

**835.2 SUBJECT: PROCEDURE – OCCUPATIONAL SAFETY & HEALTH PLAN**

:1 OBJECTIVE:

To establish policies and procedures that will provide the guidance, training requirements, and ensure compliance with all applicable federal, state, and local safety and health rules and regulations within City Operations.

:2 AUTHORITY:

This procedure approved by City Council September 15, 2003.

:3 DIRECTION:

Staff direction and management of the Occupational Safety and Health Plan will be accomplished by the Manager of Health & Safety or designee, under the direction of the Human Resources Division Manager and the General Administration Department Director.

:4 FUNCTIONS:

The Occupational Safety and Health Plan shall be consistent with, and in compliance with, all applicable federal, state, and local safety and health regulations and shall include, but not be limited to the following.

- A. Responsibilities for implementing the applicable provisions of the Occupational Safety and Health Plan.
- B. Employees safety training
- C. Occupational safety and health inspections
- D. Occupational injury and illness prevention
- E. Motor vehicle accident prevention
- F. Property damage and liability prevention
- G. City Safety and Health Committee.
- H. Record keeping requirements
- I. Prevention programs designed to comply with all applicable federal, state, and local safety and health rules and regulations.

:5 FORMS:

Refer to Safety and Health Plan.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Procedure adopted by City Council February 6, 1995, Item RR; amended September 15, 2003.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.