

September 28, 2005

Mr. James Neary
Safety Officer
City of Kettering
3600 Shroyer Road
Kettering, OH 45429

Dear Jim:

Pursuant to the moral, professional and legal requirements governing the safety and health of all City employees, I/we are designating certain responsibilities to the City Safety Officer.

In the event that hazardous conditions exist that would cause personal injury to staff, citizens or damage to equipment or buildings, you, in your role as City Safety Officer, are authorized to take immediate corrective action, as appropriate under the circumstance.

Upon initiation of corrective action, you are to notify the Director of Human Resources, as well as the Department Director/Manager responsible for the area in question.

If you require additional assistance or clarification, please do not hesitate to contact me.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

Date

Steven C. Husemann
City Manager

Issued:

Date

Richard L. Strader
Director of Human Resources