



**CITY OF WACO**  
**INCIDENT PREVENTION PLAN**

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- I.** Employee Safety Suggestion form
- II.** Quarterly Incident Analysis form
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# CITY OF WACO INCIDENT PREVENTION PLAN

## I. SAFETY POLICY STATEMENT

The City of Waco is committed to establishing and maintaining a safe and healthy environment for our employees and the public through the implementation of an effective Incident Prevention Plan. Our plan will provide a systematic way to minimize incident frequency and severity, contribute to positive morale, effectively maintain city resources, and increase operational efficiency.

The following concepts are integral to the success of the Incident Prevention Plan. All City of Waco employees are responsible for applying these concepts to each task and must work together as a team to achieve effective implementation.

1. The safety of employees will receive high priority in achieving objectives and goals.
2. Safe work methods always take precedence over expediency.
3. Incident prevention and efficient performance go hand-in-hand.
4. Safety must be integrated into every job task.
5. Safety is a team effort. Managers and supervisors are accountable for the proper training and supervision of their employees. Employees are responsible for following the rules and for working in a safe manner at all times.
6. Every effort will be made to reduce the frequency of losses that result in injury and suffering, property damage, and interruption of service to the public.

I encourage each employee of the City of Waco to play an active role in the safety program. With everyone working together, we can provide a safe and healthy work environment for all employees.

Thank you all for your contributions of service to the public.

Larry D. Groth, P.E.  
City Manager

DATE

## **II. INTRODUCTION**

**A.** The City of Waco Incident Prevention Plan (hereafter referred to as the Plan) is designed to give employees a broad look at the safest methods of performing one's job. The Plan contains general safety rules and is not intended to be all-inclusive. It has been developed to assist employees in preventing incidents and to assist each department in its development of a Departmental Safety Plan (hereafter referred to as the departmental plan).

**B.** Careful assessment and monitoring are necessary to reduce hazards and contribute to the decrease in incidents. It is important that employees understand the Plan and their departmental plan and to remember that **no hazard is too small to be corrected before someone is hurt.**

**C.** Employees shall correct or report – to a supervisor – all unsafe conditions and unsafe practices that are observed. All incidents must be reported at once.

**D.** If an employee has a safety suggestion to improve working conditions, the employee should first inform a departmental supervisor, Departmental Safety Officer (DSO), and/or department director. If the concern does not receive the attention the employee feels it deserves, the employee may complete an Employee Safety Suggestion Form and forward it to the city safety coordinator – refer to attachment I. The employee should ensure the DSO is aware of the safety concern before forwarding the Employee Safety Suggestion Form. From time to time supervisors, DSO's, and the city safety coordinator will issue additional incident prevention information.

**E.** Compliance with accepted safety rules is a condition of employment. Disregard for accepted safety rules will result in disciplinary action, up to and including discharge from employment.

**F.** This plan is designed to address safety issues for all employees. However, where this plan deviates from Chapter 143 of the Texas Local Government Code for civil service employees, civil service regulations or any collective bargaining agreement will take precedence.

**G.** Questions and requests for additional information relative to the contents of the Plan should be directed to the city Safety Coordinator (Risk Management Division, Human Resources Department).

**H.** The Plan and each departmental plan should be designed to apply to every work condition or work area that affects city employees.

## **III. DEFINITIONS**

**A.** *Corrective actions* are actions taken to minimize or eliminate an unsafe condition. Corrective actions can be taken through engineering or administrative controls. Respective department directors approve and implement corrective actions.

**B. Engineering Controls** are built into a process to effect safety. Engineering controls may include, but are not limited to, machine guards, ventilation, enclosure and isolation.

**C. Exposure** means the state of the body coming in contact with a foreign substance, such as hot or cold weather, chemicals, radiation, blood borne pathogens and infectious diseases. Routes of exposure can include inhalation, ingestion, absorption, skin contact or injection.

**D. Incident** means an occurrence that results in an injury, exposure, property damage, or near miss.

**E. Injury** means an incident that results in bodily harm. Injuries include, but are not limited to, sprain/strain, cuts, bruises, scrapes, bone fractures and fatalities.

**F. Near Miss** means an incident that does not result in injury, exposure or property damage. Near miss reports are encouraged to prevent future injury, exposure and property damage.

