

CITY OF FRISCO PERSONNEL POLICIES
SECTION: WORKPLACE SAFETY

Subject: SAFETY PROGRAM

Effective Date: 03/05/2019

Approved by: Ordinance 19-03-15

Revision Date:

I. PURPOSE

Pursuant to the City of Frisco (“City”) Charter, the City Council has the responsibility and authority to approve policies to establish and maintain a safe and healthful workplace for City Employees in accordance with federal, state or local laws and regulations. These laws include, but are not limited to, the general duty clause from the Texas Labor Code, Title 5. Texas Workers’ Compensation Act, Chapter 411.103, “Duty of Employer to Provide Safe Workplace,” which states, “Each employer shall:

1. Provide and maintain employment and a place of employment that is reasonably safe and healthful for Employees;
2. Install, maintain, and use methods, processes, devices and safeguards, including methods of sanitation and hygiene, that are reasonably necessary to protect the life, health, and safety of the City’s Employees; and
3. Take all other actions reasonably necessary to make the employment and place of employment safe.”

II. SCOPE

This Safety Program (“Program”) applies to all City offices, departments, divisions and employees (“Employees”). Additionally, the Program has been developed to provide a safe and healthful workplace for City of Frisco Employees and to reduce work related injury and illness frequency and severity. And to protect the public and reduce liability.

III. DEFINITIONS

- *Accident Prevention Plan (APP)* – A series of safety initiatives developed by each department utilizing nationally recognized standards of best practice as a general guide, but not a requirement to the extent the City is not bound to such standards, such as, but are not limited to, Occupational Safety and Health Administration (OSHA), the National Safety Council (NSC), National Institute for Occupational Health (NIOSH), the American National Standards Institute (ANSI), or Centers for Disease Control (CDC).

- *Catastrophic Event* – When one or more of the following conditions occur from an Incident, as defined herein: fatality; amputation; head injury; heart attack; serious electrical shock; multiple fractures; serious burns; stroke; spinal injury; potential and/or actual media attention; or motor vehicle accidents involving three or more City vehicles.
- *City Safety Review Board* – A group of representatives from Risk Management, Public Works, Parks and other departments as needed and determined by the Risk Management office. The purpose of the Board is to review the list of reported Incidents and the findings of all City departments. The intent of the City Safety Review Board (“Board”) is to identify areas of needed attention with respect to safety and risk management. The Board will meet on a predetermined day each month.
- *Department Director*- Director of a City Department and/or their designee.
- *Department Safety Liaison* – Department safety personnel or those who have been assigned safety functions under the guidance of the City’s Risk Management division.
- *Employee* – This term applies to all employees of the City of Frisco, including full-time, part-time, trainee, seasonal, temporary, contract employees, and volunteers, regardless of the time employed. This term is not applicable to an independent contractor.
- *Incident / Accident* – (herein after defined as “Incident”) Any event that results in a medical or indemnity cost, regardless of the compensability of the claim including, but not limited to, damage to City property or equipment; a collision or motor vehicle accident between a City vehicle and another vehicle; a collision between a City vehicle and a person; a collision between a City vehicle and an object that results in any type of personal injury to anyone or property damage, including events where there is a collision or involves a City vehicle with no apparent or visible damage, and where there is damage to public/private property.
- *Near-Miss* – Any unplanned event that did not result in injury, illness, or damage, but had the potential to do so given a different set of circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage.
- *Repeater* – An Employee who has had three or more work related injuries, Incidents in five years.
- *Risk Management* – The division of Administrative Services with oversight responsibilities for Incident prevention services and compliance with safety related policies, procedures, ordinances and statutes.
- *Safety Program* – A series of safety policies and initiatives developed by each

department, as outlined herein, based on nationally recognized standards or best practices, such as, but not limited to, the Occupational Safety and Health Administration (OSHA), the National Safety Council (NSC), the National Institute for Occupational Health (NIOSH), the American National Standards Institute (ANSI), or Centers for Disease Control (CDC).

