

SAFETY MANAGEMENT PROGRAM OVERVIEW

SAFETY MANAGEMENT PROGRAM

PURPOSE:

To ensure that the physical environment throughout the City of Kettering is free from hazards and manage staff activities to reduce the risk of injury to staff, volunteers, vendors and visitors.

POLICY:

The City of Kettering will establish and maintain a comprehensive Safety Management program. The program will be based upon an interactive information collection and evaluation system designed to identify opportunities to improve safety through an ongoing effort of problem identification, evaluations, action and monitoring. The Safety Management Program shall include the following key components: Emergency Preparedness, Hazardous Materials (Waste Management), General Safety Management and Specific Department Programs.

PROCEDURE:

- A. Take immediate action to resolve any hazard imposing immediate danger to the employees, volunteers, vendors and visitors.
- B. Develop policies and procedures designated to enhance safety within the City of Kettering, based on the review of activities and findings of the Safety Committee. The committee will also review departmental safety policies.
- C. Coordinate and collaborate the development of departmental safety rules and practices.
- D. Review and evaluate trends in accidents.
- E. Review all hazard reports.
- F. Review all reported fires and/or drills for appropriate response and corrective actions.
- G. Coordinate, review and revise internal/external disaster plans.