

# CITY OF REDDING

## Personnel Policies and Procedures Manual

**Section: Safety**

**Subject: Safety Program**

**Personnel Director:**  **Date:** 10-6-11

**City Manager:**  **Date:** 10/13/11

**City Council Resolution No. (if applicable) N/A** **Effective Date:** 6/25/01

The City of Redding is committed to provide a safe and healthful work environment. All levels of management and supervision shall make a thorough, and continuing effort to see that the City's Safety Program is implemented in strict accordance with Federal, State, local safety and health regulations, and departmental policies/procedures.

Accidents which cause injury to people, damage to equipment and destruction of material result in needless personal suffering, inconvenience, and expense. Almost all accidents can be prevented by appropriate job training, use of proper tools and equipment, using good judgment, and by taking some common sense precautions.

~~All employees are expected to obey safety rules, follow established safe work practices, exercise caution in all work activities, and immediately report any unsafe conditions to a supervisor or the Risk Manager.~~

### Policy

It is the policy of the City of Redding that all employees shall obey safety rules, follow established safe work practices, exercise caution in all work activities, and immediately report any unsafe conditions to a supervisor or the Personnel Director.

Any injury or accident that occurs on the job must be reported to the employee's lead worker, supervisor, or to the Risk Management Office as soon as possible, but no later than the end of their shift. In no circumstances, except in an emergency, should an employee leave work without reporting an injury or accident that occurred while on shift. Supervisors and employees are expected to shall complete an Incident Report Form immediately after a work-related injury or accident occurs; even for injuries that require no medical treatment. Such incident reporting is important to identify potential safety hazards, training needs, supervisory emphasis, and procedural and/or equipment needs to avoid more serious injuries or accidents. If an employee experiences lost time from work beyond the date of injury and or seeks medical treatment beyond first aid then an Employee Claim Form for Workers Compensation Benefits (DWC-1) must also be completed.

The program includes:

- ~~All Departments shall be required to schedule regular safety meetings and provide continuous safety training for employees on rules, regulations, and safe work practices. Safety meetings and training sessions shall be documented utilizing City of Redding Verification of Safety Training forms (F-0060) and Employee Training Sign-Up Sheets (F-0059).~~
- ~~Establishment of a Safety Inspection Team (SIT) for the purpose of regularly inspecting all City facilities and operations to ensure a safe work environment for City employees and the general public. The Safety Inspection Team shall document and report its findings and appropriately disseminate such information. Committee members shall serve in an advisory capacity and have educational responsibilities for the benefit of management and employees.~~
- ~~Establishment of an Accident Review Committee (ARC) to review and discuss safety concerns and possible solutions; accidents and their prevention or minimization; safety training needs and priorities; methods of reducing injuries and illnesses; incentive programs; how to promote positive safety attitudes and commitment among all City employees; Federal, State, and local safety and health regulations; and the roles and responsibilities of employees and management with regard to safety in the workplace. The Accident Review Committee shall document and report its findings and appropriately disseminate such information. Committee members shall serve in an advisory capacity and have educational responsibilities for the benefit of management and employees.~~
- ~~Employees have the right and obligation to refuse to perform a task with more than a reasonable level of risk until appropriate safety measures have been instituted.~~

~~Supervisors are expected to ensure that Incident Reports and Employee's Claims for Workers' Compensation Benefits are completed for any injury or illness, vehicle or equipment damage, or exposure (disease, toxic, etc.), and immediately forwarded to the Risk Management Division.~~

In the case of a "near miss" employees are strongly encouraged to fill out a near miss form, and verbally notify a supervisor so that the issue can be addressed before an accident happens. A near miss form is available on the City of Redding Intranet, Employee Safety Page.

Effective July 1, 1991, the State of California required employers to establish, implement, and maintain an effective Injury and Illness Prevention Program. All applicable forms for this program are available on the intranet under "Employee Safety Page". These programs must be in writing and include the following elements according to Title 8 of the California Code of Regulations, Section 3203:

- Safety Policy Commitment Statement
- Injury and Illness Prevention Program Requirements

- Safety Responsibilities
- Hazard Assessment & Correction including Incident Investigation
- Compliance
- Recordkeeping and forms

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