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## ATTACHMENTS

- Attachment A – Available Snowfighters**
- Attachment B – Alternate Snowfighters**
- Attachment C – Snowfighter’s Alternate Request Form**
- Attachment D – Alternate’s Leave Request Form**
- Attachment E – Available Equipment**
- Attachment F – Drivers Vehicle Condition Report Form**

**MANAGING SNOW AND ICE CONTROL OPERATIONS  
CITY OF O'FALLON**

**1.0 INTRODUCTION**

The following policies and procedures serve as a practical guide for effective snow and ice control for the City of O'Fallon, Missouri.

**2.0 OBJECTIVE**

To provide for our citizens and visitors alike, safe and pleasant travel for vehicles properly equipped for winter driving conditions during periods of inclement weather.

**3.0 SALTING/DE-ICING**

The City of O'Fallon has three bulk salt storage areas; one is located at the Street Division Facility at 405 Cool Springs Road, one is located at the Salt Dome Facility which is ¼ mile west of Hwy K on Feise Road, and the other is located on Hwy DD, 1 mile west of 40/61. This chart designates which bulk salt facility is to be used depending on which route the Snowfighter is assigned to plow:

Route	Cool Springs	Feise Road	Hwy DD
1	X		
2	X		
3	X		
4	X		
5	X	X	
6		X	
7		X	
8		X	
9		X	
10		X	
11			X
12			X
13			X

**4.0 DEFINITIONS**

**4.1 ANTI-ICING**

Anti-icing is the practice of preventing the formation or development of snow and ice from bonding to the pavement before and during a storm.

**4.2 CLEAR PATH**

One pass with the plow.

**4.3 CLEAR TRACK**

One lane in both directions is cleared

#### **4.4 CONTINUOUS SALTING**

Salt is applied to the street in both directions with the salt crystals falling on the road and melting snow and ice in each lane of traffic. This procedure may result in total bare pavement. Our goal is to make the road surface clear enough to allow traffic to start and stop safely at each stop and to have adequate traction on all curves and hills with proper winter driving techniques.

#### **4.5 DE-ICING**

De-icing is the practice of breaking the bond between the snow and ice from the pavement.

#### **4.6 PLOWING IN TANDEM**

Arterial streets will be plowed by two single-axle trucks in a tandem configuration or one tandem truck with an attached wing plow. In most cases only the trailing truck will salt when plowing in a tandem configuration.

#### **4.7 RIGHT-HAND TURN METHOD**

Upon entering subdivisions, the Snowfighter will make right hand turns throughout the subdivision, when possible, until one pass has been made through the entire subdivision plowing cul-de-sacs in the order that they are encountered.

#### **4.8 SPOT TREATMENT**

This refers to spreading salt, salt brine, and/or geomelt at intersections, on curves, hills, and other trouble spots prior to snowfall. Following is a list of known areas of concern in the City that will be included for spot treatment before a predicted snowfall:

- Belleau Creek Road – Bridge Deck
- Bryan Road Overpass
- Crusher Road – Intersection at Weldon Springs Road
- E. Terra – From Main Street Uphill To Sonderen Jug Handle
- Hwy P – Curves from Main Street to Royal Oaks Subdivision
- Hoff Road – Curves from W. Terra to Manderly Place
- Imperial Drive – Hill
- Main Street – I-70 Intersection, Hill at Pitman, Two Inside Lanes
- Mexico Road – Bridge Deck at Woodlawn
- Pearl Drive – Overpass at Hwy 79 and Bridge at Lift Station
- Sonderen – Overpass, Jug Handle, and Belleau Creek Bridge
- Thoreau Drive – Hills
- Transfer Station
- T.R. Hughes – Curves north of I-70, I-70 Overpass, and Railroad Overpass
- Weldon Springs Road – Curves from Waterbury Falls east to City Limits
- West Terra – From Main Street uphill to Woodlawn & Peruque Creek Bridge Deck
- Winghaven I-40/61 Overpass
- Woodlawn Overpass
- Hwy DD Hill and Curve @ ¼ Mile Southwest of Winghaven Overpass

## 5.0 PRIORITIES

All Snowfighters will report to their Route Leaders to receive the appropriate assignment and provide proper updates when fuel, cutting edges, and/or salt are required. Once an assignment is completed, the Snowfighter will report back to their Route Leader so a new assignment can be distributed and the Route Leader will inform the command station of the completed milestone. The Route Leaders will assign the appropriate personnel depending on the needs of their routes with the guidelines given below within the response level definitions.

