
I. ASSIGNMENT OF RESPONSIBILITIES

A. Department Directors:

- As per the Occupational Safety Policy each director, department head, elected official, or senior manager will place the highest priority in all of their operations upon the safety of their employees and all city residents.
- Each department director shall be responsible for establishing and implementing safe work practices and offer leadership in the area of safety by setting a proper example and encouraging safety.
- Each department director shall ensure that all injuries are investigated to arrive at root cause of the injury and shall be aware of the frequency, severity, cause and cost of injuries occurring within their area of responsibility.
- Each department director shall initiate corrective actions for any safety hazard and ensure follow up so that the corrective action is completed.
- Each department director shall ensure that vehicles, equipment, tools and materials used are adequate for the intended purpose and equipped with appropriate safeguards.
- Each department director, with the assistance of the Office of Risk Management if needed, shall take necessary action to ensure that employees are properly trained to perform assigned tasks safely. This responsibility shall include ensuring that all employees are instructed and understand the use and need for protective equipment for the specific hazards of the job.
- Each department director shall ensure that safety suggestions and written comments from employees are encouraged and that those that are feasible are adopted and those with possible general application are forwarded to the Office of Risk Management for comments and/or implementation.
- Each department director, in conjunction with the Office of Risk Management, shall conduct regular work site safety inspections for the purpose of recognizing hazards and eliminating/reducing them before they cause injury.
- Each department director shall delegate some of his/her authority, for controlling conditions that cause human or economic loss, to the supervisors and ensure that said authority is understood.
- Each department director, in conjunction with the Office of Risk Management, will monitor for continued compliance with the Pennsylvania Worker and Community Right to Know Law.

B. Office of Risk Management:

- The Office of Risk Management, in conjunction with the Director of the Department of Human Resources & Civil Service, will provide overall management control of the Occupational Safety Policy and the Occupational Safety Manual.
- A primary function of the Office of Risk Management is to direct the strategy needed to drive change and continuous improvement for safety, health and injury prevention.
- A representative of the Office of Risk Management shall meet regularly with each Department Director or designee to provide information and measures as to the effectiveness of their efforts to prevent injuries.
- The Office of Risk Management will assist department management with conducting hazard assessments. Assessments are conducted for the purpose of discovering and correcting unsafe conditions or unsafe work practices in order to prevent injuries.

C. Department Management (Managers, Supervisors, Foremen):

- Department Management shall implement and enforce their department safety program.
- Department Management shall demonstrate, by example, that they are safety conscious.
- Department Management shall be responsible for the detection and correction of unsafe acts and unsafe conditions observed during normal working routines.
- Department Management shall be responsible for the initial investigation of injuries occurring within their areas of responsibility.
- Department Management shall be responsible for the training of new employees, the retraining of present employees and the observation of the work routine of all employees subordinate to them.

D. Employees:

- Employees shall take responsibility for their own safety and the safety of their co-workers.
- Employees shall be responsible for complying with the Occupational Safety Policy and all safety regulations applicable to their work areas.
- Employees shall wear or use the personal protective equipment (PPE) of the type required, approved, and supplied for the safe performance of their work. Employees shall also be responsible for the proper use, care and maintenance of their PPE.
- Employees shall report, to their department management, conditions that might prove hazardous to themselves, their fellow workers or the public. The "Health and Safety Action Needed Report" exists for this purpose (see page 11 of this Manual). (Departments can obtain copies of this form through the Department of Human Resources & Civil Service).
- Employees shall report injuries or a "near miss" immediately to their department management.