IV. RESPONSIBILITES

Risk Management shall be responsible for providing general oversight, to include process standardization, and promotion of the Incident prevention activities within departments, and departmental compliance with City of Frisco Safety Program and procedures except where conflicts occur with currently accepted officer safety and training policies, procedures and provisions of federal, state or local laws and regulations. Time spent at the Board meetings and activities is considered City business and committee attendance will not result in any loss of pay or benefits. It is anticipated that work schedules can be adjusted to avoid overtime pay. Board membership will be limited to full-time, permanent Employees. Responsibilities and activities of the department include, but are not limited to:

1. Assisting all departments including those with their own Department Safety Liaisons in the development and/or revision of safety policies, procedures, and programs;
2. Assisting departments with periodic safety audits/assessments of Employee activities, facilities, and work sites with associated recommendations, mitigating actions, and follow-up to assess and eliminate/reduce risk;
3. Conducting comprehensive and methodical post-Incident investigations, followed by periodic reviews/analyses of Incidents and motor vehicle accidents followed by periodic reviews/analyses of Incident and motor vehicle accident data, to identify trends and subsequent corrective actions for increased prevention;
4. Assisting in the development and/or increase the effectiveness of department or division safety committees;
5. Participating in a sub-committee to review Repeater incidents; and
6. Assisting in conducting general and specific training on safety-related topics and concerns of Employees.

City Safety Review Board –The Board is responsible for the following:

1. Meeting and discussing all reported Incidents and injuries;
2. Sending the conclusions and recommendations regarding an Incident and other safety issues back to the supervisor for their use and consideration;

3. Department Safety Liaison will work with Risk Management to monitor any Incident trends within their departments and suggest specific training if warranted;
4. Consulting with Divisions Managers and Superintendents to monitor trends and safety concerns and address these issues during their mandatory monthly Safety meetings; and
5. Consulting with Division Superintendents who are responsible for scheduling and ensuring that their respective Employees attend a monthly safety meeting. All Employee training can be tracked by the supervisor using the Learning Management Software.

Department Director - Directors have the responsibility to address their Employees' safety and health risks are anticipated, recognized, evaluated, and controlled consistently to provide Employees proper protection. Directors shall also be responsible for allocating the resources needed to reduce, mitigate and/or eliminate Incidents and control potential hazards. Responsibilities may include the following:

1. Establishing a working environment that ensures Employees are free to report unsafe conditions and unsafe acts through open means of communications without fear of reprisal;
2. Implementing appropriate department safety policies, programs, procedures and standards to support the policy;
3. Supporting active participation in safety and health program activities by all Employees;
4. Ensuring Catastrophic Events are reported to the risk management department and assistance in managing all injuries;
5. Establishing, monitoring, supporting and communicating measurable and achievable Incident prevention goals and objectives; and
6. Requiring and supporting the use of electronic reporting of all Incidents and injuries to the appropriate centralized reporting system. This will serve as an avenue for ongoing measurement by Risk Management and the Human Resources Department for all Incident statistics and safety-related practices by all departments to continue the reduction of Incidents City-wide.

Department Safety Liaison -shall be responsible for compliance with this Safety Program with the assistance of Risk Management. Safety Liaisons will consult with Risk Management, as needed. Developing, auditing and maintaining the department files relating to the Safety Program and issues at a minimum, this must include, but is not limited to, the following tasks are included in the scope of these duties:

1. Reviewing and, to the extent necessary revising and/or establishing, department safety policies and goals every three years, at a minimum to meet accreditation

requirements;

2. Identifying prescribed safety forms (copies of blank safety forms, mandatory state posters, etc.);
3. Conducting reviews of routine tasks performed in the department and identify associated hazards;
4. Assisting managers, supervisors and Employees in developing safe work practices or guidelines for all operations and maintain copies of associated safety procedures in a central location accessible to Employees; and departments during a Catastrophic Event;
5. Following up regarding any hazards and/or conditions that are not abated within 30 days of identification until corrected; and
6. Contacting Risk Management for assistance.

