

SECTION 2

RESPONSIBILITIES

Each city employee is fully responsible for implementing the provisions of the Safety Program as it pertains to operations under their control. The following responsibilities are the “minimum”. They are not to be construed as to limit individual endeavors in implementing a more comprehensive procedure and policy for curbing losses.

A. Risk Management

The Risk Manager is responsible for the administration of this safety program. The Risk Manager and staff shall take actions to help produce a reduction in accidents. The Safety Officer has full authority to stop hazardous jobs when prescribed safety precautions are not being enforced.

Risk Management, through the Safety Officer, shall make every effort to:

1. Maintain the safety program.
2. Conduct an aggressive loss prevention program.
3. Incorporate into the program current practices and philosophies adopted by the safety profession concerning injury prevention, occupational diseases, vehicle accidents, liabilities, damage and loss to equipment and material.
4. Consult, as appropriate, with management personnel and employees on loss prevention matters, and provide assistance necessary to assure effective administration of this program.
5. Periodically attend Department and Division staff meeting to promote maximum understanding of program objectives.
6. Periodically evaluate compliance with the program within Departments and Divisions.
7. Inspect facilities for hazardous conditions and make frequent checks of field and shop areas to insure employee compliance with Federal, State, County, and City work rules.
8. Maintain an effective driver training program for City drivers.
9. Maintain records on accidents for review with management.

10. When consulted, research and recommend specific safety equipment.
11. Investigate accidents resulting in death, hospitalization, lost time and property damage. Make recommendations to help prevent recurrences.
12. Actively participate in community efforts of safety professionals and citizen groups striving to promote accident prevention.

B. Directors

Department and Division Directions are responsible for insuring the safety and well being of their employees and the public, and to protect City property and equipment assigned to them. This responsibility includes but is not limited to employee training, providing required personal protective equipment, insuring that proper safe work procedures and safety rules are formulated and adhered to, and insuring that an orderly and safe environment is provided.

It is expected that an unrelenting effort will be directed towards controlling injuries, vehicular accidents, liabilities and the waste of materials.

Each Department and Division Director will insure that:

1. The policies and procedures set forth in this program are complied with by all personnel under their control.
2. All employees are familiar with all applicable City and Division safety policies.
3. The leadership and direction required to maintain effective loss prevention policies is provided.
4. One individual is appointed within each department to act as safety liaison between the department, the department's Safety Committee, and Risk Management.
5. A portion of staff meetings is dedicated to the review of departmental accidents and losses and discussion of methods to prevent recurrences.
6. All hazardous tasks are covered by specific written work rules in order to minimize injury and property damage potential.
7. All personnel are briefed and fully understand their department's work procedures and safety policies.

8. All employees are instructed and understand the use and need for protective equipment required for specific tasks.
9. All employees do, in fact, use the prescribed safety equipment designated for each job.
10. Safety suggestions from employees are encouraged, and those that are feasible are adopted. Those ideas with possible general application are forwarded to the Safety Officer for review and analysis.
11. All accidents are **thoroughly** reported, investigated and recorded in accordance with existing directives.
12. Immediate corrective action is taken whenever hazards are identified and unsafe acts observed.
13. The Safety Officer is called upon for assistance to promote more aggressive and effective loss control measures.
14. An emergency action plan to ensure employee safety in the event of fire and other emergency is prepared, in writing, and reviewed with affected employees for each location.

The plan should include the following elements:

Escape procedures and routes; critical department operation; employee head count following an emergency evacuation; rescue and medical duties; means of reporting emergencies; persons to be contacted for information or clarification.

C. Supervisory Personnel

A supervisor has full responsibility of the safe actions of their employees and the safe operation of machines and equipment within their operating area. The supervisor has full authority to enforce the provisions of this manual and to take all actions necessary to keep losses in the area of their authority at a minimum. Each supervisor shall:

1. Be accountable for preventable injuries and liabilities incurred by their employees. A supervisor's effectiveness is measured by the safety of their operations.
2. Include an employee's safety record in the basic criteria used to judge each performance.

3. An employee who causes accidents to himself or others has specific performance deficiencies that must be recognized, itemized, and corrected. To ignore the efficiency and reward unsafe performance is a disservice to the individual concerned and detrimental to the safety efforts of management.
4. Insure that all management safety policies are fully implemented.
5. Take the initiative in recommending correction of deficiencies noted in facilities and work procedures.
6. Insure that each employee is fully trained for the assigned job, and that employees are familiar with the hazards of their work and all Division safety work rules.
7. Fully cooperate with City safety personnel in correcting operations considered to be a danger to employees, members of the public, and/or City property.
8. Be familiar with all department and City safety policies and procedures and be fully informed of all accidents, losses and abatement procedures in the area under their control.
9. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to follow safety rules and work procedures and by being prompt to give recognition to those who perform well.

D. Employees

Employees are required, as a condition of employment:

- to follow all safety procedures, rules and safe work practices;
- to exercise due care in the course of their work; and
- to prevent injuries to themselves and to their fellow workers.

Each employee shall:

1. Obey all safety rules and follow all work instructions.

IF ANY DOUBT EXISTS ABOUT THE SAFETY OF DOING A JOB, THE EMPLOYEE SHOULD STOP AND GET INSTRUCTIONS FROM THE SUPERVISOR BEFORE CONTINUING WORK.

2. **OPERATE ONLY MACHINES/EQUIPMENT WHICH THEY HAVE BEEN TRAINED TO OPERATE.**
3. Use only the prescribed equipment for the job AND HANDLE IT PROPERLY.
4. Wear all required personal protective equipment including, but not limited to gloves, safety shoes, goggles, hard hats, respirators, seat belts, and hearing protective whenever conditions make that equipment necessary.

FAILURE TO WEAR AND/OR USE REQUIRED PERSONAL PROTECTIVE EQUIPMENT MAY RESULT IN DISCIPLINARY ACTION AS WELL AS A REDUCTION OF WORKER'S COMPENSATION BENEFITS IN THE EVENT OF AN ACCIDENT.

5. Take an active part in this safety program.
6. Promptly report to their supervisor all unsafe equipment, unsafe tools and/or hazardous conditions which may affect City employees, the work area or the general public.
7. Keep work areas clean and orderly at all times.
8. Report all accidents no matter how minor immediately to their supervisor.
9. Avoid engaging in any horseplay.
10. Refrain from the use of any substance that may affect job performance. Follow the City's policy on zero-use of any illegal drugs or alcohol. Report the use of any prescription or over-the-counter medication that may affect job safety.