



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Safety Policy
Creation Date: January 17, 2012
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: SAFETY

I. Policy:

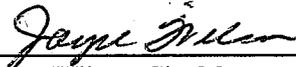
The purpose of the government and employees of the City of El Paso is to provide a variety of services essential to the health and well-being of the community and its citizens. The employees are obligated to provide the highest quality of service to the citizens of El Paso. Incidents, which result in injury to City employees and/or damage to City property, delay or prevent the successful accomplishment of that purpose.

II. Procedures:

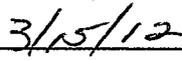
1. The City shall maintain a comprehensive manual of safety procedures for all employees. Each employee shall be instructed on how to obtain information from the most current version of the manual.
 - a. The manual shall be periodically updated to better provide for the protection of City employees.
 - b. Changes in the contents of the manual will become final upon approval of Risk Management and the Human Resources Director.
 - c. Each department may also promulgate safety procedures specific to their own operations, provided they do not conflict with the general safety procedures.
2. All employees shall participate in safety training as directed by their supervisor or Department Head.
3. All employees shall comply with procedures and safety practices applicable to their job. Safety practices may include, but are not limited to, the following:
 - a. Wearing proper safety and work apparel,
 - b. Inspecting and using provided personal protective equipment,
 - c. Inspecting and maintaining tools and equipment,
 - d. Maintaining familiarity and compliance with safety standards,
 - e. Adhering to reporting systems, and
 - f. Observing facility access procedures.
4. The City seeks to minimize the risks to employees and visitors and expects each employee to act responsibly by:

- Complying with established guidelines including applicable Federal, State and Local regulations
- Encouraging safety and security practices among peers
- Adhering to City and departmental safety procedures
- Reporting violations of safe practices to the department for correction
- Reporting on-the-job accidents in a timely manner in accordance with established guidelines
- Reporting crimes and suspicious situations
- Seeking diagnosis and possible treatment in the event of an injury from a work-related incident requiring medical attention
- Being aware of potentially violent situations and treating them conscientiously.

APPROVED BY:



Joyce Wilson, City Manager



Date