



Title: **Safety and Health Mission and Policy**

Purpose

To define and communicate the Mission of the City of Philadelphia and its subdivisions with respect to the Health and Safety of its employees. The purpose is to comply with the intent of the Mayor's Executive Order Number 3-93 (*attached*) indicating the importance of establishing an overall Safety and Health Program adopted by the City's Departments, Offices, Boards, and Commissions, *herein for all Safety Directives referred to as "Departments"*.

Mission

The Mission of the Safety and Health Program of the City of Philadelphia is to provide a safe working environment and to ensure that City employees are protected from all recognized safety and health hazards associated with their jobs. Additionally, it is the City's intent to develop a culture of safety within every department by instilling in our employees the concept that "no job is so urgent or important that we may forsake recognized safety practices to accomplish our task". This culture must be fostered and embedded in each department and each department's employee.

Policy

City of Philadelphia

"It is the policy of the City of Philadelphia to develop and maintain safety programs, implement protective measures, and raise the overall safety awareness of employees to reduce or eliminate on-the-job hazards and injuries. In doing so, the City of Philadelphia wishes to provide a safe environment for all employees. With safety as an integral part of all operations, we can better control potential hazards that could result in injury. Commitment from all levels of City government and departments creates a safety culture that is driven towards providing a safe place for everyone to work." – as published in City of Philadelphia S.M.I.L.E. Pocket Safety Guide.

City Departments

All departments should develop a specific safety and health mission and policy statement for its department. The policy statement should be signed by the department head and widely posted or distributed to all current and future department employees.

Responsibilities

Risk Management Division

- Adhere to the Mayor's Executive Order Number 3-93, which pertains to Safety and Risk Management for the City of Philadelphia.
- Provide to Departments complete and timely information concerning new directives, regulations, and injury related information.
- Evaluate or have evaluated overall and individual Safety and Health Programs for Departments.
- Develop and promulgate programs or changes in procedures for the promotion of worker safety and the prevention or limitation of risks and liabilities.
- Provide specialized and requested Safety and Health Services to Departments.
- Support individual Departments in their efforts to maintain a safe and healthy environment for their workers and the public.
- Serve as an overall program and data resource to the City Departments.
- Foster a culture of safety and cooperation with all City Departments.
- Ensure that injured City employees are treated fairly, appropriately and in a timely manner by qualified medical personnel.

City Departments

- Develop and communicate to employees specific safety and health policy statements for that Department. These statements should include but not be limited to:
 - The intent and commitment to your safety program.
 - The Department's dedication to the safety of employees, visitors and the general public.
 - Employee expectations with regard to the Safety and Health of themselves, co-workers and the general public.
 - Compliance with applicable safety policies, procedures, standards and regulations.
 - How the safety and health aspects of employees will be managed with respect to hiring, training, accountability and discipline.
 - Signatures of support by key executives.
- Designate, train and develop individual(s) responsible for Safety and Health Programs within the Department.

- Adhere to the Mayor's Executive Order Number 3-93, which pertains to Safety and Risk Management for the City of Philadelphia.
- Adhere to Risk Management's Directives pertaining to Workplace Safety and Health and cooperate with Risk Management to implement or enhance specific Departmental Safety and Health programs designed to protect workers safety and health.
- Provide to the Risk Management Division and its TPA complete and timely information concerning injuries and other safety/health related incidents.
- Utilize information and data (obtained within the Department, Risk Management Division, or the City's Third Party Administrator [TPA]) to develop specific Department Safety and Health programs.
- Using data (obtained within the Department, Risk Management Division, or the City's TPA) to develop annual Safety and Health goals and objectives to enhance Safety and Health Programs for its department.
- Develop and promulgate programs or changes in procedures for the promotion of worker safety and the prevention or limitation of risks and liabilities.
- Establish methods for employee involvement in safety and health programs, which may include creating, training, and utilizing Departmental Safety Committees.
- Assign Manager and Supervisor accountability and responsibility for the safety and health of their workforce and instill in them the need to recognize worker safety and injury prevention as extremely high priorities.
- Participate and support Risk Management's training and development programs.
- Internally evaluate (or have evaluated) the Department's Safety and Health Programs.

EXECUTIVE ORDER NO. 3-93

SAFETY AND RISK MANAGEMENT

WHEREAS THE costs of employee injuries and indemnity claims against the City have risen dramatically and the City must find ways to better manage these costs in order to limit its liabilities while continuing to care effectively for employees who are injured; and,

WHEREAS, WORKER safety and the prevention of injury are of paramount importance; and,

WHEREAS THE responsibility for the management of the functions related to the risks and liabilities of the City has been spread among a number of City departments that have not effectively coordinated their activities and, as a result, there is a need to develop a better structure for the management of these functions; and,

WHEREAS, THE city's new agreements with DC 33 and DC 47 have provided an opportunity to forge a partnership to bring about sweeping structural reform in the employee disability system in order to improve the delivery of medical services for employees who have been injured, while at the same time limiting costs;

NOW, THEREFORE, by the power vested in me by the Philadelphia Home Rule Charter, it is hereby ordered that:

1. A Risk Management Division will be established in the Office of the Director of Finance. This Division will be responsible for indemnity claim and subrogation management, self insurance and/or purchased insurance, all employee injury and disability programs, work safety/injury prevention and other loss prevention programs, and such other functions as might from time-to-time be required to identify, limit, and/or prevent risk or liability;
2. The Risk Management Division will be headed by a Deputy Director of Finance for Risk Management (Risk Manager) who will have overall responsibility for developing and implementing the City's Risk Management Program;
3. A Risk Management Advisory Committee consisting of the Director of Finance, the Managing Director, the City Solicitor, the Personnel Director, the Deputy Director of Finance for Budgetary and Fiscal Policy, and three members designated by the Mayor is hereby established to assure that the City's risk management decisions reflect the concerns of all areas of government, and to promote the consistent implementation of risk management programs throughout the government; (*amended 27 April 1993*)
4. The staff and supporting services and equipment required for the effective operation of the Risk Management Division will be transferred from the Law Department, the Personnel Department, the Department of Public Health, and any other department where these functions have been performed to the Office of the Director of Finance Risk Management Division; and,
5. All departments, boards, and commissions are required to provide complete and timely information to the Risk Manager regarding employee injuries, general liability claims, and any other areas of risk or liability under their jurisdiction. Such cooperation and information shall

include, but not be limited to, immediate reporting of work related injuries and prompt determination and communication of whether an employee's injury is service-connected.

6. All departments, boards, and commissions are required to implement such programs or changes in procedures as the Risk Manager may promulgate for the promotion of workplace safety and the prevention or limitation of risks or liabilities. All City supervisors and managers should recognize worker safety and injury prevention as extremely high priorities and should take responsibility for the safety of their workplaces.

7. Safety representatives in all agencies shall cooperate with the Central Safety Office as directed by the Risk Manager.

8. All departments, boards, and commissions shall take such actions, consistent with the Philadelphia Home Rule Charter and applicable law, as are necessary to effectuate the provisions of this Executive Order.

Date: 26 February 1993

Signed: Edward G. Rendell, Mayor
