



CITY OF KETTERING

SAFETY COMMITTEE OVERVIEW
Policy 4

CITY OF KETTERING
Safety & Health Program
Safety Committee Overview

Responsibility for Safety

All City employees are responsible for safety.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

Responsibilities of Safety Coordinator/Executive Committee

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

Responsibilities of Supervisors

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

SAFETY COMMITTEE OVERVIEW

PURPOSE:

The City of Kettering has established a Safety Committee to formulate safety programs and to provide guidance and direction to all departments in order to promote a safe environment for the staff, volunteers and citizens of the City of Kettering.

POLICY:

The City Manager or his/her designee appoints the chairperson and the members of the Safety Committee. The committee shall be composed of the City Safety Coordinator and representatives of the various City Departments/Work Groups.

PROCEDURE:

The responsibilities of the Safety Committee shall be as follows:

- Develop policies and procedures designated to enhance safety within the City of Kettering based on the review of activities and findings of the Safety Committee.
- Coordinate and collaborate the development of departmental safety rules and practices.
- Review and evaluate trends in accidents.
- Review all Accident/Injury reports
- Conduct an annual evaluation of the Safety Management Program and its effectiveness. This will be done for each function of the Safety Management Program and will include major activities and accomplishments, problems, action taken, effectiveness and future actions needed. Once the annual evaluation is complete, the committee will establish goals for the next fiscal year.
- Coordinate, review and revise internal and external disaster plans.
- Support training of all departments.

NOTE: The Safety Committee shall meet at least quarterly to address the above responsibilities.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

6-20-18
Date



Mark Schwieterman
City Manager

Issued:

6-20-18
Date



Sara E. Mills Klein
Director of Human Resources

— Reviewed 04/2018