



CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 43

Safety Policy

The City of Bowling Green accepts its responsibility for providing a healthy and safe workplace for its employees and for any members of the general public having access to City facilities and premises. This policy reflects the City's commitment to minimizing risks to human health and the environment in and around the workplace. More specifically, the City is dedicated to maintaining the health and safety of its employees and citizens. This commitment is supported by senior management, but it is the individual and collective responsibility of all City employees. This policy will be kept up-to-date, particularly as the climate in which the City does business changes. To this end, this policy and the way in which it operates will be reviewed annually by the City's senior management team.

The City will achieve its goals through its safety process and strive for continuous improvement by:

- Educating and training employees in order to institutionalize the City's safety process and values throughout the City's operations.
- Setting and monitoring safety-related objectives to improve employee health and safety and to reduce adverse environmental impacts.
- Raising safety and health awareness of all its employees, and stressing personal accountability throughout its performance appraisal process.
- Complying with or exceeding all applicable health and safety regulatory requirements.
- Constant monitoring of the Safety Policy.
- Allocating resources for its safety processes.

Safety-related roles for each level of the staff are defined as follows:

I. The Mayor

The Mayor is the ultimate driver of the City's safety process. The Mayor is responsible for the successful implementation of all aspects of the City's safety process, including development and review of this safety policy, joint development of the City's safety process goals, oversight of the senior management team as it strives to achieve both the City's and their own personal safety objectives, supporting the members of the City's workforce as they strive to work safely at all times, and allocating resources towards the implementation and improvement of the City's safety processes.

II. Senior Management Team:

The senior management team is inclusive of: 1) the Mayor; 2) Municipal Administrator; 3) Personnel Director; 4) Finance Director; 5) Utilities Director; 6) Public Works Director; 7) Planning Director; 8) Parks and Recreation Director; and 9) Law Director. In accordance with the senior management team's commitment, it shall provide visible support toward the successful implementation of the safety process within the City. Such support includes, but is not limited to: arranging for financial support, overseeing policy development and approval, offering time and energy, and supporting safety-related activities and training for the City's workforce. The Senior Management staff shall serve as a strong driving force behind the City's safety process, and it shall also serve as a visible presence for all aspects of the City's safety process.

III. Personnel Director

The Personnel Director is responsible for ensuring that superintendents and division heads meet their safety goals. The Personnel Director is directly accountable to the Mayor and Municipal Administrator in the achievement of these goals.

IV. Safety Coordinator:

To meet the City's safety process goals, the City's Personnel Director shall also serve as the "safety coordinator." The safety coordinator will be charged with serving as a resource for the workforce as it strives to achieve its safety objectives for each division, facility, and individual. The "safety coordinator" will report to the Mayor and Municipal Administrator, and will be responsible for meeting established safety-related goals on a regular basis.

V. Superintendents and Division Heads:

Superintendents and Division Heads are directly responsible to the senior management team. They shall be advised by the "safety coordinator" on a regular basis regarding the accomplishment of the safety objectives within their respective divisions. They shall monitor safety performance within their divisions. This is to include, but is not limited to, reviewing accident figures, ensuring that correct reporting procedures are carried out, and undertaking work area inspections and risk assessments.

Department and division heads will consult with employees with regard to health and safety matters. They will attend training as needed. While retaining this safety management responsibility, division superintendents are required to share in and to delegate duties to others in order to ensure that Division safety policies are in place and are actively and successfully implemented.

Division superintendents may wish to consider appointing a division safety adviser to oversee the individual division's safety process and structure.

VI. Supervisors:

Employees, upon initial assignment, should be assumed to be untrained in all matters of health and safety. Superintendents, assistant superintendents, and all supervisors are therefore expected to instruct

employees, so far as is reasonably practicable, in all matters necessary to ensure employee health and safety while working on City premises or while employees are working elsewhere. Potentially hazardous methods or equipment should not be used by employees, unless adequate protective devices are utilized.

As far as is reasonably practicable, employees should not be exposed to work methods, equipment, tools, nor any hazardous substances, unless the hazards associated with each item has been thoroughly assessed. A "job safety analysis" is an acceptable approach to analyzing hazards associated with each job task or assignment. Where reliable information is not available, the situation or substance should be regarded as potentially dangerous and treated with appropriate precautions. Any work instructions to employees regarding their work assignments, whether verbal or written, must draw attention to the risks of using hazardous methods or substances, and instructions must include and define the precautions that must be taken when dealing with the hazards.

VII. Employees:

Employees are expected to follow all safety guidelines as defined by the City. All employees are encouraged to take a positive interest in the furtherance of health and safety procedures. Any suggestions to improve safety measures are welcomed by the City.

Every employee has a duty while at work to:

- Take reasonable care for the health and safety of not only themselves, but others.
- Follow and fully co-operate with all health and safety instructions provided by the City, such as using machine guards, wearing personal protective equipment, not participating in horseplay, not running, etc.

- Immediately report, via telephone, work-related injuries or incidents to the Personnel Department, and must within 24 hours, inclusive of First Aid treatment, complete an accident report form and submit it to the Personnel Department.
- Employees are expected to use their professional opinion and practical knowledge in avoiding all hazardous work practices or behaviors.
- Employees are required to attend all safety-related training, as deemed necessary by the City.
- Employees are expected to immediately report any unsafe conditions or tasks to their immediate supervisor, and, if no action is taken by the supervisor to correct or mitigate the hazard, then the employee must report the situation to the City's Personnel Director (safety coordinator).

VIII. Conclusion

This safety policy is but one step in the City's multi-layered safety process. A process that is built on a concept that fosters continuous improvement of the City's policies, practices, and procedures. The process is grounded on the principle that each employee plays an important role in keeping themselves and others safe. It cannot be emphasized enough that if all employees do their part, the City of Bowling Green will be a safe place to work.



John B. Quinn, Mayor

1-12-04

Date