

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	PUBLIC WORKS SAFETY PROGRAM	
Approved:	<i>Guillermo Vidal</i> Manager of Public Works	
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GENERAL

This Policy supersedes and replaces Public Works Policy Number 10-S001, Public Works Safety Program dated January 1, 1998.

PURPOSE

The mission of the Department of Public Works Safety Program is to provide each employee with the equipment, skills and knowledge to perform their duties in the safest, most effective manner without incurring illness, injury, or accident. This policy outlines the functions and responsibilities of the Public Works Safety Program.

OBJECTIVES

The objectives of the Safety Program are to provide guidance, assistance, investigations, training and direction to all Divisions and/or Agencies of the Department in eliminating all personal injury, property damage and third party claims against the Department and the City. This will be accomplished by evaluating accident and injury records, job processes and work sites. Based upon those evaluations, appropriate standards and safety practices for the performance of the required work will be implemented.

The Safety Policy and Procedures are based on current OSHA (Occupational Health and Standard Act), NIOSH (National Institute of Occupational Health and Safety), ANSI (American National Standards Institute), EPA (Environmental Protection Act), DOT (Department of Transportation), Colorado State Regulations, and City and County of Denver Policies, Rules and Regulations and Codes.

Employee Safety and Health is an integral portion of performing service to the citizens of Denver. It is the responsibility of each employee of Public Works Department to obtain and implement all knowledge and skill afforded them assuring that they and their co-workers prevent injuries, accidents, and illnesses from occurring to themselves and to the public at all times while performing their jobs.

RESPONSIBILITIES

1. Agency Heads

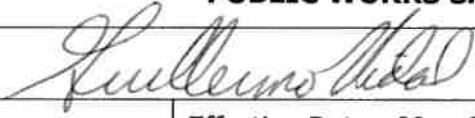
- a. Administer and enforce the Safety and Health program.
- b. High risk agencies shall establish a Monthly Safety Committee - with the purpose of reviewing overall safety concerns and trends, considering safety ideas, and monitoring and holding staff accountable for administration and documentation of the agency's Safety Program.
- c. Establish weekly (or as needed) an Accident and Injury Review Committee with the purpose of reviewing individual accidents and injuries, discussing root causes, and recommending to the Director those incidents requiring corrective action.
- d. Weekly Tailgate Safety Meetings - held at the crew level by first level supervisors, to discuss relevant topics.
- e. Annual Accident and Injury Review Report - prepared by Safety Officer, looking at root causes and incident rates.

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- f. Assure compliance with Safety procedures through delineation of responsibilities in annual employee reviews.
- g. Provide time in the work program and the budget for employee training materials and programs related to the Departmental Safety Program.
- h. Assume costs for engineering modifications, whenever possible, and other equipment deemed necessary to provide safe work areas.
- i. Require and provide signs for posting in all areas as identified by standards, regulations or current safety practice.
- j. Assume costs for and provide employees with appropriate Personal Protective Equipment.
- k. Agencies shall responsible for the funding of the safety incentive programs.

2. Safety Director

- a. While it is the responsibility of every employee to perform their assigned duties in the safest manner possible, the Department has established the position of Safety Director to provide professional assistance and ensure consistency for agencies and employees in the determination of the proper procedures and the compliance with City, State and Federal requirements.
- b. In order to provide consistency throughout the Department, the supervision of the Safety Director shall be determined by the Manager of Public Works. The Safety Director will exercise direct supervision over safety personnel.
- c. The Safety Director will work closely with the Director of each agency to ensure that their safety needs are met.
- d. The Safety Director will schedule weekly meetings with the safety personnel to disseminate information to and assimilate information from the analysts and representatives.
- e. The Safety Director will develop, implement and provide consistent and accurate management reports concerning personnel injuries, vehicle damage, third party claims, property damage and other safety related categories. The information for these reports will be provided by and through the Safety and Industrial Hygiene Professionals I and IIs in the manner specified by the Safety Director. These responsibilities will be incorporated in the analyst and representatives PEP plans.
- f. The Safety Director, through the analysts and representatives, will ensure that all work related accidents and injuries are thoroughly investigated within 24 hours, and that all required and related worker's compensation and risk management forms and reporting requirements are completed.
- g. The Safety Director will establish standards and safety requirements for all work areas within the Department. These standards and requirements will be in accordance with the best available guidelines at the time established.

