



## CITY COMMISSION POLICY MANUAL

### Safety Policy

**Department:**  
Human Resources

**Date Adopted:**  
June 12, 1991

**Last Revised Date:**  
January 22, 1997

#### **1000.01 AUTHORITY**

City Safety Policy was adopted by the City Commission on June 12, 1991.

#### **1000.02 PURPOSE**

This policy, and the procedures implemented by this policy, shall be applicable to all City employees, all City-owned facilities, and all City service delivery systems.

#### **1000.03 STATEMENT OF POLICY**

It is the policy of the City Commission to provide a work environment and an effective and efficient service delivery system which minimizes hazards, loss exposure, and liability exposure and provides for the safety and welfare of City employees and the general public.

#### **1000.04 PROCEDURES:**

All the appointed officials shall have the responsibility, within their scope of authority, to ensure for the implementation of the City Safety manual, which contains procedural guidelines providing for the administration and coordination of an organization-wide safety and loss prevention program.

#### **1000.05 ADMINISTRATION:**

The City Manager, through the Human Resources Department, shall be responsible for administering, updating, and revising the City Safety Manual consistent with the then most current legal mandates, industrial standards and policy guidelines stated herein. Any substantive changes, addition, deletion, shall be reviewed and approved by all the appointed officials prior to implementation.

#### **1000.06 SUNSET PROVISION:**

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

#### **1000.07 EFFECTIVE DATE:**

January 22, 1997

#### **REVISIONS:**