Priority	Infrastructure/Facility
1	<p><b>Arterial Routes</b> – Clear track within four (4) hours after the snow stops falling.</p> <p><b>Collector Routes</b> - Clear track within six (6) hours after the snow stops falling.</p> <p><b>Residential Streets and Cul-de-sacs</b> – Clear path within ten (10) hours after the snow stops falling.</p>
2	<b>Clear track on all streets</b>
3	<p><b>Clean-up Phase</b> - Once a clear track is provided on all streets, the City will begin a clean-up phase which includes simultaneously completing the items listed below:</p> <ul style="list-style-type: none"> <li>a. Remove snow curb to curb on arterials, collectors, and residential streets as needed.</li> <li>b. Remove snow from intersections</li> <li>c. Remove snow from right-hand turn lanes.</li> <li>d. Remove snow from the center of cul-de-sacs.</li> <li>e. Entertain special needs.</li> </ul>
4	<b>City Hall, Police Department, Water Department, and Transfer Station Parking Lots.</b>
5	<b>Civic Hall Parking Lot.</b>
6	<b>Other Parks and Veterans Site Parking Lots.</b>
7	<b>Repair Mailboxes</b>

It is the City's goal to have all of the above priorities completed within thirty-six (36) hours after the storm subsides, but keep in mind that the type of snow (wet or powdery), amount of snow, amount of ice, temperature, or changing weather conditions, may alter these goals.

## **6.0 GENERAL SNOW AND ICE PROCEDURES**

When the forecast calls for a winter weather event, a decision will be made to implement one of the following procedures. Each operation varies in the amount of manpower and equipment necessary to achieve the desired level of service. Judgment decisions will be made by supervisory personnel as to the appropriate operations based on weather forecast, current weather conditions, road conditions, and traffic volume.

Snow removal operations will consist of two shifts. The day shift will start at 7:00 a.m. and will be 12 hours in duration, ending at 7:00 p.m. The night shift will then start at 7:00 p.m. and will be 12 hours in duration, ending at 7:00 a.m. Shift assignments change month to month, on the first of the month.

### **6.1 PRE-STORM TREATMENT**

**Two (2) Snowfighters – Possible Snow  
Six (6) Snowfighters – Probable Snow**

This course of action will be taken whenever it has been forecasted that accumulating snow is possible or probable. This procedure will be implemented after normal working hours or when waiting for a storm to reach our area. Two (2) employees will be dispatched if snow is predicted to be possible, and six (6) employees will be dispatched if snow is predicted to be probable. This patrol will monitor the city for trouble spots or icing conditions and begin spot treatment.

Should the predicted snow begin to fall, these employees are to notify their Shift Supervisor so that more manpower can be dispatched to combat the storm. This patrol should begin to spot treat primary routes and major trouble spots until the next response is implemented. If the storm fails to materialize during the predicted time frame, they should notify their Shift Supervisor for further instructions. If the weather forecast maintains that winter precipitation is still being predicted when their shift is completed, a fresh patrol will be implemented.

### **6.2 FIRST RESPONSE OPERATIONS**

**One (1) Shift Supervisor  
Thirteen (13) Snowfighters**

This response will be implemented when snow has begun to fall and predictions are for 0 – 2 inches of accumulation. One truck will be assigned to each route. These trucks will be manned with the Route Leaders and will begin to treat the arterials. The Shift Supervisor will be responsible for determining what type of operation is necessary.

