

CITY OF WAUKESHA

HUMAN RESOURCES POLICY/PROCEDURE

POLICY E-3 – Loss Prevention Program

"A preventable accident is any occurrence involving a City employee which could result in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred; in which the City employee failed to do everything reasonable and possible to prevent the occurrence."

I Safety and Health Policy Statement

The safety and health of each of our employees is of primary importance. As management, we recognize the need to establish policies related to prevention of occupational injury and illness. Every effort possible will be provided to attain an atmosphere conducive to a safe and healthful operation.

To establish and maintain a safety and health program requires cooperation, not only between supervisors and employees, but between each employee. Only through such collective efforts can such a program be effective and lasting.

Our goal is to reduce occupational injuries and illness to a minimum and create a feeling of total employee participation.

A. Our loss control program includes:

- Training of all employees in safety and health requirements.
- Promoting safety awareness and participation.
- Development and follow-up on all safety and health rules for all employees.
- Providing personal protective equipment and instructions on their use.
- Providing mechanical and physical safeguards to insure maximum protection to all employees.
- Conducting safety inspections and observations to improve present methods and standards as related to safety and health.
- Performing accident investigations to seek and eliminate any unsafe conditions or acts which may cause recurrences.

B. The responsibility for this loss program is shared by everyone:

- The City of Waukesha City Administrator shall have overall responsibility for the establishment of such a program, for its update when necessary, and for providing safeguards where and when necessary, and for providing safeguards where deemed necessary or desirable to promote safe working conditions.
- Management is responsible for developing the proper attitudes for safety and health.
- Each employee is responsible for complete support of this program through compliance with safety rules and regulations while in performance of their job assignments.

II Concept

A. Purpose - This program is established to emphasize an integral part of the management function that enhances best utilization of the City capital and human resources through effective loss control. Although profit is not a purpose of municipal operations, the same efficiency is desired to insure proper utilization of each tax dollar available.

B. Concept - Hidden within the processes of any endeavor are the potential dangers not necessarily apparent to those who plan and those who do the work. Safety studies of governmental loss experiences reflect the

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loss control objective as focusing attention upon correction of these pitfalls to work progress and thereby contribute significantly to the efficiency of the operation.

- C. Background - When consistently incorporated with other management efforts, loss prevention techniques have profound effect on the reduction of injuries, property damage, and work interruptions. By placing continual emphasis on the refinement of operational safety procedures, employee discipline, and healthful working conditions, it is possible to virtually eliminate frequent causes of municipal losses.

It is an established fact that a well trained, well disciplined, and well supervised individual in a safe and healthful environment is unlikely to have an accident. The objectives of the City's safety efforts are focused on this accomplishment.

- D. Program Implementation - Due to the diversity of operations within our City government and the necessary differences in organizational structure within various departments, it is recognized that certain terminology and expressed procedure cannot be equally applied by all. There are some details which might be impossible or impractical for one department to implement as directed while another would have no difficulty in applying them all.

Department directors will therefore have some latitude in formulating and implementing alternative methods when necessary (which are approved) as long as our total loss control/safety objectives are not compromised.

- E. Responsibilities - Each City employee shall be fully responsible for implementing the provisions of the City safety program as it pertains to operations where they work and have contact. The responsibilities included in this program are minimum, and they shall in no way be construed to limit individual initiative to develop more comprehensive procedures to curb City losses.

III Responsibility

A. Department Directors

Each department director has full authority to, and total responsibility for, maintaining safe and healthful working conditions within departmental jurisdiction whether it be out in the field, in the garage, or in the office. Although personal exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials in each.

Therefore each department director shall:

1. Insure that the policies and procedures of the City are complied with by City employees.
2. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Devote a portion of their staff meetings, as necessary to a review of departmental losses (accidents) and to discuss plans to cause more positive loss reduction. This will vary with the frequency and severity of losses and the degree of hazardous operations involved in each department.
4. Demonstrate a personal concern in departmental losses by interviewing directly or through a responsible designee, each worker and his/her supervisor who has:
 - a) Lost work time from on the job injury because of negligence.
 - b) Was involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.
 - c) Call upon the **Deputy Human Resources Director** ~~Human Resources Specialist~~ for any assistance needed in promoting aggressive and effective loss control.
 - d) Hold each supervisor fully accountable for an explanation of the preventable injuries collisions and

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liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need reevaluation.

- e) Call upon the **Deputy Human Resources Director** ~~Human Resources Specialist~~ for any assistance needed in promoting aggressive and effective loss control.

Accountable - Liable to be called to account for the accomplishment or lack thereof, of an assigned function or task according to designated performance standards.

