



MUNICIPALITY OF ANCHORAGE
OPERATING
POLICY/PROCEDURE

P&P No.

56-4

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Effective Date:

February 3, 2010

Subject:

MUNICIPAL SAFETY PROGRAM

Supersedes No.

56-4

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Approved by:

Don Sullivan

1. PURPOSE

To establish the policy and procedure for the responsibility and accountability for safety and the prevention of losses to the Municipality.

2. POLICY

It is the policy of the Municipality to administer an effective Safety Program to protect employees and the public and to conserve Municipal resources. The Safety Department shall be responsible for the program. The most important objective of the safety program is to promote a safe environment for Municipal employees and the public who use Municipal facilities and services. Contingent to the success of this primary goal is the development of an effective accident prevention program and a facility inspection program with objectives designed to meet the primary goal. A safety program, to be successful, must embody the proper attitudes toward injury and illness prevention on the part of management and employees. It requires cooperation in all safety matters between supervisors and employees and between employees and their fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

3. ORGANIZATIONS AFFECTED

All Municipal departments/agencies.

4. REFERENCES

- a. Alaska Statutes, Titles 18, 21 and 23
- b. Anchorage Municipal Code 3.30
- c. Municipal Safety Program Reference Manual
- d. Municipal Safety Supervisory Guidelines
- e. Modified Work Program-P&P 40-12
- f. Employee Incentive Program – P&P 40-8

5. DEFINITIONS

- a. Loss Prevention: a program designed to identify and correct potential accident problems before they result in actual financial loss or injury.

The following are examples of loss prevention techniques:

- (1) Safety meetings
- (2) Facility and equipment inspections
- (3) Proper handling of hazardous waste
- (4) Drivers training classes
- (5) Fire drills and inspection of fire protection/fighting equipment
- (6) Performance evaluations that address safety
- (7) Compliance with meaningful recommendations of insurance companies' loss prevention representatives
- (8) Awareness of applicable Federal and State Statutes, Municipal Codes and Policies and Procedures
- (9) Prompt reporting of hazardous conditions or other potential loss exposure to management
- (10) Accident investigation to determine the cause(s) of an accident and the implementation of solutions to prevent reoccurrence
- (11) Proper use, handling and storage of hazardous materials
- (12) Earthquake hazard reduction

- b. Loss Control: a program designed to minimize accident-based financial losses.

The following are examples of loss control:

- (1) Prompt reporting of a loss
- (2) Using Modified Work Policy for early return to work
- (3) Case management of workers' compensation losses
- (4) Inspect accident scene
- (5) Investigate subrogation possibilities
- (6) Timely inventories of Municipal property and equipment.

- c. Types of Loss- loss can occur as a result of the following:

- (1) liability to others as a result of injury to persons or property
- (2) injury to employee(s)
- (3) damage to property
- (4) loss of property
- (5) loss of income or increased costs because of damage to or loss of property

These five main types of loss are not mutually exclusive and may be interrelated. Many accidents or incidents will result in several types of loss.

6. RESPONSIBILITIES:**a. Mayor and Municipal Manager:**

Recognize the need for the development and advancement of safe working practices for every job and will hold Department Directors responsible.

b. Department/Agency Responsibility:

Each department/agency shall have a definite safety plan by means of which safe working practices, which are in effect, will be brought to the attention of every employee. Each department's/agency's safety plan will differ depending on the type and degree of risk.

(1) **Safety Information:** Through the established lines of department/agency organization, safety information shall be given to employees. Department/agency heads shall arrange for regularly scheduled safety meetings with all their supervisors. The supervisors shall transmit safety information to their employees either through group meetings or by discussion with individual employees. Time allotted for safety meetings shall not be used for unassociated purposes. Minutes of safety meetings shall be forwarded to the Safety Department. Written safety rules shall be developed and formulated for safe working practices. These rules must be current and be thoroughly explained to every employee.

(2) **Safety Suggestions:** Suggestions made by employees should be referred through their supervisor to the department/agency head. Definite replies to all suggestions shall be made within a reasonable length of time. Outstanding suggestions should be recognized through appropriate awards. (See P&P 40-8 Employee Incentive Program)

(3) **Work Place Hazards:** When hazardous conditions are discovered, such conditions shall be reported to the supervisor. The supervisor shall conduct an investigation and take appropriate action as necessary.

(4) **Occupational Requirements:** The ability to perform work assignments safely shall be a factor considered in performance evaluations so that this ability is credited in the selection, promotion and retention of employees.

(5) **Injury/Illness to Employees:** When an employee is off work due to an occupational injury or illness, the department/agency shall promote early return to full duty by utilization of rehabilitation and modified work whenever possible.

(6) **Department/Agency Safety Representative:** A representative for each department/agency shall be selected to act as a coordinator of the safety plan within the department/agency and as a point of contact with the Safety Director. The duties of the representative shall be supplemental to the responsibilities of supervisors for the safety of their employees.

c. Supervisory Responsibility: All supervisors will consider it an essential part of their job to administer the Safety Program.

(1) **Correcting Unsafe Conditions:** All supervisors shall be constantly on the alert to observe unsafe working practices or conditions with the aim of immediate correction. If immediate correction is not possible, the situation should be reported to the next higher level of supervision.

