

Safety & Health Policy

Policy

The *(Insert City Name)* has a vital interest in providing each employee with a safe and healthful place of employment and to conduct all of our operations in the safest possible manner. To that end, we have developed the following Guiding Principles. Our objective is to conduct all aspects of our operations in a way that will maintain or increase the personal safety of our employees, contractors, and the general public. All City employees play a vital role in supporting these guiding principles.

Guiding Principles

- ◆ Each employee is responsible for his/her own safety, the safety of co-workers and the public.
- ◆ All accidents can be prevented.
- ◆ We will continually seek technology and operating methods to eliminate accidents and personal injuries.
- ◆ Well-trained personnel are essential.
- ◆ Safety and health makes good business sense.
- ◆ All employees will perform their work assignments in the safest possible manner.
- ◆ Hazards will be controlled during all phases of work activities.
- ◆ All employees will be held accountable for safety and health.

Responsibilities

In order to achieve an effective safety and health program, all employees must share the responsibility.

Safety Steering Committee

The Safety Steering Committee originates, guides and coordinates the overall safety efforts for the City. In addition, the committee reviews investigations of serious injuries and major incidents, exchanges safety information between departments and makes determinations on matters that departmental safety committees are unable to resolve or have potential ramifications across other departments. The Committee is comprised of the Mayor, the City Attorney, the Personnel Director, the Safety Coordinator and a representative from each of the departmental safety committees. Various working subcommittees in addition to departmental safety committees support the safety steering committee. This committee meets at least monthly.

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Departmental Safety Committees

Departmental Safety Committees have been established as an additional resource upon which Department Directors can call upon to assist them in executing safety within their department. The committee also plays a vital role in the overall safety program of the City by providing a forum by which employees can participate in the safety process. The committee meets at least monthly and is responsible for:

- ◆ Monitoring the effectiveness of the City's safety and health program.
- ◆ Making recommendations regarding safety program improvements.
- ◆ Reviewing accident investigations to determine corrective action and potential disciplinary action.

Committee membership shall consist of a representative cross-section of department employees. No one person or group shall have veto power over decision-making.

Safety Coordinator

The Safety Coordinator is responsible for the development, organization, coordination and implementation of safety programs and safety education. His responsibilities also include work-site inspections, hazard reduction and/or elimination and accident/injury trend analysis.

The Safety Coordinator will advise the Mayor as well as department directors, supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control. The Safety Coordinator cannot fulfill obligations of department directors or supervisors relative to providing safe work environments, necessary equipment, training or inspections in the interest of accident prevention.

Department Directors

The department director is responsible for fulfillment of departmental goals and objectives, as well as the health and welfare of each employee in the department. In the City's Health and Safety Program, the highest priority has been placed on employee safety. Even though it is normal practice for department heads to delegate the authority for carrying out safety policies, the responsibility for meeting safety related objectives and the protection of employees in performance of their assignments cannot be transferred.

Supervisors

Supervisors assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in the work place. They are to consistently enforce safety standards and requirements to the utmost of their ability and authority.

Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance.

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The principal duties of supervisors in discharging responsibilities for safety are:

- A. Enforce all safety regulations and make employees aware that violations of safety rules will not be tolerated.
- B. Make sure all injuries are reported promptly, treated properly, and all accidents are reported, even if injury is not apparent.
- C. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures, and/or equipment modification.
- D. Provide employees with complete safety instructions regarding their duties prior to the employee actually starting work.
- E. Conduct and document regular safety checks of the work area or job site.
- F. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
- G. Continually inspect for unsafe practices and conditions and promptly undertake corrective action when necessary.
- H. Develop and administer an effective program of good housekeeping.
- I. Provide safety equipment and protective devices for each job based upon knowledge of applicable standards, or on recommendations of the Safety Coordinator.
- J. Conduct safety briefings at organizational meetings and encourage employee safety suggestions.
- K. Give full support to all safety procedures, activities and programs.
- L. Thoroughly document these activities.

Employees

Each employee is expected to place safe work practices and identification of unsafe conditions as a high priority while performing their daily tasks. Each employee is responsible for:

- A. Using the safety equipment that has been provided.
- B. Wearing any uniform required.
- C. Not operating equipment or using tools for which training or orientation has not been received.
- D. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- E. Reporting defective equipment immediately to a supervisor.
- F. Reporting dangerous or unsafe conditions that exist in the work place as well as those throughout the City such as defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.
- G. Immediate reporting of all injuries or accidents.
- H. Protection from unsafe conditions that have resulted from City related work and could present a hazard to the public.
- I. Taking care of City property (vehicles, equipment, tools, etc.). City property shall not be abused or mistreated, and should be maintained in safe condition.
- J. Performing all tasks in a safe manner.

Reference:

- ◆ Policy 101: *(Insert City Name)* Safety & Health Commitment
- ◆ Policy 102: Employee Commitment to Safety & Health