### **6.3 SECOND RESPONSE OPERATIONS**

**Two (2) Shift Supervisors  
Twenty-four (24) Snowfighters  
Two (2) Tandem Operators  
Two (2) End Loader Operators  
One (1) Mechanic**

This response will be implemented when the forecast calls for 1 – 3 inches of snow and the snow has already begun to accumulate. The Snowfighter will report to the proper Route Leader for assignment, and the Snowfighter will start on residential streets with an emphasis given to “Clear Path” plowing on the minor collector streets, residential streets, and cul-de-sacs. Once a Snowfighter enters into a subdivision, the Snowfighter will plow a clear path through the subdivision using the right-hand turn method. The tandem plowing team will rotate through the City’s arterials.

#### **6.4 THIRD RESPONSE OPERATIONS**

**Two (2) Shift Supervisors  
Thirty-two (32) Snowfighters  
Two (2) Tandem Operators  
Two (2) End Loader Operators  
Two (2) Mechanics**

This response will be implemented whenever the forecast calls for 2 – 5 inches of snow and the snow has already begun to accumulate. Snowfighters will report to their Route Leaders for assignments. The Route Leaders will place the Snowfighter based on accumulation, current levels of precipitation, and feed-back from the Shift Supervisor. Snowfighters will be assigned to residential streets. If needed, Route Leaders will join the tandem plowing team on any arterials that need assistance maintaining a clear track.

#### **6.5 FOURTH RESPONSE (EXTREME AND/OR HAZARDOUS OPERATIONS)**

**Two (2) Shift Supervisors  
All Scheduled Snowfighters (32)  
All Scheduled Extreme Emergency Snowfighters (7)  
Alternate Snowfighters (As Needed and Equipment Allows)  
All Available Mechanics**

This response will be implemented through the proper chain of command as outlined in the City of O’Fallon’s Emergency Management Program. The Route Leader will place the Snowfighter based on accumulation, current levels of precipitation, and feed-back from the Shift Supervisor. Snowfighters will be assigned to residential streets. If needed, Route Leaders and additional Snowfighters will join the tandem plowing team on any arterials that need assistance maintaining a clear track. All needed equipment will be dispatched in all routes and removal operations will continue until completed.

### **7.0 SNOW AND ICE CONTROL ATTENDANCE POLICY**

All City of O’Fallon personnel who are involved with snow and ice control operations must, as a condition of employment, abide by special work scheduling rules during the snow and ice season from November 15 through April 15. Employees are expected to be available for call-out during their assigned snow removal shift. It is imperative that employees leave a number where they can be reached with their Shift Supervisor regardless of the circumstances. If an answering machine or another person answers the telephone, the employee will have thirty (30) minutes to call his/her Shift Supervisor, or come to work if so ordered. Any time an employee is called and there is no answer or response, it will be considered a refusal to work. This policy will be enacted for all City of O’Fallon employees on snow and ice control operations only.

Due to limited manpower, it is imperative that employees be available for emergency snow and ice operations during their assigned shifts. In order to maintain adequate coverage for the employees on the active snow fighting list (Attachment A) who may need time off during the winter months, there will be alternates available to substitute for snow fighters who are using scheduled time off or who call in sick during snow operations. A listing of alternates for the Snowfighters on the active schedule is provided (Attachment B).

In order to sustain a full and fair schedule for snow removal operations, an Alternate Schedule (Schedule A & Schedule B) will be created and distributed monthly to the available Alternates. For example: all A-Alternates will be scheduled as alternates for any Snowfighter requests for the months of November, January, and March; and all B-Alternates will be scheduled as alternates for any Snowfighter requests for the months of December, February, and April.

