

City of Dallas

Occupational Safety and Health Policy

The City of Dallas strives to demonstrate excellence in protecting people and property, and minimizing exposure to financial loss. Every employee, contractor, and visitor or guest to our facilities will be encouraged to take personal responsibility for safety by adhering to the following principles:

Safety: Maintain a safe workplace, plan our work, perform it safely and ensure accountability for the safety of ourselves, coworkers, and guests.

Health: Commitment to prevention of injuries and ill health within our workplace and community.

Compliance: Achieve and comply with applicable legal requirements to which the City subscribes that relate to its occupational safety and health hazards.

Community: Maintain open, proactive and constructive relationships with our employees, neighbors, regulators, and other stakeholders.

Continual Improvement: Make continual improvements in occupational safety and health performance.

The occupational safety and health program will undergo an annual review of the City's progress on meeting its goals and adherence to this policy and be sensitive to financial responsibility when reviewing compliance objectives.

Mary K. Suhm, City Manager



Approved by Dallas City Council 02/11/09
Rev 2

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Risk Management Division
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Safety is everybody's business.

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Occupational Safety & Health Program

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Safety is Always a Priority

Occupational Health & Safety (OHS) is how we do business at the City of Dallas. It establishes our commitment to safety in a way that strives for the highest degree of protection for the environment and for everyone who works at the City of Dallas.

We believe that every member of our community will be assured of a safer and healthier environment if safety procedures set forth are supported and observed by everyone, including contractors and visitors.

Safety, health, and the protection of the environment are major priorities in all operations.

Before beginning work, employees, contractors, and visitors must be familiar with all environmental, safety and health requirements.

City management will identify known hazards in the assigned work area, the level of protection required, post specific safe work practices, and applicable safety and health requirements.

It is an expectation that all employees, contractors and visitors adhere to the City's OHS policy and rules, and integrate them into all work activities. By practicing these rules, you will safely "make it to the end of the day".

Hazards

Hazards fall into three categories: physical, chemical and biological. In describing hazards, it's important to know that hazards are only a potential problem. The presence of a hazard does not mean that you will experience adverse affects. You must recognize the type and degree of hazard present, and take the appropriate protective measures. Hazard signs alert you to the presence, and level of hazard and the protection required (safety glasses, hearing protection, etc.) in the work area.

Danger indicates the presence of an immediate danger, requiring special precautions and specialized controls to ensure safety.

Caution indicates a possible hazard for which proper precautions must be taken.

Notice is used to provide general instructions or information related to safety.

Walkways and entrances to the hazardous areas are posted with signs describing the hazard associated with the work area.

Some safety hazards are common to everyone. Slips, trips and falls can injure anyone. Back problems and other strains and sprains are the major cause of injury and lost work. Do not exceed your physical limitations; ask for assistance when necessary. No one knows your capabilities better than you do.

Good Housekeeping practices are a part of a comprehensive safety program, and is everyone's responsibility. Good housekeeping includes keeping work areas and hallways free of clutter and arranging for prompt disposal of hazardous or special wastes. Equipment should be locked out or secured from the general populations of the facilities. Contractors should take special care to clean and secure the work area where possible on a daily basis.

Confined Spaces

Entry into all confined spaces require a signed entry permit. These permits may be obtained from the Safety Officer.

If work is conducted inside a confined space, the team must receive the proper training. The contractor must show documentation that their employees have been trained in confined space entry. If training has not been completed, the contractor should advise, so that the contractor, employee may be trained, before any entry in commenced. All spaces are labeled and shall not be entered by any unqualified personnel.

Fall Protection

When working six feet above floor level on equipment (no railing), fall protection equipment must be used and tied off to boom. Climbing on the basket's railing is prohibited.

Lift Truck/Boom

If a forklift/boom lift will be used during site work, operators must receive training before a forklift/boom is operated. Training will consist of facilities rules and hazards associated with forklift operations in our facilities.

- Complying with the instructions given by emergency response personnel such as emergency wardens;
- Not willfully or recklessly endangering the health and safety of any person.

Hot Work

When conducting cutting or welding operations within the plant a hot work permit must be issued before any work begins. A fire watch must be established during the entire job and 30 minutes after the work is completed. Welding screens shall be used when welding in any City of Dallas facility, to limit employee exposure. Hot work permits shall be from the maintenance department and completed permits shall be returned to maintenance.



Construction & Demolition

Safety

A hard hat or other appropriate safety equipment (safety shoes, face shields or harnesses) must be used as necessary. Safety requirements for ladders, scaffolding, work surfaces and elevated workstations are described in the OH&S manual, and can be made available to you by your city designee.

Visitors

The City of Dallas is committed to providing visitors with a healthy and safe environment. The responsibilities of visitors include:

- Complying with the Occupational, Health, and Safety instructions;
- Complying with the instructions given by emergency response personnel such as emergency wardens;
- Not willfully or recklessly endangering the health and safety of any person.