- f) Designate an employee who shall be responsible and accountable to the department director for compliance with the provisions of the program within that department or division. He/she shall insure that:
 - 1) All hazardous tasks are covered by specific, published work rules to minimize injury and property damage potential.
 - 2) All employees are briefed and fully understand department work procedures and policies that enforce their use.
 - 3) All employees, new and incumbent, are trained and when necessary, retrained in the proper procedures on how each hazardous job must be accomplished.
 - 4) All employees are instructed and understand the use and need for protective equipment for hazardous jobs.
 - 5) Necessary safety equipment and protective devices for each job are available, are used, and used properly.
 - 6) Safety meetings are conducted to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
 - 7) Safety suggestions and written comments from employees are encouraged, and those that are feasible are adopted.
 - 8) All accidents are thoroughly investigated, recorded and promptly reported according to existing directives.
 - 9) Prompt, corrective action is taken wherever hazardous conditions are recognized or unsafe acts are observed.
 - 10) Budget requirements include anticipated costs for protective equipment and facilities modifications to meet safety specifications

B. Supervisory Personnel

A supervisor has responsibility for the safe actions of his/her employees and the safe performance of machines and equipment within his/her operating area, and they have full authority to enforce the provisions of this manual and to keep losses at an absolute minimum. Each supervisor shall:

- 1. Assume responsibility for safe and healthful working areas for their employees while they are under their jurisdiction.
- 2. Be fully accountable for preventable injuries, collisions, and liabilities caused by their employees.
- 3. Insure that all City safety policies are fully implemented for maximum efficiency of each job.
- 4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect City loss control efforts.
- 5. Be firm in enforcement of work policies by being impartial in taking corrective disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well.
- 6. Insure that each employee is fully trained for the job they are assigned to do, that they are familiar with

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published work rules and that they certify in writing that they understand compliance is mandatory.

7. Be held accountable for preventable injuries, collisions, and liabilities incurred by their employees since a supervisor's capability to supervise is measured by the efficiency of their operation.
8. Be required to include an employee's safety record in the basic criteria used to evaluate job performance since an employee who causes accidents to happen to themselves or to others has specific performance deficiencies that must be recognized and corrected. To ignore the deficiency and reward substandard performance is a disservice to the individual concerned and detrimental to the efforts of the City.

C. Employees

Employees are required to exercise due care during work to prevent injuries to themselves and others and to conserve materials. Each employee shall:

1. Report all unsafe conditions to the supervisor.
2. Keep work areas clean and orderly.
3. Report all accidents immediately to the supervisor.
4. Avoid engaging in any horseplay and avoid distracting others from their work.
5. Obey all safety rules and procedures.
6. Operate only equipment that they have been authorized to operate.
7. Use only prescribed equipment for the job and handle it properly.
8. Wear required protective equipment when working in hazardous operation areas.

D. Human Resources Department

The Human Resources ~~Director~~ Manager shall be responsible for administration of the City's safety program and shall take those actions deemed essential to produce a positive reduction of accidents and their causes.

E. ~~Deputy Human Resources Director~~ Human Resources Specialist

The ~~Deputy Human Resources Director~~ Human Resources Specialist shall be responsible for assisting the Human Resources ~~Director~~ Manager and is responsible for participation, leadership and direction in the administration of employee's safety as defined within the City's safety program. The ~~Deputy Human Resources Director~~ Human Resources Specialist shall advise, assist, and educate those in supervisory levels and shall:

1. Supervise the City safety program and assure that the City's safety program requirements are being met.
2. Coordinate a training program which will develop in all members of management a strong safety awareness and a clear cut understanding of specific safety requirements.
3. Participate in various safety committee meetings.
4. ~~Assist in accident investigation.~~
- 4.5. Provide recommendations to department directors so they can develop and maintain a plan for training new and incumbent employees to insure a thorough understanding of City safety rules and job safety requirements.
- 5.6. Coordinate periodic field audits to appraise effectiveness of safety program at supervisor level and make safety contacts with other staff members as required.

F. Departmental Safety Committees

Departments shall each conduct periodic safety meetings to determine safety policies and resolve safety problems within their departments. Functions of the committee will have a primary object focused on internal solution to safety problems and active support of the City safety program. The committee shall:

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1. Review accident records and evaluate the progress of department loss prevention efforts.
2. Prepare issues not resolvable at the department level for submission to Human Resources for assistance.
3. Review safety suggestions presented by employees for consideration.
4. Record and file minutes.

VII Safety Program Policies

In addition to this policy the City's Safety Program consists of the following policies:

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|--|---------------------------------------|
| E - 1 Safety Equipment | E - 8A Non-Commercial Drivers License |
| E - 2 Vehicle Collision Control & Accident Reporting | E - 9 Confined Space |
| E - 4 Infectious Materials Policy | E - 10 Drug and Alcohol Testing (FHA) |
| E - 5 Workers Compensation | E - 11 Negative Pressure Respirators |
| E - 6 Lending of City Tools and Equipment | E - 12 Hazardous Materials Policy |
| E - 7 Lock Out/Tag Out | E - 13 Workplace Violence |
| E - 8 Commercial Drivers License | E - 14 Drug Testing (City) |

Passed this _____ day of _____, 2018.

Approved this _____ day of _____, 2018.

Mayor

ATTEST:

Clerk/Treasurer