

RULE 17

SAFETY PROGRAM

SECTION 1: SAFETY

The City of Sierra Vista uses the Occupational Safety and Health Act (OSHA) Standards as a guide to provide employees a safe place to work.

SECTION 2: RESPONSIBILITIES

A. City Manager

The City Manager or designee is responsible for the coordination of safety activities and programs throughout the City and has the authority to stop employees from performing unsafe work or using unsafe equipment.

B. Department Director

The primary responsibility for providing a safe work environment rests with the Department Director. It is the responsibility of each Department Director to enforce the maintenance of safe working conditions, encourage safety suggestions and discussions, and ensure that all accidents and injuries are reported promptly and properly.

C. Supervisor

It is the responsibility of each supervisor to:

1. Detect and correct unsafe working conditions and practices.
2. Train employees in correct work procedures and City safety policies.
3. Ensure that each employee knows and follows safety rules.
4. Encourage safety suggestions and discussions.
5. Ensure that all accidents and injuries are reported promptly and properly.

D. Employee

Employees are required, as a condition of employment, to observe all safety regulations given orally or in writing.

1. Failure to procure equipment when required or to properly use and wear required safety equipment will result in disciplinary action. Inability to wear required safety equipment for any reason, including medical, may be grounds for disqualification of employment of job applicants, and grounds for transfer, reclassification, demotion or dismissal of City employees.

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2. In addition to guarding their own safety and City property, employees will do everything possible to safeguard co-workers and others affected by the work.
3. Employees will immediately report to their supervisors any accident, illness, or disease arising from their employment that affects the employee or anyone else. Employees will also report any unsafe condition to their supervisor.