

POLICY TITLE: Employment: Employee Safety and Health			NUMBER 105.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>2</u>
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Policy Statement: It is the policy of the City of Houston to provide a safe and healthful work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state or local law.

Policy Basis: Policy statement.

Policy Amplification: Supervisors and employees alike should be continuously alert to ensure and protect the safety and health of City employees. It shall be the supervisor's responsibility to:

1. Inspect affected work areas;
2. Be familiar with all applicable safety and health procedures;
3. Train employees in appropriate matters of health and safety;
4. Identify and correct unsafe conditions; and
5. Report all accidents.

The City of Houston has assigned accident prevention responsibilities to the Safety Section of the Personnel Department. Those responsibilities include but are not limited to:

1. Assuring compliance with City of Houston safety rules and regulations and other applicable safety and health standards;
2. Investigating, correcting, and eliminating unsafe and unhealthful working conditions or potential hazards;
3. Conducting periodic informal safety and health inspections of all work areas, machinery, equipment, elevators, lift trucks, warehouses, grounds and any other potentially hazardous City of Houston facilities.
4. Representing the City of Houston during investigations conducted by outside agencies such as state safety and health bodies or insurance carrier personnel;

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5. Organizing the safety related training and retraining of employees as necessary;
6. Assuring compliance with the various requirements established relating to record keeping and the retention of records with respect to safety and accident prevention;
7. Publishing and distributing of accident analyses; and
8. Investigating all accidents involving City employees or which occur on City premises; and preparing the required reports.

All observed safety and health violations and any accidents resulting in injuries to employees shall be reported immediately to the Safety Office of the Personnel Department. Employees are also encouraged to submit suggestions to the Safety Office concerning matters of safety and/or accident prevention. No employee shall be disciplined or discriminated against in any manner for reporting a valid hazardous, or potentially hazardous, condition or testifying in an accident investigation proceeding.

If safety clothing and equipment, such as safety glasses or protective footwear, are required by policy, the City will not necessarily provide such clothing and equipment cost free to the employee. Where appropriate, employees will be reimbursed for such incurred expenses. Likewise, the City will not necessarily replace damaged or broken safety clothing or equipment cost free to the employee. The Department Director shall determine what item(s) expense is reimbursable and what damaged material is replaceable at City expense.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and a recommended course of action.