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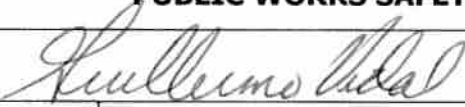
- h. The Safety Director will establish, schedule and coordinate an on going wellness, health and safety related training program for all Department employees in order to eliminate the risk of accident and injury. The training program will ensure that all employees are aware of and comply with safety related policies, procedures and other requirements affecting their jobs and duties.

3. Safety and Industrial Hygiene Professionals I and IIs

- a. Review supervisor's job site analysis, and Standard Operating Procedures (SOP); assist with modifications and finalization of procedures.
- b. Know what equipment employees of assigned agencies require; how to use the equipment; and how to care for the equipment; be able to provide this information to employees at any time.
- c. Perform site assessments and facility assessment and tailgate meetings weekly.
- d. Schedule employees for appropriate medical evaluations as recommended by NIOSH and/or DOT and maintain records of medical exams.
- f. Maintain files on all areas of identified hazards in the Agency; with annual reviews and updates noted.
- g. Maintain records of equipment testing and maintenance related to the Safety Program.
- h. Provide employee training and certifications to ensure proper use of Personal Protective Equipment and proper equipment operations.
- i. Provide information on Commercial Drivers License requirements to agencies and coordinate arrangements for related, required periodic physical examinations for employees with the Employees Medical Clinic.
- j. Maintain agency records of accidents, injuries, illness and incidents and DOT files on a weekly basis.
- k. Serve as chairperson for agency Safety Committee - with the purpose of reviewing overall safety concerns and trends, considering safety ideas, and monitoring and holding staff accountable for administration and documentation of the agency's Safety Program.
- l. Serve as chairperson on weekly (or as needed) Accident and Injury Review Committee with the purpose of reviewing individual accidents and injuries, discussing root causes, and recommending to the Director those incidents requiring corrective action.
- m. Provide Annual Accident and Injury Review Report for each high-risk agency identifying root causes and incident rates.

4. Supervisors

- a. Perform job safety analysis to identify all potential hazards, and develop SOP's for assigned duties seeking assistance from Safety Officer, Representatives and/or Analysts.

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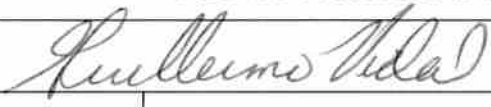
- b. Post and maintain appropriate signage.
- c. Review all hazards periodically, a minimum of annually and when work process changes occur, and document the reviews to the appropriate Safety Professional.
- d. Ensure use and maintenance of city furnished Personal Protective Equipment and other safety equipment, obtaining replacement when equipment is damaged and/or worn out.
- e. Training and Documentation:
 - (1) The requirements for compliance.
 - (2) Proper use and care for the assigned Personal Protective Equipment.
 - (3) Proper use and care of testing and rescue equipment.
 - (4) Their responsibilities related to liability for replacement of lost or damaged safety equipment due to personal negligence. Equipment damaged in line of duty due to accident or normal wear will be replaced by the Agency.
- f. Assure employee compliance through annual employee evaluation process.

5. Employees

- a. Sign receipt for any Personal Protective Equipment provided.
- b. Participate in all training and medical reviews as scheduled.
- c. Implement all information received in safety related training.
- d. Use and care for all testing and rescue equipment as taught.
- e. Wear issued Personal Protective Equipment, and use of all other provided safety related equipment while on the job.
- f. Report hazardous conditions or practices, making suggestions for correction.
- g. Immediately report any equipment malfunctions to supervisor or Safety personnel.
- h. Perform proper care and maintenance on Personal Protective Equipment.
- i. Accept liability for replacement or repair costs of equipment lost or damaged due to personal negligence.

6. Incentive Programs

- a. High-risk agencies, such as, Fleet Maintenance, Solid Waste, Street Maintenance, Traffic Services, Right of Way Enforcement, Wastewater Management shall provide funding for spot recognition program. Each employee will be provided a Safety Recognition Card by the Safety Officer. When the Safety Officer observes an employee performing their duties safely the Safety Officer will sign

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their Safety Recognition Card and on the third occasion, the employee will be given a small gift of appreciation.

- b. Each agency shall create safety teams of equal size and various job duties, when possible, i.e., field and office workers. At the end of the year, the team with no chargeable injuries or accidents will be each awarded with a safety jacket. In cases when two or more teams tie, a drawing will be held to determine the winning team.
- c. The high-risk agencies will also provide individual awards to employees who are accident and injury free for a 5-year period.

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