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## I. INTRODUCTION

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As employees of the City of Pittsburgh, regardless of our occupation, we have a responsibility to work toward the success of our City. Injuries to City employees affect that success. Injuries have a very personal effect and that effect can extend to the family of the employee. In addition, injuries place a tremendous drain on our human resources and we all know that the services to the citizens do not get completed without the people to perform the work.

Every director, chief, manager, supervisor, foreman and employee must take individual responsibility to integrate the concept of a safe work place and safe work practices into their day-to-day lives. Each of us must step up to meet the challenges of this day and join together as a team to reduce the human and economic loss caused by injuries.

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## II. PURPOSE AND SCOPE

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This Occupational Safety Manual is an essential tool needed to build an injury prevention program, as it provides knowledge that employees can use to work safely. All of the components of this manual were constructed to help achieve a certain objective. That objective is to **prevent injuries and illness in the workplace.**

The City of Pittsburgh Office of Risk Management, the Occupational Safety Policy and the Occupational Safety Manual are designed to promote safe and efficient performance of city services and operations. We believe that injuries are preventable. Therefore, **every employee** must accept individual responsibility for eliminating hazards and unsafe actions in the workplace. When we understand that safe job performance begins with each individual and we perform our duties in ways that minimize our exposure to injury, we all play a part in the success of the city.

This Manual was revised and re-issued with an effective date of December 2017.

Any questions concerning this manual should be directed to the  
Department of Human Resources & Civil Service Office of Risk Management at  
412-255-2403.