**G.** The National Safety Council defines a *Preventable incident* as any incident that results in property damage or personal injury in which the employee in question fails to exercise every reasonable precaution to prevent the incident. This is regardless of who was injured, what property was damaged, the extent of the injury or damage, or where the incident occurred.

**H. Property damage** means an incident that results in damage to public or private property.

## **IV. SAFETY RESPONSIBILITY**

### **A. General Safety Responsibilities**

1. Incident prevention is achieved through control of the working environment. Unless responsibilities for safety are assigned and enforcement ability is granted, there is no assurance that safeguards will be implemented or effective.
2. Prevention is accomplished through liaison with and commitment from management, safety officers, supervisory personnel, and employees.
3. All responsibilities in safety should be clearly designated; everyone should know their duties.
4. The **City Manager** has endorsed the Plan and encourages every employee to make a commitment to safety.
5. Each **department director** is responsible for the establishment of an effective departmental plan and to ensure compliance with the Plan.
6. The **city safety coordinator** is responsible for coordinating safety activities throughout the city, including receiving and assessing safety concerns of city employees. When work practices disregard accepted safety rules and threaten the safety and health of employees or citizens, the city safety coordinator has the responsibility to make suggestions to expedite safer conditions.

7. All **city employees** are responsible for complying with applicable standards set forth in the Plan and their departmental plan. An employee should report any known safety deficiency to the employee's department director, supervisor, DSO or city safety coordinator.

## **B. Risk Management Responsibilities**

1. Provide assistance and give guidance to departments for the Plan.
2. Provide an overview of the Plan during new employee orientation.
3. Track injuries, workers' compensation claims, property damage claims, lawsuits and liability claims to identify positive and negative trends.
4. Identify fraudulent workers' compensation claims.
5. Advise the safety committee on issues related to the Plan.
6. Provide departments with appropriate information to evaluate their departmental plan's effectiveness.
7. Assist departmental and city incident review boards.
8. Review incident reports and recommend corrective actions.
9. Assist departments and/or individual employees who identify safety deficiencies to make necessary corrections.
10. Assist departments to safely do their jobs.
11. Inform departments of existing or potential unsafe conditions.

## **C. Departmental Responsibilities**

1. Provide a place of employment that is free from recognized hazards that could result in incidents and ensure employees follow accepted safety rules. Use a job safety analysis to create safer work procedures for recognized hazardous tasks – refer to attachment III.
2. Implement an effective departmental plan, if applicable and necessary to the department, utilizing the guidelines set forth in the Plan. Utilize civil service regulations as applicable, and current industry safety standards, if applicable. A department NOT implementing a departmental plan will notify the city safety coordinator, and the assistant city manager, or city manager, responsible for that department, in writing of such and will provide an explanation as to why the department is not implementing a departmental plan.
3. Review, and revise if necessary, the departmental plan at least annually.
4. Notify employees of positive and negative safety trends.
5. Departments shall forward to the safety office all employee and supervisor incident reports and other documentation pertaining to an incident. All documentation shall be forwarded within 24 hours of notification or by the end of the next shift, unless extenuating circumstances exist.
6. Assign at least one DSO if and when the department implements a departmental plan. The DSO should not be the department director.
7. Delegate to the DSO the responsibility to coordinate the departmental plan.
8. Provide the DSO with the ability and resources to coordinate the departmental plan.
9. Allow the DSO the necessary time to work in conjunction with the city safety coordinator.

#### **D. Departmental Safety Officers' Responsibilities**

1. Provide support and information to other departmental employees in initiating and following the departmental plan.
2. Periodically evaluate the departmental plan and report findings to the department director.
3. Coordinate with the department director to delegate DSO responsibilities as needed.
4. Coordinate with the city safety coordinator on the departmental plan.
5. With the department director's approval, develop safety rules and encourage compliance with the departmental plan.
6. Conduct periodic evaluations of facilities, equipment, and work sites to ensure departmental safety rules are followed.
7. Promptly inform the department director of preventive or corrective actions that should be taken to correct unsafe conditions.
8. Review incident reports and recommend corrective actions.
9. With the department director's approval distribute safety alerts, conduct safety meetings, and maintain records as necessary for the Plan.
10. Notify the department director and employees of positive and negative safety trends that are identified by Risk Management and/or the DSO.
11. Coordinate actions with Risk Management when employees identify safety concerns.

