



Human Resources Policies and Procedures

Policy Title: Health and Safety	Policy Number: 6.1
Effective: October 30, 2005	
Supersedes: APR #302 City Safety Policy	
Approval:	Page 1 of 5

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time
<input checked="" type="checkbox"/> Part-time
<input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Salaried
<input checked="" type="checkbox"/> Union
<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 if this policy conflicts with the language in the contract.

2.0 Purpose

To establish a policy which will lead to reducing safety risks in City plants, work sites and offices.

3.0 Policy

The City of Ann Arbor recognizes that the safety and health of its employees and the public are paramount concerns in the delivery of its services. Safety shall receive first consideration in the design and performance of any job. The safety and health of employees and the public shall not be compromised to provide expedient service. Every employee should manage their personal conduct in such a way that they abide by the required safety rules intended to maintain a safe work environment.

DISCLAIMER

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4.0 Responsibility

- 4.1 Service Area Administrators** shall use best efforts to implement an ongoing program to identify and assess occupational safety and health hazards. Employees shall be provided with ongoing training and education relating to preventive measures that minimize or eliminate work place hazards. Employees will be provided with appropriate personal protective equipment and shall be trained in its proper use.
- 4.2 Immediate Supervisors** are responsible for assuring that all safety regulations, rules, policies, and procedures are implemented and adhered to. The immediate supervisor shall ensure that subordinates exercise the proper use of personal protective gear and receive the safety training appropriate to their assigned duties. The immediate supervisor is also responsible for responding to employee safety complaints and concerns.
- 4.3 Employees** are to comply with all occupational safety and health rules and prescribed safety practices established for their job. Employees shall properly use and maintain all safety devices and personal protective equipment issued and shall not remove, displace, damage, destroy or carry off a safeguard furnished or provided for use by the employer, or interfere in any way with the use thereof by any other person. The City may assess a fair charge to cover loss due to negligence or willful destruction by the employee.

5.0 Procedures

- 5.1 In the event of a workplace safety accident:**
- A. After appropriate emergency medical care has been secured, employees shall immediately notify their supervisor, Risk Services and if appropriate, law enforcement authorities, of any accident causing injury to an employee who requires professional medical attention, damage to a City vehicle or property, or damage and/or injury to private property or citizen.
- B. The immediate supervisor, in the instance of a work place accident involving a subordinate employee, a citizen, or contractor, shall take immediate action to obtain medical care, secure the accident area and conduct an accident investigation, as warranted. Risk Services shall be notified as soon as possible.

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- C. The Service Unit shall be responsible for implementing procedures for the notification of family members in the event the employee is unable to do so on his or her own. Employees are responsible for providing and updating the name of the individual to be contacted in the event of an emergency. This information should be provided to the employee's Service Unit and to Human Resources Services.

5.2 General safety and preventive procedures:

- A. Safety rules are subject to periodic change. Any changes will be provided to the employees 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.
- B. Any employee who violates any of the safety rules shall be subject to disciplinary action, up to and including discharge (See Progressive Discipline Policy 2.6).
- C. The following is a list of general safety rules all City employees should 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.
 - 1. "Near misses" should be recorded and submitted to supervision.
 - 2. All required personal protective equipment and proper attire for your location must be worn.
 - 3. Employees are to immediately notify management of any inoperative or unsafe equipment or conditions.
 - 4. Employees shall walk through the facility within the designated walkways.
 - 5. Employees shall not linger in work areas where they are not assigned.
 - 6. 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.

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7. Site Specific Safety procedures (i.e. lockout/tagout, fall protection, confined space, etc.) must be followed at all times.
8. Written and unwritten safety procedures and standard operating procedures must be followed at all times.
9. Be safety conscious at all times.
10. Follow established safety and health rules, policies, and procedures in performing work assignments.
11. Maintain a valid, appropriate Michigan Driver's license, if required for the operation of City vehicles and equipment.
12. Request additional information or clarification on assignments that are unclear and for which there may be a hazard.
13. Operate all City equipment, tools, machinery, and vehicles in accordance with manufacturer guidelines, safety practices, and operator training instructions.
14. Contributing to poor housekeeping, unsanitary or unsafe conditions is prohibited.
15. 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.
16. Immediately report to the immediate supervisor and co-workers any unsafe working condition, equipment malfunction, or other situations that could endanger employees or the public.
17. Report personal injuries to management and Risk Services no later than 24 hours after injury.
18. 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.

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19. Use of personally owned electrical appliances such as radios, fans, etc. without authority from management is prohibited.
- 20.. Unauthorized use of equipment is prohibited.
21. Employees shall not be under the influence of drugs or alcohol while on the job. (See Drug Free Workplace Policy 2.4)

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