

23. Responsibilities By Position

City Leadership

City leadership believes the Accident Prevention Program (WAC 296-800-140) is an important City policy and supports its implementation by:

- A. Creating a safe and healthy working environment for employees and the public affected by their work.
- B. Training staff to improve the skill and competency of employees in the exercise of their duties and in understanding the safety program. Training should include job safety orientation prior to assignment.
- C. Scheduling safety meetings and trainings to be held in accordance with the Department of Labor and Industries guidelines and with a system that will ensure participation by each employee.
- D. Maintaining a system for reporting, investigation and review of accidents and injuries including needed corrective actions.
- E. Conducting job-site inspections for unsafe practices and health hazards.
- F. Enforcing safety rules to prevent accidents and injuries.
- G. Maintaining accurate records on all components of the safety program, safety meetings, workplace safety, safety inspections, safety training, accident investigations and reporting, and other safety activities.
- H. Assuring that employees are trained in First Aid and CPR if required by their position and that all employees have first aid supplies available and within reach.
- I. Planning for emergencies including:
 - 1. Proper action following exposure to any hazardous conditions involving gases, chemicals, or materials.
 - 2. Routes of exit from areas/buildings during emergencies.
 - 3. Specific training on emergency procedures before, during and after earthquakes, fire, floods, windstorms, snowstorms, and any other catastrophic loss.
- J. Confirming proper inspection, repair, and maintenance of equipment.
- K. Training staff in the proper use of personal protective equipment.

Supervisors

Supervisors have the responsibility to provide personal leadership in safety. Supervisors should work closely with the Safety Committee representative(s) in their Department to act on appropriate safety suggestions. Safety responsibilities of supervisors include:

- A. Delivering a safety orientation covering potential job hazards for each employee prior to assignment or duty.
- B. Enforcing all safety rules.

- C. Providing proper training in the use of personal protective equipment and safeguards.
- D. Reviewing work practices, conditions, and actions to eliminate accident sources.
- E. Anticipating the risks or hazards that may arise from changes in equipment, materials, methods, or locations.
- F. Promptly investigating and reporting all accidents/incidents according to City reporting procedures.
- G. Promoting good housekeeping and high standards of operational cleanliness.
- H. Scheduling safety training as necessary or required.

Employees

Every employee has an important role in the Accident Prevention Program and shall be required to cooperate in using safety measures in all activities. Employee safety duties on the job include:

- A. Actively participating in the Accident Prevention Program and application of safety principles in daily work.
- B. Becoming knowledgeable with and skillful in the job, such as becoming familiar with procedures for operation of motorized equipment, specialized equipment, or material handling equipment.
- C. Applying the principles of accident prevention in daily work and the proper use of protective equipment.
- D. Adhering to all safe work practices and standards.
- E. Demonstrating concern for the welfare and safety of oneself, co-workers, and the public.
- F. Reporting any unsafe work practices to a supervisor.
- G. Reporting **all** accidents, injuries, near misses, and occupational illnesses to supervision, including minor first aid cases, in accordance with City reporting procedures.
- H. Considering safety meetings, safety education, and training as part of their assigned duties.
- I. Wearing suitable clothing and footwear for the job. City-provided clothing shall be worn. Employees shall avoid torn or loose-fitting clothing, jewelry, footwear or apparel which may endanger their own or another's safety.
- J. Keeping aisles and walkways clear of all obstructions and foreign objects including water, oil, or grease.
- K. Stacking materials properly. All materials shall be stacked, blocked, interlocked or limited in height so that they cannot slide or collapse.
- L. Not engaging in horseplay.

- M. Wearing proper protective equipment furnished and providing proper care for such equipment. Inspecting the equipment before work and obtaining appropriate training before use.
- N. Ensuring that all safety guards are in place prior to operating machinery. Reporting any missing guards and unsafe machinery to supervision.
- O. Using the proper tools for the job and maintaining hand tools in a safe working condition.
- P. Observing safe handling procedures for materials that could pose health hazards. Reading labels or consulting the MSDS (Material Safety Data Sheet).
- Q. Placing ladders on stable, level bases to prevent slipping.
- R. Operating special equipment, such as forklift trucks, pallet jacks, or carts only if trained for their operation.
- S. Following defensive driving techniques when operating a vehicle.
- T. Becoming familiar with primary and secondary exit routes from work areas in case evacuation becomes necessary.
- U. Knowing the location and proper use of fire extinguishers and fire alarms located on City property or in City equipment.
- V. Observing all hazard warning signs and observing the "No Smoking" policy on City property and in City vehicles.
- W. Notifying supervisor and Human Resources of any prescription drugs being used and their potential side effects which may affect job performance.
- X. Directing any inspector or compliance officer of a federal, state, county, or municipal agency to a supervisor or manager.