



RESOLUTION 2007-716

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
APPROVING AND ADOPTING THE TOWN OF CAMP VERDE
SAFETY PROGRAM POLICY.**

Whereas, the Mayor and Common Council of the Town of Camp Verde considers the safety of its employees a major responsibility of the Town government; and

Whereas, the collective input from representatives of each Town department has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive Safety Program Policy; and

Whereas, it is necessary and desirable that all personnel coordinate their efforts to effectively and efficiently provide the highest levels of safety management, regardless of his or her position in the organization; and

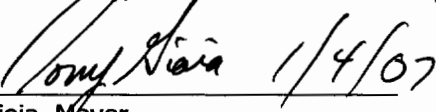
Whereas, to facilitate the most efficient and effective risk management it is critical the Town has uniform standards for planning, training, and exercising proper occupational safety; and

Whereas, the Safety Program Policy will improve the Town's ability to provide for a safe work environment and reduce risk and liability to the Town; and

Whereas, the Town's Safety Committee and Management Team recommends adoption of the Town of Camp Verde Safety Program Policy,

NOW THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE approves and adopts the Town of Camp Verde Safety Program Policy, and that the Mayor and Common Council of the Town of Camp Verde supports a Town-wide safety program and will make the necessary budget appropriations, based on recommendations by the Town Manager, to implement the program.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 3rd day of January 2007.



Tony Gioia, Mayor


Attest:



Deborah Barber, Town Clerk

Virginia Jones, Deputy Clerk

Approved as to form:



Town Attorney

Town of Camp Verde Safety Program Policy

SECTION I

Purpose:

The Town of Camp Verde considers the safety of its employees a major responsibility of the Town government. Constant endeavor shall be made to provide safe working habits and conditions. It is recognized that accident control can only be successful when adequate stimulation comes from top management, adequate coordination and advice comes from staff members, Supervisors accept safety responsibilities, and when employees participate in the elimination of unnecessary injuries.

Scope:

The keys to our safety program are:

1. All employees being charged with the responsibility for making safety a daily concern. Everyone regardless of his or her position in the organization must accept this responsibility.
2. The designation of an employee in a position of authority as the Safety Officer.
3. Support from management and supervisory personnel in the prevention of accidents and the implementation of this policy.
4. The establishment of the Safety Steering Committee composed of representatives from various departments of this municipality.
5. Regular safety meetings held by each Department.
6. The department heads shall conduct regularly scheduled safety meetings with employees.
7. Investigations of all incidents to determine causes of the incidents and remedial actions required to prevent recurrence.
8. Supervisors being responsible for the safe condition of assigned equipment and materials, good housekeeping practices, and safe working conditions. Supervisors along with line personnel should conduct regularly scheduled inspections of their work places to identify hazards. Corrective actions shall be initiated to control unsafe acts, conditions, or procedures.
9. Accident prevention principles being incorporated in new-employee orientation training and being a part of on-going formal and informal training programs for ALL employees. Supervisors will train employees to use safe work practices.

10. The department heads, with the assistance of the Safety Officer, analyzing hazardous working conditions and developing standard operating procedures to ensure the hazardous conditions are minimized and that safe work practices are used.
11. Use of personal protective equipment by employees to reduce the probability of injury according to guidelines established by the town.
12. The establishment and support of safety disciplines and safety incentive programs and policies.

SECTION II

Safety Organization and Responsibilities

A. Mayor and Town Council

The Mayor and Town Council support a Town-wide safety program in personnel policies and making the necessary budget appropriations to implement this program.

B. Town Manager

The Town Manager, through the Committee, is responsible for overall management and administration of a comprehensive safety program and shall promulgate rules and regulations, with advice from the Safety Committee, to implement it.

C. The Safety Officer

The Safety Officer is responsible for the implementation and operation of this safety program to include training, loss control, accident and insurance follow up, and vehicle and building safety. The Safety Officer will be appointed by the Town Manager and shall be someone in a position of authority usually a department head. The Safety Officer will represent the Town Manager in all safety matters and can stop a work operation temporarily when serious injury or property damage is possible.

The Safety Officer also:

1. Evaluates compliance with the program within divisions and departments.
2. Inspects facilities to detect existing or potential accident and health hazards and recommends corrective or preventative measures where indicated. All inspections will be documented with follow-up inspections performed until a hazard or violation has been corrected.
3. Consults with department on design and use of equipment, shops, and safety standards; by contacting each department and major division at least semi-annually to evaluate each unit's safety program and recommend improvements.

4. Assists Risk Management in providing technical guidance and direction to personnel and all levels of management in the implementation of this safety policy.
5. Participates in the investigation of accidents and injuries and assists in the preparation of reports and evidence for the Town's use.
6. Attend staff meetings to promote maximum understanding of the program objectives.
7. Provide the Safety Committee with information concerning all available accident prevention resources.
8. Ensures that all foreman and supervisors are trained in accident investigation, safety inspections and training techniques.
9. Ensures that all necessary evidence is collected and prepared for the Safety Committee to review accidents.
10. Conducts safety surveys on a regular basis.
11. The Safety Officer shall have the authority to shut down a Town job site should he feel it necessary to protect life and property until such time as the situation may be reviewed with the relevant Department Heads.

