

Administrative Policy on Safety

The responsibility for a healthful work environment is a shared one, resting with all individuals at every level of the City's work force. The common goal of eliminating all preventable workplace illnesses and injuries is attained through an uncompromising commitment to safety and to recognizing and controlling hazards. To this end, workers and management must work in a nonadversarial, cooperative effort to promote safety and health for all employees. Furthermore, management demonstrates its commitment by providing leadership and the necessary resources, while all employees utilize safe work practices and participate in the creation of policies that keep them from harm's way. Both recognize safety as so primary that it always takes precedence over work place shortcuts. United efforts, as well as the individual role specified below, help ensure the protection of the city's valued public servants.

Department Directors occupy a key role in the successful development of safety programs. As the highest level of management with direct contact with division heads, supervisors, and employees, they are expected to provide leadership and direction in the administration of all safety activities.

Division heads are directly responsible for maintaining all safety programs and policies. Well trained in identifying and addressing safety issues particular to their divisions, each is charged with implementing all applicable OSHA compliance programs, employee safety training, hazard assessments, accident reviews and corrective action procedures, and other injury prevention policies.

Supervisors, through their constant and cooperative efforts, account for the success of safety programs. Immediate supervisors, including lead workers and all others with supervisory responsibilities, will make certain that employees work safely and observe all safety regulations. These supervisors are therefore responsible for frequent checks of equipment and working through proper division level channels to ensure the observance of safety policies.

Employees, whether permanent or temporary, are the heart of all safety efforts. Management encourages employee contributions on matters of safety. Employees are expected to follow safe work procedures and to take an active part in protecting themselves, their fellow workers, citizens, and equipment. Having first-hand knowledge of job tasks, they can detect and report to their supervisors hazardous equipment, conditions, practices, and behaviors in their work place and make corrective suggestions. Employees must observe applicable safety regulations and practices and use all safety equipment required and provided.

The Occupational Safety and Training Specialist provides service to Departments and Divisions in meeting their safety needs and acts as a City-wide safety coordinator by providing information regarding OSHA and other applicable laws, assisting with program development, recommending corrective actions, developing and providing appropriate training, and serving as a resource in all safety matters.