The health and safety of employees is both a management and individual responsibility. Every action must be performed with a focus on health and safety. The Cardinal Rules of Safety are of the utmost importance in laying the foundation for a safe workplace and cannot be compromised. Any breach of the following rules by any employee will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.

1. Safe Driving and Equipment Operation

1.1 A seatbelt shall be worn by all occupants during the operation of any motor vehicle or equipment that has been equipped with a seatbelt. Failure to wear a seatbelt.

1.2 No employees shall knowingly operate a City vehicle without a valid, applicable State license.

1.3 Or policy or Failure to wear required personal protective equipment on as required.

Distracted driving/texting while driving. Using a hand-held mobile phone or mobile electronic device while operating City vehicles or operating equipment is prohibited. This does not apply to use of cell phones in emergency situations to contact: 911, law enforcement agencies, fire departments, hospitals, and ambulance services.

1.24 Employees shall not drive or operate City vehicles or heavymotorized equipment while under the influence of alcohol, drug/prescription medication, substances which may impair your ability to work safely.

2. Machinery & Tools

2.1 All necessary guards and safety devices must be in working orderplace and functioning as intended before operating equipment. Bypassing or circumventing safety controls without following established procedures is prohibited.
32 Personal Protective Equipment

231 Employees must always wear the required personal protective equipment identified in a written hazard assessment, for the specific task being performed.

2432 Respiratory protection equipment must be worn as required by a written hazard assessment analysis.

33 Fall protection equipment must be utilized as required and specified in the written hazard assessment.

4 Jobsite Safety

41 Knowingly placing yourself, another fellow employee(s) or any other person in imminent danger as defined by OSHA’s Section 13(A), which could reasonably be expected to cause death or serious physical harm immediately, or knowingly failing to protect the public. Recklessly endangering yourself, fellow employee(s), or the public.

42 Employees shall not enter a permit-required confined spaces. A confined space must not be entered until written authorization is obtained by trained and competent personnel. Entry supervisor has provided written authorization.

43 Employees must verify that all hazardous energy sources have been locked and/or tagged out isolated and tagged (lock out/tag out) before performing any type of work in which the unexpected startup or release of stored energy could result in serious injury or death.

44 Ensure that employees must always use excavation protective systems as they are intended to be used, utilized properly. At no time shall anyone be permitted or directed into an unprotected excavation 4 feet or greater than 4 feet.

5 Education & Coaching

Failure to report an on-duty accident or injury incident.

51 It is essential that all employees are educated on the hazards that exist in their work areas and the policies, procedures, and written hazard assessments that are in place to protect them from those
hazards. Managers and supervisors should support this policy by reinforcing the requirements and communicating that misconduct will not be tolerated.

.52 Coaching is defined as a method of instructing an individual or group to develop skills to enhance productivity, overcome a performance problem, or correct unsafe behaviors.

.53 Coaching does not constitute discipline, but it is a preferred method of informing employees and supervisors in educating employees in correcting unsafe behaviors.

.54 It is appropriate for supervisors to coach employees to correct unsafe behaviors due to actions.

.54.1 Lack of training, or

.54.2 Failure to understand safety policy or procedure.

.55 Guidelines to assist supervisors and managers in coaching employees for safety violations are listed in appendix A.

.52.6 While some situations may require disciplinary action, if coaching is more appropriate based on the totality of the circumstances, supervisors, management, and/or HR should elect to coach without fear of facing disciplinary action for failing to address unsafe practices. This policy does not preclude City of Tulsa Management or the Safety Section of HR from coaching employees who lack understanding, fail to follow safety policies, procedures, and hazard assessments, for fear of reprisal, as opposed to issuing corrective action.

.6 Failure to cooperate and be truthful in a safety investigation.

Disciplinary Action

.61 The disciplinary hearing process is necessary for violation of this policy under the following criteria:

.61.1 Employee is aware of the safety policy requirements yet shows blatant disregard, or

.61.2 The employee expresses disregard for safety policy while being coached, or

.61.3 The employee continues to violate a safety policy after being coached for the same policy violation if coaching is ineffective in
correcting unsafe actions or the employee demonstrates intentional Willfully or intentionally failure to enforce safety policies and violations. A disregard breach of these rules will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.