



Section Name: Employee Relations
Section Number: 400
Policy Number: 014
Page: 1 of 3

Effective Date: November 16, 2009
Date of Revision:

Subject: Employee Safety

1. Purpose. The purpose of this policy is to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the Employer or by federal, state, or local law.
2. Statement of Policy.
 - 2.1 The Safety Committee oversees the Employer's safety policies and procedures. The Safety Committee's responsibilities include:
 - (a) Monitoring compliance with Employer safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act (OSHA) and any other applicable federal, state, or local employee safety laws or regulations;
 - (b) Developing and implementing written safety plans or programs as needed;
 - (c) Investigating, correcting, and reducing recognized unsafe and unhealthful working conditions or potential hazards;
 - (d) Conducting periodic safety and health inspections of all work areas, machinery, equipment, and any recognized potentially hazardous City facilities;
 - (e) Representing the Employer during investigations conducted by the Occupational Safety and Health Administration (OSHA), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;
 - (f) Organizing the safety training and retraining of employees;
 - (g) Monitoring compliance with the various requirements established by any law or by the Employer's insurance carrier relating to record keeping and the retention of records;
 - (h) Conducting fire drills;
 - (i) Oversee evacuation plans;
 - (j) Review all accidents, hazardous incidents, and fires involving City employees, or which occur on the Employer's premises, and preparing the required reports;

- (k) Posting notices required by law or by the Employer's insurance carrier; and
 - (l) Evaluating the effectiveness of the Employer's safety program.
- 2.2 Supervisors are responsible for ensuring the employees under their supervision understand and comply with all Employer safety rules, regulations, and procedures. Supervisor's safety responsibility include:
- (a) Being familiar with all safety and health procedures relevant to the operations under their supervision.
 - (b) Inspecting their work areas periodically;
 - (c) Training their employees in safety matters or arranging for safety training where appropriate.
 - (d) Identifying conditions that are recognized in the City as being unsafe; and
 - (e) Reporting accidents and injuries to the Human Resources Department immediately and ensuring that any injured employee is referred to appropriate medical care.
- 2.3 Employees should report to the supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injury to employees or customers.
- 2.4 Employees are encouraged to submit suggestions to the Safety Committee concerning safety and health matters.
- 2.5 The Employer will provide special clothing or equipment when special clothing or equipment is required by the collective bargaining agreement, by law or by City policy. Employees are responsible for the proper use and maintenance of the clothing and equipment.
- 2.6 Supervisors should provide information about the availability of employee exposure or medical records to employees who are exposed to known toxic substances and recognized harmful physical agents at the time they are first hired and at least annually after that.
- 2.7 Violations of the Employer's safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.
3. Definitions. None
4. Application. None
5. Responsibility. The Human Resources Director and the Safety Committee shall have the responsibility for overseeing implementing this policy.

6. Administrative Procedure. None.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated November 16, 2009.

Revised pursuant to action of the Monroe City Council, dated_____.