the Department of Human Resources with certification from a health care provider as to restrictions on their ability to perform their job while the employee is pregnant, the City will explore with the employee all possible means of providing a reasonable accommodation, which may include, but not be limited to:

- Changing the employee's job duties;
- Changing the employee's work hours;
- Relocating the employee's work area;
- Providing the employee with mechanical or electrical aids;
- Transferring the employee to a less strenuous or less hazardous position; or
- Providing the employee with leave.

The City is not required to make any accommodation for a pregnant employee that imposes an undue hardship on the City.

An employee who is pregnant and needs to request reasonable accommodation must promptly provide the City of Gaithersburg Department of Human Resources with a health care provider's certification that includes the date the reasonable accommodation became medically advisable, the probable duration of the accommodation, and an explanatory statement as to the medical advisability of the accommodation. *(Effective 1/6/2014)*