910 Safety Management Program

Effective: 07/08/1994
Revised: 08/25/2021

.1 Purpose

To aid in the reduction of occupational injuries and at-risk behaviors and conditions, this policy will outline expectations for implementing and improving aspects of safety management systems.

.2 Scope

This policy enlists the efforts of employees at all levels to help improve the City of Tulsa safety culture through the creation of injury reduction plans, jobsite inspections, facility inspections, and safety meetings.

.3 Organizational Goals and Responsibilities

To reinforce the importance of safety within your department through planning, employee involvement and performance measurement. Each Department will be responsible for the following:

.31 Injury Reduction Plans: Injury Reduction Plans are essential to help mitigate and/or eliminate the frequency and severity of workplace injuries.

.311 Each department will be responsible for creating an Injury Reduction Plan based on the trends found in the previous fiscal year(s).

.312 Injury Reduction Plans should be realistic and identify an expected percentage reduction of OSHA recordable injuries.

.313 Should include an implementation plan developed with all levels of management and the assistance of the department safety committee.

.32 Jobsite Inspections: Jobsite inspections are crucial to ensuring the mitigation of hazards at jobsites.

.321 Jobsite inspections shall occur at intervals that ensure employee compliance with all established policies and regulations but no fewer than one inspection per week.

.322 Jobsite inspections shall be documented using the form found in appendix 910A and submitted for review to the division manager.

.323 Safety related issues found during jobsite inspections are to be corrected immediately when possible. Hazards that are

immediately dangerous to life and health shall be mitigated immediately and before the continuation of work.

.33 Facility Inspections: Facility inspections help ensure that the facilities within which City of Tulsa employees work are maintained in the proper way with regards to safety practices.

.331 Facility inspections shall occur at regularly scheduled intervals but no fewer than one inspection per month.

.332 Facility inspections shall be documented using the form found in appendix 910B and submitted for review to the division manager.

.333 Corrective actions shall be either immediately performed or tracked to completion by division management.

.34 Safety Meetings: Safety meetings provide valuable opportunities to help ensure employees understand hazards pertaining to tasks or job functions.

.341 Each division is to hold monthly safety meetings for all staff. Safety meetings should include review of RAPID forms, injury and collision statistics and review of the injury reduction plan. These meetings shall also include safety related training on topics that apply to that work group. The division safety committee meeting does not satisfy this requirement.

.342 Safety meetings shall be documented by sign-in sheet and contain the topics covered.

.343 Pre-Job safety meetings shall be conducted prior to the start of each job for field related activities. Items discussed should include recognized hazards and means to mitigate risks associated with those hazards as well as ensuring all necessary equipment is present to complete the job.

.344 In the event of work that spans multiple shifts or crews, lead persons shall communicate each hazard and discuss the steps taken to mitigate those hazards prior to handing off the job.

.35 Performance Planning and Review: In order to achieve the City's mission, vision, and values, critical factors affecting an employee's safety performance must be evaluated.

.351 An evaluation of an employee's injuries, at-fault collisions, and safety related discipline shall be done during the review period.

.352 Specific safety related goals shall be added to each employee's planning document during the planning sessions.

.4 Organizational Responsibilities

The safety management program involves active participation from all levels of the department, working together, to identify hazards in the workplace and creating ways to eliminate, prevent, or control those hazards. Responsibilities Include:

.41 Department Directors

.411 Identifying safety related organizational goals and incorporating those goals into the department's AIM Plan mission, vision and values;

.412 Determining and implementing an injury reduction plan for the department at the beginning of the fiscal year;

.413 Presenting injury reduction plans to the Safety Oversight Committee in August or September; and

.414 Providing progress updates on a quarterly basis to the Safety Oversight Committee on the implementation and success of the department's injury reduction plan and/or safety management program; and

.42 Department Managers

.421 Ensuring directives and tasks assigned by the director are supported and followed to incorporate safety as a priority throughout day-to-day operations;

.422 Working with supervisors and directors on development and implementation of injury reduction plans;

.423 Ensuring that progress on injury investigation corrective actions are tracked to full implementation;

.424 Review results of inspections for trending and further analysis;

.425 Ensuring the frequency of safety meetings and inspections are executed according to this policy; and

.426 Working with all levels of the department to identify and recognize employees and/or work groups demonstrating safety excellence; and

.43 Field Supervisors

.431 Working with employees, managers and safety staff to ensure safety rules/policies are followed and enforced;

.432 Ensuring proper training takes place in safe work operations and that work materials, tools and equipment are safe and in good working condition;

.433 Ensuring that safety meetings and jobsite inspections are performed and documented at intervals outlined in this policy; and

.434 Working with all levels of the department to identify and recognize employees and/or work groups demonstrating safety excellence; and

.44 Office Supervisors

.441 Working with employees, managers and safety staff to ensure safety rules/policies are followed and enforced;

.442 Ensuring proper training takes place in safe work operations and that work materials, tools and equipment are safe and in good working condition;

.443 Ensuring that safety meetings and facility inspections are performed and documented at intervals outlined in this policy; and

.444 Working with all levels of the department to identify and recognize employees and/or work groups demonstrating safety excellence.

