

CITY AND COUNTY OF DENVER

Occupational Safety and Health Organization Policy

<p>Occupational Safety and Health Management System No. 65.1</p> <p>This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.</p>	<p>November 1994 Revised - January 1, 2008</p>	<p>Prepared / Revised By: Risk Management – Safety Unit</p>
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1.0 Introduction

An Occupational Safety and Health Policy has been developed to provide a safe and healthy work environment for City employees. The Policy is authorized by Executive Order No. 65 and shall be administered and implemented by the Risk Management Office. Every department and agency within the City shall maintain a workplace that is free from recognized hazards and shall properly train their employees on safe work practices. While the Risk Management Office provides citywide oversight, each department and agency shall provide management support and employ qualified safety representatives within their organization for the implementation of an effective Safety and Health Management System.

2.0 Definitions:

- 2.1. Occupational Safety and Health Administration (OSHA) – Agency of the Federal government that establishes, administers and enforces safety and health regulations for the United States.
- 2.2. Safety Professional – A person hired as a specialist in a Career Service Authority (CSA) Safety/Loss Control position, and is exempt from the requirements of the Fair Labor Standards Act.
- 2.3. Safety Representative – Any person other than a safety professional who is assigned safety responsibilities by a department or agency of the City.
- 2.4. Safety and Health Management System - The development of programs to prevent accidents, injuries, and other adverse occurrences in the workplace.

3.0 Safety and Health Organization

Citywide oversight of the Occupational Safety and Health Policy shall be the responsibility of the Risk Management Office. The Risk Management Office shall develop and maintain citywide safety and health policies and procedures and shall employ fulltime Safety Professional(s) to ensure citywide compliance with the Policy and to serve in an advisory capacity to all City departments and agencies.

Department and Agency Heads shall have the overall responsibility for ensuring the safety and health of all employees under their direction. Department and Agency Heads shall ensure that safety and health management systems are implemented within their organization in accordance with Executive Order No. 65. Each department and agency within the City shall have a Safety Professional or Safety Representative. If a department or agency has a large number of employees or performs functions with increased risks, several safety representatives may be assigned. Smaller departments or agencies (250 employees or less) may assign safety responsibilities to an employee as a collateral duty. However, all assigned safety personnel must have a thorough understanding of the occupational safety and health programs that pertain to the function of the organization.

4.0 Responsibilities:

4.1. Risk Management Office

In accordance with this policy and Executive Order No. 65 the Risk Management Office shall have the following responsibilities:

- a) Develop and maintain the citywide Occupational Safety and Health Management System.
- b) Develop and establish citywide policies and procedures for the Occupational Safety and Health Management System with cooperation from departmental and agency Safety Professionals and Safety Representatives.
- c) Ensure citywide compliance with the Occupational Safety and Health Management System by performing periodic audits and inspections of departments and agencies.
- d) Serve as the Safety advisor/consultant for all City Departments and Agencies.
- e) Assist in the development, implementation, maintenance and evaluation of the departments or agencies policies and programs.
- f) Facilitate the development of safety and health training programs.
- g) Collect and provide statistical information to Safety Professionals / Safety Representatives and Department / Agency Heads regarding occupational injuries and illness attributed to their agency.

4.2. Department and Agency Heads

In accordance with this policy and Executive Order No. 65 Department and Agency Heads shall have the following responsibilities:

- a) Ensure that regular Safety and Health inspections are performed for all facilities and work areas under their control so that their employees work environments are kept free from recognized hazards which could cause injury.
- b) Provide managerial level support of the Occupational Safety and Health Management System by directing line managers and supervisors to adhere to safe work practices and to follow safety guidelines.
- c) Ensure that all employees are qualified and properly trained to safely perform the level of work to which they are assigned.
- d) Ensure that the necessary financial resources for Personal Protective Equipment (PPE), approved safety equipment and safety and health training are included in operating budgets.
- e) Ensure that incidents/accidents within their department or agency are thoroughly investigated, causal factors are identified and corrective actions are taken to avoid reoccurrence.

4.3. First Line Manager / Supervisor

First line managers / supervisors are responsible for making employee safety and health awareness an integral part of daily operations and have the following responsibilities:

- a) Develop and implement safe work practices into daily operations for employees supervised.
- b) Review work activities to identify hazards and to prescribe control measures before projects are started.
- c) Provide training so that each employee is qualified to safely perform their assigned work.
- d) Ensure that all employees have available and use the appropriate PPE (Personal Protective Equipment) and safety equipment to minimize exposure to hazards of the job which could cause injury.
- e) Do not allow employees to work in areas or on projects which do not have the appropriate controls in place to minimize hazards.
- f) Thoroughly investigate all injuries / illnesses within your area of responsibility and submit the Supervisor's Report of Accident or Incident to the Risk Management Office within 5 working days following notification of an accident or incident.

4.4. Organizational Safety Professionals / Representatives

The responsibilities of safety and health professional in an organization shall include, but are not limited to the following.

- a) Have a thorough knowledge and understanding of the City's Occupational Safety and Health Policies and Procedures and knowledge of OSHA requirements as they apply to the worked performed by their organization.
- b) Coordinate safety and health related training for activities within their department / agency.
- c) Assist line managers / supervisors in investigation of all injuries / illnesses and submission of the Supervisor's Report of Accident or Incident to the Risk Management Office within 5 working days following notification of an accident or incident.
- d) Ensure department/agency management is aware of new or impending city policies and procedures developed by Risk Management.
- e) Assist line managers / supervisors in ensuring that the work place is free from recognized hazards that could cause injury or illness. This shall be accomplished through the implementation of Safety and Health Inspection Policy 65.2.
- f) Assist line managers / supervisors in developing and implementing safe work practices for employees within the organization. This shall be accomplished by evaluating the type of work done by the organization, identifying the associated hazards and developing controls that minimize the potential for injuries / illness.
- g) Ensure that employees are issued the appropriate Personal Protective Equipment (PPE) and trained on the proper usage and limitation of the equipment.

4.5. Employees

A successful Safety and Health Management System requires efforts from both management and employees. Employees must actively participate in safety programs and shall be responsible for the following.

- a) Understand and follow the safe work practices implemented into the daily operations.
- b) Understand the hazards of the workplace and if in doubt about a work assignment discuss with your manager / supervisor before beginning the task.
- c) Use the appropriate safety equipment, Personal Protective Equipment (PPE) and other devices that are provided / required by the department or agency.

- d) Report immediately all unsafe and unhealthy working conditions to your manger / supervisor or the department / agency Safety Representative.
- e) Report immediately all work related injuries / illnesses to your manager / supervisor.