



SAFETY POLICY AND PROCEDURES

PM-74-01

Section: 74-00, SAFETY/ON-THE-JOB INJURY

I. PURPOSE AND SCOPE

Chapter Two, Article IX., Sec. 2-376 through Sec. 2-390 of the Code of Ordinance, Occupational Safety and Health Program, created a Safety and Health Program for the employees of City of Memphis Government.

The City elects to establish and maintain an Occupational Safety and Health Program for its employees by providing a safe and healthy work environment. In addition, the city shall follow appropriate safety and health standards.

Policy

It is incumbent upon City employees to comply with safety and health standards and all rules and regulations which are applicable to the employee's work site and personal safety. Any employee who willingly or repeatedly violates or causes to be violated a standard, rule, regulation, or order shall be subject to disciplinary action up to and including termination.

It is incumbent upon management personnel to notify the appropriate Division Director if employees working under their authority are adversely affected by safety standards or hazardous working conditions. It is then incumbent upon the Division Director to immediately notify the Director of Human Resources, who has authority for the administration of this program.

No employee shall be discharged or discriminated against because such employee has filed a complaint or institute or caused to be instituted any proceedings or inspections relating to the City's Occupational Safety and Health Program.



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II. Responsibilities

Inspection

- A. In order to carry out the purpose of this program, the safety coordinator, or the authorized representatives, are authorized:
1. To enter without delay and at any reasonable time any establishment, construction site, plant or other area, work place, or environment where work is performed by an employee of the city; and
 2. Conduct periodic inspections of all departments, facilities and activities. Establish the frequency of inspections based on Incidents and other trend data. Use checklist to ensure a thorough inspection. Establish procedures to ensure corrective action is planned and taken. Hazards and conditions that are not abated within 30 days of identification shall be followed up by the Department of Workplace Safety until corrected.

Training

- A. Ensuring job safety training requirements are outlined and other applicable policies are met, while not inclusive, the following safety training courses are Mandatory for certain employees:
1. New employee safety training orientation- New hires should receive departmental specific safety training within 30 days of the hire date;
 2. Defensive Driving Course- Employees required to conduct City Of Memphis business while utilizing a motor vehicle: (see PM-74-04)

Management

- A. Shall assist the Workplace Safety Department with developing and implementing safe work practices and Job Safety Analyses or Job Hazard Analyses and review with their employees.



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1. Consistently apply and enforce existing safety and health rules, methods, procedures, policies and standards.
2. Ensure new employees are trained in new hire safety policies, programs and procedures.
3. Conduct a monthly safety audit internally to ensure compliance, send a copy to the safety coordinator for review.

III. Safety Committee

- A. Workplace Safety department shall establish a quarterly safety meeting for creating and promoting a proactive safety culture in the workplace. The quarterly meeting assists in awareness training and assisting department coordinators with:
 1. Identifying departmental hazards, safety training, safety corrective action processes, safe work practices, recommending education and training, inspecting department's workplace, monitoring of job specific safety communication, and maintaining/encouraging a proactive safety culture; and
 2. Review workplace safety data trends/analysis on audits, injuries and inspection finds.
 3. Provide information and updates as it pertains to Drug Testing and OJI policies and procedures.
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IV. General Duty Clause

A. The OSHA General Duty Clause

Section 5(a)(1) of the Occupational Safety and Health Act, requires that each employer furnish to each of its employees a workplace that is free from recognized hazards that are causing or likely to cause serious physical harm or a fatality.