

## City of The Dalles Safe Workplace Action Plan

Section 45 of The City of The Dalles Personnel Policies provides as follows:

*Safety is everyone's business. Every precaution should be taken to eliminate unsafe conditions and preclude accidents. All employees are expected to be aware of safety hazards and follow sound safety practices. A City Safety Committee is charged with the responsibility of administering safety regulations and reviewing City safety standards. All employees are urged to report any violations of such standards to the Safety Committee. Knowingly violating approved safety regulations may be cause for severe disciplinary action, including discharge.*

City Council and City Management will take every opportunity to more clearly and noticeably promote the City's attitude and culture that the City is a safe place to work and that the safety of its employees is of prime importance. Promotion of an attitude and culture which focuses upon the safety of employees will be accomplished by the following actions:

1. Continue to maintain and reinforce the City's Safe Workplace culture through:
  - Conducting monthly City-wide Safety Committee Meetings. Safety Committee meetings will normally take place in the City Hall Conference Room, except when site visits are part of the agenda. Minutes will be produced in a timely manner following each meeting, to be reviewed by the City Manager and distributed to all Committee members and Department Managers. Any Action Items resulting from a meeting will be reviewed at the next regular Safety Committee meeting and the status of that will be recorded in the minutes to ensure follow up on those items.
  - Conducting weekly division safety meetings to disseminate information and discuss safety topics. Any issues regarding unsafe equipment, work areas or circumstances, or the need for mitigating equipment to make a situation safer will be reported to the Department Manager, who will report it to the City-wide Safety Committee to ensure follow up on these items.
  - Conducting daily morning crew meetings to discuss safety, traffic control, etc., prior to starting the day's work and to discuss any issues that might have occurred the previous day.
  - Maintaining an open channel for all employees to discuss safety issues with any Safety Committee member and/or address their safety concerns to lead workers, supervisors and Department Managers.
  - Continuing City-wide dissemination of wellness information and brown bag lunch meetings on wellness and health topics.

2. Continue to identify primary hazards for each department using historical injury information and employee feedback, and reviewing safe work practices and procedures.

- Work with SAIF Safety Management Consultant to provide reports on injuries within each Department to Department Managers for past three years for analysis, discussion and determination of preventive actions:
  - Most common injuries in the Public Works Departments have been from lifting, slips and falls.
    1. Schedule class on lifting techniques
    2. Schedule OSHA Consultative Inspection
  - Police Department recent injuries most commonly occur during incidents when dealing with persons being detained. Reports concerning accidents over an extended period will be analyzed for other causes of injuries or accidents.
    1. Analyze Injury reports periodically to determine causes
    2. Provide training opportunities
    3. Provide equipment to mitigate situations where injuries occur.
- Continue to require reporting and analysis of “near misses” as well as actual incidents to determine root causes and provide that information to Safety Committee for analysis on a monthly basis.
- Continue to complete Job Safety Analysis reports, engaging affected employees in the process, for those positions that are perceived to have a higher degree of hazard or that have already resulted in an injury/incident. Work with SAIF Management Consultant to guide and assist this process.

3. Develop and maintain accurate information on the specific physical requirements of the essential functions for each position.

- Job descriptions were updated to provide this information in 2008. Continue to review and update job descriptions as changes are made to duties and equipment used by each position.
- Provide written job offers that specify position physical requirements to all potential new hires and attach an updated job description and the Safety statement from the Personnel Policies.
- Provide updated job descriptions with specific physical requirements to doctors involved in the treatment or evaluation of any employee for light duty.
- Continue to use, and monitor closely, light duty as a transition and incentive to bring the employee back to full duty, as the employee’s capabilities allow. Identify opportunities to use benefit programs, such as the SAIF Employer at Injury Program, to allow workers to return to transitional duty, thereby enabling more workers to resume regular work sooner and/or avoid permanent limitations.

4. Continue to consider issues related to an employee's continued physical ability to perform the essential functions of their position:
- Continue to look for opportunities to provide equipment or solutions to assist workers to perform the essential functions of their positions in a safe manner, such as the recently purchased safety lifts.
  - Continue to partner with SAIF to purchase equipment, furniture and fixtures that will provide assistance and/or provide opportunities for injured employees to return to work or light duty, such as the flat files and pallet jack recently purchased through SAIF Employer at Injury Program.
  - Consider requiring "fitness for duty" examinations for any employee that demonstrates a weakness or inability to safely meet the physical requirements for the essential functions of his/her position or who has been injured while performing said essential functions.

  
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Nolan K. Young City Manager

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