#### **E. Supervisors' Responsibilities**

1. Promote safety awareness and lead by example.
2. Train employees about the safety requirements of their jobs.
3. Identify potential hazards and take steps to improve safety.
4. Ensure that each new departmental employee receives safety orientation from Risk Management as soon as possible after beginning work.
5. Ensure that each new departmental employee receives a departmental safety orientation before beginning work or operating city equipment.
6. Monitor work areas and operations in order to minimize unsafe conditions, encourage safe work methods, and otherwise comply with the departmental plan.
7. Ensure appropriate safety equipment and protective devices are properly used for each job.
8. Take prompt corrective action when disregard of the departmental plan is observed.
9. Document and report all incidents as required by the Plan and/or the departmental plan.
10. Train affected employees how to operate new equipment in accordance with the manufacturers recommendations.
11. Train affected employees about changes in work procedures.
12. Instruct employees regarding consequences for violations of safety rules.

#### **F. Employees' Responsibilities**

1. Follow the Plan, your departmental plan, and supervisory directives.

2. Evaluate each task before completing it and perform the task as safely as possible.
3. Report unsafe conditions that you discover to your supervisor, department director, DSO, or city safety coordinator.
4. Check equipment prior to operation to ensure it's safe to operate.
5. Keep individual work areas clean and orderly.
6. Use all safety equipment and personal protective equipment required for your job.
7. Do not modify or remove any safeguard from any piece of equipment.
8. Operate only equipment you have been authorized and instructed to safely use.
9. Lift and handle material properly: use your legs and not your back, grasp each load firmly, keep the load close to your body, and keep your back as straight as possible while lifting and lowering the load.
10. Ask for help when lifting heavy or large items.
11. Look for, report and eliminate any trip, fall or slip hazard.
12. Know the locations of fire fighting equipment and how to use it.
13. Know where the nearest exits are at all times.
14. Do not engage in any horseplay.
15. Immediately report all known incidents to a supervisor. If injured, notify a supervisor and seek immediate medical attention.
16. Assist others in complying with safety rules.

## **V. SAFETY ANALYSIS**

**A.** Risk Management will complete a trend analysis by quarterly reviews of the previous 24 months of incident report forms, assessment reports, employee safety suggestions, injury data from the workers' compensation carrier, property damage reports, liability claims, and TWCC-1 forms (subject to privacy laws and city policies), to identify possible trends in incidents and/or unsafe conditions.

**B.** Risk Management will distribute the results of the analysis to each department upon completion.

**C.** Documentation of the quarterly analysis will be maintained in the safety office for a period of three years.

**D.** Risk Management will notify departments of trends and hazard exposures.

**E.** The department director will inform departmental employees of trends and hazard exposures that pertain to the department. Trends of incidents or hazard recurrences will be the focal point for departmental corrective actions and employee training. Departmental administration will outline and follow up with necessary measures to address negative trends and hazard exposures and reinforce positive trends.

## **VI. RECORD-KEEPING**

### **A. Department Director Record Keeping Responsibilities**

1. Document employee safety training.
2. Submit departmental safety training reports to the city safety coordinator.
3. Maintain documents of incidents, employee training, audits, equipment/facility assessments, and any other documentation necessary for the Plan's effectiveness.
4. Provide access to blank employee and supervisor incident report forms.
5. Provide access to blank employee safety suggestion forms.
6. Maintain documentation required by the Plan in the department for a period of three years.

### **B. Federal Record-Keeping Requirements**

Federal law requires that injury/exposure records be segregated from other employee records. The city has designated EHS as the depository for such medical records to be kept separate from other records.

### **C. Injury Records**

1. Risk Management will:
  - a) Maintain an injury log.
  - b) Report injuries on a TWCC-1 form no later than 24 hours of notification of the injury.
  - c) Retain injury records in accordance with federal and state requirements.
  - d) Maintain employee medical files at EHS.

### **D. Departmental Safety Meetings & Training**

1. Documentation should include:
  - a) Training date
  - b) Trainer's name
  - c) Training location
  - d) Subject(s)
  - e) Signed attendance roster
  - f) Narrative of training received
  - g) Training hours
  - h) Written tests
  - i) Certifications
2. Refer to attachment V.
3. If written tests are given, missed test questions should show the student's and instructor's initials next to the correct answer. The instructor will give the student instruction about the correct answer before the initials are written.

