

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 1.19 (70.0)**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 03/19/05**

**SUBJECT: DEPARTMENT OF FINANCE  
CITY-WIDE SAFETY PROGRAM- LOSS  
CONTROL POLICY**

**SUPERCEDES: 06/11/04**

**I. INTRODUCTION**

- A. The safety of City employees and the public is of paramount importance.
- B. It is the policy of the City of Chesapeake to provide and maintain safe and healthful working environments and to follow operating practices that will safeguard all employees and the public.
- C. Safe practices on the part of employees must be part of all operations.
- D. No job shall be properly done unless the worker has followed every precaution and safety rule necessary to protect self, fellow workers, and the public.
- E. The City of Chesapeake intends to comply fully with the Virginia Occupational Safety and Health Act, all other safety laws, and applicable industry standards.

**II. ASSIGNMENT OF RESPONSIBILITIES**

**A. City Manager**

The overall responsibility and authority for the Safety Program lies with the City Manager. The City Manager shall oversee the Program and make policy changes as he/she deems necessary.

**B. Risk Manager**

- 1. The Risk Manager shall be responsible for monitoring the Safety Program. These duties include the following:
  - Keeping statistical information on losses.
  - Analyzing the effectiveness of the Program and recommending changes.
  - Notifying departments and top management of significant changes such as new legal requirements or the results of engineering research that impacts upon the City's Safety Program.

2. The Risk Manager shall act in an advisory capacity on all matters pertaining to safety engineering and industrial hygiene. These duties include, the following:
  - Working with departments to set standards for safety equipment and practices.
  - Assisting departments in the formulation of safety training programs, when requested.
  - Suggesting ways in which departments can provide incentives which will stimulate and maintain employee interest.
3. The Risk Manager shall attend departmental Safety Meetings when requested and/or make periodic reports at City Manager Staff Meetings.

C. Departments Heads

1. Each department head shall be responsible for the development, administration, and monitoring of a written safety program within his/her department and maintaining the safety record of his/her department.
2. Each department head shall provide the leadership, positive direction, and personal concern essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Each department head shall assure compliance with Federal, State, and local laws, orders, and policies.
4. Each department head shall hold subordinates accountable for safety performance through measurable standards.
5. Each department head shall delegate to subordinates authority for controlling conditions that cause losses.
6. Each department head shall appoint an overall Departmental Safety Coordinator.
7. Each department head shall establish a Departmental Accident Review Board to review vehicular accidents, determine preventability and recommend appropriate mitigation actions. If attendance at a Defensive Driving Course is considered disciplinary action arising out of poor driving performance, it shall be mandatory that the employee attend.
8. Each department head shall organize and staff a Departmental Safety Committee to perform the following functions:

- a. Develop a Departmental Safety Program based on an analysis of risks, hazards, loss records and desired incentive goals. This program should be consistent with applicable State and Federal Safety laws and should incorporate national standards and reporting requirements established by the appropriate standard setting agency as exemplified below:
- 1) National Safety Council (NSC)
  - 2) American National Standards Institute (ANSI)
  - 3) National institute for Occupational Safety and Health (OSHA)
  - 4) American Society for Testing Materials (ASTM)
  - 5) Environmental Protection Agency (EPA)
  - 6) Department of Transportation (DOT)
  - 7) National Fire Protection Association (NFA)

The program should be consistent with, and adequately emphasize, the appropriate City of Chesapeake Safety rules as stated in the Employee Handbook. The Safety Committee is encouraged to develop a balanced program which includes consistent training, inspection, discipline (for poor performance), and reward (for good performance). The program shall be consistent with good risk management practices. It shall specify that all losses resulting from action of a City employee that damages the property of citizens, or any accident that results in personal injury, shall be administered and settled as a claim through the City's self insurance.

- b. Maintain the interest of employees, achieve cooperation and involvement on the part of the employees, by providing incentives and using employee feedback to structure a program that meets the employee's needs and achieves their participation.
- c. Make safety activities an integral part of operation policies and methods.
- d. Establish and maintain a cooperative spirit between management and employees regarding matters of safety.
- e. Assist in, or stimulate, the analysis of the department's operations and encourage the formulation of appropriate specific safety regulations, results or work practices
- f. Provide a forum for open discussion of accidents problems and preventative measures.

9. Each department head shall secure safety information from appropriate agencies and associations and thereby keep abreast of safety developments as they apply to the department.
10. Each department head shall assure that regular safety inspections are conducted for the purpose of discovering and correcting unsafe conditions or unsafe work practices. Documentation of inspection results and corrections shall be kept on file.
11. Each department head shall budget for and assure that regular safety training is conducted for employees and volunteers. Training shall be directly related to the safety hazards that employees are exposed to. For example, those employees who drive City vehicles and are exposed to the hazards of driving shall be given defensive driving training at City expense. Those employees who perform work in confined space shall be given entry training. Those employees working with hazardous materials or blood-borne pathogens shall receive appropriate training for the nature of the exposure to hazard. Employees shall not be allowed to operate equipment, machinery, or vehicles until they have been properly trained and authorized as an operator.
12. Each department head shall assure that all safety related documentation such as training attendance records, accident investigation reports, inspection reports, and Accident Review Board records are retained for a minimum of five (5) years.

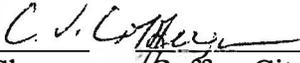
#### D. Supervisors

1. Each supervisor (and all "staff" management level employees) shall demonstrate by example that they are safety conscious and that they value the benefits of a safe work place.
2. Each supervisor shall assure that all high hazard tasks within his/her area of responsibility are covered by written work rules specific to the activity.
3. Each supervisor shall conduct or arrange for regular safety training for employees. Training shall be relevant. Training shall be documented.
4. Each supervisor shall be responsible for the detection and correction of unsafe acts and conditions within his/her area of responsibility. These acts and conditions may be observed either during normal work routines or as a result of safety inspections.
5. Each supervisor shall be responsible for the initial investigation of industrial accidents occurring within his/her area of responsibility. All accident investigation reports shall be forwarded to the Risk Management Office.

6. Each supervisor shall be responsible for assuring that any accident involving a City owned vehicle operated by one of his/her subordinates is immediately reported to the Police Dispatcher and that the Police Department performs and completes a vehicle accident investigation. The supervisor should obtain a copy of this report and forward same to the Risk Management Office. Each supervisor shall forward all accident reports to Risk Management
7. Each supervisor shall be required to use an employee's safety record as criteria for merit increases or promotions.
8. Each supervisor responsible for hazardous operators shall be trained in first aid.

E. Employees

1. Employees shall be responsible for knowing, understanding and observing all applicable safety regulations and safe work practices.
2. Employees shall wear or use the protective clothing and/or equipment of the type required, approved and supplied for the safe performance of their work. Employees shall also maintain and be responsible for the personal protective equipment issued.
3. Employees shall promptly report conditions to their supervisor which might prove hazardous to themselves, fellow workers, or the public.
4. Employees shall be responsible for keeping work areas clean and uncluttered.
5. Employees shall be responsible for reporting all accidents.
6. Employees shall pay for defensive driving training when assigned as a result of poor driving performance.

  
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Dr. Clarence Cuffee, City Manager

  
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Date