



## Administrative Policies and Procedures

Policy Title: City Safety Policy	Policy Number: 302
Effective: 5/6/14	
Supersedes: APR #302 dated 12/06 and 1/10	
Approval: <i>Steven D. Powers</i>	Page 1 of 9

### 1.0 Scope

- Full-time
- Part-time
- Temporary/Contract
- Salaried
- Union
- Independent Contractors

### 2.0 Purpose

The City of Ann Arbor is committed to providing and maintaining working conditions and equipment free of hazards that are likely to cause death or serious physical injury as defined by the Michigan Occupational Safety and Health Administration (MIOSHA), and in a condition that would be acceptable under Act No. 154 of Public Acts of 1974, "Michigan Occupational Safety and Health Act."

### 3.0 Policy

#### 3.1 Safety Mission Statement:

The City of Ann Arbor is committed to protecting the safety and health of our employees, contractors, customers, visitors, and partners. The City of Ann Arbor strives to incorporate safety and health in every aspect of our operations and is committed to fulfilling our moral and legal obligation of providing a safe and healthful workplace.

#### 3.2 Safety Values:

Safety is a core value, not just a priority;

Safety is an investment, not an expense;

The City of Ann Arbor believes that ALL incidents and injuries are preventable;

Safety is a personal responsibility and everyone is accountable for results;

Our leaders will be involved in safety and will lead by example.

3.3 The City of Ann Arbor has established an effective Safety Policy to reduce risks and protect employees, contractors, customers, visitors, volunteers, and partners. However, it is reasonably expected that everyone do their part in ensuring the safety of all employees, contractors, customers, visitors, volunteers, and partners. The following details the roles and responsibilities of key stakeholders within the city.

3.4 Safety Manager Responsibilities

The City of Ann Arbor Safety Manager - the individual who manages and provides oversight of the city's safety program - is the city's point of contact for the safety program, and performs the following functions:

Develop, implement and monitor occupational safety and health policy, programs, and procedures;

Assist the Service Areas in complying with current safety and health legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of employees, staff, and visitors;

Review and coordinate budget requirements, requests, and program objectives for safety and health and coordinates safety budget submissions as appropriate;

Increase safety and health awareness at all levels within the organization through appropriate promotional methods and channels of communication;

Provide promotional materials and develops and administers recognition systems to promote safe and healthful work performance;

Assist management and supervisors in investigating accidents and near misses;

Develop measures to analyze accidents and near misses and provide recommendations and advice to prevent recurrences;

Analyze reports, data, and information pertaining to injury/illness mishaps and initiate action to improve safety programs;

Investigate and report on complaints of hazardous working conditions;

Respond to employees' safety concerns;

Conduct periodic safety evaluations and surveys of Service Area specific safety programs and procedures to determine the level of compliance with safety regulations, directives, and instructions;

Recommend and consult on the proper identification, use, and purchase of personal protective equipment;

Conduct, as necessary, safety inspections of city facilities;

Assist the various occupational safety and health committees and serve as a representative on safety councils, committees, and working groups;

Arrange for occupational safety and health testing and/or evaluations of the workplace by external agencies/consultants as may be necessary;

Act as liaison with all related governmental bodies and regulating agencies;

Interpret safety regulations and standards, and participate in the development of new or revised safety standards;

Plan, develop, participate in, and evaluate employee safety training in coordination with Service Area Administrators, Manager, and Supervisors;

Provide appropriate safety and health related training for managers and supervisors;

Develop and coordinate city buildings emergency evacuation plans and procedures;

Assist senior administrators, managers, and supervisors in emergency preparedness for employees;

Liaise with the fire department regarding emergency procedures, communications, fire life safety, and fire safety education programs

for employees;

Manage safety department staff and support; and

Assume other duties as may be assigned.

### 3.5 Safety Unit Responsibilities

Safety and health must be a part of every operation within the City of Ann Arbor. The City of Ann Arbor Safety Unit in partnership with all employees, contractors, vendors, and volunteers is committed to the following actions;

Provide a safe working environment for all employees, contractors vendors, and visitors;

Design, implement, and communicate occupational safety and health policies and programs to all employees, contractors, vendors, and visitors;

Ensure that all employees are aware of their role and responsibility to fulfill and sustain the City of Ann Arbor's safety management systems and policies;

Provide expert advice on occupational safety and health matters;

Provide updates and guidance on current or changing MIOSHA regulations;

Develop measures to analyze accidents and near misses and provide recommendations and advice to prevent recurrences;

Analyze reports, data, and information pertaining to injury/illness mishaps and initiate action to improve safety programs;

Liaise with statutory authorities;

Provide information, instruction, guidance, and expertise on safety related training as required to enable employees to perform their work in a manner to avoid exposure to unnecessary hazards;

Recommend and consult on the proper identification, use, and purchase of personal protective equipment;

Conduct, as necessary, safety inspections of city facilities; and

Offer advice on specialist safety needs.

### 3.6 Management / Supervisors Responsibilities

Managers and supervisors at all levels are responsible for providing a safe working environment for all employees.