## **VII. EDUCATION & TRAINING**

### **A. Safety Training Evaluation**

Training for employees is vital to the success of the Plan. Each department director is responsible for evaluating its training needs annually and training will be administered based upon this evaluation. Employees may also be periodically interviewed, at a department's discretion, in order to evaluate departmental training effectiveness and needs. Continuous training monitoring and interaction supports incident prevention efforts.

### **B. Safety Training Integration**

Safety training is an on-going process and should be integrated into all training objectives. This effort will ensure employees understand safety is a part of all aspects of their job. In addition, integrating safety into all training objectives allows departments to satisfy safety training requirements while meeting departmental training needs.

### **C. New Employee Safety Orientation Program**

Each department shall create a New Employee Safety Orientation Program – refer to attachment VI. Safety orientation demonstrates to new employees a departmental commitment to their well-being. The department shall ensure safety orientation provides new employees with information on job and department specific hazards. Employees should not be allowed to work or operate equipment before a departmental safety orientation is completed and training is documented.

### **D. Steps To Effective Safety Training**

1. Determine if training is needed.
2. Identify training needs.
3. Identify goals and objectives.
4. Develop learning activities.
5. Conduct the training.
6. Evaluate program effectiveness.
7. Identify and implement improvements to the program.

### **E. Safety Meetings & Training Requirements**

1. Specify in the departmental plan a minimum number of training hours per calendar year.
2. Document in accordance with the Plan.
3. Incorporate makeup training for absent employees.
4. Include new tool and equipment orientation in accordance with the manufacturer's recommendations.
5. Discuss job specific hazards.
6. Refer to attachment IV to plan safety training.

## **F. Suggestions For Department Safety Training**

Departments are encouraged to include department specific safety topics in their training program. Suggestions for safety training include:

New Employee Safety Orientation	Hazard Communication
Fire Safety & Prevention	Emergency Procedures
CPR & First Aid	Hazard Recognition & Reporting Procedures
Back Injury Prevention	Ergonomic Techniques to Prevent Injuries
Incident Reporting	Drug & Alcohol Abuse
Fall & Slip Prevention	Hearing Protection
Equipment Assessment	Personal Protective Equipment Usage
Driving Safety	Bloodborne Pathogens
Hand Tool Safety	Confined Space
Trenching & Excavation	Poisonous Plant Exposure
Heat Stress	Air-Quality Monitoring
Eye Injury Prevention	Respiratory Protection
Off-The-Job Safety	Departmental Safety Plan
Welding, Cutting, & Brazing	Ladder Safety

## **G. Proficiency Safety Training**

Additional safety training may be provided, at the request of the department director, to any employee who is observed working in an unsafe manner.

# **VIII. INCIDENT RESPONSE, REPORTING & DOCUMENTATION**

## **A. Incidents Requiring Medical Attention**

1. During normal business hours, employees are to report to Employee Health Services (EHS) for all non-life threatening injuries or exposures. After business hours, employees are to seek medical attention and report to EHS the following business day or by the end of the employee's next shift.
2. The injured employee must report to the nearest emergency medical facility for all injuries or exposures that immediately threaten life, limb, or sight.
3. The supervisor will arrange for emergency transportation, if required, and accompany the injured employee to the nearest emergency medical facility for all injuries or exposures that immediately threaten life, limb, or sight.
4. First aid and/or CPR may be performed only in an emergency, and only until trained medical assistance can be obtained.

## **B. Risk Management Notification**

Departments shall notify Risk Management as soon as possible of situations that may result in significant monetary loss to the city, or of injuries or exposures that immediately threaten life, limb, or sight, including major incidents involving city employees or

citizens. Emergency contact numbers are: risk manager 254-749-4614 (mobile), 254-750-5732 (office); safety coordinator 254-749-4768 (mobile), 254-750-7045 (office).

### **C. Incident Reporting Elements**

1. Understand the need to report an incident.
2. Prepare for the report.
3. Seek the “root cause.”
4. Gather facts concerning the report.
5. Interview the affected employee(s).
6. Take pictures.
7. Draw diagrams.
8. Get witness statements.
9. Analyze and report the facts.
10. Determine if similar situation(s) exist elsewhere.
11. Make a detailed report.
12. Develop corrective action(s).
13. Correct the situation(s) that caused the incident.
14. Follow through on corrective action(s).
15. Monitor the corrective action(s).

