

ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT

Subject:	SAFETY PROGRAM ACCIDENT PREVENTION PLAN	Section	Personnel
		Policy #	25
		Effective Date:	Upon Approval

I. POLICY STATEMENT

It is the policy of the Administration and Regulatory Affairs Department (ARA) to provide employees with a safe and healthful workplace. The ARA Department has zero tolerance for unsafe acts resulting in on-the-job injuries and potential liability producing occurrences. Our goal is to eliminate on the job lost time injuries and illness.

II. POLICY BASIS

The basis of this policy is Mayor's Policy 105.00, Employee Safety and Health. The basis of the Accident Prevention Plan is the seven components as prescribed in the Texas Safety Association.

III. SCOPE

This policy applies to all employees reporting to the Director of Administration & Regulatory Affairs Department (ARA).

IV. POLICY

- 4.1 Accident Prevention Plan – a written plan has been developed and implemented outlining responsibilities for all levels of employees. The Accident Prevention Plan consists of the seven components as prescribed by the Texas Safety Association. These components include Management, Analysis, Recordkeeping, Safety/Health Education and Training, Audit/Inspection, Accident Investigation, and Review and Revision. Designated department safety staff who have been assigned safety functions will have oversight responsibilities for the Accident Prevention Plan.
- 4.2 Prevention of accidents and injuries to our employees is a continuing goal of this department.
- 4.3 Safety awareness is the hallmark to safe and efficient operations.
- 4.4 Employees can expect the workplace to be clean, safe, and free from hazardous situations. Employees must immediately report condition of non-compliance to their supervisor.
- 4.5 Employees shall not be assigned job duties that might be detrimental to their well being.
- 4.6 Management has the responsibility to make every reasonable effort to provide safe equipment and healthful environment.

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- 4.7 Employees have the responsibility to adhere to safe work practices, maintain property and equipment in a safe operating condition, wear protective equipment (PE), notify management or appropriate authorities when unsafe conditions exist.
- 4.8 Management and employees must work together to promote and ensure success in reducing preventable accidents, loss of time, hardship, and financial loss.
- 4.9 Employees are encouraged to be proactive participants to promote the overall Accident Prevention to management.

V. RESPONSIBILITIES

In order to build the initiatives of the Accident Prevention Plan, certain positions shall be vested with certain responsibilities. Executive management, management, safety staff, supervisors and employees are listed as points of reference.

5.1 Executive Management

- 5.1.1 Openly support the leadership and serve as a motivating force, providing adequate tools such as resources, defined responsibilities and authority, lines of accountability, and plan review.
- 5.1.2 Integrate safety, hazard abatement and accident prevention into the objectives of each task, operation, event or project to ensure safety is as important as production.
- 5.1.3 Support active participation in program activities by all staff.
- 5.1.4 Encourages staff participation in hazard identification and reporting, without fear of retaliation or repercussion.
- 5.1.5 Establish progressive discipline protocols for failure to abide by established safety practices.

5.2 Management

- 5.2.1 Management has the inherent responsibility to provide appropriate resources to maintain a safe and healthful working environment.

5.3 Safety Staff

- 5.3.1 The safety staff shall provide guidance and leadership to divisions to assist them in finding solutions to meet safety requirements.

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5.4 Supervisors

- 5.4.1 Implement safe work methods and practices as developed by department safety staff.
- 5.4.2 Consistently apply and enforce safety and health rules, methods, procedures, policies and standards. Supervisor will be responsible for providing, replacing and maintaining personal protective equipment.
- 5.4.3 Reinforce safe behavior in accordance with the department's approved plan.
- 5.4.4 Periodically retrain employees in safety and health methods, procedures and policies to maintain general awareness.
- 5.4.5 Promptly review facts and circumstances surrounding accidents to include the mandated telephone reporting and form completion for Workers' Compensation injuries.
- 5.4.6 Conduct and document accident investigations.
- 5.4.7 Attend safety and health training and education classes as defined within the department's plan including, but not limited to accident investigation, supervisor's responsibility to workers' compensation.
- 5.4.8 Accident Investigation.
- 5.4.9 Supervisor's Responsibility to Workers' Compensation.

5.5 Employee

- 5.5.1 Understand and follow all department Accident Prevention policies, procedures and practices.
- 5.5.2 Utilize protective equipment and clothing when appropriate or required.
- 5.5.3 Immediately report any accident or injury to the appropriate supervisor.
- 5.5.4 Make suggestions to supervisor or safety staff regarding unsafe work practices or hazardous conditions for improving work procedures and practices.
- 5.5.5 Actively participate in safety committees and meetings.
- 5.5.6 Seek training opportunities regarding safe work practices and safe operating procedures. Attend safety and health training and education classes as defined within the department's plan.

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5.5.7 Assist in accident investigations.

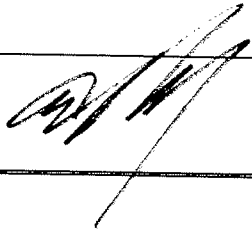
5.5.8 Assist in developing safe job procedures with department safety staff.

5.5.9 Report any unsafe conditions as defined within the department's plan.

VI. POLICY COMPLIANCE

All employees that report to the Director of the ARA Department shall comply with all safety and health requirements mandated by management or by federal, state or local law. Employees who fail to comply will be subject to disciplinary action up to and including indefinite suspension.

Approved:



Date Approved:

8/24/09