



CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION
Safety Directive # A-16 Revision #2 June 28, 2007

Title: **Safety and Health Goals and Objectives**

Purpose: To ensure a commitment to the Safety and Health Program and a reduction in injuries to our City employees, residents and visitors, each Department shall establish annual Safety and Health Goals and Objectives.

Introduction: The overall goal of the City of Philadelphia's Health and Safety Program is to reduce the exposure of our employees, residents and visitors to recognized hazards with the ultimate goal being to strive for "Zero Injuries". Sub-Goals, Objectives, Action Plans and Assignment of Responsibilities are a means of tracking and achieving this goal.

The City's Safety and Health Objectives are established annually and will be designed to:

- Comply with PA Bureau of Workers' Compensation requirements
- Analyze and address existing risk sources
- Develop programs to address anticipated risk sources
- Improve the overall City and Departmental Safety and Health Programs
- Assist Departments, Divisions, and Units having high incident rates

Program Elements: To have a successful Safety and Health Program each Department must develop Safety and Health Goals. To simplify this process we have included a blank chart that can be used as a template and guide. Also included is an example of a chart with several Safety and Health Goals and Objectives.

Departments must submit their annual Safety and Health Goals and Objectives to Risk Management by June 15th preceding each upcoming fiscal year (July 1 – June 30). Subsequently, a quarterly update on the status of those goals and objectives are to be forwarded to Risk Management. The quarters being reported on will be for July, Aug., Sept. / Oct., Nov., Dec. / Jan., Feb., March / Apr., May, June and should be submitted by the 15th of the following month for that quarter.

Responsibilities

Risk Management: Develop overall City Safety and Health Goals and provide guidance and training to the various Departments in establishing Safety and Health Goals.

City Departments: Develop and track Safety and Health goals and objectives. This includes submitting proposed and a quarterly status report for goals and objectives to the Director of Safety and Loss Prevention for the Risk Management Division.

Evaluation: The Risk Management Division will periodically evaluate or have evaluated the overall and individual Department Safety Goals and Objectives.

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SAFETY & HEALTH GOALS & OBJECTIVES

Every City Department is required to determine Safety and Health Goals & Objectives (goals) annually according to guidelines set forth by Citywide Safety Directive #A-16 issued by the Risk Management Division. These goals and their quarterly updates will be shared with the Deputy Mayors' and Managing Director's Offices. The departmental Safety Officer is the responsible party for setting and submitting the goals for Risk Management approval. These goals may be developed with input from departmental administration and management.

The following five (5) categories of safety and health goals are mandatory for all City Departments. The safety and health goals must include all of the following criteria:

1. Inspections and Employee/Operational Hazard Assessments
 - a. Set a goal for the number of workplace inspections that will be conducted in one year; **OR**
 - b. Set a goal for the number of employee exposure assessments that will be completed in one year; **OR**
 - i. Please provide details on industrial hygiene surveys planned, i.e. ergonomic assessments, noise exposure surveys, chemical exposure surveys, and indoor air quality surveys.
 - c. Set a goal for the number of operational hazard assessments that the department will complete in one year.
 - i. Please provide details on job hazard analysis planned, or other job/tasks hazard assessments planned.
2. Employee Safety & Health Training
 - a. Set a goal for the type of safety training that will be provided and the number of employees that will be trained by the Department.
 - i. Training should be offered in order to meet regulatory requirements (i.e. Employee Chemical Right to Know) or because of other needs (i.e. increase in employee injuries) or because of City mandate (i.e. Tuberculosis).
3. Employee Disability Program
 - a. Set a goal of all COPA II forms submitted to the City's Third Party Administrator (TPA) for all reported workplace injuries and illnesses; (The goal should be 100%.) **AND**
 - b. Set a goal of completeness for all COPA II forms. Both front and back of form needs to be filled out for every reported workplace injury and illness; (The goal should be 100%.) **AND**
 - c. Set a goal that the department will meet the 2 day lag time goal for all COPA II forms submitted for all reported workplace injuries and illnesses. (The goal should be 100%.)

ADDENDUM #1
September 14, 2009

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SAFETY & HEALTH GOALS & OBJECTIVES

4. Employee Involvement Methods
 - a. Set a goal for the number of safety committee/employee involvement meetings held in one year that will meet quorum, creates agendas, and produces and distributes meeting minutes; **AND**
 - b. Set a goal for the number of workplace inspections or other activities to be performed by the safety committee. (This goal is separate and different than the goal listed in Category #1: Inspections and Employee/Operational Hazard Assessments.)

5. Written and Implemented Safety & Health Programs
 - a. Set a goal to complete the written Accident & Illness Prevention Programs' (AIPP) Sections A-O and all P elements or set a goal to review/revise programs annually as appropriate; **AND**
 - b. Set a plan to implement the programs that are provided in the AIPP Manual. (Note: All programs are not required to be implemented within one year; implementation may be based upon exposure, risk potential and departmental resources)

The following category applies to City Departments that need to address injuries and illnesses occurring in the workplace.

