



Title: Assignment of Safety Responsibilities

Purpose

Define the various Safety and Health responsibilities within City Departments. This will be done with emphasis of responsibilities for everyone from top management to front-line employees, which is needed to make the overall Departmental Safety and Health Program successful.

Introduction

Although the designated safety coordinator has a major role and responsibility for the department's overall safety and health program, everyone has some responsibility for safety and health. It is important for administration and management to support programs, supervisors to ensure that programs are carried out, and employees to follow requirements of the programs. Also there may be other staff in the department, aside from the safety coordinator, with specific assignments, duties, and responsibilities for developing, implementing, or maintaining safety and health programs.

Responsibilities

City Departments, Offices, Boards and Commissions:

- Establish assignment of safety responsibilities for administration/managers, supervisors, and front-line employees.
- Identify departmental staff with specific responsibilities for various safety and health programs.
- Document responsibilities of personnel and communicate those responsibilities to employees.