- (2) Safety Education of Employees: The supervisor shall insure that employees are well aware of and adhere to the departmental safety plan and all safety work rules applicable to them.
 - (a) Problems relating to safety on the job shall be discussed by supervisors and their employees either in group meetings or individually.
 - (b) Supervisors shall encourage employees to submit safety suggestions and see that replies are made promptly.
 - (c) Safety training of new employees shall be part of the employee's orientation and be directed or conducted by their appropriate supervisor.
- d. Employee Responsibility:
 - (1) Condition of Employment: All employees shall be required as a condition of their employment to follow all safety practices which are established for the protection of themselves, their fellow employees and the public.
 - (2) Employee Cooperation: The Municipality of Anchorage expects that each employee will accept safety as a personal matter and cooperate in the safety program by developing safe work habits and, as a minimum, do the following:
 - (a) Report all unsafe conditions to his/her supervisor
 - (b) Keep work areas clean and orderly at all times
 - (c) Report all accidents immediately to his/her supervisor
 - (d) Avoid engaging in horseplay and avoid distracting others
 - (e) Learn to lift and handle materials properly
 - (f) Take an active part in the Safety Program
 - (g) Dress safely and sensibly
 - (3) In addition, each employee working at hazardous jobs shall:
 - (a) Obey all safety rules and follow published work instructions. If any doubt exists about the safety of a job, the employee shall STOP and get instructions from his/her supervisor before continuing work.
 - (b) Operate only machines and equipment that he/she has been authorized and trained to operate
 - (c) Use only prescribed equipment for the job and handle it properly
 - (d) Conscientiously use all safety devices and personal protective equipment/clothing required
- e. Safety Department Responsibility: Promotion and coordination of the safety program throughout the Municipality is the responsibility of the Safety Director.
 - (1) General Functions: This department will assist in the development of department/agency safety program, coordinate inter-department/agency safety practices, assist with safety engineering problems and keep departments/agencies informed of their safety performance within the Municipal government.
 - (2) Investigations: This department is authorized to independently or in support of any other investigation, investigate practices or conditions which have caused,

or may cause, accidental injury or property damage and make recommendations for their correction.

- (3) **Outside Relations:** The Municipality of Anchorage's relations with outside safety associations, organizations or regulatory bodies shall, in general, be carried on through the Safety Department. Public contact on safety matters may frequently involve the activity of other agencies; under such conditions, the Safety Department will function jointly by mutual agreement with the agency concerned.
- (4) **Loss Prevention/Control Programs:** This department will assist Municipal agencies in establishing programs to protect property from loss due to perils. Safety will oversee management of such programs and ensure compliance with prudent recommendations from property insurance representatives. Safety and Risk Management will measure and evaluate the effectiveness of the Loss Prevention/Control System and require modifications when needed to achieve optimum results.
- (5) **Risk Assessment:** This department will coordinate with departments/agencies to develop an effective inspection program of operations, work places and public liability hazards. Corrective actions will be formulated to reduce or eliminate accidents, injury and other potentials for financial loss.
- (6) **Self-Insurance Rates:** The Risk Management division will establish a self-insurance rate for each Municipal budget unit that represents auto liability, general liability and workers' compensation loss experience. The established rate shall be based on actual losses experienced.
- (7) **Safety Performance:** This department will design and implement audit and reporting systems that will measure effectiveness of the Municipal Safety Program.
- (8) **Safety Information:** This department will establish safety and loss prevention policies, disseminate safety information to agency safety officers/representatives on a regular basis and provide operational guidance to each safety officer/representative.

f. **Municipal Safety and Risk Management Responsibilities:**

The **Safety Director** has the responsibility to carry out the Safety Department's Loss Prevention responsibilities to include:

- (1) Maintain a Safety Program, which includes timely and on-going training addressing Municipal exposures.
- (2) Make recommendations to affected departments/agencies and solicit plans to reduce losses from Municipal departments/divisions.
- (3) Develop accident and loss control procedures and instruct department/agency safety officers/representatives to assist in carrying them out.
- (4) Assist all Municipal departments/agencies by providing them with updated information on environmental concerns in the workplace and assisting with problems involving hazardous materials/chemical substances control.
- (5) Assist all Municipal departments/agencies with concerns involving Federal or State OSHA and other safety and health standards-setting agencies.

The **Risk Manager** has the responsibility to carry out the Risk Management Division's Loss Control responsibilities to include:

- (1) Distribute loss and claim data to all Municipal departments/agencies
- (2) Investigate significant pre-loss notices of possible Municipal liability for bodily injury to the general public or employees or loss to Municipal property.
- (3) Examine claim data, evaluate and make recommendations to prevent recurrences.
- (4) Maintain Property Conservation Programs with assistance from Municipal departments/agencies and the Municipality's property insurance carrier.
- (5) Provide assistance and information to all Municipal departments/agencies pertaining to earthquake hazard mitigation.
- (6) Assist all Municipal departments/agencies with workers' compensation case management.

7. PROCEDURES

- a. On-going maintenance of this Municipal-wide Safety Program will require adaptability to change as new Federal mandates, State laws and other factors change priorities and course of action. The core of this program's procedures will remain constant as follows:
 - (1) Based on an action plan, derived from evaluating the Municipality's loss potentials through analysis of actual losses and change in operations, a systematic observation of selected workplaces will be accomplished by the Risk Management Division and Safety Department.
 - (2) The Safety Department will notify each affected department/agency in order to schedule meetings and/or surveys for the purpose of reviewing programs, operating procedures, policies, contracts, facilities and operations as they relate to safety and loss control.
 - (3) As a result of the aforementioned consultations/observations, Risk Management and the Safety Department will provide the affected department/agency with a status report making recommendations addressing areas that may need improvement and providing other assistance as may be possible.

8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY

The Safety Department and Risk Management Division will review this document annually in February.