All alternate requests will go through the Street Division Office. If a Snowfighter has approved non-emergency leave, has requested sick leave, has an emergency arise, or if they have other approved reasons to be excused from snow removal, the appropriate form stating their request must be filled out and forwarded to the Office Manager of the Street Division (Attachment C). At that time, a blanket request will go out to all A and B Alternates who will then have the opportunity to volunteer to be scheduled for the Snowfighter making the request. The first Alternate who volunteers will be placed on the schedule for the requested date and time. If no Alternates volunteer within 24 hours of the requested date and time, one of the Alternates scheduled for the month will be required to substitute for the Snowfighter making the request. The choice of Alternate scheduled will be determined by the next name on the list. The Alternate who is next on the list will receive notice of the date and time that they are scheduled to report for snow removal if operations ensue. **Major Holidays will be exempt from this requirement.** Snowfighters must give no less than five (5) days notice for non-emergency or scheduled leave to secure an alternate.

Additionally, if snow plow operations begin after normal business hours and a scheduled Snowfighter is unavailable due to sickness or emergency, the Shift Supervisor on duty will begin with the next available Alternate on the monthly list to replace the scheduled Snowfighter. The scheduled Snowfighter will be required to provide documentation of illness or emergency to their Supervisor and the Street Division before returning to regularly scheduled duty.

Alternates are also required to keep the Street Division aware of any approved non-emergency leave, requested sick leave, emergency leave, or any other approved leave by filling out the appropriate paperwork and sending it to the Street Division Office Manager (Attachment D). The scheduled Alternate will personally be required to secure a replacement with an Alternate from the opposing schedule. Once a replacement is found they must fill out the appropriate paperwork and send the completed form to the Street Division.

A database will be set up to monitor all Alternate schedules as well as the amount of time Snowfighters request leave from snow removal operations. Any misuse of this system by either a regularly scheduled Snowfighter or scheduled Alternate will be submitted to the City Administrator to solicit direction for discipline.

### **7.1 OVERTIME**

If called for snow removal on a regularly scheduled work day, overtime will be paid at a rate in accordance with City policy for all hours worked outside of normal scheduled work hours. If an employee is called in to work before or after normal hours and their services are not needed and they are sent home, a one and one-half hour minimum show-up time will be paid at the applicable rate of pay.

Saturday, Sunday, and Holidays will be paid at overtime rates in accordance with City policy. The one and one-half hour minimum rule shall apply if called in.

For appropriate record keeping purposes, all overtime sheets must be marked "Snow and Ice Removal Operations".

### **7.2 VACATION**

Employees assigned to snow removal, who have approved non-emergency leave through their supervisor, must forward the appropriate form to the Street Division Office Manager. (Attachment C.)

### **7.3 SICK TIME**

If an employee calls in sick during the day, they must have their Shift Supervisor informed of their unavailability. The employee's Department Head/Supervisor has the responsibility to submit the appropriate form for any snow removal operations that may occur during the period the employee is unable to work due to illness. (Attachment C.)

In the interest of having a balanced Snow Removal Plan that is fair and equitable to all employees involved, if any employee calls in sick more than two times during separate snowfall events, the names of these employees will be submitted to the City Administrator to solicit his direction for discipline.

### **7.4 EMERGENCIES**

In the event of an emergency that requires the employee to leave work prior to reporting for snow removal, the employee's Department Head/Supervisor has the responsibility to submit the appropriate form for any snow removal operations that may occur during the period the employee is unable to work. (Attachment C.)

### **7.5 OTHER ABSENCES**

If an employee has a pre-established meeting that can not be avoided or rescheduled, he or she is required to submit the appropriate form in a timely manner. (Attachment C.)

## **8.0 PERSONAL APPEARANCE**

All snow removal personnel will be required to wear the proper departmental uniform during snow removal operations. They should also come prepared for cold weather (See Section 12.1).

## **9.0 SPEED LIMIT**

The speed limit when plowing snow will be as follows:

- 25 MPH on all major arterials, minor arterials, and collector streets.
- 15 MPH in residential areas (subdivisions).
- 5 MPH when crossing the overpasses at Woodlawn, Sonderen, Winghaven, T.R. Hughes, Bryan Road and Pearl Drive. At no time will snow be allowed to

spill over any bridge striking traffic on Interstate 70, Interstate 40/61, or State Highway 79.

