




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: B1
SUBJECT: SAFETY PROGRAM	EFFECTIVE DATE: 04/27/2020
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 11/1/2015

A. **PURPOSE**

The purpose of this directive is to establish the framework of responsibility for a continuous Safety Program for accident prevention and loss control and to promote safe working conditions for employment with the City.

B. **POLICY STATEMENT**

The City of Leon Valley has a sincere concern for the welfare and safety of employees and the public it serves. The City has an obligation, as an employer, to provide the safest possible working conditions for employees and, as a government service organization, to provide a safe environment for the public that uses our services. Our most important resource is our employees and to protect this resource, we are committed to providing a safe and healthy workplace for all employees by establishing and maintaining an effective safety and accident prevention program. Safety is, and will continue to be, a fundamental part of our organization's operations. When unnecessary accidents occur, they are an indication of wasteful and inefficient operation. It is believed that most accidents can be prevented. In accordance with that conviction, the City has created an aggressive safety program for the City workforce.

The responsibility for safety resides within all of us and we are each challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers. To ensure the success of the safety process, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us. Working safely, and in accordance with established safety policies, is an absolute requirement for all employees, supervisors, and managers.

C. **REFERENCES**

1. Procedure Directive No. B2 – Accident Review Committee Procedures

2. Procedure Directive No. B3 – Hazard Communication Program
3. Procedure Directive No. B4 – Protective Equipment
4. Procedure Directive No. B5 – City Driver Evaluation Program
5. Procedure Directive No. A9 – Reporting Procedures for On-The-Job Employee Injuries
6. Procedure Directive No. B7 – Procedures for Reporting Motor Vehicle / Equipment Incidents & Property Loss
7. Procedure Directive No. B8 – Fire Prevention & Protection Program

These directives contain detailed procedures and responsibilities relating to those specific areas of the City's Safety Program. Compliance with these directives is mandatory at all levels.

D. RESPONSIBILITIES

1. RISK MANAGER

This position is designated by the City Manager to the Human Resources Director. The Risk Manager is responsible for:

- a. Evaluating and recommending actions to protect the interests of the City, its employees, and citizens;
- b. Researching and analyzing accident prevention/loss control problems that cannot be resolved by supervisory personnel or the department;
- c. Seeking to identify systemic causes and recommend actions which might preclude accidents;
- d. Reviewing employee suggestions for workplace or job procedure improvements; and
- e. Reviewing accidents and scheduling Accident Review Committee meetings

2. ACCIDENT REVIEW COMMITTEE

This committee is responsible for reviewing all accidents that are forwarded to them by the Risk Manager to include on-the-job injuries and vehicle, equipment and property damage. For a detailed explanation of the duties of this committee, refer to Procedural Directive B2.

3. SAFETY OFFICER

Each department should assign a safety officer. The Safety Officer will be responsible for these responsible:

- a. Ensuring all necessary forms and documents are turned in to the Risk Manager no more than 3 days after the incident;
- b. Designing, conducting or arranging for formal and informal safety training presentations to meet the requirements of the department;
- c. Monitoring recommendations to improve accident prevention and loss control activities to determine effectiveness of the implementation of recommendations;
- d. Serving as the liaison between the Risk Manager and the Accident Review Committee.

4. DEPARTMENT HEADS

Each department head is accountable to the City Manager for the implementation and management of an effective safety program within their department, to include ensuring that all accidents are reported in accordance with all policies and procedures.

The responsibilities include, but are not limited to:

- a. Compliance with this Procedure Directive and the Procedure Directives referenced in Section 3;
- b. Establishment of department procedures that will ensure timely compliance with established compliance dates for correction of hazardous conditions;
- c. Establishment of written departmental safety rules to assure compliance with City safety requirements. Departmental safety rules may not reduce or supersede City safety requirements. When necessary, they may supplement City requirements;
- d. Establishment of requirements for departmental safety training programs;
- e. Appointment of a departmental safety officer in writing who will coordinate the safety program within the department;
- f. Dissemination of safety material and posting of safety notices;
- g. Ensuring that appropriate actions are taken, in accordance with the Personnel Manual, against supervisors, as well as subordinates, who disregard safe working and driving practices;
- h. Conducting workplace and equipment inspections to evaluate the safety of the working environment and corrective action taken;
- i. Ensuring that all hazardous tasks are covered by specific, published work rules to minimize injury and property damage and that all employees are informed of and fully understand these work rules;
- j. Ensuring the supervisors within their Department are adequately trained in all aspects of their jobs.

5. SUPERVISOR

No one can influence employee behavior as completely as the immediate supervisor. Unless supervisors accept the responsibility for the control of accidents and accident prevention, the program cannot succeed. The Supervisor is also responsible for ensuring that all accidents are reported directly to their Department Head. Immediate supervisor's responsibilities include:

- a. Accepting responsibility for the safety of employees under their jurisdiction;
- b. Stimulating interest in safe work habits through personal example;
- c. Training and instructing each employee in the safe method to perform the job assigned and ensure that the employee is familiar with published Department work rules and certifies in writing that they understand compliance is mandatory;
- d. Ensuring employee compliance with all established safety requirements, including the use of required protective equipment;
- e. Conducting inspections of worksites for unsafe conditions and unsafe acts by employees and ensuring that they are corrected;
- f. Reporting to the Department Head unsafe employee acts and unsafe conditions that cannot be corrected by the supervisor;
- g. Investigating and reporting all accidents in accordance with Procedure Directives B6 and B7;
- h. Arranging for the immediate medical care of injured employees under their supervision. This responsibility extends to the completion and submission of a complete and correct Employer's First Report of Injury as outlined in Procedural Directive A9;
- i. Conducting at least one (1), 30 (thirty) minute Safety Meeting with employees each quarter. This must be documented and forwarded to the Safety Officer;

6. EMPLOYEES

Employees have a major responsibility to ensure their own personal safety and that of their fellow employees. Employees must not take unnecessary chances or attempt to work under hazardous conditions. The City has taken precautions to make each employee's job as safe as possible. However, these efforts are wasted unless full cooperation is received from the employees. Employee responsibilities include – but are not limited:

- a. Compliance with this Procedure Directive and the Procedure Directives referenced in Section 3;
- b. Exercising due care in the performance of their work to prevent injuries to themselves, fellow workers and citizens; and, to prevent property damage to city property and to the property of citizens;
- c. Compliance with all city safety requirements, departmental safety rules and special safety orders by the immediate supervisor;

- d. Reporting all unsafe conditions or acts to their immediate supervisor immediately upon detecting such conditions. If the supervisor does not remedy the unsafe practice, the employee should report the violation to the next person in their chain of command.
- e. Reporting all accidents immediately to their immediate supervisor or to the next level supervisor, if the immediate supervisor is not available.