



CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION
Safety Directive #A-12 Revision #1 February 17, 2006

Title: **Safety Rules and Enforcement Program**

Introduction: The City of Philadelphia's primary Safety and Health Objective is to ensure the safety and health of our Employees.

Safety and Health Rules should be developed to further define these objectives and become consistent with other City policies and labor contracts. The Safety and Health rules are not designed to address every aspect of our many tasks and services but rather to provide each employee with guidance in performing all of their tasks safely.

Each City employee should become familiar with and follow General and Departmental Safety Rules. Supervisors must enforce Safe Work practices ensure adherence to Safety Rules.

Program Elements: The elements of a Safety and Health Rules and Enforcement Program are as follows:

- Overall Departmental Safety and Health Rules
- Specific safety and health rules for worker's tasks (sometimes referred to as Job Safety Procedures)
- Communication, training and/or posting of Safety and Health Rules for:
 - New Hires
 - Current Employees
 - New Job Tasks
 - Hazardous Job tasks
- Revisions/additions to Safety and Health Rules
- Responsibility for enforcement of Safety and Health Rules
- Disciplinary procedures for Safety and Health rule violation(s) that parallel other City and Departmental policy infraction disciplinary guidelines.

Responsibilities

Risk Management

- Develop, revise and make available to departments for employee distribution, the Citywide S.M.I.L.E (Safety Matters In the Lives of Employees) Pocket Safety Guide.
- Assist City Departments in developing internal Safety and Health Rules.

Departments

- Distribute and review with all new employees the Citywide S.M.I.L.E. Pocket Safety Guide developed by the Risk Management Division.
- Establish and enforce disciplinary guidelines for Safety and Health Rule infractions that parallel other City and Departmental disciplinary guidelines for policy violations.
- Using the General List below as an example, develop and communicate Department specific Safety and Health Rules:

Department of _____ Safety and Health Rules

Employees of the _____ Department must follow all Safety and Health rules and practices associated with their job.

1. Be aware of and adhere to the safety and health rules/practices established by the Department/Division/Unit and Supervisor.
2. Always conduct yourself in a safe manner.
3. Immediately report any unsafe act or condition to your manager or supervisor.
4. Report all incidents (including near misses) and accidents, whether an injury occurred or not, to your manager or supervisor as soon as possible.
5. Horseplay and practical jokes can cause harm or injury and are not permitted while performing official duties for the City or while on City owned or leased property.
6. Fighting and physical force, unless authorized to do so as part of your assignment, should never occur while on City owned or leased property or while performing official duties.
7. Displaying or using any weapon (or any instrument used as a weapon) or firearm (or missile-projecting device) while on City owned or leased property or while performing official duties, unless authorized to do so as part of your assignment, is not permitted.
8. Use, possession, or being under the influence of alcoholic beverages or non-prescribed controlled substances while on City owned or leased property or while performing official duties is not permitted.
9. Keep your work area clean and free from slipping, tripping and all other safety hazards.
10. Know and use proper lifting techniques and request assistance when lifting heavy or awkward loads.
11. Use an appropriate ANSI (American National Standards Institute) approved stepladder or stepstool to properly position yourself to reach high items. Move the stool or ladder as necessary to avoid stretching or overreaching.
12. Follow warning signs that caution of possible safety hazards or conditions.

13. Avoid running, unless necessary for your job function, and use caution in congested areas and at blind corners.
14. Obey all traffic laws while operating a vehicle.
15. Wear seat belts at all times while driving vehicles on City business.
16. Know and adhere to your responsibilities concerning safety policies and procedures.
17. Use appropriate personal protective equipment (i.e., safety glasses, safety shoes, latex gloves, respirators, etc.) where it is required or justified based upon exposure.
18. Obey safety precautions published by the manufacturer while using equipment or chemicals.