## **10.0 PROPERTY DAMAGE**

During the course of operations throughout any given winter, a certain amount of damage to City and private property may be incurred by snow removal forces. The Street Division will repair damages as soon as the weather permits. If sod is damaged, the Street Division will restore that area at the earliest availability of material.

If a plow truck damages a mailbox, either through direct contact or due to the force of snow and ice rolling off the plow, the mailbox will be repaired or replaced. All Snowfighters are required to report all damages to their Shift Supervisor.

All property damage and accidents during snow removal operations will be handled in a manner that coincides with City Policy. After damage or accident is reported, the appropriate City staff will investigate per City Policy (see Safety Section 12.0).

## **11.0 ASSISTANCE TO MOTORISTS**

Under no circumstances will a City employee be allowed to use a City owned vehicle to push, pull, or tow a stranded vehicle from a roadway or parking lot. The employee should notify his Shift Supervisor of any emergency situation encountered and the Shift Supervisor will notify the appropriate agency.

Under no circumstances will a City employee use a City owned vehicle to perform snow removal operations on privately owned, commercial, or residential property.

## **12.0 SAFETY**

### **12.1 PERSONNEL SAFETY**

All personnel will ensure that they have the following in their possession:

- A safety vest (Snowfighters should be wearing this at all times when outside of their vehicles).
- Assigned Snow Route Map booklet.
- A working form of communication (Nextels and two-way radios will be provided by the City for snow removal).
- Proper winter clothing

Breaks and meal times will be coordinated with Route Leaders and Shift Supervisors.

All Snowfighters will notify their Route Leader or Shift Supervisor when exiting their vehicle for any reason. This notification should consist of the Snowfighters location and purpose for exiting the vehicle. When returning to the vehicle and route, the Snowfighter should then notify their Route Leader or Shift Supervisor that they are back in service.

Personnel who feel drowsy to the point that they could fall asleep, causing lost time for vehicle damage or personal injury, will notify their Shift Supervisor immediately.

### **12.2 EQUIPMENT/VEHICLE SAFETY**

In our effort to maintain a safe and efficient fleet, each employee should be mindful to log a pre-trip and post-trip vehicle condition on the Vehicle Condition Report (Attachment F). Any employee that fails to fill out this form properly, and this action

results in vehicle down time, accident, or injury, will be subject to the applicable disciplinary policies of the City of O'Fallon Employee Reference Guide.

Particular attention should be paid to the following at the beginning of a Snowfighter's shift as well as throughout their shift:

- All vehicle lights are in good working order and in operation while plowing snow.
- All plow lights are in good working order and plow guides are present.
- Radio and/or City assigned Nextel is in good working condition and charged.
- A Vehicle Condition Report has been filled out. When inspecting the vehicle and equipment the following should be included and noted:
  - Check all fluid levels
  - Check all lights, turn signals, etc...
  - Check all belts
  - Check for any body damage
  - Check for insurance card and accident form in glove box
  - Check vehicle for obstructions lodged in mechanical parts of the plow or spreader
  - Make sure the spreader gate is set to its proper height as per the Shift Supervisor's instructions
  - Make sure the vehicle is equipped with all necessary equipment and supplies to include:
    - Reflective Triangles
    - Fire Extinguisher
    - First Aid Kit
    - Map Book
    - Gas Can

All traffic laws will be in effect while plowing snow. i.e.: stopping at stop signs/traffic lights.

### **12.3 ACCIDENT/INJURY REPORTING**

The City of O'Fallon's emergency procedures will be implemented during a snow removal operation when a severe accident occurs, or a situation exists that has the potential for widespread harm or immediate loss.

O'Fallon's Emergency Procedure Plan consists of the following phases:

- Take Immediate Action
- Secure the Accident/Incident Site
- Preserve Evidence
- Take Photographs (when possible)
- Identify/Interview Witnesses
- Prepare Report Utilizing the City's Safety Report Form

The City of O'Fallon requires that all accidents/injuries/incidents be reported regardless of their severity. This applies to personal injuries, illnesses, property damage, or even near misses which could have resulted in a reportable accident.

