



CITY OF PITTSBURGH
DEPARTMENT OF HUMAN RESOURCE & CIVIL SERVICE

OCCUPATIONAL SAFETY POLICY



City of Pittsburgh

Occupational Safety Policy

1. Statement of Policy

It is the policy of the City of Pittsburgh to place the highest priority in all of its operations upon the safety of its employees and all city residents. The city will provide safe working conditions, meaningful instruction and the necessary equipment to all city employees to protect them against specific hazards and unsafe conditions. Management and supervisory employees are to establish and implement safe work practices and to offer leadership in the area of occupational safety by setting a proper example and encouraging safety in the workplace.

The Department of Human Resources Office of Risk Management, headed by the Manager of Risk Management, who reports to the Director of Human Resources, is the unit authorized by the Mayor of the City of Pittsburgh to administer and enforce the City of Pittsburgh Occupational Safety Policy and programs.

2. Goals and Objectives

This policy addresses the following city goals and objectives:

- A. Insure the overall safety of city employees.
- B. Prevent job related injuries, illnesses and property damage.
- C. Implement occupational safety standards (policies, procedures, work rules, regulations and practices) to prevent hazardous conditions and injuries.
- D. Train all employees in the safe and proper performance of their duties.
- E. Gain the active support and participation of all city employees in the pursuit of this policy's goals and objectives.

3. Department of Human Resources Office of Risk Management

The Office of Risk Management is headed by the Manager of Risk Management who reports to the Director of Human Resources.

The Office of Risk Management and its employees perform their tasks by drawing their authority directly from the Mayor of the City of Pittsburgh and the Director of Human Resources and are responsible for administering and enforcing the City Occupational Safety Policy and programs. Any orders given by the Manager of Risk Management relating to occupational safety or any other area within the scope of their responsibilities are to be treated as a direct order from the Mayor of the City of Pittsburgh and the Director of Human Resources.

It is the primary responsibility of the Manager of Risk Management to direct the strategy needed to drive change and continuous improvement within the city occupational safety and injury prevention programs. The Manager of Risk Management is authorized by the Mayor and the Director of Human Resources to investigate unsafe working conditions and practices in the city's departments/ bureaus and to address such matters with department directors/ chiefs, supervisors and safety committees.

4. Occupational Safety-Related Equipment Purchases

The Manager of Risk Management is available to review all purchases for occupational safety-related equipment to ensure proper use, fit and care.

5. Department/ Bureau Occupational Safety Representative

Each department/ bureau is to have at least one employee designated as the occupational safety representative for that department/ bureau. This person will serve as a liaison to the Manager of Risk Management and promote injury prevention within their department/ bureau. The department/ bureau occupational safety representative will coordinate their department/bureau's occupational safety committee as well as attend all City of Pittsburgh Occupational Safety Committee meetings (see #12 below).

6. City of Pittsburgh Occupational Safety Manual

The Manager of Risk Management is authorized by the Mayor and Director of Human Resources to develop and implement occupational safety standards, conveyed through the Occupational Safety Manual, to all city departments/ bureaus. The Manager of Risk Management maintains all occupational safety standards in the Occupational Safety Manual. The Occupational Safety Manual sets standards to supplements department/ bureau specific policies, procedures, work rules, regulations and practices.

7. Hazard Assessments (Safety Inspections)

All supervisors are to conduct regular hazard assessments within their areas of responsibility and will take corrective action when necessary to remove any hazardous condition discovered by these assessments. Supervisors are to conduct continuous incidental assessments as they go about their normal work.

Representatives of the Office of Risk Management are to periodically conduct announced or unannounced hazard assessments throughout all city departments/ bureaus. The purpose of the assessment is to identify non-compliance with city occupational safety standards including department/ bureau specific (policies, procedures, work rules, regulations and practices) and occupational safety regulations and to identify any hazardous situations. A report is to be prepared and submitted to the department director/ bureau chief and department/bureau occupational safety representative.

8. Safety Observations

All supervisors, on a continuing basis, are to conduct job safety observations of work in progress. The supervisor is to take immediate action to stop any unsafe act or eliminate any hazardous condition that could cause injury.

Representatives of the Office of Risk Management can conduct announced and unannounced safety observations. The purpose of this activity is to provide direct intervention and safety education on safe work practices and conformance to safety standards (policies, procedures, work rules, regulations and practices). The Office of Risk Management representative upon recognizing unsafe acts or hazardous conditions is to request the supervisor in charge of the job to take corrective action to remove the hazards before continuing the job.

9. Training

All newly hired employees are to receive the proper safety training by their departments/ bureaus for their position. Providing education to employees helps to empower them to take responsibility for their own safety. All city employees must receive training by their department/ bureau when new equipment or processes are introduced, or when procedures have been revised or updated. The Office of Risk Management is available to assist with the content of any safety training.

10. Injury Investigations

Each department director/ bureau chief is responsible for ensuring that all injuries are investigated to arrive at the root cause of the injury. Each department director will delegate some of their responsibility and authority for investigating injuries and controlling conditions that cause human and economic loss, to the supervisors and ensure that said responsibility and authority is understood.

All department directors/ bureau chiefs will work in coordination with the Manager of Risk Management to ensure that their supervisors and safety representatives have been trained in root cause analysis and injury investigation.

An injury investigation will be conducted for each work related injury reported by an employee. The investigation results will be documented using the City of Pittsburgh Injury Investigation Form. The form must be submitted to the Office of Risk Management within three days of the injury.

11. Employee Occupational Safety Suggestions Form

As part of the City of Pittsburgh Occupational Safety Program, the “Health and Safety Action Needed Report” is to be used by all City of Pittsburgh employees who have a concern or suggestion regarding occupational safety. Once completed, this form should be sent to the employee’s department/ bureau occupational safety representative. The department/ bureau occupational safety representative will either send the Office of Risk Management the completed form, which indicates the corrective action taken, or request assistance from the Office of Risk Management in resolving the problem.

Employees may omit their names from the form in order to maintain confidentiality. If the employee feels that sending the form to the department/ bureau occupational safety representative may cause a problem, the employee may send the form directly to the Office of Risk Management.

The Health and Safety Action Needed Report does not excuse any city employee from immediately notifying their supervisor of a hazardous condition or a corrective suggestion.

Health and Safety Action Needed Reports are available from each department/ bureau occupational safety representative or the Department of Human Resources Office of Risk Management.

12. Occupational Safety Committees

The purpose of occupational safety committees within the city structure is to provide employees an opportunity to become involved and make recommendations that are designed to improve occupational safety and health and to prevent injuries.

There are two types of occupational safety committees within the city structure: a citywide Occupational Safety Committee and individual department/ bureau committees. All departments/ bureaus are represented by their designated occupational safety representative in the citywide Occupational Safety Committee. The existence of the Occupational Safety Committee does not preclude any department/ bureau from organizing a safety committee with appropriate representation from management and labor.

General Duties of an Occupational Safety Committee representative are to promote safety and injury prevention within the department/ bureau by performing the following functions:

- A. Analyze and solve safety and health issues submitted by fellow employees, supervisors or the Manager of Risk Management.
- B. Detect hazards, notify supervisor and assist with corrective action.
- C. Assist with the development of safety policies, practices, or guidelines that promote safety and health in the workplace.



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ACKNOWLEDGEMENT

I have read, understand and accept all provisions specified in this policy.

Employee Name (please print)

Date

Employee Signature