SECTION A - RESPONSIBILITIES FOR SAFETY ADMINISTRATION

All Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers. This includes the following:

A. Create and maintain a safe working environment in all aspects of employment.

B. Exhibit active concern for fellow employees and the workplace.

C. Take immediate action to correct unsafe acts and conditions and apprise your supervisor of actions taken.

D. Understand and observe all personnel and work rules, policies, and procedures.

E. Wear required personal protective equipment, including seat belts.

F. Operate only machines and equipment that you formally have been trained to operate.

G. Follow all accident and/or incident reporting procedures. All employees will be responsible for implementing the provisions of this manual within their respective jurisdictions. The responsibilities listed are the minimum and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

If you have a safety concern, please feel free to discuss it with your immediate supervisor or your department head. You also may contact the Human Resources Department for additional assistance if you are not comfortable discussing the issue within your department. Do not hesitate to ask questions or offer any suggestion that might improve safety.

Management

After officially adopting the program, the City Manager is ultimately responsible for the smooth operation of the program through overall support, direction, and commitment. *Active* involvement in the program will ensure a safety commitment that everyone will be more inclined to follow. Department heads will oversee the program and help provide required resources such as funding for proper equipment, training and materials; personnel; and time to review and respond to inspection/recommendation/investigation reports, and to participate in training programs.

The City Manager will respond in writing to recommendations made by the Joint Loss Management Committee and will ensure adequate training for members of the Joint Loss Management Committee to carry out their responsibilities, including workplace hazard identification and accident/injury investigation.

Supervisory Personnel

Supervisors are leaders, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

A. Ensure that all employees within their area of responsibility understand and comply with this manual and observe all work rules.

B. Ensure that all employees within their area of responsibility understand all personnel policies and procedures and disciplinary consequences as they relate to the safety process.

C. Exhibit leadership, provide guidance, and set the tone for safe behavior.

D. Educate employees, within their area of responsibility, in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.

E. Be actively concerned for the safety and health of their staff. Supervisors and their designees are accountable for the positive, successful performance of their employees, as well as examining accidents and incidents which occur.

F. Regularly meet with staff to discuss plans and ideas to bring about additional loss-prevention measures. A review of accidents and incidents which may have occurred, as well as positive actions can also be conducted at this time.

G. In conjunction with the Joint Loss Management Committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.

H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both, specific performance adequacies and inadequacies.