

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: SAFETY/ACCIDENT REVIEW COMMITTEE
	NUMBER: RSK 3.1	REVISIONS:	EFFECTIVE DATE:
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
		A. Max Bacon, Mayor , Date City Administrator	

PURPOSE: The purpose of this policy is to: 1) Ensure a safe and healthy working environment and eliminate hazards likely to cause accidents, injuries, or illnesses, and 2) Prescribe policy and procedures for the review of worker’s compensation and vehicle/equipment accidents involving the personnel and equipment of City of Smyrna.

STATEMENT OF POLICY

The City will make every effort to provide and promote a safe and healthy working environment for all employees. This will be accomplished through the development of policies and procedures concerning departmental activities; the conducting of training; the analysis of accident reports; and on-site safety inspections.

The City will comply with all applicable federal and state health and safety laws and develop and implement sound, cost-effective operations, procedures, and policies to help ensure a safe and healthy work environment.

It is the obligation of every employee to be vigilant for unsafe employment practices and to take measures to stop any act that might result in the death or injury of another person or that might lead to damage of City or private property. All City employees will follow every precaution to prevent job-related accidents, injuries, or illnesses, report to their department heads or immediate supervisors any injuries (no matter how minor) as well as any unsafe conditions, equipment, or practices, and otherwise comply with the safety regulations established in the program.

Department heads and supervisors will be responsible for maintaining the safe working conditions and practices throughout the City. They also will ensure that all employees under their direction receive proper training, ensure that required personal protective safety equipment is used, and ensure the conduct of regular safety inspections of the areas under their direction.

Safety/Accident Review Committee

The Director of Human Resources/Risk Management, with the assistance of the *Safety/Accident Review Committee*, will develop an effective program of accident prevention.

The purpose of the Safety/Accident Review Committee is to analyze all accidents to determine if appropriate safety policies and procedures were in place, followed properly and if additional training or policy revision is needed.

The committee members, known as *Safety Liaisons*, recommended by the Department Heads and Human Resources Director and appointed by the City Administrator, will consist of one representative from each of the following departments and/or locations:

- | | | |
|-------------|--------------------|----------------------------------|
| | Management Fellow | |
| Fire Dept | Public Works | |
| Police Dept | Parks & Recreation | Human Resources Director (Chair) |

Special Note: Department Heads/Asst. Department Head (with the exception of the HR Director) are excluded from serving on this Committee.

Safety Liaison Responsibilities

- a. Assist in the program's development and implementation;
- b. Review all accidents and make recommendations to avoid accidents in the future (policy change, training, safety equipment, etc)
- c. Conduct quarterly safety walk-through (self-inspections) of building(s) of representation;
- d. Immediately report any department or city-wide safety issues or concerns to the Risk Manager (HR Director);
- e. Communicate updates to safety and/or procedure updates to employees in departments of representation
- f. Commit to serve 2 year terms

A quorum of four members (including the Chairperson) is necessary to convene the Committee. The Committee will set and meet on a designated day every other month or more frequently as necessary.

In the event a Safety Liaison is involved in an accident, he/she will be temporarily released from committee duties until the accident review process has been completed.

Responsibilities of Chairperson

- a. Collect all accident reports and documents from the Department Head or Safety Liaison no later than one week prior to meeting.
- b. Notify all members of time/location of meeting
- c. Compile recommendations of committee and submit/discuss recommendations with the respective Department Head
- d. Discuss recommendations with City Administrator, when applicable
- e. Keep/maintain file copies of all accidents, forms, committee agendas and minutes and disciplinary actions taken

A. Safety/Accident Review Procedures

- a. Chairperson will present the facts of the case as outlined in the accident investigation documents.
- b. Committee will discuss incidents and make recommendations to minimize or eliminate similar accidents in the future.

B. Follow-up Actions

The Chairperson shall complete minutes and recommendations/summary report within 3 days following the meeting.

Each report shall contain:

1. Names of Safety Liaisons present
2. Summary of all accidents
3. Committee recommendations for discipline, safety improvements or enhancements

Additional Responsibilities of the Chairperson

- a. Review all quarterly self-inspection reports and request/implement corrective action if necessary.