D. Safety Steering Committee

The committee will function as an advisory body to develop and recommend to the Town Manager matters of policy and procedures affecting administration of the Town of Camp Verde Safety Program. Membership will be composed of the Safety Officer and representatives of the various departments as follows:

Administration	1 person
Clerk's Department	1 person
Magistrate Court	1 person
Library	1 person
Marshal's Office	1 person
Finance	1 person
Maintenance/ Parks	1 person
Street Department	1 person
Community Development/Planning	1 person

Department Heads shall be responsible for making appointments to this committee from their respective departments. A Department Head shall be appointed by the Town Manager to serve a one-year term on the committee as Chairperson. This position will be rotated through the department heads with a different department head serving every year.

The Committee is responsible for:

1. Planning and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program.
2. Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of the program.
3. Recommending, publishing, and revising a Town-wide safety manual.

4. Developing, implementing, and administering safety awareness and incentive programs.
5. Serving as the accident review board by reviewing investigation reports, meeting with the employee and his or her immediate supervisor to gather additional information and preventability of the accident.
6. Providing technical guidance and direction to personnel and all levels of management in the implementation of the safety policy.
7. Coordinating safety problems with the safety representatives, and other safety organizations including environmental health agencies.
8. Inquiring into hazardous jobs when prescribed safety precautions are being enforced.
9. Ensure that complete records on accidents and publicizing information which will inform management and employees of trends which call for strong corrective measures. Supplying data needed to formulate and evaluate safety program objectives.

E. Risk Management

Risk Management is responsible for the recording, reporting, and distribution of safety related forms required by our insurance carrier and Federal and State governmental agencies. Risk Management works in conjunction with the Safety Officer and Safety Committee in implementing and conducting an aggressive safety program. Currently, risk management is assigned to the Finance Department.

F. Department Safety Training

Each department will be responsible to conduct at least quarterly meetings with its employees. These meetings should cover: discussion of accident prevention methods, program promotion, safety hazards, injury records, etc.

G. Department Heads

Each Department Head is designated as responsible to the Town Manager for employee safety. The Department Head has supervisory responsibility for all safety functions and activities within their department. Therefore, each Department Head will:

1. Appoint and establish operating safety committee representatives to administer the safety program.
2. Hold each supervisor accountable for the enforcement of approved safety procedures for their employees.
3. Provide leadership by setting a proper example for all employees; be responsible for successfully operating the department's safety program.
4. Call upon the Safety Officer or risk management for any assistance needed in promoting aggressive and effective safety program actions; implement safety policies and programs prescribed.
5. Develop policies and procedures and ensure all personnel under their direction comply with them.
6. See that all employees are trained or retrained in the accepted methods.

7. Provide personal protective equipment and instruction when necessary and will follow up on the equipment's proper use.
8. Encourage safety suggestions and written comments from employees and adopt those that are feasible.
9. Require accidents to be promptly reported, thoroughly investigated by supervisory personnel, and properly recorded.
10. Ensure that prompt, corrective action is taken where unsafe conditions are recognized or unsafe act are observed.
11. Ensure that all employees are physically and mentally capable of performing their tasks.

H. Supervisors

Supervisors will have the responsibility for departmental operations of the Safety Program, and will be responsible to their Department Heads.

Supervisors should:

1. Assume full responsibility for the safe and healthful working conditions within their area.
2. Accept responsibility for evaluation each employee's performance of duties pertaining to accident prevention.
3. Ensure all safety policies and procedures and regulations are fully implemented for maximum efficiency of each job.
4. Enforce work policies and procedures by administering disciplinary action against those that fail to conform, and giving prompt recognition to those who perform well.
5. Ensure that employees are fully trained for the job they are assigned to do and that they are familiar with Town safety rules and regulations.
6. Ensure that periodic safety training classes are conducted for all employees.
7. Inspect all tools and equipment at frequent intervals and keep them in a safe and serviceable condition, as well as working conditions and procedures.
8. Instruct all employees about the reporting of all accidents and the necessity of receiving first aid treatment, even in case of minor injury.
9. Promptly investigate all accidents and complete the required reports.
10. Ensure all employees are physically qualified to perform their work.
11. Set a positive example by performing tasks in a safe manner and requiring subordinates to work safely.

I. Employees

Employees will be required, as a condition of employment, to exercise care in the course of their work to prevent injuries to themselves and their fellow workers.

Employees are required to:

1. Report all unsafe conditions and unsafe acts to their supervisor.

2. Follow prescribed procedures during an emergency and report all accidents/injuries to their supervisors as soon as practical.
3. Participate in all required safety and occupational health training and be certain they understand instructions completely before starting work.
4. Know how and where needed medical attention may be obtained.
5. Promptly report all work related injuries, vehicle accidents, property damage and injuries to visitors to his or her supervisor.
6. Each employee is responsible for compliance with all safety directives and procedures.
7. Serve on the safety committee or inspection team when appointed or elected.
8. Know locations of and understand all safety policies and procedures and other safety materials provided within their department.