COMPONENTS OF THE OCCUPATIONAL SAFETY & INJURY PREVENTION PROGRAM

1. Injury Investigations

A. Each department director is responsible for ensuring that all injuries are investigated to arrive at the root cause of the injury and to identify any corrective actions to be taken to improve safety. Each department director will delegate some of his/her 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.

B. All department directors will work in coordination with the Office of Risk Management to ensure that his/her supervisors and safety representatives have been trained in root cause analysis and injury investigation.

C. 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" (see page 66 of this Manual). The form must be submitted to the Office of Risk Management within three days (72 hours) of the injury.

2. Hazard Assessments (health and safety inspections)

A. 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. Upon completion of a hazard assessment, the supervisor will complete a written report (checklist or summary), place a copy on file and send a copy to the Office of Risk Management. Supervisors are to conduct continuous incidental assessments as they go about their normal work.

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

3. Safety Observations

A. 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.

B. Representatives of the Office of Risk Management are to 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.

4. Training

All newly hired employees are to receive the proper safety training by their departments 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 when new equipment or processes are introduced, or when procedures have been revised or updated. Representatives of the Office of Risk Management are available to assist in coordinating or conducting safety training.

5. Safety Committees

The purpose of 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 safety committees within the city structure, a citywide committee and individual department committees. All departments are represented by their designated safety representative in a citywide safety committee. The existence of the citywide committee does not preclude any department from organizing a department safety committee with appropriate representation from management and labor.

General Duties of Safety Committee members:

Promote safety and injury prevention within the department by performing the following functions:

A. Analyze and solve safety and health issues submitted by fellow employees, supervisors or the Office 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.

6. Employee Safety Suggestions Form

A “Health and Safety Action Needed Report” can be used by all City of Pittsburgh employees who have a concern or suggestion regarding occupational safety. This form, once completed, should be sent to the employee’s immediate supervisor. The department supervisor will either send the Office of Risk Management the completed form, which indicates the corrective action taken, or request assistance from the Safety Office 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 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 his/her supervisor of a hazardous condition or a corrective suggestion.

CITY OF PITTSBURGH

HEALTH AND SAFETY

ACTION NEEDED REPORT

SUBMITTED BY _____	DATE _____ A/N# _____
DESCRIPTION OF PROBLEM/HAZARD	
EFFECTS OR COST OF PROBLEM/ HAZARD	
CAUSES OF THE PROBLEM/HAZARD	
SUGGESTED CORRECTIVE ACTION	

INVESTIGATION STAGE

ASSIGNED TO:	REVIEW / DUE DATE:	REASSIGNED TO:	REVIEW DATES			

RECOMMENDATION:

CORRECTIVE ACTION / RECOMMENDATION STAGE

ASSIGNED TO:	REVIEW / DUE DATE:	REASSIGNED TO:	REVIEW DATES			

IMPLEMENT. STEPS	RESPONSIBILITY	PLAN COMP	REVIEW DATE	ACT COMP