

# MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 6.00

Safety and Loss Control

SUBJECT: 6.05

Organization and Committees

SUPERSEDES: August 15, 1992 **NEW EFFECTIVE DATE:** 

January 1, 2002

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APPROVED BY CITY MANAGER:

## I. Policy

The purpose of the Safety and Loss Control Policy is ensure a safe work environment for its employees and to provide the necessary organization to implement a continuous, comprehensive loss control program to accomplish that purpose. While the City endeavors to provide safe working conditions and safety training for its employees, it is also incumbent upon City employees to use reasonable care in carrying out his or her duties to protect the employee, co-workers, and the public from harm.

#### II. Organization

- A. The following groups shall be established by the City to fulfill its responsibilities:
  - 1. Safety Policy Committee
    - a. Composition
      - (1) Assistant City Manager, Fire Chief, Police Chief, City Attorney, Director of Public Works and Transportation, General Manager of Water and Power, Director of Human Resources, Director of Public Health, Safety Officer, and the Liability Claims Coordinator shall constitute the Safety Policy Committee.
      - (2) Others designated by the Chairman to serve in an advisory capacity.

# b. Assignments

- (1) Review status and progress of safety and loss control programs.
- (2) Review, and if required, act upon recommendations of the Advisory Committee.

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(3) Be an advisory group to the City Manager in the areas of Safety and Loss Control, Worker's Compensation, and General Liability Exposure.

#### c. Officers

- (1) The Chairman and Vice-Chairman of this committee shall be selected by nomination and vote of the committee to serve for two year terms. These officers shall not serve consecutive terms.
- (2) The Safety Officer shall provide staff support to this committee.
- d. Meetings at the discretion of the chairperson, but not less than two times per year.

## 2. Advisory Safety Committee

#### a. Composition

Each Department Director shall appoint a Department/division safety representative. The Safety Officer and the Department Safety representatives shall constitute the committee.

#### b. Assignments

- (1) Provide interdepartmental coordination of safety and loss control programs by exchange of information and procedures.
- (2) In cooperation with the Safety Officer, coordinate and maintain an effective safety training program in all departments.
- (3) Arrange safety and health inspections and follow-up to ensure that necessary corrective action is completed

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#### c. Officers

- (1) The Chairman and Vice-Chairman of the committee shall be elected by the membership for a period of one year.
- (2) The Safety Officer will act as Advisor/Secretary.
- d. Meetings Once each quarter and on request by the Chairperson or the Safety Officer.

## 3. Industrial Safety Sub-Committee

#### a. Composition

(1) Department representatives shall be selected by the following department heads: Police, Fire, Water & Power, Public Works and Transportation, and Planning & Development.

# b. Assignments

- (1) Review safety and health regulations (Cal/OSHA, DOT, CHP) in order to assure that each section is in compliance.
- (2) In cooperation with the Safety Officer, coordinate and maintain an effective safety training program in all departments.
- (3) Arrange safety and health inspections and follow-up to ensure that necessary corrective action is completed.

# 4. Department Safety and Loss Control committees

### a. Composition

 Department Committee structures shall reflect the mission and organization of each department. Committees shall consist of a representative from major divisions or sections as a minimum.

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(2) Division or section representatives may not be management personnel, unless the division/section consists of a majority of management personnel. (For example, an engineering section or the Health Department comprised of professional staff.)

#### b. Officers

The Chairperson shall be appointed by the Department Head and shall serve a period of one year.

#### c. Assignments

- (1) Review accident reports and recommend effective action to the Department Director.
- (2) Study accident statistics and trends according to type, nature, and cause of accidents, and make recommendations for correction.
- (3) Review Safety Officer inspection reports.
- (4) Conduct safety inspections of work areas.
- (5) Consider safety and loss control issues as they relate to the department.
- (6) Refer to Management hazardous conditions brought to the attention of a committee member by personnel, and review effectiveness of corrective action. In the event that corrective action is not taken in a timely manner, to inform the Department Director through meeting minutes.
- B. To aid the fulfillment of its responsibilities, the City shall designate safety assignments to specific individuals.

# 1. Safety Officer

- a. Develop and maintain policy and procedures for the conduct of the Safety and Loss Control Program.
- b. Advise department directors on safety and health policy issues.

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- c. Maintain current information on local, state and federal safety and health regulations.
- d. Act in an advisory capacity to the Safety Policy Committee and provide the committee periodically with statistical analysis for program evaluation.
- e. Act as an advisor and secretary to the Advisory Safety Committee and the Industrial Safety Sub-Committee.
- f. Assist in the interpretation and application of Federal, State, and local safety rules and codes.
- g. Assist department management in accident investigations, as well as conduct independent investigations.
- h. Conduct inspections of work areas and equipment and make recommendations for correction of unsafe conditions and practices.

# 2. Division/Department Safety Representatives

Members of the Advisory Safety Committee shall be designated as a Division or Department Safety Representative as applicable, and shall:

- a. Attend scheduled Advisory and/or Industrial Safety Sub-Committee meetings.
- b. Serve as a liaison to the Safety Officer in conducting inspections, investigating accidents and reports of unsafe condition, and representing employees by bringing safety issues to the attention of the Advisory or Industrial Safety Committee.