### **D. Incident Reporting Procedures**

1. All incidents are to be reported to Risk Management by the department of the employee involved as soon as possible but no later than 24 hours after the incident, or by the end of the next shift. Employee and supervisor incident report forms will be forwarded according to instructions on the forms – refer to attachments VII and VIII.
2. Supervisors are responsible for ensuring on-time completion of all employee and supervisor incident report forms. Each DSO is responsible for reviewing and maintaining copies of supervisor incident reports to determine if trends are occurring.
3. Incident Reporting Flow
  - a) Employee notifies supervisor as soon as possible after an incident.
  - b) Employee and supervisor complete an employee incident report and supervisor incident report respectively.
  - c) Employee shall be allowed to complete the employee incident report form individually.
  - d) Employee makes a copy of the report for personal records and submits the original employee report to the safety office. The supervisor shall submit the original supervisor report to the DSO.
  - e) The DSO shall:
    - (1) Ensure the supervisor report contains no medical information.
    - (2) Ensure the supervisor report is complete.
    - (3) Review then sign and date the report.
    - (4) Make a copy for departmental records.
    - (5) File the copy according to the departmental plan.
    - (6) Submit the original to the safety office.

4. Form Usage
  - a) An employee and supervisor incident report is required to be completed and submitted for all incidents that result in an injury, exposure or property damage.
  - b) If an incident resulted in a near miss, a supervisor and employee report is encouraged but not required.
5. Completion Time
  - a) Original supervisor incident reports must be forwarded to the safety office within 24 hours of notification of the incident or by the end of the next shift.
  - b) Original employee incident reports must be submitted to the safety office within 24 hours of the incident or by the end of the next shift. If the employee is unable to complete the employee incident report due to injury or exposure, the employee must submit the report as soon as possible but no later than 24 hours after returning to work.
6. Employee unable to complete an employee incident report
  - a) If extenuating circumstances prevent the employee from completing the employee incident report, the supervisor will state on question 15 of the supervisor incident report, "Employee unable to complete an employee incident report. \_\_\_\_\_".
  - b) Use the blank to have the employee place their mark, initials, or signature to confirm that the supervisor read the supervisor incident report to the employee and the employee understands what is reported about the incident.
7. Incomplete or Incorrect Reports
  - a) Incomplete or incorrect employee incident reports received by the safety office will be returned to the employee for correction or completion.
  - b) Incomplete or incorrect supervisor incident reports received by the safety office will be returned to the DSO for correction or completion.
  - c) Returned incomplete or incorrect reports shall be corrected and forwarded to the safety office within 24 hours or by the end of the next shift.
8. Refer to attachment X – Incident Reporting Procedures Flowchart – of the Plan for clarification.

### **E. Incident Review Board**

1. Departmental incident review boards shall convene each quarter to review all respective departmental incidents – refer to attachment II. Reviewing all incidents that have occurred within the quarter may identify causes and trends that are not identified by looking at them individually as they happen. The review board forms an opinion about an incident's preventability or non-preventability.
2. The goals of the review process for preventable incidents are to:
  - a) Find root causes.
  - b) Identify trends.
  - c) Reduce the likelihood of the same types of incidents occurring again.
  - d) Recommend corrective action to prevent recurrence.
3. After the review board determines the preventability of incidents, it should recommend corrective action(s) and monitor the action(s) taken to prevent recurrence.
4. When reviewing an incident, the review board will:

- a) Consider available supervisor incident report forms, police investigation reports, insurance investigation reports, witness statements, diagrams, photographs, Risk Management statistical analysis, and other evidence.
  - b) Look at training records to determine if there are any deficiencies.
  - c) Consider departmental history for similar incidents.
  - d) Recommend corrective action to prevent or minimize recurrence of the same or similar incident.
  - e) Recommend to the department director disciplinary action when warranted.
  - f) Notify the employee in writing of the review board's findings within 5 working days.
  - g) Allow an appeals process for the employee. The employee must appeal within 5 working days of receiving the review board's findings.
  - h) Encourage the department director to make findings known within the department – without the employee's name – to promote prevention.
  - i) Forward findings and recommendation(s) to the department director of the employee reviewed, the risk manager, and the city safety coordinator.
5. All disciplinary action required for individuals, if any, will be determined by the reviewed employee's department director.