6. Other Department Specific Goals (if applicable)
 - a. Set SMART goals to address hazards that present a high cost, high risk, or high number of injuries/illnesses. This may include additional goals provided to address Top 5 Injury Causes, as presented by departments in PhillyStat sessions.

ADDENDUM #2



City of Philadelphia

[Enter Department Name Here]

[*GUIDANCE TABLE - SAMPLE] SAFETY & HEALTH GOALS & OBJECTIVES 2010 [*GUIDANCE TABLE - SAMPLE]

GOAL	OBJECTIVE / ACTION ITEM	RESPONSIBLE PERSON	STATUS	TARGET/ACTUAL COMPLETION DATES
<u>Inspection/Hazard Assess:</u> Conduct inspections of facilities to include all work areas.	a. Schedule inspections and notify all respective facilities. b. Conduct twelve (12) facility inspections of predetermined areas to be selected on a rotating basis.	Safety Officer	Not Started	May 2010
<u>Inspection/Hazard Assess:</u> Conduct one (1) Job Hazard Analysis per quarter for employees in the field.	a. Schedule the JHAs with supervision. b. Prepare for the JHAs by gathering PPE and MSDS information. c. Conduct and send the completed JHAs to management for review.	Safety Officer	Not Started	March 2010
<u>Inspection/Hazard Assess:</u> Conduct four (4) ergonomic assessments per month for employees working in City Hall offices.	a. Schedule the assessments and notify the participants. b. Conduct the assessments and provide reports to management.	Safety Officer	Not Started	June 2010
<u>Empl. Safety & Health Trng:</u> Develop and deliver "Chemical Right to Know Training" to all 200 employees of the department.	a. Develop the training presentation. b. Schedule the training and notify the employees. c. Ensure 100% attendance in training sessions by scheduling makeup sessions.	Safety Officer & Training Department	Not Started	February 2010
<u>Empl. Disability Prgm:</u> Ensure that COPA II forms are completed for all workplace injuries/illnesses reported.	a. Train all department supervisors as to the importance and proper way to fill out COPA II forms.	Safety Officer & Training Department	Not Started	December 2009

<u>Empl. Disability Prgm:</u> Ensure that all completed COPA II forms are submitted within 24 hours of incident.	a. Institute mandatory follow up with all COPA II FROIs when form not received within designated 24 hour window.	Safety Officer	Not Started	December 2009
<u>Empl. Disability Prgm:</u> Ensure that all submitted COPA II forms are fully completed (front and back sides).	a. Develop a protocol to alert supervision when a form is incomplete. b. Review each COPA II when submitted to the Safety Office and have supervision correct & resubmit any uncompleted forms.	Safety Officer	Not Started	December 2009
<u>Empl. Involvement Methods:</u> The department Safety Committee will meet twelve (12) times per year.	a. Set the Safety Committee schedule and notify all members. b. Ensure all monthly committee meetings are held, quorum met, agenda set, and minutes taken & distributed.	Safety Committee	Not Started	July 2010
<u>Empl. Involvement Methods:</u> The department Safety Committee will conduct twelve (6) workplace inspections per year.	a. Set the schedule for the safety committee inspections including the location and notify management of the schedule. b. Conduct the inspections and write the reports. c. Follow up on open corrective actions.	Safety Committee	Not Started	April 2010
<u>Safety & Health Programs:</u> Develop a Safe Lifting Program for the departmental Safety & Health Manual.	a. Develop a written safe lifting program. b. Develop a training program for safe lifting. c. Conduct safe lifting training for 100 employees.	Safety Officer	Not Started	January 2010
<u>Safety & Health Programs:</u> Implement the Vehicle Safety Program.	a. Communicate the program in writing to all employees. b. Develop a schedule to train all 200 employees that have driving privileges. c. Conduct the training.	Safety Officer and HR Manager	Not Started	January 2010
<u>Other Dept. Specific Goals:</u> Address Top 5 Injury Causes	a. Implement Drivers License Verification Program. b. Provide fall protection harnesses to 60 trades workers. c. Fit test 100 employees who need to use respirators	Safety Officer and Driver License Update Contact	Not Started	December 2009

Creating S.M.A.R.T. Goals

Specific

Measurable

Attainable

Realistic

Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Improve safety in the Department." But a specific goal would say, "Conduct 12 ergonomic assessments in Unit XYZ in FY10."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and ultimately reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important, you begin to figure out ways you can attain them. You can attain most any goal set when the steps are planned wisely and a timeframe is established to allow you to carry out those steps.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. But be sure that every goal represents substantial progress.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If a goal is anchored within a timeframe, then the plan is set in motion to begin working on the goal.