910-A Jobsite Safety Inspection Form (TUL 4655A)

Date & Time: _____ **Location(s) Inspected:** _____

Inspector: _____ **Crew Leader:** _____

In the Status Box Please Enter One Of The Following Codes:

S = Satisfactory / Yes U = Unsatisfactory / No NA = Not Applicable

For unsatisfactory items, please indicate problem and action on The Corrective Action Chart at the end of this form.

A.	General	Status
1.	Are the public and other employees adequately protected from any dangers posed by our work?	
2.	Are the general work areas neat and orderly?	
3.	Is trash being placed in proper receptacles?	
4.	Does the crew leader know the location of the closest hospital?	
5.	Have all employees taken part in a JHA discussion for their particular work task within the last week?	
6.	Do all employees have access to potable water?	
7.	Is a first aid kit available?	
8.	Are MSDS readily available to all employees on site?	
9.	Are all flammable liquids stored in approved safety cans?	
10.	Are all flammable liquid storage containers labeled appropriately?	
11.	Is a fire extinguisher readily available, inspected monthly, and maintained annually?	
12.	Are all employees protected from accidental injury or impalement by sharp or slender objects (protruding nails, rebar, etc.)?	
B.	**Slip, Trip, and Fall Prevention**	
1.	Are all unattended manholes, catch basins, and similar openings protected with barricades or fencing, or covered securely with plywood or similar?	
2.	Are all hoses, cords, cables, nylon strapping, metal banding, shovels, rakes, etc., placed neatly outside of common employee travelways?	
3.	If hose, cable, cord, etc., must cross a common employee travelway is it securely fastened in such a manner as to prevent tripping?	
4.	Are all excavations where crews are not actively working protected either by barricades, fencing, or parked machine?	
5.	Are employees working at heights higher than 4’ protected by guardrails or a personal fall arrest system?	
C.	**Ladder Safety**	
1.	If an employee is using a ladder have then been trained in ladder safety?	
2.	Does the ladder extend at least 3’ above the upper landing?	
3.	Is the ladder positioned such that the ‘run’ of the ladder is about 1/4 of the ‘rise’?	
4.	Is the ladder in good working condition?	
5.	Is the ladder securely fastened, either by embedment into earth or some type of rope or cable?	
6.	Stepladders are being used only in the open position?	
7.	Are all ladder rungs free from grease and oil?	
8.	Are employees facing the ladder and maintaining three points of contact?	
D.	**Personal Protective Equipment (PPE)**	
1.	Are hard hats being worn by all employees?	
2.	Are work boots being worn by all employees?	