## **IX. SELF-AUDIT & SAFETY ASSESSMENT**

### **A. Possible Self-Audit & Assessment Items**

General housekeeping	Hand tool assessment
Material storage	Power tool assessment
Manual lifting exposures	Ladder safety procedures
Fall & slip prevention	Vehicle assessment
Personal protective equipment	Equipment checklists
Electrical safety	First aid procedures
Fire prevention	

### **B. Annual Formal Self-Audit**

1. Formal self-audits will be conducted annually – refer to attachment XIII. Self-audits are an extensive top-to-bottom evaluation of: the departmental plan, training, incidents, property damage, liability claims, review board procedures, equipment usage, work areas, work practices, job sites and asset assessment procedures. Time must be taken to ensure a thorough and effective evaluation is completed.
2. Each departmental plan shall specify a date for self-audit.
3. The self-audit will list the hazards, corrective actions, person responsible for correction and the date for correction.
4. The department director is responsible for ensuring that all corrective actions are taken to eliminate or control the identified safety hazards within the prescribed timeframe listed on the audit.
5. All annual self-audit documentation shall be forwarded to Risk Management.

6. Once corrective actions are made, the department will send written notice to Risk Management. Follow-up assessments shall be conducted by the department to ensure corrective actions are effective.
7. If corrective actions are not possible within the prescribed timeframe, written notice must be made to Risk Management. Written notice is due no later than one week after the correction completion date. The department should explain why the corrective actions have not been completed and how the department plans to implement the corrective actions.
8. The city safety coordinator and the department will maintain all self-audit documentation in accordance with the Plan.

### **C. Facility, Worksite, Equipment & Tool Assessment**

1. An assessment is a tool used to ensure facilities, worksites, equipment and tools are fit for use. Assessments may be conducted daily, weekly, monthly, quarterly or annually. Each department shall determine the frequency based upon the hazards, equipment usage and manufacturer's recommendations. Facility and equipment checklists shall be established for assessments – refer to attachment XI.
2. Employees are responsible for conducting assessments of their work area and equipment in accordance with their departmental plan. Employees are also responsible for documenting and notifying management of any identified hazards. Employees shall use department assessment checklists as directed.
3. Any discrepancies are to be corrected immediately. If this is not possible, the assessment item is to be scheduled for maintenance or replacement.
4. The department director is responsible for reviewing and maintaining assessment documentation in accordance with the Plan.

### **D. Vehicle Assessment**

1. All vehicles shall be assessed thoroughly by the driver before use – refer to attachment XII. Assessment forms shall be completed as directed by the departmental plan and the City of Waco Fleet Safety Policy (NOTE: The Fleet Safety Policy is under development). If a safety discrepancy is identified, the vehicle is to be taken out of service until the deficiency is corrected.
2. For specific questions regarding proper vehicle assessment procedures, refer to GP&P – 6 (Vehicle Policy) and the Fleet Safety Policy.
3. The department director is responsible for review and maintenance of assessment documentation in accordance with the Plan.

## **X. PROGRAM REVIEW & REVISION**

### **A. City Program Review & Revision**

1. The city safety committee and Risk Management will review the Plan annually or as needed.
2. The purpose of this review is to:

- a) Determine if all areas of exposure are addressed in the plan
  - b) Identify new conditions that warrant revision of the plan
  - c) Revise the plan based upon findings
  - d) Recommend additional employee training, if required
  - e) Analyze work place injuries, illnesses, incident trends and near misses  
(subject to privacy laws and city policies)
3. The annual reviews will be documented, showing the date of the review and any new areas of exposure. The city safety coordinator will maintain such documentation in the safety office for a period of three years. Copies of the annual reviews will be provided to departments upon request.

**B. Department Program Review & Revision**

- 1. Upon revision of the Plan, each department must reevaluate its own departmental plan. Changes shall be made to the departmental plan to reflect the revised Plan.
- 2. Departments should instruct employees of revisions to the departmental plan.

**C. Annual Review**

FY_____	Date:_____	Performed By:_____
FY_____	Date:_____	Performed By:_____
FY_____	Date:_____	Performed By:_____
FY_____	Date:_____	Performed By:_____
FY_____	Date:_____	Performed By:_____