



Title: **Minimum Standards for a Departmental Safety Program**

**Purpose:** Safety Directive A-1 describes the minimum standards required for environmental, health and safety program in each Department, Agency, Office, Board and Commission of the City of Philadelphia, herein referred to as the "Department".

**1. Departmental Safety Officer**

A departmental safety officer responsible for coordination of the department's pro-active safety program must be appointed by the department. This position is also responsible for daily response to safety and health problems, issues and concerns. This individual should have the appropriate background, education, training, skills and abilities to successfully accomplish these tasks. This individual must also be a representative of the employer and act on behalf of management as well as have access to the highest level of departmental management. The safety officer must have adequate support and resources to carry out his/her job including the authority to direct and take action to address safety and health issues.

**2. Safety Programs**

Departmental safety and health programs must be developed and implemented. The safety programs must at a minimum meet the requirements of the Commonwealth of Pennsylvania Accident & Illness Prevention Programs (AIPP). They should be specifically tailored to the hazards and control strategies peculiar to the department. In addition, programs mandated by the Risk Management Division or identified by the department as safety and health risks must also be addressed. All safety and health programs must be enforced and training needs to be provided to all covered employees. The programs should be periodically reviewed and updated as appropriate. See *Appendix A* for a listing of the required and hazard specific AIPP elements.

**3. Safety Surveys**

As part of a comprehensive departmental safety program, safety inspections must be done. Both scheduled and unscheduled safety inspections must be performed. A City representative of the building or operation being inspected

should accompany the inspection team. Departmental management is also encouraged to participate in safety inspections. All inspections must be documented with a written report and shared with departmental management. Follow-up surveys shall be scheduled to ensure that identified hazards are corrected. Additionally, assessments and evaluations of operations, processes, equipment and workstations should be done based on employee, client and public exposures.

#### **4. Review of New or Modified Processes and Equipment**

All new or modified uses of equipment, chemicals, facilities and processes which could pose an environmental, health or safety risk must be assessed and addressed for potential hazards before commencement of operations. Processes and facilities should be inspected by the Safety Officer or appropriate designee to assure that work conditions are safe and healthful to the employees, public and environment and meet any appropriate standards.

#### **5. Sanitation and Hygiene**

All employees shall be provided with a workplace which meets minimum standards for sanitation and hygiene. Employees working at field locations or who have job responsibilities that take them to several locations throughout the day shall be provided, at a minimum, with materials to clean up, access to a clean place to eat and access to clean and functional toilet facilities.

#### **6. Employee Education and Training**

All employees must receive safety training appropriate to their workplace hazards and job duties. At a minimum this training shall include a new employee safety orientation, which introduces the employee to controls for key hazards, the department's overall safety program, and the manner in which the employee can raise concerns about hazardous workplace conditions. This training or information must be provided periodically on a schedule appropriate for the hazard. Additional safety and health training shall be conducted in accordance with the safety and health programs established in each department.

#### **7. Employee Right-to-Know Program**

The department is responsible for establishing a program to comply with the Commonwealth of Pennsylvania Community & Worker Right to Know Act (Right to Know). The department shall implement and maintain an effective Right-to-Know program including an inventory of chemicals, completion of the Hazardous Substance Survey Form (HSSF), posting of worker rights and employee education and training.

## **8. Employee Involvement**

The Department is responsible for providing opportunities for employees to be involved in the departmental safety program by participating in identifying and addressing workplace hazards, as well as reviewing departmental safety & health programs. This input is essential in creating a culture where employees take an active role in safety, prevention and control efforts. Employee involvement methods become an invaluable vehicle where employees can communicate the importance of safety to their coworkers. Employee involvement can be accomplished through a variety of methods, but safety committees are the most common, due to their organized structure and effectiveness. Participation in safety surveys, environmental monitoring and review of accident experience are other methods of employee involvement in the safety program.

## **9. Hazardous Materials Management and Environmental Issues**

Hazardous materials must be appropriately handled, managed and disposed of in accordance with all federal, state and local laws and regulations. Departments handling or using such materials must have a program for acquiring, handling, managing and disposing of materials containing biological, chemical and radiological hazards. All disposal records must be maintained for these materials by the department for a period of 30 years plus life of the facility.

## **APPENDIX A**

### **Accident & Illness Prevention Program (AIPP) Elements**

#### **Required Elements**

All Departments are required to have the following elements included in their Safety & Health Program and Manual.

- A. Safety Policy Statement
- B. Safety Program Coordinator Designated
- C. Safety Program Responsibility Assignments
- D. Hazard Identification Methods
- E. Industrial /Occupational Health Services
- F. Industrial Hygiene Services
- G. Accident and Illness Prevention Program Training
- H. Emergency Action Plans
- I. Safety Suggestion Programs
- J. Employee Involvement Methods
- K. Safety Rules and Enforcement Procedures
- L. Accident Investigation and Reporting
- M. Availability of First Aid and CPR
- N. Program Evaluation Methods
- O. Program Goals and Objectives

#### **Hazard Specific Elements**

Hazard Specific Elements shall be established to address hazards and conditions particular to a department's facilities, processes and/or operations. Each department shall assess its facilities, processes, operations and job tasks in order to determine the Required "P" element programs that need to be developed and implemented.

- P. Specific Worksite Environment Procedures
  - 1. Electrical and Machine Guarding
  - 2. Personal Protective Equipment
  - 3. Hearing Conservation Program
  - 4. Vision Conservation Program
  - 5. Lock-Out/Tag-Out Program
  - 6. Hazardous Material (R-2-K) and Waste Program
  - 7. Confined Space Entry Program
  - 8. Fire Prevention and Protection Program
  - 9. Bloodborne Pathogens Exposure Control Program
  - 10. Pre-Operational Process Review Procedure
  - 11. Substance Abuse Awareness and Prevention Program
  - 12. Fall Protection Program
  - 13. Walking/Working Surfaces

14. Scaffolding
15. Respiratory Protection Program
16. Powered Industrial Trucks
17. Excavation/Trench Safety
18. Asbestos Exposure Prevention and Protection
19. Lead Exposure Prevention and Protection
20. Tuberculosis Exposure Control Plan
21. Workplace Violence Prevention
22. Ergonomics
23. Fleet Safety
24. Heat Stress Prevention
25. Cold Stress Prevention
26. Ladder Safety
27. Servicing Multi-piece and Single-piece Rim Wheels
28. Diving
29. Laboratory Safety / Chemical Hygiene Plan
30. Welding and Hot Work
31. Other specific hazards as identified: Other protocols shall be determined to be necessary for the protection of employees from injury and illness while in the employer's employment based on the type(s) of operation(s), workplace, and work environments.