



Administrative Regulations

Number AR36-1
Issue 4

Subject: Occupational Health and Safety Program.

I. PURPOSE

It is the purpose of this Administrative Regulation to establish the policy of the Occupational Health & Safety Program of the City of Long Beach.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. POLICY

The City of Long Beach has an obligation to its employees and to the general public to protect and promote the health and safety of all employees of the City.

V. FUNCTION OF THE HEALTH DEPARTMENT OCCUPATIONAL HEALTH CLINIC

A. Procedures at Time of Injury

(1) If an injury requires medical attention, the employee must report to the Occupational Health Clinic. (Except as provided in Items 2, 3, and 4 below.)

(2) Injured employees requiring medical attention after regular Occupational Health Clinic business hours may report to either Community, Memorial, Pacific, or St. Mary's Hospitals. These hospitals each have a contract with the City for providing medical attention to City employees.

Upon entry to the selected hospital, employees are to advise the information desk staff member that the injury is job incurred and that they are City of Long Beach employees.

(3) If the employee has formally notified the City Attorney/ Claims Officer prior to the injury, he may report directly to his pre-selected physician after first reporting -to the Health Department.

(4) If the severity of an injury requires immediate hospitalization of the employee, the Fire Department should be contacted for ambulance service.

B. Hospitals and/or Clinics

(1) The City Health Department will maintain working arrangement with local hospitals or clinics to provide emergency medical treatment for employees who are injured after the Occupational Health Clinic's normal working hours.

(2) In all cases where the employee has been treated by an outside physician, the "Return to Work Permit" will be approved by the Occupational Health Clinic.

C. Physical Examinations

(1) Pre-employment examinations will be conducted at the Occupational Health Clinic of the Department of Public Health. The prospective employee's physical condition will be evaluated in relation to specific job classification. and pertinent Civil Service regulations.

(2) All employees absent more than five days from their job due to a non-occupational illness or off-the-job injury must have a written release from their private physician indicating a specific date of return and the condition for which medical treatment was received

(3) A Special Medical Examination or evaluation may be requested in accordance with Article VII, Sections 131 and 132 of the Civil Service Rules and Regulations if the department head feels that an employee has developed a disability of any nature which may endanger the health of the employee, his co-workers or interfere with the performance of his duties.

(4) All immunizations necessary, as the result of the nature of their job, to protect the health of City employees will be provided through the Occupational Health clinic. These immunizations include inoculations for influenza, tetanus, typhoid and any others the Occupational Health physician deems necessary.

(5) The Environmental Health Division of the City Health Department will cooperate with the Occupational Health Program by reviewing, surveying and testing all job sites that may develop dangerous environmental hazards, such as poisonous fumes, dangerous chemicals, noxious gases or other conditions that might endanger employee health.

(6) With the approval of the City Manager, the City Health Officer will incorporate new operations and procedures into the Occupational Health Program, as the need develops, for the promotion of good health among City employees.

VI. EMPLOYEE RESPONSIBILITY

Each employee shall be responsible for reporting all on-the- job injuries, no matter how slight, to his supervisor. Such reports must be submitted no later than 24 hours after the accident.

VII. SUPERVISORS' RESPONSIBILITY

A. The immediate supervisor will ensure that all injured employees in need of medical attention are provided expeditious transportation to the Occupational Health Clinic, or if injury occurs after regular clinic business hours, immediate transportation to one of the assigned hospitals mentioned in Section V, Paragraph A. (2) of this regulation.

B. Supervisors are responsible for maintaining contact with the injured employee during the entire period of disability. Telephone calls and visits to the hospital or home shall be made weekly for the first three months of a protracted absence and at least monthly thereafter. Department heads will be kept advised by the supervisor of the employee's rehabilitation progress and morale.

VIII. CITY RESPONSIBILITIES FOR INJURED EMPLOYEES

A. A. Medical Responsibility

The City accepts the responsibility of supplying all medical, surgical and hospital treatment of employees injured on the job including nursing, medicines, medical and surgical supplies, crutches and apparatus including artificial members, which is reasonably required to cure or relieve the effects of a job-related injury.

B. Compensation Responsibility

The City will provide the necessary compensation payments as provided for by law as well as any other benefits, which the City may wish to grant an injured employee.

C. City Attorney Claims Officer

The City Attorney is responsible for handling all aspects of adjudication relating to any claims for benefits under, the workers' compensation law. The City Attorney maintains a compensation claim office to carry out the City 's responsibilities as a self-insured entity. It is the function of the Claims Officer and his staff to carry out the following functions:

- (1) The Claims Officer advises all employees of their rights and privileges under the State of California Compensation Laws and under special benefits offered by the City.
- (2) The Claims Officer supervises all aspects of the medical progress of each employee who is injured on the job and remains in contact with all physicians and medical facilities treating employees.
- (3) The Claims Officer has the right to call for interview any employee for whom the City is supplying medical treatment or who is off work due to an on-the-job injury.
 - (a) The Claims Officer uses a series of medical consultants which will cover the various medical specialties concerned with industrial injuries.
 - (b) If the employee so requests, the Claims Officer will tender him a change of physicians. Within five days of such request he provides the names of at least five physicians, competent to treat the particular case, from among whom the employee - may choose.
 - (c) A complete file is kept for each employee, containing copiers of medical reports for all injuries incurred during the employee's term of employment. These, reports will be kept a minimum of five years and those records pertaining to Workers' Compensation Appeals Board Awards are kept indefinitely.