Manager and supervisors are responsible for the following actions;

Ensure, so far as is reasonably practicable, the health, safety and welfare of all workers while they are at work;

Responsible for ensuring that employees are given instruction on correct techniques for performing the job safely;

Incorporate instruction of safe working practices and procedures, and an awareness of all the associated hazards of their work;

Instruction, training and supervision as are necessary to ensure the health and safety of all employees at work;

The maintenance of all places of work in a condition that is safe and without risks to health;

Provision, maintenance or monitoring of safe working environments;

Identification and communication of unsafe working environments;

Report and communicate all accidents, incidents, and near misses

Assist in the enforcement of safety policies and programs;

Assist in the development of safety policies and programs;

Ensure the identification, proper usage, issue of, inventory, and training for employee personal protective equipment;

Participate and contribute to safety committees as needed; and

Maintain open lines of communication with the City's Safety Unit.

### 3.7 Employee Responsibilities

Employees and volunteers have health and safety duties as well as employers. Each employee and volunteer shall comply with all occupational safety and health rules and prescribed safety practices established for the job or assignment. Failure to comply with the City Safety Policy may result in disciplinary action up to and including

termination of employment. See Progressive Discipline Policy 2.6 and Employee Standards of Conduct Policy 2.1.

An employee's or volunteer's responsibility is to:

Take reasonable care of the health and safety of the employee as well as of others who may be affected by actions related to safety;

Cooperate with the employer on health and safety matters;

Properly use and maintain all safety devices and personal protective equipment issued. Employees shall not remove, displace, damage, destroy, or carry off a safeguard furnished or provided for use by an employer;

Properly use (and not misuse) any equipment that is provided for safety purposes (eg fire extinguishers or safety goggles);

Follow instructions from the employer on health and safety matters and attend relevant health and safety training;

Report hazards and defects observed in the workplace.

### 3.8 Contractor Responsibilities

Contractors performing work for the city must adhere to the City of Ann Arbor Safety Policies, programs, or standard operating procedures as well as those applicable federal, state, and local laws and regulations.

Contractors are also responsible for the following actions

Review each project or related work to be performed and identify potential hazards that may arise while performing the work;

Provide verification that they have implemented their own safety and health program;

Follow safe work practices;

Train all individuals working at the site;

Report to the city all accidents, incidents, and near misses while working on city projects;

Inform all individuals working at the site of potential hazards; and

Provide all individuals working at the site with proper safety and personal protective equipment to prevent injury.

### 3.9 Resolution of Safety and Health Issues

Any issue relating to safety and health should be communicated to a supervisor/manager immediately. If the issue remains unresolved the matter should be referred to the city's Safety Unit or Safety Manager who can provide information and assistance on safety and health matters.

All employees will follow the outlined Standard Operating Procedures for reporting all accidents, incidents, and near misses.

### 4.0 General Safety and Preventive Procedures

Safety rules are subject to periodic change. Any changes will be provided to the employee in writing. However, it is each employee's personal responsibility to become aware of and adhere to these safety rules and any changes provided in the future.

The following is a list of general safety rules all City employees shall follow. This list is not intended to be all-inclusive and Service Units should make known additional safety rules specific to the operational needs of their unit.

Follow established safety and health rules, policies, and procedures in performing work assignments.

"Near misses" should be recorded and submitted to supervision.

All required personal protective equipment and proper attire for your location and work activity must be worn.

Employees are to immediately notify management of any inoperative or unsafe equipment or conditions.

Employees shall walk through the facility within the designated walkways.

Employees shall not linger in work areas where they are not assigned.

No employee shall use compressed air to clean his/her clothes or body. Compressed air used for cleaning equipment shall be kept

at 30 psi or below unless specific authorization from a supervisor is obtained.

Site Specific Safety procedures (i.e. bloodborne pathogen, hazard communication, lockout/tagout, fall protection, confined space, etc.) must be followed at all times.

Written and unwritten safety procedures and standard operating procedures must be followed at all times.

Be safety conscious at all times.

Maintain a valid, appropriate Michigan Driver's license, if required for the operation of City vehicles and equipment.

Request additional information or clarification on assignments that are unclear and for which there may be a hazard.

Operate all City equipment, tools, machinery, and vehicles In accordance with manufacturer guidelines, safety practices, and operator training instructions.

Contributing to poor housekeeping, unsanitary or unsafe conditions are prohibited.

Use lap and shoulder belts, where provided, at all times while operating or riding as a passenger in a City vehicle or private vehicle on City business.

Employees may not, while on city business, operate city vehicles while using a cellular phone (including hands free) or any other mobile electronic devices (Police and Fire employees are exempt from this practice if they are utilizing cellular devices in the course of their duty).

Immediately report to the immediate supervisor and coworkers any unsafe working condition, equipment malfunction, or other situations that could endanger employees or the public.

Report personal injuries to management and Risk Services no later than 24 hours after injury.

If an employee is unsure of or believes he/she is not properly trained to do a certain job or task; employee must notify his/her supervisor before proceeding.



Use of personally owned electrical appliances such as radios, fans, etc. without authority from management is prohibited.

Unauthorized use of equipment is prohibited.

Employees shall not be under the influence of drugs or alcohol while on the job. (See Drug Free Workplace Policy)