

**RESOLUTION**

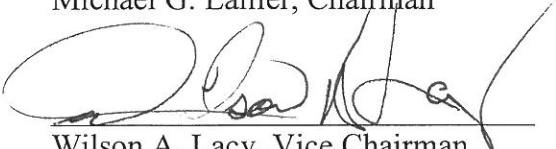

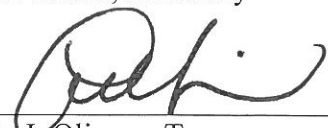
WHEREAS, the undersigned Commissioners of the Public Works Commission of the City of Fayetteville consider employee safety to be as important as the work performed by employees, and

WHEREAS, a comprehensive program of accident prevention is a responsibility of all levels including Commissioners, management, and all employees, and

WHEREAS, the enactment of a safety policy is designed to reduce human suffering, minimize financial loss, and to provide the safest possible working environment with appropriate safety equipment and procedures.

NOW THEREFORE BE IT RESOLVED that the Public Works Commissioners endorse the following Employee Safety Program as a tool for use in providing guidance to all employees in the safe performance of their duties on this the 21<sup>st</sup> day of March 2012.

PUBLIC WORKS COMMISSION OF  
THE CITY OF FAYETTEVILLE, N.C.

  
\_\_\_\_\_  
Michael G. Lallier, Chairman  
\_\_\_\_\_  
Wilson A. Lacy, Vice Chairman  
\_\_\_\_\_  
Terri Union, Secretary  
\_\_\_\_\_  
Luis J. Olivera, Treasurer

# THE PUBLIC WORKS COMMISSION OF THE CITY OF FAYETTEVILLE

## EMPLOYEE SAFETY PROGRAM

### A. Purpose

The purpose of this program is to define the responsibilities for administration of the safety programs within The Public Works Commission of the City of Fayetteville (PWC) and to delineate procedures to be followed in developing and administering safety programs. PWC takes the position that the safety of its employees is of utmost importance. The administration of safety programs throughout the organization is just as essential as the services provided. Safety programs and safe work performance are an important part of employees' evaluations.

It is the intent of the PWC to strive to:

- a. Maintain safe working conditions
- b. Adhere to proper work procedures designed to prevent injury and
- c. Properly observe all Federal, State and Local safety rules and regulations.

### B. Management Responsibilities

It shall be the responsibility of the Division Officers to develop and maintain effective safety programs that will prevent accidents within their respective divisions and to maintain safe working conditions and practices in all areas under their jurisdiction.

All managers shall be responsible for the proper training of employees working in their departments. Job hazards and safety procedures shall be fully explained to each employee before the employee begins work. The appropriate manager and/or supervisor will be charged with providing required personal protective equipment and insuring its use in accordance with safety rules and regulations.

Department managers and supervisors shall encourage employee safety suggestions and give consideration to each suggestion submitted. They shall schedule safety meetings as often as necessary to effect safe practices and work methods.

Crew leaders shall be responsible for the prevention of accidents in their operating crews. They shall enforce all general and departmental safety rules and regulations. They shall see that all accidents are promptly reported and that medical aid is rendered in case of injury.

C. Safety Supervisor Responsibilities

The Safety Supervisor of the Public Works Commission shall be responsible for providing such advice and assistance as may be needed by Division Officers and Managers.

The Safety Supervisor will provide advice and assistance including, but not limited to the following: protective equipment information; developing and revising safety rules and distributing those rules to employees ; safety meeting assistance; information and education materials for meetings; forms for reporting injuries; accident investigations; statistical information; general safety information; arrangements for periodic safety inspections; special safety meetings for all employees; arrangements for first aid training; adequate record keeping of all accidents; current information on new developments in the field of accident prevention; first aid equipment and procedures; coordinate development of safety education materials; and public information on safety programs.

In general, the Safety Supervisor shall work for and with each department manager in carrying out safety programs designed by the Division Officers as necessary to prevent accidents. The activities of the Safety Supervisor will not relieve the Department Managers or Crew Leaders from their basic responsibility for safety within their respective departments.

When adequate advice and/or assistance is not made available by the Safety Supervisor, such that proper safety programs can be initiated and carried out, then the General Manager shall be so notified (in writing) by the responsible Division Officer or Department Manager.