All accidents/injuries/incidents that occur during snow removal operations should be reported on the City's Safety Report Form. This form is available through your snow removal Shift Supervisor. There are three parts to this form; an employee section, a supervisory section, and an accident investigation team section. The employee and supervisory sections need to be completed in a detailed manner and submitted to the

Safety and Risk Management Coordinator within 24 hours of the accident/incident. A Police Report is required for all non-City property damage and injury.

For any accident requiring emergency services, employees should call 911 immediately if they have the ability; otherwise, contact your Shift Supervisor immediately for 911 notifications. In the event an employee incurs a serious or life threatening injury during snow plowing operations, the Shift Supervisor shall notify the City Administrator, the Managing Director of Administrative Services and the Safety and Risk Management Coordinator immediately as to the circumstances of the injuries. In addition, the Safety and Risk Management Coordinator will notify the worker's compensation insurance carrier and legal counsel of the situation.

No statements as to the cause, probable cause or suspected cause of the injury are to be made to any employee, relative or representative of the injured, news media, or other person or agency until the actual cause of injury has been determined by a legally appointed and qualified person or official body empowered to make such determinations. Such disclosures will be at the specific discretion of the City Administrator. All inquiries will be directed to the City Administrator or in his/her absence, the Managing Director of Administrative Services.

#### **12.4 PERSONAL INJURY PROCEDURES**

If an employee is injured during snow plowing operations, the following procedures from the City of O'Fallon's Safety Policy will be followed. It is mandatory that every employee sustaining an injury requiring medical attention follow the procedure below in receiving treatment for this injury. If an employee is injured and it is not a life or limb threatening injury, but will require medical attention, the employee is encouraged to wait until the SSM WorkHEALTH or Urgent Care office is open, whichever is first. Employees injured at work and requiring time off will be placed on FMLA leave. Worker's Compensation leave will run concurrent with FMLA in addition to the assurance of the employees current or a like position being available when they return.

- Employee is to contact their Shift Supervisor immediately. If during normal working hours, Kukla Finnegan, Safety and Risk Management Coordinator, is to be notified immediately by the Shift Supervisor either by Nextel at \*3670 or cell phone at 314-393-2967. If it is a holiday or after hours, the Shift Supervisor should leave a voice mail or an e-mail for Kukla so she knows about the injury on the next normal business day. If it is a life threatening injury or a fatality, contact the City Administrator, the Managing Director of Community Development, the Managing Director of Administrative Services and the Safety and Risk Management Coordinator immediately.
- Drug and alcohol testing must be completed immediately if there is reasonable suspicion or injury received was intentional. (See below steps for drug and alcohol testing procedures.)
- Authorized locations for medical treatment (*No Exceptions*):

- **Monday – Friday (Except Holidays)**  
**7:30 a.m. to 4:30 p.m.**

**SSM WorkHEALTH**  
300 St. Peters Centre Blvd.  
Suite 150  
St. Peters, MO 63376  
636-928-9675

- **Monday – Friday**  
**4:30 p.m. to 8 p.m.**

**St. John's Mercy Urgent Care**

300 Winding Woods  
O'Fallon, MO 63366  
636-379-4329

**St. Luke's Urgent Care**

5551 Winghaven Blvd.  
O'Fallon, MO 63368  
636-695-2500

**Barnes-Jewish Urgent Care Center**

2630 Highway K  
O'Fallon, MO 63366  
636-980-5300

- **Saturday, Sunday & Holidays**  
**8 a.m. to 8 p.m.**

**St. John's Mercy Urgent Care**

300 Winding Woods  
O'Fallon, MO 63366  
636-379-4329

**St. Luke's Urgent Care**

5551 Winghaven Blvd.  
O'Fallon, MO 63368  
636-695-2500

**Barnes-Jewish Urgent Care Center**

2630 Highway K  
O'Fallon, MO 63366  
636-980-5300

- **After Hours**  
**8 p.m. to 7:30 a.m.**

**Hospital Emergency Room**

**St. Joseph's West – Lake St. Louis**

100 Medical Plaza  
Lake St. Louis, MO 63367  
636-6255200

**Progress West Health Care – O'Fallon**

2 Progress Point Parkway  
O'Fallon, MO 63368  
636-344-1000

This option is for life or limb threatening injuries and employee will probably be transported by ambulance.

