




Human Resources Policies and Procedures

Policy Title:	MIOSHA Health or Safety Inspection Compliance	Policy Number:	6.2
Effective:	October 30, 2005		
Supersedes:	APR #307 R1/93		
Approval:		Page	1 of 2

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts when this policy conflicts with the language in the contract.

2.0 Purpose

To establish a policy that will ensure the City of Ann Arbor receives as fair and as accurate of an evaluation as possible during any MIOSHA compliance inspection.

3.0 Policy

It is the City's intention to comply with all applicable MIOSHA Health and Safety regulations and provide a safe workplace, safe equipment and tools and the necessary employee safety training to control or eliminate unsafe conditions and acts.

4.0 Responsibility

Service Area Administrators and the Chief Financial Officer are responsible for the compliance and enforcement of this policy throughout the City.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

5.0 Procedures

- 5.1** If a Compliance Safety and Health Officer (CSHO) requests an inspection, the employee receiving the request should ask to see the credentials of the CSHO.
- 5.2** After confirming the credentials the employee should ask the CSHO what the reason for the inspection is (i.e. focused/limited, wall to wall).
- 5.3** The employee should then contact an appropriate member of management to accompany the CSHO to the areas requested to inspect.
- 5.4** Management will contact Risk Services and the City Attorney's Office immediately.
- 5.5** Management should accompany the CSHO on the walking tour of the facility.
- 5.6** Management should comply with the requests of the CSHO including photographs and videotaping.
- 5.7** Management should also take photographs or video for the City's records
- 5.8** All employees should cooperate with the CSHO and answer his or her questions truthfully, but should not offer any additional information.
- 5.9** Any citations that are issued should be given to Risk Services immediately upon receipt.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.