Supervisors- shall be responsible for:

1. Assisting the Safety Liaison with developing and implementing safe work practices and Job Safety Analyses or Job Hazard Analyses and reviewing with Employees within their division;
2. Consistently applying and enforcing existing safety and health rules, methods, procedures, policies and standards;
3. Providing and replacing personal protective equipment (“PPE”) and ensuring Employees wear, use, maintain, and are trained in its use. Conducting random inspections of all personal protective equipment to confirm equipment is maintained and replaced when necessary;
4. Ensuring new Employees are trained in safety policies, programs and procedures prior to beginning work. Periodically providing training and refresher courses in safety and health methods, procedures and policies to maintain awareness. Ensuring Employees maintain certifications;
5. Notifying the Department Director of any Catastrophic Event in accordance with departmental protocol;
6. Immediately investigating the facts and circumstances surrounding Incidents to include identification of root causes, preventative actions and completion of mandatory forms, reporting and notifications as necessary for the event;
7. Ensuring all reported Near-Miss Incidents, are addressed immediately by supervisor, Department Safety Liaisons and/or HR Safety Liaison and recorded on the Employee Incident Form; and

8. Attending safety training and education classes, as defined within the Safety Program.

Employees shall be responsible for:

1. Understanding and adhering to all department policies, programs, procedures and practices;
2. Using and maintaining PPE and protective clothing when appropriate or required;
3. Immediately reporting Incidents, injuries, or Near-Misses to the appropriate Supervisor and work with Supervisors in compiling the facts and circumstances of the work-related Incident investigations. Assisting Supervisors in determining root causes of Incidents and corrective actions to prevent recurrence;
4. Completing the Employee Incident Form by the Employee's Supervisor for all Incidents, including those involving injury, and completing and submitting the form to Risk Management and the Human Resources Department within 24 hours of the Incident causing the injury;
5. Immediately reporting all Motor Vehicle Accidents to the local police department;
6. Submitting for testing for drugs and alcohol pursuant to City Drug and Alcohol Testing Policies for any City Employee operating or driving a vehicle involved in a Motor Vehicle Accident, or for reasons of reasonable suspicion as determined by the Employee's Supervisor;
7. Attending mandatory safety and health education and training courses; and
8. Complying with all safety and health requirements mandated by their department and Risk Management, and/or by federal, state or local laws and regulations.

Violations - Employees who willfully violate this policy, the Safety Program, and/or City / department safety procedures may be subject to disciplinary action appropriate for the offense, up to and including suspension and/or termination, in accordance with established procedures (including but not limited to policies, procedures, guidelines, departmental SOPs, frameworks, etc.) Employees who are disciplined for violations under this policy shall have the rights afforded to them by the City Charter, policies, ordinances, and/or federal, state or local laws and regulations.

Standards of Best Practice

1. Safety personnel of the City are expected to use best practices and safety guidelines including OSHA regulations as minimal guidance in developing the various safety programs that are reasonably necessary for their departmental operations and associated risks.

2. Guidance for use of policies means that the Safety Personnel will follow the standards provided in the most current OSHA regulations (and other appropriate regulations). Any exceptions to these standards, except those standards that conflict with currently accepted officer safety and police training and practices, shall require the written approval of the Director of Human Resources Department (HR). No exceptions shall be permitted without such written approval.
3. In addition and as a supplement, Safety Personnel are expected to use available national standards, such as American National Standards Institute (ANSI), National Fire Protection Association (NFPA), National Institute for Occupational Safety and Health (NIOSH), National Electric Code (NEC), the American Water Works Association, the Chlorine Institute, or the Compressed Gas Association, to develop safety programs.
4. When no regulations or standards exist, safety personnel are encouraged to review comparable industry best practices to develop safety programs.

Enforcement - The HR Department and Risk Management Division is charged with supporting, monitoring and ensuring that departments create and maintain effective APPs with associated Board plans and programs aimed at preventing workplace injuries.

1. If department plans or programs are found to be ineffective through objective audits, reviews or assessments with credible supporting documentation the department director, HR Director shall be notified by the Safety Liaison conducting the audits.
2. Included in the notice will be recommendations to the Department Director for improvement of the Safety Program with a goal of helping to create a safer workplace and further reducing injury and illness in the workplace.
3. Following the audits, HR and Risk Management may take a more active role within the department's safety program to ensure improvements are instituted to correct the areas found to be ineffective. The Safety Liaison shall then conduct appropriate reviews to ensure the changes have been successful and shall report the results to the HR Director.