



POLICIES AND PROCEDURES MANUAL

SUBJECT Safety Program	DEPARTMENT Personnel	DEPARTMENT IDENTIFICATION 1400		
	SECTION 1435	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 4/1/98 CC passage

1.0 PURPOSE:

The purpose of this general policy is to set forth policies and procedures to be followed by all City personnel regarding safety and accident prevention relating to persons and property.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City departments, boards and commissions, and agencies of the City of West Allis.

3.0 POLICY:

The City is committed to providing as safe a working environment as possible for all its employees. The prevention of accidents and injuries to our employees is of utmost importance. The policy provides general guidelines for the purpose of preventing injury to persons and property.

4.0 REFERENCES:

City of West Allis Resolution No. 21024.

5.0 PROCEDURES:

(1) ~~PERSONNEL MANAGER~~ HUMAN RESOURCES DEPARTMENT.

The ~~Personnel Manager~~ Human Resources Director and Safety and Training Coordinator, under the oversight of the ~~Human Resources Director~~, ~~designated Safety Director~~, shall be responsible for the direction and coordination of the employee safety and health program in all its phases. This will include, but is not limited to program development, safety inspections, accident investigations, safety rule development, safety training, internal work groups and records management.

(2) DEPARTMENT/DIVISION HEAD.

Each department head is responsible for the safety of work under their direction. This shall include, but not be limited to the following: Providing employees with a safe working environment, ensuring compliance with Federal, State and City safety standards within

their department, ensuring that their employees receive proper safety instruction in the performance of their jobs, seeing that employees perform their job with regard for their own safety and for the safety of others, ensuring compliance with City safety policies, procedures, rules and programs.

(3) SUPERVISOR.

It shall be recognized by all supervisors that they are held responsible for the safe maintenance of the physical work environment and for the safe performance of employees under their supervision. Accident prevention activities and responsibilities of supervisors shall include, but is not limited to: accident investigation and completion of subsequent reports, correction action or recommendation thereof, daily inspection of the premises and equipment therein, requirement of all employees under their supervision to report all injuries, however minor, instruct employees in the safe performance of their work, and keep in close contact with each employee under their supervision to determine general physical and attitudinal fitness for carrying work out safely.

(4) EMPLOYEES.

Each City employee is responsible for performing their job with every possible regard for their own safety and the safety of others. All employees shall be expected to abide by all Federal, State and City safety standards that apply to the performance of their job. This shall include but not be limited to: reading and following City safety rules, wearing required personnel protective equipment, immediately reporting all accidents and injuries and watching out for and reporting all unsafe conditions they observe.

~~6.0 — OPERATIONS SAFETY COMMITTEES:~~

~~The direct administration of the accident prevention program in all its phases shall be the responsibility of the following two operating safety committees, each of which has common mechanical/environmental hazards, functional operations and general safety and health interests.~~

~~6.1 — PUBLIC WORKS OPERATIONS SAFETY COMMITTEE.~~

~~This committee shall be responsible for accident prevention in all divisions of the Department of Public Works.~~

~~6.2 — EXECUTIVE OPERATIONS SAFETY COMMITTEE.~~

~~This committee shall be responsible for accident prevention in all occupations in all departments within the City.~~

~~7.0 — PROTECTIVE SERVICES SAFETY PROGRAM:~~

~~The administration of the accident prevention program for the protective services' departments of the City shall be the responsibility of the Police and Fire Departments.~~

~~7.1 — FIRE DEPARTMENT SAFETY COMMITTEE.~~

~~This committee is responsible for accident prevention in all divisions of the Fire Department.~~

~~7.2 — POLICE DEPARTMENT SAFETY PROGRAM.~~

~~This program shall consist of a Police Department team approach to accident prevention.~~