

SECTION XX: UOSHA REQUIREMENTS

1. GENERAL POLICY. It is the policy of Tremonton City to maintain an environment which is free from any recognizable hazard which is likely to cause death or serious injury to any employee through open communication with all employees.
2. POSTING UOSHA NOTICES. Tremonton City will post all required UOSHA notices in conspicuous places (such as employee bulletin boards or where similar notices are usually posted). Employees may obtain additional information from the Recorder when they have questions about any of the standards which are provided under UOSHA.
3. 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 the Department head, who will accompany the inspector during any inspection.
 - C. The Department head 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 Department head should ask the inspector to reveal his credentials and should then examine them before allowing an inspection of the job site.
 - E. The Department head should not refuse an inspection of the job site where the inspector does not have a warrant to inspect. The inspector will usually have no trouble obtaining a warrant for an inspection. Refusing to allow an inspection may create a negative atmosphere which may be more harmful to Tremonton City. This may result in harsher penalties if violations are discovered by the inspector.
 - F. If the credentials are appropriate, and before beginning the inspection, the Department head 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 Department head should request a copy of the complaint. This will help Tremonton City correct any safety problems (Under no circumstances should the information received on an employee complaint be used for disciplinary action toward an employee as this type of action is prohibited by law).
 - G. The Department head should accompany the inspector during the entire inspection of the job site.
 - H. The Department head should take notes throughout the entire inspection. The Department head should note every comment and observation made by those participating in the inspection. The Department head accompanying the inspector should not volunteer any unsolicited information.

4. ACCIDENT REPORTING PROCEDURES.

- A. Employees who are injured in connection with employment, regardless of the severity of the injury, must immediately notify the department head or their supervisor, who will ensure prompt and qualified medical attention is provided and all required UOSHA reports are completed.
- B. The Department head will investigate the job related injury to determine the cause of the injury.
- C. Tremonton City shall contact UOSHA within twelve (12) hours of the occurrence of any job related death, disabling, serious, or significant injury, and/or any occupational disease.
- D. Tremonton City shall file the required report with UOSHA within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job. Minor injuries such as scratches and cuts do not need to be reported to UOSHA if they require only minor first-aid treatment.
- E. Tremonton City shall keep a copy of the UOSHA report in their UOSHA File.
- F. Tremonton City shall give the employee a copy of the UOSHA report and explain the employee's rights and responsibilities concerning the work related injury or occupational disease.
- G. If an employee later dies as a result of a work related injury, Tremonton City shall file a report with UOSHA within seven (7) days of first knowledge or notification of the death.