The Safety Supervisor will be responsible for maintaining accident statistics, Workers Compensation reports and other data as assigned by Senior Management.

D. Employee Responsibilities

All employees shall be responsible for exercising maximum care and good judgment in preventing accidents and shall follow all safety rules established for their departments. No job will be considered properly accomplished unless the worker has followed every applicable precaution and safety rule established to prevent injury to any employee of the Public Works Commission and to the public that may be involved.

In addition to following all basic and departmental safety rules, all employees shall;

1. Observe all safety precautions and instructions from their supervisor;

2. Report all unsafe conditions;
3. Report all injuries promptly
4. Concentrate on the job at hand;
5. Operate all vehicles and equipment in a professional and safe manner and follow all departmental rules necessary for the safe conduct of work.

E. Employee Safety Committee Responsibilities

An Employee Safety Committee composed of representatives from each department as recommended by the Division Officer and appointed by the General Manager for two years terms shall have a responsible part in administration of safety programs. The Employee Safety Committee shall meet monthly and discuss safety activities in all departments. The organization structure and specific duties of the committee members will be defined in the Safety Committee by-laws.

The basic functions of the committee shall include, but not be limited to the following activities: report conditions and practices within their own and other departments; make recommendations to management concerning safety programs and activities in all departments; bring to the committee suggestions by other employees concerning safety; make constructive suggestions for improvement of safe working conditions throughout the organization; work safely and influence others to work safely; and make periodic and systematic inspection tours of the work areas involving PWC employees, in cooperation with the Safety Supervisor and report on conditions and practices found on these inspection tours.

F. Evaluations of Safety Programs and Performance

Each department's safety program will be evaluated by the General Manager at least once each year. The evaluation of a department's performance in safety shall include:

1. Records of injuries and lost time accidents
2. Programs initiated within the department
3. Implementation of safety programs
4. Effectiveness of safety training programs
5. General attitude toward safety found among departmental employees
6. Such other measurements of performance as may be determined by the General Manager

Every employee is evaluated at least once every twelve months for job performance. The performance evaluation form includes consideration of whether or not the employee was involved in any recorded on-the-job injury during the evaluation period or committed any unsafe act. For supervisory level employees, the evaluation form shall indicate whether or not any employee under their direct or indirect supervision was involved in any recorded on-the-job injury. No annual performance evaluation will be considered complete without such consideration.

Every employee designated to operate PWC vehicles and/or equipment shall be evaluated by a qualified supervisor on their handling of such vehicles and/or equipment. The performance evaluation shall include a review indicating whether or not the employee was involved in any accident or act of carelessness and negligence resulting in damages to PWC vehicles and/or equipment.

In considering the overall performance of each employee, due consideration shall be given to the employee's personal safe work performance, responsible cooperation in following specified safety rules and regulations and general attitude toward safety.

G. Rewards and Penalties


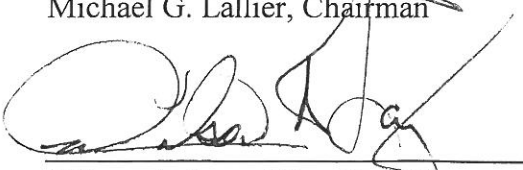

Programs for special recognition for rewards (or awards) for outstanding safety performance will be maintained. The General Manager will give consideration to any special awards for outstanding safety performance proposed by department managers or crew leaders consistent with PWC's operations. Such awards shall be uniform through all departments. Safety awards in recognition of outstanding safety performance will be encouraged.

Penalties for lack of adequate safety programs, work procedures, attitudes, personal injuries, vehicle/equipment damage incidents, or general violation of safety work rules may be assessed by the General Manager upon recommendation of the Safety Supervisor and appropriate Division Officer and/or Manager

H. Program Changes

All employees will be notified of changes to the Safety Program that may occur from time to time. All employees, from the most hazardous positions to the least hazardous positions, shall comply with the conditions of the program and policy state herein.

Endorsed by the Public Works Commissioners this 21st day of March, 2012.

  
\_\_\_\_\_  
Michael G. Lallier, Chairman  
\_\_\_\_\_  
Wilson A. Lacy, Vice Chairman  
\_\_\_\_\_  
Terri Union, Secretary  
\_\_\_\_\_  
Luis J. Olivera, Treasurer