

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

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### Safety Policy And Program: The Important First Step

The first step to controlling losses should be management's sincere communication of its interest in as well as its concern and requirement for the safety of its employees and the public. The communication should remind both supervisors and employees of their responsibilities.

All employees should receive a copy of the policy and acknowledge in writing that they have received, read and understood it. In addition, management should post the policy in all locations -- such as lunchrooms or by time clocks -- where employees congregate.

Four sample policy statements follow. You may use one as is, combine parts of the four, or develop a policy statement of your own.

### Sample Safety Policy Statements

#### Sample A

Our purpose is to deliver services to the citizens of [Name of Municipality] effectively, safely, and on time. The people of this community and our employees are our most important assets. The safety of our employees and our citizens while we deliver these services is one of our most important responsibilities.

A good accident prevention and loss control program demonstrates good management. Every managerial decision must consider the safety of our employees as well as the preservation of equipment and other resources. Accidents or operational errors that result in injury, death, or property loss are preventable.

The goal of our accident prevention and loss control efforts is to prevent injury to employees and damage to property. The program also exists to protect the public and our employees from the results of accidents and improper procedures.

#### Sample B

[Name of Municipality] acknowledges that a sound safety program is an important function of its operational and administrative systems. It also acknowledges that the goals of the safety program apply to all employees of the municipality.

The health and safety of the public as well as municipal employees are of primary importance. Each department will strive to maintain a safety conscious attitude.

To support this policy, [Name of Municipality] expects all its employees, present and future, to accept the idea that the safe way to accomplish a task is also the most efficient way to perform it.

Following safe work practices will be an integral part of appraisals for supervisors and employees.

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

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### Sample C

Dear employee:

[Name of Municipality] recognizes that accident prevention is essential in our efforts to provide service to our citizens.

Management is committed to providing the active leadership and support necessary to develop and maintain a successful accident prevention program. To this end, management strives to:

- Provide a safe and healthful work environment for our employees.
- Minimize the risk of human and financial loss that results from unnecessary personal injury and property damage.
- Assure the security, well being and protection of our employees, property, and vehicles.
- Comply with all safety and health laws and regulations that apply to the workplace.

The success of our accident prevention program requires the full cooperation of all our employees.

All employees must consider accident prevention a vital part of their jobs.

### Sample D

#### Purpose

The purpose of [Name of Municipality]'s safety policy is to effectively address our commitment to employee, public and contractor safety and health, property protection or any other condition that may produce loss.

#### Scope

This policy encompasses all operations, physical buildings and property, or any other conditions, which fall within [Name of Municipality]'s jurisdiction.

#### Policy

[Name of Municipality] believes that employee safety and the prevention of loss are of utmost importance. Our concern for safety exceeds our concern for quality, cost and productivity.

[Name of Municipality] has established procedures to manage safety on an ongoing basis. These procedures will carry out our philosophy that:

1. All types of injury and loss can be prevented.
2. All levels of management are responsible for preventing injury and loss.
3. All employees will be trained and responsible for working safely.
4. All operating exposures that possess potential for injury or loss are identifiable and controllable.
5. In addition to humanitarian concerns, injuries cost money and reduce productivity.
6. Working safely is a condition of employment. Employees are responsible and will be held accountable for safety in operations in which they are involved. When employees identify a hazard, they should report it promptly. There will be no reprisal for reporting of hazards.

It our policy to provide the resources necessary to obtain a loss-free work environment.

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

---

Our policy is to comply with the intent and spirit of applicable laws and regulations at both state and federal levels.

The acting safety coordinator will conduct and document periodic safety inspections. Department supervisors are responsible for assuring that deficiencies are abated promptly.

If an injury or loss occurs, it is our policy to conduct a thorough investigation using competent employees.

The frequency and severity of loss will be monitored on a regular basis. If a significant shift is noticed, the policies and procedures in this manual will be reviewed to assure that they are effective in controlling loss.

This safety policy and procedure manual becomes effective on [Date].

