



SAFETY RESPONSIBILITY

I. PURPOSE

To increase productivity, improve the work environment and enhance public safety while at the same time reducing injuries and actual cost of injuries.

II. SCOPE

This policy applies to all City employees.

III. POLICY

Within the limits of the job, the actions of each Division Director, supervisor, and employee must reflect a commitment to safety. All employees must act to prevent, correct, or report any unsafe condition or practice. Employees are responsible for their own safety as well as the safety of those around them.

IV. RESPONSIBILITIES

A. Safety Coordinator shall:

1. develop and implement safety programs.
2. act as a resource to help supervisors develop safety procedures.
3. coordinate required safety training to promote the safety programs.
4. stop or modify any operation that is considered unsafe.

B. Division Directors shall:

1. support safety programs, procedures, training, and hazard elimination.



2. ensure that safety is not compromised for the sake of time or urgency.

C. Supervisors shall:

1. emphasize the importance of safety to their employees, and train them in correct work procedures.
2. by their own actions, set a good example at all times.
3. integrate safety into every work assignment and take immediate corrective measures to eliminate unsafe condition, equipment, facilities and practices.

D. Employees shall:

1. observe all safety regulations and requirements.
2. operate such equipment in a safe manner following local, state, and federal laws at all times.
3. report to their supervisor any defect in their equipment.

IV. PROCEDURE

A. Orientation

1. All new employees will be oriented to the citywide safety policies and procedures within their first week of being hired.
2. Supervisors will be responsible for ensuring that all new employees and newly transferred employees know all applicable safety, health and housekeeping rules.

B. Safety Rules and Work Places

1. Safety rules have been established for the various locations.
2. All employees are responsible for compliance with the applicable safety rules.



3. Supervisors are responsible for seeing that safety rules are observed and for taking corrective or disciplinary action as required.

C. Accidents

1. Employees must report all work-related injuries and/or accidents to their supervisor.
2. Supervisors shall report each accident or work related health problem to Human Resources on an accident investigation report.
3. The Supervisor and Human Resources shall investigate all accidents taking corrective action as necessary to prevent recurrence.

D. Training and Education

1. Departments shall coordinate the use of monthly meetings, films, discussion groups, communications or other activities to train and educate all employees for safety awareness.
2. Management shall recommend specific areas where safety training and education may be needed.

E. Inspections

1. Facility inspections for safety and housekeeping problems shall be conducted on a monthly basis.
2. Identified problems shall be evaluated and the necessary corrective action shall be taken.