

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 6.00

Safety and Loss Control

SUBJECT: 6.10

Safety and Loss Control

Program

SUPERSEDES: March, 1990

NEW EFFECTIVE DATE: August 15, 1992

PAGE __1_ OF __6__

APPROVED BY CITY MANAGER.

I. Responsibility

- A. Federal, state, and local safety rules, codes, and ordinances shall apply to the operation of all City departments.
- B. Each department director is responsible for the loss prevention program in the department as it pertains to enforcement of all safety orders, rules, and ordinances; the accident records and data; the investigation of injuries and accidents to determine causes and necessary prevention measures; the existence of safe healthful working conditions and practices, and protective clothing and devices; and the maintenance of safety training.
- C. The department director shall hold the division chiefs and supervisors accountable for the effectiveness and the results of the safety and loss control program; the application of safe working methods and techniques; the use of safety protective clothing and equipment; the investigation of all injuries and accidents under their jurisdiction; the completion of all necessary forms and reports; that each employee under their immediate and direct supervision has current knowledge of the actual and potential hazards that employees may encounter on the job; and the equipment and practices the employee should use to minimize the risk of injury to themselves or others.
- D. Each department director shall establish procedures for the proper review of suspected equipment abuse or violation of safety rules and shall take preventive measures as appropriate.
- E. Each employee shall be required to follow all established safety rules and practices and to demonstrate periodically their knowledge and understanding of the potential hazards of the work to which they are assigned, and the equipment and practices necessary to minimize the risk of injury to themselves and others. Employees shall report all unsafe conditions to their foreman or supervisor.
- F. Unsafe acts by employees shall be immediately pointed out by the foreman and supervisors and proper procedure discussed. Unsafe acts by employees may be cause for disciplinary action including termination.

MANUAL OF PERSONNEL	EFFECTIVE DATE: August 15, 1992		SECTION: 6.00 Safety and Loss Controlion		
RULES, PRACTICES, & PROCEDURES	SUPERSEDES: March, 1990	PAGE 2 OF 6	SUBJECT: 6.10 Safety and Loss Prevention		

- G. The safety record of each foreman and supervisor and the frequency of accidents of those subordinates under their jurisdiction shall be considered prior to any promotion or transfer.
- H. Department directors shall be responsible for ensuring the compliance with safety standards by contractors when the department initiates the specifications and the contract.

II. Correction of Unsafe Conditions

- A. City employees are required to report immediately all unsafe conditions to their supervisor. Brief written reports of unsafe conditions are preferred, but not mandatory.
- B. City employees are to report all injuries, accidents, and property damage to their supervisor.
- C. Foremen, supervisors, and management personnel shall consider verbal or written reports of hazardous conditions and shall, as soon as practicable, investigate and remedy same if warranted. When City employees report hazards, those in authority shall accept the report in a cooperative manner and in no case shall employees be reprimanded or penalized for reporting such hazard.
- D. In the event that a supervisor is unable to effectively correct an unsafe condition, he/she shall report the unsafe condition to the next highest level of authority (superintendent or administrator). At this point, the supervisor should consider contacting the Safety Officer as he/she may be able to determine an effective course of action.
- E. Employees at any time may report unsafe conditions to their safety committee representatives, union representatives, or the Safety Officer. However, employees are requested to initiate corrective action with their supervisors first.
- F. Unsafe conditions reported to a supervisor shall be listed in the minutes of the division/department safety meeting.
- G. An employee at any time may request from his/her supervisor a written response as to corrective actions taken. In the event that a reported condition was not determined to be a hazard, a written response shall include reasons for such determination. This does not include hazards which are reported in safety meetings, as meeting minutes shall reflect actions taken on all reported unsafe conditions.

MANUAL OF PERSONNEL	EFFECTIVE DATE: August 15, 1992		SECTION: 6.00 Safety and Loss Controlion		
RULES, PRACTICES, & PROCEDURES	SUPERSEDES: March, 1990	PAGE <u>3</u> OF <u>6</u>	SUBJECT: 6.10 Safety and Loss Prevention		

- H. When dealing with an unsafe condition or a number of unsafe conditions, supervisors, superintendents, Safety Committees, the Safety Officer, or Department Directors shall determine if an unsafe condition is in one of the following categories:
 - 1. Immediately Dangerous to Life and Health
 - 2. A Violation of Cal OSHA
 - 3. A Condition Which Has Resulted in an Accident, Injury, or Property Damage.
 - 4. Not Unsafe, However Indicative of Poor Maintenance

Unsafe conditions shall be corrected based on the above priority, with "a" being the highest.

I. Final responsibility for the correction of an unsafe condition shall be with the department director.

III. Safety and Loss Control Training

- A. All Department Directors shall regard their departmental/division Safety and Loss Control Committee Meetings as a vehicle of safety training. Discussions will be held on methods of accident prevention and safety methods and procedures.
- B. Departments shall develop a training program designed to instruct employees in general safe work practices plus specific instructions with regards to hazards unique to the job. As a minimum, departments/divisions shall meet the minimum training guidelines outlined in the City Safety Training Matrix at the end of this section.
- C. Departments shall conduct job safety analysis for each job classification, and identify as a minimum the actual and potential hazards the employee will encounter and the equipment and practices the employee should use to minimize the risk of injury to themselves or another person.
- D. Supervisors shall conduct at a minimum a monthly safety meeting and maintain records indicating that each employee has received training in the areas identified in the standards for any job to which they may be assigned or in which they are receiving training.
- E. No employee shall be assigned or authorized to operate any piece of equipment or perform any task, or to participate in on-the-job training until they have been properly instructed and have demonstrated an understanding of potential hazards and the equipment and practices necessary to minimize the risk of injury on the job. The Department shall maintain certification that personnel are "qualified".

