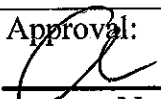
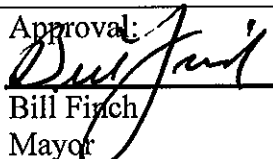


## CITY OF BRIDGEPORT

<b>Subject:</b> <b>General Government Safety Policy</b>	<b>Approval:</b>  Andrew Nunn CAO	<b>Approval:</b>  Bill Finch Mayor	<b>Effective:</b> 04/01/2011 <b>Number:</b> Page: 1 of 3
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**POLICY:** It is the policy of the City of Bridgeport to provide safe and healthful working conditions for its employees.

**POLICY GOALS:** We measure our success in executing this policy by achieving a sustained decline in the frequency and severity of workplace accidents and injuries.

**STRATEGIES:** The following strategies are examples of methods which may be implemented to achieve policy goals. The City recognizes that the operational responsibilities and duties of departments are unique. Therefore, these strategies are flexible in nature and are intended to be guidelines that departments can utilize in an attempt to achieve the policy goals:

- A. Establish, if necessary, practices conducive to safe working conditions.
- B. Furnish safeguards and personal protective equipment where needed.
- C. Provide adequate first aid provisions where needed.
- D. Assure that employees are trained in the safe performance of their duties.
- E. Maintain an education program on hazardous substances that occur in the workplace in those departments that routinely work with such substances.
- F. Provide supervision to assure employee compliance with safe operating practices.
- G. All employees should observe established departmental safety regulations and practices.
- H. Where necessary maintain an active program of safety committees to promote workplace safety.
- I. In the event of a workplace accident,
  - 1) Assure prompt treatment is provided to the injured worker.
  - 2) Assure that the incident is promptly and thoroughly investigated and reported with the goal of preventing a re-occurrence.
- J. Establish other standards and requirements as are needed to achieve the objectives.

**ACCOUNTABILITIES:** Accountability is delegated to the following employees to accomplish the policy goals of the safety program:

- A. *MAYOR and CAO:* The Mayor and Chief Administrative Officer may establish additional objectives and strategies in an effort to achieve the policy goals.
- B. *DEPARTMENT HEADS:* When necessary, the department head will establish and enforce departmental practices and procedures to achieve the policy goals
- C. *SUPERVISORS:* The supervisor (which includes department heads) is responsible for executing practices to achieve the policy goals which may include, the following measures:

1. Training

- Provide special attention to new employees to assure that they are indoctrinated in the safe work practices of the department.
- Provide safety training for all employees, both new and experienced, when deemed necessary.
- Train employees in the proper use and care of personal protective equipment when and where necessary.

2. Supervision

- Observe employee job performance and enforce work practices.
- Promote safety-conscious behavior; conduct safety briefings when a supervisor deems it necessary, and encourage employee suggestions.

3. Supervisory Duties Pertaining to Loss Prevention

- Report all accidents, injuries and illnesses promptly.
- Conduct thorough and timely accident investigations, taking necessary steps to prevent re-occurrences through training, supervision and modification of practices and procedures.
- At the discretion of a supervisor conduct periodic safety checks of equipment, tools and personal gear which may include the following:
  - Inspect new or relocated equipment before it is placed in operation.
  - Assure that equipment is properly maintained.
  - Take defective equipment out of service, and do not place said equipment back into service until it has been repaired and it is determined to function as intended by qualified personnel
- Inspect work areas for unsafe conditions and undertake corrective action as needed.
- Establish and maintain a good housekeeping program

**EMPLOYEES:** While the supervisor and department head is responsible for assuring that training takes place and that employees observe department practices, employees are responsible for observing safe work practices in an effort to achieve the policy goals. In particular employees should:

- A. Identify and report hazards in their work areas.
- B. Observe safety practices, use personal protective equipment when and where required and not modify or make inoperable safety devices on equipment or alter or use equipment in a manner that would make it unsafe.
- C. Conduct periodic safety checks of equipment, tools, personal gear and the work space, and in particular.
  - Inspect new or relocated equipment before an employee uses it.
  - Assure that equipment is properly maintained.
  - Report immediately defective equipment to a supervisor.
  - Report immediately all accidents, injuries and illnesses promptly, regardless of how slight they may seem and when necessary obtain first aid or medical treatment promptly.
  - Be aware of unsafe conditions and undertake corrective action as needed.
  - Report unsafe conditions to a supervisor and co-workers.

**SAFETY ADVISORS:** (Benefits Office and the Workers' Compensation Administrator): In an effort to comply with the goals of this policy and to monitor its effectiveness "safety advisors" should:

- A. Monitor and report on the safety performance of City departments.
- B. Assist and advise City Departments with their safety initiatives.
- C. Monitor the progress of claims, assuring their effective and efficient adjudication and disposition.

**DISCLAIMER:** It is not the intent of this Policy to place on the City, its employees, agents and/or representatives any other additional duties, responsibilities and/or obligations not already established by law.