



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/01/95

SECTION 1300	SUBJECT SAFETY & HEALTH
------------------------	---------------------------------------

POLICY

It is the policy of the City of Newport News to provide for the safety and health of City employees, persons entrusted to the City's care, and for its citizens. This policy will only be obtained through the continued support and efforts of all City departments. Each department must establish collateral safety and health goals which are driven by the leadership of the department director and the supporting staff. The following programs and responsibilities are designed to provide the framework for achieving this goal through the efforts of each City department under the assistance of the City's Risk Management Department.

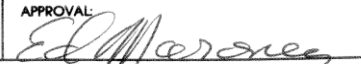
DEPARTMENT SAFETY MANUAL

Each City department is required to adopt the standard safety policy, standards and procedures which apply to all operations within the City. In addition, departments are required to adopt special safety programs and policies based on the operations performed and risks faced by personnel of the department in accordance with the State of Virginia Occupational Safety and Health Act. The City Safety Reference Manual serves as a model for each department to use in developing programs and comparing existing programs for adequacy. The policy and programs within the City Safety Reference Manual must be customized to meet the specific operations of a department. The components of each department safety program will include:

1. Program Purpose
2. Department Safety Policy
3. Scope, Organization, and Responsibilities
4. Safety & Health Procedures
5. Inspections, Audits and Unsafe Conditions
6. Reporting and Recordkeeping
7. Performance and Discipline
8. Training and Education (as determined needed)
9. Specialized Safety Programs (as determined needed)
10. Reference Materials

DEPARTMENT SAFETY COMMITTEE

The following City departments are required to establish and maintain a committee designed to review safety and related affairs which meets, at a minimum, quarterly:

AMENDS/SUPERSEDES SECTION 1300, DATED 12/01/90	REFERENCES	APPROVAL 
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/01/95

SECTION 1300	SUBJECT SAFETY & HEALTH
------------------------	---------------------------------------

Adult Corrections
Public Utilities
Fire
Juvenile Services
Sheriff

Codes Compliance
Vehicle & Equipment Services
Human Services
Parks, Recreation & Tourism

Public Works
Engineering
Libraries
Police

This committee should consist of selected representatives from the department and be chaired by the department director of their appointed representative. The committee will: review loss trends in comparison to established goals, review past losses for the purpose of identifying loss trends in comparison to established goals, review past losses for the purpose of identifying corrective measures and/or program deficiencies, review suggestions from employees, and explore ways to improve department safety and health. The results (including meeting topics, actions to be taken, and responsible parties) of each meeting should be forwarded to the Risk Management Department. Departments not listed above are required to perform the same activities during other regularly scheduled department meetings.

SPECIAL SAFETY COMMITTEES

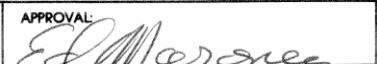
Risk Management will develop special safety committees as needed to address specific problems, trends, new regulations, etc. Volunteers with a special interest or expertise from each department will be solicited to serve on these committees. As new policies are proposed they will be presented to all department heads for comment prior to submission to the City Manager for approval.

RESPONSIBILITIES

City Loss Control Administrator

The City Loss Control Administrator is responsible for:

- Helping each department establish safety goals and objectives
- Evaluating each department's operations for risks and identifying needed safety programs, policies and procedures
- Assisting the departments with the implementation of safety and health related programs

AMENDS/SUPERSEDES SECTION 1300, DATED 12/01/90	REFERENCES	APPROVAL 
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/01/95

SECTION 1300	SUBJECT SAFETY & HEALTH
------------------------	---------------------------------------

- Providing or arranging for technical services such as monitoring and training
- Evaluating new state and federal standards and the applicability to department operations
- Providing continued safety and health support to departments

Department Directors

The Department Directors are responsible for:

- Providing safety and health leadership and direction for the department
- Monitoring loss trends and costs as compared to department safety goals
- Monitoring the effectiveness of department safety policies and procedures
- Assigning responsibility and accountability at all department levels for safety and health
- Appointing department Safety and Workers' Compensation Coordinators
- Assigning other coordinators as needed for specialty safety programs

Department Safety Coordinator

The Department Safety Coordinator is responsible for:

- Maintaining safety and health programs documentation
- Requesting assistance from the City Loss Control Administrator as needed
- Reviewing accident investigation forms for completeness and appropriate corrective action
- Attending safety training classes provided or arranged by Risk Management and relaying information back to the department
- Arranging for and assuring that department safety inspections and audits are conducted and that appropriate follow up action is conducted

AMENDS/SUPERSEDES SECTION 1300, DATED 12/01/90	REFERENCES	APPROVAL 
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/01/95

SECTION 1300	SUBJECT SAFETY & HEALTH
------------------------	---------------------------------------

- Relaying department safety concerns beyond their control to Risk Management
- Reviewing and assuring the accuracy of the Department OSHA 200 Form.

Department Workers' Compensation Coordinator

- Making certain that all employee occupation injuries and illness are called into Risk Management within 24 hours
- Informing Risk Management when employees miss time from work due to an accident and when they return to work
- Forwarding medical bills, receipts, and other information relating to Workers' Compensation to the Risk Management Department

S:\PAM\1300 Safety\1300 Safety & Health.doc

AMENDS/SUPERSEDES SECTION 1300, DATED 12/01/90	REFERENCES	APPROVAL 
---	------------	---