

Title:	Safety Policy	
Purpose:	To establish responsibilities for a Safety and Accident Prevention Program for the City and County of Honolulu.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	Mayor's Directive 85-9 (6-28-85); CS Circular 23-85 (6-28-85)	

I. POLICY

It is the policy of the City and County of Honolulu (City) to provide employees a workplace free from recognized hazards that may cause accidents or injuries.

II. OBJECTIVE

The objective of the City's Safety and Accident Prevention Program is to provide a safe and healthful work environment for City employees, and City facilities that are safe for public use. All City managers, supervisors and employees must consider accident prevention an essential part of their work.

III. RESPONSIBILITIES

Specific responsibilities for the Safety and Accident Prevention Program are established as follows:

A. Department of Human Resources (DHR)

The DHR Industrial Safety Branch shall have overall responsibility for the City's Safety and Accident Prevention Program and will assist department and agency managers and supervisors in safety matters as follows:

1. Work with departments and agencies to implement their individual safety and accident prevention programs and help in resolving problems related to accidents and injuries.
2. Coordinate and promote interdepartmental safety activities.
3. Coordinate the recording and reporting of City accidents, analyze accident reports and data, and keep departments and agencies informed of accident trends and safety and accident prevention program effectiveness.
4. Plan, conduct and evaluate safety training and related programs.
5. Assist departments and agencies in developing and conducting a continuing program of safety inspections.
6. Make special safety inspections or investigations and prepare reports of findings and recommendations for improvement.

7. Make periodic reports to the Mayor and Managing Director on the effectiveness of the City's Safety and Accident Prevention Program.
8. Assist departments and agencies in forming safety committees to comply with collective bargaining agreements and the Hawaii Occupational Safety and Health Law.

B. Departments and Agencies

Each department and agency of the City shall develop and administer a formal Safety and Accident Prevention Program specific to their divisions, facilities and operations. These programs shall establish safety responsibilities for all levels of supervision. Department or agency heads shall:

1. Implement the safety policies and programs prescribed by the Mayor or Managing Director to comply with State and Federal regulations and appropriate collective bargaining agreements.
2. Forward a copy of their safety and accident prevention program to the DHR Industrial Safety Branch.
3. Establish safety committees to comply with appropriate collective bargaining agreements.
4. Establish and maintain records to include job safety analyses, safety inspections, accident investigations and safety performance records.
5. Develop, publish and enforce reasonable and practical safety work rules, practices and procedures related to the activities of the department or agency in consultation with appropriate unions.
6. Inform each employee in the department or agency of the safety rules, practices and procedures and provide each employee with a copy of such rules, practices and procedures.
7. Conduct or arrange for safety training as required.
8. Investigate all accidents and injuries within the department or agency and take appropriate steps to prevent future occurrences.
9. Maintain accident records to comply with the Hawaii Occupational Safety and Health Law and submit reports to the Hawaii Occupational Safety and Health Division (HIOSH) and DHR Industrial Safety Branch as required.

C. Supervisors

1. Provide adequate job and safety training to each employee supervised. This should include job and safety orientation for new employees under their supervision.

2. Provide continuing safety instruction and training when making daily work assignments, focusing attention on potential hazards.
3. Observe and evaluate working conditions, practices and procedures to detect and correct unsafe conditions or acts.
4. Investigate promptly accidents and injuries and prepare the required reports.
5. Encourage employees to report unsafe practices and conditions and to submit practical suggestions for correction.
6. Ensure that tools, equipment and protective safety equipment and devices are properly used and maintained.
7. Know and actively enforce all safety practices and procedures that apply to the work supervised.

D. Employees

All City employees are required as a condition of employment to work safely and are responsible to prevent injuries to themselves, coworkers and the public. Employees shall:

1. Report promptly to their supervisor all accidents and injuries occurring within the course of their employment.
2. Report promptly to their supervisor all unsafe practices, procedures or conditions observed.
3. Assist and cooperate in the investigation of accidents or injuries to identify correctible causes and to prevent future occurrences.
4. Know and follow safe work rules, practices, policies and procedures for daily work activities.

IV. PROVISIONS

- A. Safety information shall be given to employees through established lines of each City department or agency.

Department or agency heads shall arrange for regularly scheduled safety meetings with all their supervisors. The supervisors shall pass on safety information to their employees either through group meetings or by discussion with individual employees. When required, written safety rules shall be developed to ensure safe working conditions and practices. These rules must be kept current, thoroughly explained to each employee and evaluated for effectiveness periodically.

- B. City department or agency managers and supervisors are responsible for encouraging sound, safe work practices and maintaining safe physical working conditions within the workplace. Each manager and supervisor shall take actions necessary to prevent accidents and injuries.

- C. The practice of safety and the promotion of accident prevention shall follow safety principles, provisions and requirements found in statutes, codes, rules and regulations and applicable collective bargaining agreements.
- D. Every effort shall be made to prevent accidents and injuries.
- E. Measures to promote safety shall include competent supervision, employee safety training, safety inspections, accident investigation and reporting, encouraging employee input and participation, and continuous evaluation of safety and accident prevention program effectiveness.
- F. Mechanical and physical safeguards shall be provided and used as the nature of the work requires and in keeping with safe work practices, procedures, laws, rules and appropriate collective bargaining agreements.
- G. Employees violating this safety policy or any safety practice, procedure, law, rule or regulation may be subject to disciplinary action.