3.	Are jeans, canvas, or similar long pants being worn by all employees?	
4.	Are gloves, traffic vests, earplugs, safety glasses, and similar PPE readily available to all employees?	
5.	Is hearing protection being worn where required?	
6.	Are gloves being worn where required?	
7.	Are traffic vests being worn where required?	
8.	Are safety glasses being worn where required?	
9.	Is all utilized and available PPE in good working condition?	
E.	**Trenching and Excavation**	
1.	Is the work being performed covered by an active OKIE ticket?	
2.	Has the competent person inspected the excavation prior to any employee entering?	
3.	Has an Excavation Inspection form been filled out?	
4.	Is the crew aware of all potential existing utilities in the work area?	
5.	Is the crew aware of all overhead electrical lines in the work area?	
6.	Has the competent person inspected the trench prior to an employee entering?	
7.	Are all excavations 4' or greater in depth protected from cave-in by proper shoring or sloping?	
8.	Are the sides of all trenches sloped at least 1.5H:1V?	
9.	Trench Box Safety	NA
	a. Is the tabulated data sheet available this trench box?	
	b. Is the excavation no greater than 2’ below the bottom of the trench box?	
	c. Does the trench box extend at least 12” above the top of the vertical sides of the trench (18" if sloped)?	
10.	Are spoils kept at least 2 feet away from the trench edge?	
11.	Is a ladder present in all excavations 4’ or greater in depth?	
12.	If a ladder is used is it positioned such that no employee has to travel greater than 25’ to access it?	
13.	Is the trench protected from water accumulation?	
F.	**Hand & Power Tools**	
1.	Are shafts and handles of all tools free from cracks and in good working condition?	
2.	Are all tools stored neatly and protected from damage?	
3.	Are the proper tools being used for the job?	
4.	Are all power cords and extension cords free from cuts, frays, or other damage?	
5.	Have the employees operating a power tool been trained on that specific tool?	
6.	Are all impact tools free from splinters or mushrooms?	
7.	Are all damaged or malfunctioning tools tagged out?	
8.	Are all guards on tools in place and working properly?	
9.	Are GFCI’s used for all portable electric tools?	
G.	**Heavy Equipment**	
1.	Are all backup alarms functioning properly?	
2.	Are all seat belts functioning and being used?	
H.	**Material Handling and Rigging**	
1.	Are employees using proper lifting techniques when lifting objects manually?	
2.	Are machines being used to lift heavy objects?	
3.	Do all chains and straps have a legible capacity rating tag?	
4.	Are all chains and straps being used according to their capacity rating?	
5.	Do hooks used for lifting have a safety latch in place?	
6.	Are tag lines available and being used when appropriate?	
7.	Employees are not allowed underneath any overhead load?	
8.	Are lifting chains being rigged properly?	
9.	Are loads that have the potential to swing during movement being secured?	
10.	Are all lifting apparatus stored neatly and protected from weather and other damage?	
I.	**Other Areas (Please Fill In As Necessary)**	
1.		

2.	
3.	
4.	
5.	

Corrective Action Chart

Item Number	Problem / Action	Person Responsible	Correction Verification

Corrective Action Chart Usage:

Item Number: *The letter and number of the problem item. i.e. G-1 for a machine not having a functioning back-up alarm.*

Problem / Action: *What is unsatisfactory about the item and how it will be addressed.*

Person Responsible: *Who is responsible for addressing the problem item.*

Correction Verification: *The date and initials of who verified that the problem was resolved.*

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Reset Form

910-B Facility Inspection Form (TUL-1454)

Facility Location _____

Inspected By _____ Date of Inspection _____

Y	N	NA	Y=Satisfactory N=Hazardous NA=Not Applicable

Housekeeping

Y	N	NA	
			1. Are work areas clean and orderly?
			2. Are floors are clean, dry and free from trip hazards?
			3. Are aisles free of trip hazards?

Life Safety

Y	N	NA	
			4. Are all exits free from obstructions?
			5. Are exits unlocked while the facility is occupied?
			6. Are emergency exits and exit routes clearly marked
			7. Are fire extinguishers properly charged and inspected?
			8. Are portable fire extinguishers properly mounted and accessible?

Medical/First Aid/Employee Facilities

Y	N	NA	
			9. Are first aid cabinets identified and stocked?
			10. Are restrooms maintained in a sanitary fashion?
			11. Are eye wash stations maintained, tested, and installed in the proper location?

Hazard Communication

Y	N	NA	
			12. Are all chemical Safety Data Sheets stored and readily accessible to employees?
			13. Are chemical inventory lists maintained and available to employees?
			14. Are there records showing annual HAZCOM training for affected employees?
			15. Has the facility identified it's HAZCOM coordinator?

Material Handling and Storage

Y	N	NA	
			16. Is there at least 3 feet of clearance between stored materials
			17. Are materials stacked properly and limited in height?
			18. Are storage areas free from trip, fire, and other hazards?
			19. Does any over-head storage have load ratings posted?
			20. Do employees that operate forklifts have a valid forklift certification?

Personal Protective Equipment

Y	N	NA	
			21. Are written hazard assessments documented justifying PPE selection?
			22. Are employees trained in the proper selection, use, and maintenance of PPE?
			23. Are areas that require PPE properly posted and list PPE required prior to entry?
			24. Are employees that are required to wear respirators properly trained?
			25. Are respirators available for employees that must wear respirators?
			26. Is documentation of annual fit testing on file for employees that must wear respirators?
			27. Are all machines properly grounded?
			28. Are all cords, plugs and switches in good condition?
			29. Are breaker panel boxes properly marked with blanks in place for extra circuits?
			30. Is 3 feet of clearance maintained in front of all electrical panels?

Difficiencies/Corrective Actions

Identify all items indicated "N" above and provide appropriate corrective action to mitigate the hazards.