

Subject: Safety Policy	Number:
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: DAS—Human Resources	Approved:

Policy

The number and severity of on-the-job injuries can be reduced through the use of safety equipment, proper job instruction, frequent review of safety practices, and adequate supervision. The City shall maintain a continuing, effective Injury and Illness Prevention Program to adhere to all applicable laws and regulations necessary to protect its employees. Practices and procedures necessary to maintain a safe place of employment through the elimination of hazardous conditions and unsafe working conditions shall be implemented at all levels of the organization.

Responsibilities and Procedures

1. The Chief Administrative Officer shall designate a City Safety Officer who will have the authority and responsibility for implementing the City's Injury and Illness Prevention Program.
2. The Safety Officer shall establish and chair a City-wide Safety Action Committee, which will consist of seven appointed members. Committee activities shall include, but not be limited to, the evaluation of employee recognition programs, methods of communicating safety information, work site inspections, and documentation and effectiveness of safety training.
3. Department/divisional safety programs shall include employee training programs, methods of reporting and correcting unsafe acts and conditions, the ongoing maintenance of internal safety programs, and measures for documenting progress toward achieving established safety goals and objectives. Each department/division shall be responsible and accountable for its accident record.
4. Department/divisions shall review and implement all state and federally mandated safety and health related regulations that pertain to their area of operation.
5. Departments/divisions shall maintain and implement all published instructions as contained in the City's Safety Manual, and be responsible for the periodic distribution of information from the Risk/Safety Management office.