MANUAL OF PERSONNEL	EFFECTIVE DATE: August 15, 1992		SECTION: 6.00 Safety and Loss Controlion
RULES, PRACTICES, & PROCEDURES	SUPERSEDES: March, 1990	PAGE 4 OF 6	SUBJECT: 6.10 Safety and Loss Prevention

- F. Operations foremen and supervisors shall hold "tailgate" discussions periodically or before proceeding on a new job or project.
- G. Assistance may be secured from the Safety officer in establishing specialized safety training courses or programs.
- H. Departments shall maintain records of all training sessions conducted including an acknowledgement of training received by each participant. Such records shall be available for review by the Safety Office or Cal OSHA Compliance Officer upon request.

IV. Safety and Loss Control Inspections

- A. As a minimum, the Safety Officer shall inspect City facilities and parks according to the schedule in the back of this section.
- B. Facilities at the yards, power plant, police and fire headquarters, fire stations, Central Library, and recreation centers shall as a minimum conduct monthly safety inspections. These inspections may be delegated to a specific person, or the division safety committee.
- C. The above locations shall develop and maintain an inspection checklist appropriate to the facility and operations conducted at the location.
- D. Copies of inspection reports shall be available for review by the Safety Officer or Cal OSHA Compliance Officer upon request.

V. Discipline System

- A. City personnel shall abide by all applicable safety rules, regulations and safe practices. Failure to do so may result in just cause for discipline.
- B. Supervisors are responsible for investigating accidents and to determine violations of City or Department Safety rules, regulations, or safe practices and to follow up with corrective actions including discipline.

MANUAL OF PERSONNEL	EFFECTIVE DATE: August 15, 1992	SECTION: 6.00 Safety and Loss Controlion		
RULES, PRACTICES, & PROCEDURES	SUPERSEDES: March, 1990	PAGE _5 OF _6	SUBJECT: 6.10 Safety and Loss Prevention	

FACILITY INSPECTIONS

City facilities will be inspected by the Safety Officer according to the following schedule:

1st Quarter

July - Police Department, Yards, Water and Power

August - City Hall, Fire Headquarters, Allendale, La Manda, Power Plant

September - Villa Shop, Main Library, Station 32, Rose Bowl - Brookside

2nd Quarter

October - Police Department, Yards

November - Santa Catalina Library, Linda Vista, Station 33, Station 34

December - Villa Shop, Hastings Library, Station 35, Rose Bowl

3rd Quarter

January - Police, Yards, Hill Library, Water and Power

February - City Hall, Power Plant, Fire Headquarters, Linda Vista Library, Station 36

March - Villa Shop, Main Library

4th Quarter

April - Police Yards, Station 37

May - Power Plant, Station 38

June - Villa Shop, Rose Bowl Brookside

MANUAL OF	EFFECTIVE DATE:		SECTION: 6.00
PERSONNEL	August 15, 1992		Safety and Loss Controlion
RULES, PRACTICES, & PROCEDURES	SUPERSEDES: March, 1990	PAGE <u>6</u> OF <u>6</u>	SUBJECT: 6.10 Safety and Loss Prevention

PARK INSPECTIONS

City Parks will be inspected by the Safety Officer according to the following schedule:

1st Quarter

July - Hamilton Park, Eaton Blanche, La Pintoresca

August - Villa, Memorial, Brookside-Arroyo

September - Washington, Sunnyslope

2nd Quarter

October - Central, Brenner, Allendale, Grant

November - Mc Donald, Robinson, Jefferson

December - Victory, Singer, San Rafael

3rd Quarter

January - Villa, Eaton Blanche, La Pintoresca

February - Memorial, Brookside

March - Washington, Sunnyslope

4th Quarter

April - Central, Brenner, Allendale, Grant

May - Mc Donald, Robinson, Jefferson

June - Victory, Singer, San Rafael

SAFETY City Training Matrix

	Confined Space	Chemical Safety	Respiratory Protection	First Ald/ CPR	Asbestos	Back Injury	Hand Injury Preventer	Motor Vehicle Safety
Police Police				X		х	X	X
Fire		X	X	, X		X	χ	
Sanitation		X		X		X	X	X
Public Works	X	X	X	X		X	X	X
Power Production	х	x .	х	`X	х	х	х	
Power Test	X	X	X	X	χ	X	X	X
Underground	X	χ	X	x	Х	X	X	X
Overhead	X	X	X	X		X	X	X
Cust. Service				X				χ
Rose Bowl		X	X	X		x	X	χ
Recreation				-(X				X
Health		X		x		X		χ
Library				X		χ		χ
Human Resources				X				χ
Housing				Х				χ
MASH		X	χ	X		X	X	
Fleet Maint.		X		X		X	X .	
Communications		X		X		X	X	X
Public Fac.	x	X	X	X	X	X	X	X
City Attorney				X				X
Finance				X		x		
City Clerk/ City Manager				X				
Water	X	X	X	<u> </u>		X	X	X