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*City Manager (or Higher Authority)*

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

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## Employees' Roles in the Safety Program Management

Management has primary responsibility for the accident prevention program at every facility. Management will take advantage of every opportunity to emphasize the importance of accident prevention -- both as a means of protecting employees and of operating efficiently. Management will convey its interest in accident prevention to supervisors and employees through example, leadership, and participation in all of [Name of Municipality]'s safety and accident prevention programs.

### Management will:

- Delegate responsibility and duties to supervisors.
- Provide supervisors with the training that they need to effectively encourage and manage safety in the workplace.
- Make accident prevention efforts a part of the total operation.
- Keep themselves and supervisors informed of accident problems and of the newest approaches to accident prevention.
- Be alert to potential hazards by frequent monitoring of the workplace.
- Review reports of accidents as well as documentation of safety inspections.
- Consult with [Name of Municipality]'s Safety Director, loss control representatives of its insurance company, and other outside authorities having jurisdiction.
- Stress the importance that management attaches to positive results when discussing accident prevention.
- Stress that a successful accident prevention program requires everyone's cooperation.



The Safety Director reports directly to [Title] and is accountable for all aspects of the accident prevention program that the Mayor (Council/Management) has approved. The Safety Director has support of [Name of Municipality]'s Mayor (Council/Management).

## Department Heads

### Department Heads must:

- Actively support [Name of Municipality]'s and the department's safety program.
- Develop practical safety and accident prevention rules that relate to the activities of the department.
- Establish and maintain a system of monthly inspections of the facilities, vehicles, and systems for which they are responsible.
- Arrange for adequate job training and ongoing training in safety and accident prevention for departmental employees.
- Take prompt corrective action for any unsafe condition they observe or that employees report to them that might adversely affect the safety of an employee or the public.
- Coordinate departmental compliance with fire codes as well as safety laws and regulations.
- Assure that employees follow departmental safety rules.
- Establish an adequate budget for safety equipment.
- Monitor the condition of all safety equipment and replenish it as necessary.

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

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### Supervisors

Supervisors should realize that employees see them as representatives of management. Therefore, supervisors' conduct and attitudes are critical to the success of any accident prevention program.

The management of [Name of Municipality] holds supervisors responsible for any accidents that occur. Supervisors should have a thorough knowledge of the hazards of any operations within their departments. They must run their operations with a firm commitment to the principles that every accident is preventable and that operating safely also means operating efficiently.

#### **Supervisors will:**

- Provide or arrange for adequate basic job training and safety instruction for all employees that they supervise. They will also maintain adequate documentation of all training activities.
- Be fully accountable for any preventable losses and liabilities that their employees cause.
- Implement all management accident prevention policies and make certain that employees under their supervision understand and comply with them.
- Provide ongoing safety instruction to constantly focus attention upon potential hazards, changes in equipment or work assignments, as well as new conditions that may adversely affect employees or the public.
- Continually monitor and evaluate work conditions and procedures to uncover and correct any conditions or practices that might result in an accident.
- Make certain that the department has the necessary safety equipment and other protective devices for each job
- Make sure employees are using safety equipment and other protective devices properly.

### Employees

Employees are also responsible for safety and accident prevention. [Name of Municipality] requires employees, as a condition of their employment, to develop and use safe work practices that will prevent injuries to themselves, their coworkers, and the public. In addition, we require that all employees demonstrate by their actions that they share the municipality's commitment to a safe and healthful workplace and to preserving the municipality's resources.

#### **Employees will:**

- Promptly report to their supervisors all accidents and injuries -- no matter how slight -- that occur during their employment.
- Cooperate fully and assist in the investigation of accidents to identify correctable causes and prevent recurrences.
- Report to their supervisors any unsafe actions, practices, or conditions that they observe in the workplace.
- Learn about and follow approved safe work practices as they perform their assigned duties.
- Always keep work areas clean and orderly.
- Avoid horseplay and behavior that can distract coworkers from the safe performance of their jobs.

# **Michigan Municipal Workers' Compensation Fund**

## **Safety and Health Resource Manual**

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- Obey all municipal and departmental safety rules and procedures and follow all work instructions.
- Wear all required personal protective equipment and follow all instructions for maintaining such equipment in good condition.
- Wear seat belts when operating or riding in any municipal vehicle.