

1. The City of Hagerstown's Safety and Health Program will be directed and coordinated by the Human Resource Department.

A safety committee consisting of representatives from both management and the bargaining units will participate in the planning of safety programs, the review of accidents, and all other problems relating to safety.
2. The safety committee's mission is to recognize, eliminate, and recommend changes to prevent any condition in the City that could lead to an accident or work incurred illness. This includes work habits, processes, machinery, or any other potential work related situations where there can be physical harm to city personnel or to the general public.
3. Safety will be as much a part of everyone's job as providing the needed services for City taxpayers.
4. All supervisors are expected to assume the responsibility for all safety and health activities within their work area including the elimination and prevention of potential hazards.
5. Department managers are required to coordinate the efforts of their supervisory staff in carrying out safety rules and accident prevention, and to coordinate with all other department managers in meeting the goals and objectives of the City's Safety Program.
6. A copy of the City's Safety Manual is available for review by all employees within their respective departments. Copies of a particular safety and health program can be requested through the department's office staff.
7. The safety training records are maintained by the Safety Coordinator and reviewed when necessary. Original training records conducted by departments are to be forwarded to the Human Resource office for documentation purposes.
8. Employees must immediately report all accidents and injuries to their supervisor.
9. Detailed information is contained in the Safety Manual Policies and Procedures.