

The City of Mobile	SAFETY PROGRAM	Policy Number:AS-006-99 Effective Date: 10/1/99 <hr/> Supersedes Policy # Date:
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Purpose:

To establish policies, procedures and responsibilities for the City of Mobile Safety Program.

Policy:

It shall be the policy of the City of Mobile to provide employees with a working environment free of recognized hazards that could potentially cause occupational injury or illness. A safety program shall be provided and designed to safeguard all employees and to minimize the frequency and severity of accidents.

The standards established by the Occupational Safety and Health Administration (OSHA) are the recognized standards for safety and health. OSHA standards are hereby adopted as the standard of safety and health for the City of Mobile.

The Safety Manager, under the direction of the Total Quality Management Coordinator, shall be responsible for effectively implementing and enforcing the elements of the City's Safety Program, including safety inspections, accident investigations and the establishment of safety standards for equipment and facilities.

Department heads shall be responsible for ensuring compliance with all safety policies and procedures. All employees must cooperate with and assist the Safety Manager in safety administration. Each supervisor and manager must aggressively pursue the promotion of safety to ensure that the goals and objectives of the program are accomplished.

Recommended by: George E. Krietemeyer TQM/Strategic Planning Date:	Reviewed by: Christopher L. Lee Executive Director of Administrative Services	Approved by: Michael C. Dow Mayor Date:
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Each supervisor shall be responsible for the safety orientation of his/her employees toward the safe execution of their jobs, and shall provide on a continuous basis appropriate safety instruction to all employees.

The supervisor shall be responsible for continuous review of work sites, and procedures used in his/her work areas, to prevent potentially hazardous conditions.

The supervisor shall enforce all safety rules and regulations, ensure that all accidents are reported according to procedure, and shall conduct periodic meetings with employees regarding safety.

All employees are to maintain an alert attitude toward all aspects of safety, and shall be required to take every precaution in the prevention of accidents to themselves, fellow workers and the general public. Every employee shall immediately notify his/her supervisor of any potentially dangerous work site or procedure. Employees are expected and required to comply with all safety and health standards, rules and regulations. Violations of safety standards, violations of rules and regulations, or accidents resulting from negligence of the employee, shall subject the employee to disciplinary measures.

SAFETY INSPECTIONS:

Safety inspections shall be an integral part of the Safety Program in attempting to discover conditions which, when corrected, will result in a safer and healthier place in which to work. Inspections shall apply to all departments of City government under the direction of the Mayor of the City of Mobile. Inspections shall be of the following type:

(1) Periodic Inspections:

Periodic inspections of the departments and work sites shall be scheduled and made at regular intervals. Such inspections shall be comprehensive in nature, with recommendations being provided to correct any deficiencies found.

(2) Intermittent Inspections:

Intermittent inspections of the departments and work sites shall be made as determined by the Safety Manager. These inspections may be unannounced and unscheduled and shall be for the purpose of keeping the supervisory staff alert in maintaining safe working conditions.

(3) Special Inspections:

Special inspections shall be conducted when the need arises, and during special safety promotional campaigns, such as Fire Prevention Week.

Inspection reports shall be submitted to the department head subsequent to the inspection. Findings will be provided with recommendations for corrective action. The department head shall be responsible for initiating prompt resolution of any discrepancies noted.

Accident Investigations:

The Safety Manager shall be authorized to investigate accidents involving injury to an employee, loss of property or other incidents as deemed necessary. All supervisory personnel and employees are required to cooperate with the Safety Manager in providing access to any information requested for the investigation.

Condemnation of Equipment or Material due to Unsafe Conditions:

No employee shall be authorized to alter any equipment or material that diminishes its safety.

The Safety Manager shall be authorized to place equipment and material out of service due to unsafe condition(s), if determined that the condition imposes a serious or immediate danger to an employee or the general public.

When declared unsafe, and any intended user is so notified by sign or otherwise, further use of the equipment or materials shall be prohibited until such conditions have been corrected, and the notices removed or withdrawn. No equipment or material will be placed out of service without the prior knowledge of the department head and/or supervisor.