- Employee needs to have their City ID and a valid driver's license with them as well as the appropriate Medical Treatment Authorization form completed by their Shift Supervisor. The employee is to let the facility know that this is a work injury and all bills will be paid by the City of O'Fallon. **Do not give them your personal insurance information.**
- If the injured employee is waiting to seek medical attention once the SSM WorkHEALTH or Urgent Care office opens, the Shift Supervisor needs to use their own discretion on whether this employee can perform non-safety sensitive tasks, or if they need to be sent home.
- When medical treatment is concluded, employee is to return to work and report to their Shift Supervisor if snow plowing operations are still ongoing. If snow plowing operations have been concluded, employee is to return to work and report to their regular supervisor. Depending on the doctor's recommendation, the employee will be returned to their task or be sent home. **Without a release from the doctor, an employee cannot return to work.**
- Bring test results, treating doctor's diagnosis and treatment with you and give them to the Safety & Risk Management Coordinator. A copy will be forwarded to your supervisor. If this is outside regular City Hall hours, give the information to your Shift Supervisor and they will forward it to the Safety & Risk Management Coordinator within 24 hours. You should turn this paperwork in every time you visit the doctor for this injury.
- All prescriptions for work related injuries are to be filled at one of the local Walgreens. Present your City ID and let them know this is for a work related injury and that you work for the City of O'Fallon. **Do not provide your personal insurance information.**
- The employee is to complete a City Accident/Injury Form before leaving work on the day of the injury if medically possible. If an employee is injured and does not feel medical attention is necessary at that time, they must still complete a City Incident form so there is a record of the injury. This form should also be forwarded to the Safety and Risk Management Coordinator. If medical attention is required at a later time, follow the procedures above.
- The employee will be contacted by the Safety & Risk Management Coordinator to investigate any injury and develop any solutions to eliminate the chance of reoccurrence.

## **12.5 ACCIDENT/INJURY INVESTIGATION**

Every accident and/or injury requiring medical treatment will be investigated per the City's policy. If the action is determined to be a chargeable situation, the employee is required to adhere to the guidelines set forth in the City of O'Fallon's Safety Policy.

- Your Shift Supervisor will contact the Police Department if there is non-City property damage or injury.
- Follow the post Accident/Injury Drug and Alcohol Testing Procedure:
  - **Drug/Alcohol Testing is mandatory if it involves a commercial motor vehicle/equipment operating on a public roadway or public property and one of the following occur:**
    - Accident involves the loss of human life.

- Employee receives or should receive a citation for his/her actions. (Employee must receive this citation within 8 hours for the alcohol test and within 32 hours for the drug test.)
- Bodily injury to any person requiring medical attention away from the scene.
- One or more vehicles/equipment incurring disabling damage requiring it to be towed or hauled from the scene.
- There is reasonable suspicion to believe that the employee is under the influence of drugs and/or alcohol.

○ **Drug/Alcohol Testing Procedures:**

- This testing must be completed immediately.
- The Shift Supervisor on duty is to escort, or assign an escort for the employee, to the location of the testing. ***Under no circumstances should the employee be allowed to drive themselves.***
- Authorized locations for testing (*No Exceptions*):

