

# *City of St. Louis Department of Personnel Administrative Regulation NO. 135*

## Safety Program

Revised and Reissued: November 4, 2013

The Safety Program of the City of St. Louis is designed to promote safe and efficient performance of City operations, and provide for the protection of the employees, citizens, and visitors of the City.

### I. PURPOSE

The purpose of this administrative regulation is to establish an occupational safety program in the City Service and to provide the administrative framework for its management. The provisions of this regulation are specifically intended to:

- A. Establish the authority and responsibility of the City Safety Officer.
- B. Provide for the implementation and management of occupational safety programs within every City department.
- C. Establish the authority and responsibility of the Department or Division Safety Coordinator.

### II. POLICY

The City of St. Louis will take all appropriate measures to protect the health and safety of its employees in the performance of their assigned work. In addition, the City will make every effort to eliminate or limit to the lowest practicable levels, all adverse affects on human health and the environment resulting from its services, facilities and activities.

- A. Safe working conditions and a healthy environment shall be afforded to all City employees. Therefore, all reasonable safeguards, safety equipment and safety

training will be provided by the City. Employees are expected to participate in required safety training programs, use the safety equipment which is provided, and adhere to the required safeguards, or be subject to disciplinary action up to and including dismissal.

B. Safe work practices must always take precedence over expediency or short-cuts.

### III. RESPONSIBILITIES

A. Appointing Authorities will have the responsibility to:

1. Establish an approved occupational safety program (hereafter "safety program") within their department or division. The appointing authority shall appoint an employee within his or her department or division to serve as that department's, or divisions, Safety Coordinator and develop and implement said safety program.
2. Ensure that their department or division safety program includes both a Safety Committee and an Accident Review Committee. The Safety Committee and the Accident Review Committee will be chaired by the Department or Division Safety Coordinator and will be staffed by employees, supervisors and managers.
3. Ensure that their department or division establishes files to maintain documentation of safety training, any employee qualifications (licensing or certification) and any exposure records. These files must be available for inspection by both the Department or Division Safety Coordinator and the City Safety Officer.
4. Ensure that individuals responsible for the implementation and administration of the safety program within their department or division, including supervisors, the Department or Division Safety Coordinator and members of the Safety Committee and the Accident

Review Committee are allotted sufficient time and resources to do so.

B. The City Safety Officer will provide administrative oversight of the City's Safety Program as set forth in this regulation and shall approve department or division safety programs. Additionally, the City Safety Officer will have the authority and responsibility to:

1. Establish City policies and procedures related to the City's Safety Program.
2. Assist department heads and/or appointing authorities, managers, supervisors and Safety Coordinators with implementing a safety policy and procedures.
3. Assist supervisors and Safety Coordinators with increasing employee awareness of all safety policies and procedures and in all safety related areas through training sessions, discussions, meetings, materials, investigations, and on-site visits.
4. Develop a statistical analysis, by department, of accident information. Prioritize problem areas and assist in developing remedial actions.
5. Direct safety and health audits as required by the Director of Personnel.
6. Recommend halting any City operation when it is determined that the operation poses a clear and significant danger to the safety or health of the employees or the public.
7. Evaluate the performance of the Department or Division Safety Coordinator as such and provide the evaluation to the Safety Coordinator's immediate supervisor for consideration in the employee's annual service rating.

C. The Department or Division Safety Coordinator will have the authority and responsibility to:

1. Develop and implement the department or division safety program.
2. Assist supervisors in the development and presentation of safety meetings as described in subsection III. D. of this regulation.
3. Act as a liaison between the department or division and the City Safety Officer on matters related to safety.
4. Advise the department head and/or appointing authority, managers and supervisors concerning safety related matters.
5. Assist in the development of procedures to identify and remedy occupational safety and health hazards.
6. Participate on the City Safety Committee and the City-wide Accident Review Committee.
7. Compile department information regarding safety programs, projects, accident reports and supervisor reports and maintain such information for review by the City Safety Officer.
8. Investigate reported or suspected safety or health hazards within the department or division and submit a summary report to the department head and/or appointing authority, and the City Safety Officer regarding each such reported or suspected safety or health hazard.
9. Assist the department head and/or appointing authority in preparing recommended annual budgets regarding safety and health materials, equipment and training

D. Supervisors and foremen will have the responsibility to:

1. Provide instruction on job safety and procedures to follow in the event of an on-the-job injury to each new employee and any employee new to a position or department.

New employees or employees new to a position or department should not be allowed to perform any task unsupervised until that employee has demonstrated an understanding of the task and the ability to perform it safely.

2. Conduct monthly safety meetings for all employees in their work unit. The monthly meetings shall cover general safety and health regulations and new safety and health policies, procedures and programs. These meeting generally last approximately thirty (30) minutes and it is recommended that they be conducted the same time and day each month.

3. Conduct weekly safety meetings for all employees in their work unit. These meetings should be directed either to a topic pertaining to safe operations in the respective department or division, or a topic as specifically prescribed by the City Safety Officer. These meetings generally last five (5) to ten (10) minutes and it is recommended that they be conducted the same time and day each week.

Alternative training cycles may be utilized if approved by the City Safety Officer. However, the training provided must support the overall objectives of providing a safe and healthy work place.

4. Maintain training records, documenting each safety training session or meeting within the department or division. This training record **MUST** include:

- a. Topic
- b. Who presented the program
- c. Names of those in attendance
- d. Where meeting was held
- e. Date and time

5. With the assistance of the Department or Division Safety Coordinator conduct an on-site investigation of each accident in their work unit.

6. Maintain a supply of all the required safety, health, and Report of Injury forms.

E. Employees shall have the responsibility to:

1. Learn and comply with all safety and health rules and regulations regarding their workplace.

2. Attend all scheduled safety meetings.

3. Immediately report any unsafe conditions or accidents even in cases where there is no injury or property damaged.

Failure to comply with any of the above mentioned provisions shall be grounds for disciplinary action pursuant to Administrative Regulation No. 117.

#### IV. ISSUANCE AND IMPLEMENTATION

All department and division safety programs shall be implemented in accordance with the provisions of the City Safety Manual and this Administrative Regulation.

Any questions regarding this regulation should be referred to the City Safety Officer at 622 5730.

#### DEPARTMENT OF PERSONNEL

Richard R. Frank  
Director