



CITY OF GRAND RAPIDS ADMINISTRATIVE POLICY

NUMBER: 82-02	DATE: 8/10/82
REVISIONS: 11/19/90; 8/29/91; 03/17/2011	
ISSUED BY: City Manager	SIGNED: <i>Gregory C. Sundstrom</i>

SUBJECT: SAFETY AND HEALTH PROGRAM

PURPOSE: To establish current administrative rules, responsibilities, and to encourage cooperation for the conduct of a City-wide safety program pursuant to City Commission Policy Number 600-02.

POLICY:

The City will comply with all safety and health laws and regulations.

Supervisory personnel will be responsible for ensuring that all employees working under their supervision follow safe work practices.

The safety and health program will include adequate safety and health training and continuing safety instruction for all employees.

Enforcement of safety and health policies, practices, and rules is ultimately the responsibility of the City Manager.

Employee Responsibilities

With the understanding that safety is everyone's business, each City employee is responsible for the following:

- A. Protecting yourself and others from exposure to accidents.
- B. Following safety and health rules and regulations and taking no unnecessary chances.
- C. Report all work related injuries, illness, accidents, or hazardous conditions immediately to your supervisor and complete any applicable forms.
- D. Know your exact duties in case of an emergency or other accident, or catastrophe.

- E. All employees, within the scope of their training and abilities, are responsible for providing appropriate care and assistance to injured persons.
- F. Practicing good safety and health conduct. Safety and health program conduct will be considered as one of the general criterion for rating the performance of all employees.

Department/Division Head Responsibilities

- A. Assure that designated department/division safety meetings are held as needed.
- B. Implement the City's safety and health policies and integrate them into departmental/divisional operations.
- C. Give prompt and fair consideration to recommendations for protective equipment and other measures designed to reduce hazards.
- D. Assure that line supervisors and forepersons do the following:
 - 1. Personally attend safety meetings.
 - 2. Promote the safety and health program, including safety meetings for all employees.
 - 3. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout their area of supervision.
 - 4. Properly maintain equipment and facilities to reduce or eliminate the hazards of fire and other general unsafe conditions.
 - 5. Cooperate fully with the Risk Manager or their designee in the investigation and reporting of all accidents.
 - 6. Enforce all safety regulations in effect.
 - 7. Maintain needed safety equipment and protective devices at each job site.
- E. Utilize safety health program conduct and administration as one of the general criterion for rating supervisory personnel performance.
- F. Disseminate safety information throughout the department/division.

Safety Committees:

- A. Central Safety Committee will:
 - 1. Act as an advisory body to the City Manager.
 - 2. Recommend policies and procedures affecting the safety and health program.
 - 3. Review and/or perform follow-up investigation(s) of reported accidents in order to improve safety procedures.
 - 4. Review purchase of new safety equipment.
 - 5. Review and make recommendations to resolve "Safety Observation Reports."

6. Coordinate efforts with the Risk Manager and the Human Resource Director to implement and/or revise departmental job safety training programs.
 7. Elect a Chairperson to serve a two (2) year term.
- B. The Chairperson will designate a Secretary to serve a two (2) year term.
- C. The Central Safety Committee will be comprised of:
1. Voting members - standardized representation by:
 - a. The Union Bargaining Unit as stated in the agreement between the City of Grand Rapids and the Grand Rapids Employees Independent Union.
 - b. Three (3) representatives of management to be designated by the City Manager.
 - c. Other safety committees within the organization as authorized by the City Manager shall be formed/or continue to be established and operate as the needs of the services require.
 - d. Advisory members to all committees shall be:
 - 1) Risk Manager or their designee.
 - 2) Human Resources Director or their designee
 - 3) Representatives from other City departments and divisions so that the committee consists of a broad based and diverse group of management and bargaining unit employees representing the entire City organization.

Risk Managers Responsibilities

The Risk Manager is the City Manager's designated Chief Safety Officer. Responsibilities include but are not limited to:

- A. Ensure that the safety and health of employees, the public, and City operations is paramount and is considered an integral part of City operations.
- B. Provide a comprehensive range of Safety and Health Program services to all City departments that is in compliance with applicable safety and health rules and regulations.
- C. Develop resources necessary to maintain an effective Safety and Health Program.
- D. Reducing the frequency and severity of employee injuries, illnesses and accidents.
- E. Contain associated costs by working with all employee groups to assure the success of the Safety and Health Program.
- F. Promote and set the example for good safety behavior.