- **Monday – Friday (Except Holidays)  
7:30 a.m. to 5 p.m.**

**SSM WorkHEALTH**  
300 St. Peters Centre Boulevard  
Suite 150  
St. Peters, MO 63376  
636-928-9675

- **Monday – Friday  
4:30 p.m. to 8 p.m.**

**St. John’s Mercy Urgent Care**  
300 Winding Woods  
O’Fallon, MO 63366  
636-379-4329

**St. Luke’s Urgent Care**  
5551 Winghaven Blvd.  
O’Fallon, MO 63368  
636-695-2500

- **Saturday, Sunday & Holidays  
8 a.m. to 8 p.m.**

**St. John’s Mercy Urgent Care**  
300 Winding Woods  
O’Fallon, MO 63366  
636-379-4329

**St. Luke’s Urgent Care**  
5551 Winghaven Blvd.  
O’Fallon, MO 63368  
636-695-2500

- **After Hours**

**8 p.m. to 7:30 a.m.**

**Hospital Emergency Room**

**St. Joseph's West – Lake St. Louis**

100 Medical Plaza  
Lake St. Louis, MO 63367  
636-6255200

**Progress West Health Care – O'Fallon**

2 Progress Point Parkway  
O'Fallon, MO 63368  
636-344-1000

- If you are being transported by ambulance, the test must be completed at the facility they take you to.
  - If both test results are negative, you will be returned to work.
  - If either test is non-negative, your specimen will be sent for further testing.
  - If the second test results are negative, you can return to work once the results are received.
  - If the second test is non-negative, you will be sent home (paid administrative leave) via a ride from a friend or family member, or a cab at your expense. You will not be allowed to return to safety-sensitive work until the test results are available and received by the City. This could take 3 – 5 days.
  - Non-negative results will be reviewed by the Executive Safety Review Team according to the City's Employee Reference Guide.
- If there is an injury to non-City personnel or any property damage, the Safety and Risk Management Coordinator will handle the claims procedures. Pictures are required of all damage. If the Police are called, they will take the photos. If it is only City damage, and there is no camera available, the Safety and Risk Management Coordinator will take the pictures as soon as possible.
  - A completed Safety Report is to be forwarded to the Safety and Risk Management Coordinator within 24-hours if possible. If this is not possible, please send an e-mail with all pertinent information.
  - The Safety and Risk Management Coordinator will meet with the following individuals to investigate the accident/injury incident:
    - Employee involved in the accident/injury.
    - Shift Supervisor & any witnesses on site when the accident/injury occurred.
    - Division Head or Investigating Officer

**12.6 DISCIPLINE**

After investigation of the accident/injury, a recommendation will be submitted to the Safety & Risk Management Coordinator by the Managing Director of Community Development on the chargeability and discipline.

The Safety and Risk Management Coordinator will review the recommendation and, if in agreement, the discipline will be approved by the Managing Director of Administrative Services. If the Managing Director of Administrative Services is not in

agreement with the chargeability and/or discipline, it will be presented to the Executive Safety Review Team.

- If the discipline is in accordance with the City's Safety Progressive Discipline Policy, the Managing Director will be notified and the Division Head can proceed with the discipline.
- If the discipline is not in accordance with the City's Safety Progressive Discipline Policy, the Managing Director of Administrative Services, the Managing Director of Community Development, the Safety & Risk Management Coordinator and the Executive Safety Review Team will meet to determine the best form of discipline for the situation.

Once the appropriate discipline is agreed upon, the Division Head can initiate the discipline. At no time will the discipline be administered prior to review by the Managing Director of Administrative Services.

All discipline is to be documented and a copy placed in the employee file in the Human Resource Department.

Every employee with chargeable accidents/injuries and their immediate supervisor are required to present their accident/injury at their next divisional safety meeting and explain what happened, why it was chargeable and how it can be prevented. This will train all employees exposed to the same hazard how to prevent it. This should be completed within one month following the incident. The Executive Safety Review Team will review all chargeable and undecided accidents/injuries as well as all incidents on a monthly basis.

## **ATTACHMENTS**

**Attachment A – Available Snowfighters**

**Attachment B – Alternate Snowfighters**

**Attachment C – Snowfighter’s Alternate Request Form**

**Attachment D – Alternate’s Leave Request Form**

**Attachment E – Available Equipment**

**Attachment F – Drivers Vehicle Condition Report Form**