

WORKPLACE SAFETY POLICY

I. PURPOSE AND SCOPE

1-01 Mission Statement

The City and County of Broomfield Safety Program strives to promote and maintain a safe, sustainable, and healthy environment for visitors, citizens and employees through a comprehensive safety training program and by empowering all employees to act as stewards of safety.

1-02 Enforcement

Violations of this policy will be cause for corrective and/or disciplinary action in accordance with the [Personnel Merit System, Chapter 2-14 of the Broomfield Municipal Code](#).

1-03 Supplemental Documents

The [Broomfield Safety Best Practices](#) document provides general safe working practices and procedures for employees to follow. These practices and procedures are designed to promote a safe work environment by reducing the risk of injury to employees and damage to City and County equipment/property.

II. DUTIES AND RESPONSIBILITIES

2-01 Department/Division Directors

All department/division directors initiate and actively support a departmental safety program that will integrate safety principles and accident prevention techniques in all work programs and services to the public. Department/division directors shall use as a guide the following general safety practices:

- A. Implementing the [Safety Policy](#) and [Safety Best Practices](#) documents recommended by the Directors of Finance and Human Resources, and the Safety Committee, and approved by the City and County Manager.
- B. Providing specific job training and continuing safety instruction for all employees under their purview.
- C. Conducting periodic safety inspections of all work areas with safety committee members and/or Risk Manager.
- D. Reviewing departmental losses and determining if there are any additional trainings or practices that would be helpful in reducing risks.
- E. Budgeting for needed safety resources.
- F. Reviewing with employees any concerns regarding accidents and/or injuries.

2-02 Supervisors and Lead Workers

Supervisors and lead workers shall use as a guide the following general safety practices:

- A. Providing specific job training and safety instruction to employees.
- B. Documenting Department/Division training and recording the names of participants attending the training.
- C. Providing continuing safety instruction to highlight potential hazards, changes in work conditions or procedures, etc. while making daily work assignments.
- D. Actively supporting safe procedures and work methods.
- E. Continuously observing and evaluating work conditions and work procedures to detect and correct unsafe conditions and practices.
- F. Being receptive to and encouraging employees to report unsafe practices and conditions and to submit practical suggestions for correction.
- G. Completing required [reports](#) on all accidents, injuries, or incidents within the designated time requirements specified on the forms
- H. Ensuring prompt investigations for accidents and determining any additional measures for improvement.
- I. Participating in training courses designed to increase professional knowledge of safety principles and techniques.
- J. Obtaining and maintaining high standards in housekeeping and environmental cleanliness in work areas.
- K. Ensuring that tools, equipment, and protective devices are properly installed, maintained, and appropriately utilized.
- L. Inspecting job sites for unsafe conditions, unsafe equipment, and unsafe or hazardous working conditions for the City and County employees, volunteers, and general public.
- M. Notifying Human Resources and/or Risk Management of work projects or job sites that may involve particularly hazardous working conditions for City and County employees, volunteers, and general public.
- N. Becoming familiar with and actively enforcing safety procedures applicable to the work supervised.
- O. Conducting safety trainings for new employees, to include, but not limited to: demonstrating safe equipment usage, personal protective equipment (PPE) requirements, proper use and care of tools and equipment, and departmental safety policies and procedures.
- P. Supporting and actively participating in the City and County Safety Committee when requested or as desired.

2-03 Human Resources/Risk Management

The Human Resources staff administers the workers' compensation program. The Risk Management staff administers the property/casualty programs. Human Resources and Risk Management staff shall use as a guide the following general safety practices:

- A. Implementing the [Safety Policy](#), and [Safety Best Practices](#) documents as approved by the City and County Manager.
- B. Coordinating inspections of City and County facilities and operations. Human Resources and Risk Management will conduct field inspections as necessary.
- C. Providing periodic loss runs or written reports to the appropriate department director, detailing all reported findings for corrective action.
- D. Reporting to department directors/ division managers any unsafe situation that requires immediate action because it presents a potential hazard to employee or public safety.
- E. Maintaining records of accident/injury reports and related costs, and reporting such information to the City and County Manager, department heads, and Safety Committee as needed.
- F. Performing analysis to identify trends, problem areas, and safety training needs.
- G. Informing the City and County Manager and department directors about the status of matters affecting them and the City and County in regard to safety and risk management.
- H. Providing support to supervisors in safety and loss prevention training for employees.
- I. Coordinating appropriate safety engineering considerations in the design of specifications for new equipment and facilities with the appropriate department directors.
- J. Facilitating the Safety Committee meetings.
- K. Ensuring that minutes of the Safety Committee meetings are recorded.
- L. Reporting activities of the Safety Committee to the City and County Manager and department directors, as requested.

2-04 Employees

All City and County employees and volunteers are required to follow safe work practices and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. It is the responsibility of all employees to:

- A. Promptly report to their supervisors and/or Human Resources all accidents, injuries, and job-related illnesses occurring within the course of their employment within **24 hours** of the incident.
- B. Immediately report to their supervisors or safety committee representative all unsafe practices or conditions, near misses, or safety hazards they observe.
- C. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent recurrence.
- D. Actively support and participate in safety educational measures utilized in departmental safety programs.
- E. Actively support and participate in the City and County safety program.

F. Conform to all approved safe work procedures in all work activities.

2-05 Safety Committee

Safety Committee membership shall be composed of employees from departments and divisions representative of the City and County employee base. A current listing of [Safety Committee members](#) with departments/divisions represented is provided on Broomfield's website under HR.

Committee members will be selected for their interest and expertise regarding departmental safety standards and will be appointed by the department/division director or designee.

The Committee's responsibilities, will include, but are not limited to:

- A. Communicating City and County expectations regarding safety
- B. Developing safety programs
- C. Providing information regarding job specific safety training and/or training resources.
- D. Conducting timely review of accidents
- E. Responding promptly and appropriately to reported safety issues
- F. Conducting worksite and facilities inspections
- G. Identifying and correct unsafe practices
- H. Meeting monthly to pursue these goals and recommend any necessary changes.

III. ACCIDENT PREVENTION

The Safety Program has been created to provide a continuing accident prevention effort for the City and County of Broomfield. It is essential that all employees take an active part in initiating preventative measures to control hazards associated with activities under their direction. All City and County employees shall develop safe work habits and contribute in every manner possible to the safety of themselves, their co-workers, and the general public. It is up to each employee to be aware of his/her surroundings.

3-01 Safety Training

The [Safety Best Practices](#) document provides information to all employees regarding the safety practices. This program is not intended to replace departmental safety policy and procedures, or hands-on, on-the-job or class room training. These practices and procedures are designed to promote a safe work environment by reducing the risk of injury to employees and damage to City and County equipment/property.

IV. ACCIDENT REPORTING

4-01 Reporting On-The-Job Injuries for Employees

Reporting on-the-job injuries for employees includes the following:

1. An employee injured on the job should immediately notify his/her supervisor and Human Resources of his/her injury and any missed time from work, due to his/her injury. Employees injured on the job shall complete a [First Report of Injury](#) and submit the form to HR within 24 hours of the injury. If an employee is unable to complete the First Report of Injury, the supervisor must file the report.
2. Supervisors shall provide employees who report injuries/incidents on-the-job the [Choice of Provider Letter](#) within 5 business days following the reported injury/incident. This should be

done regardless of if the employee wishes to seek medical treatment. Seeing a non-designated provider may result in non-payment of medical expenses and could lead to the employee assuming liability for all incurred medical costs.

3. The supervisor, employee, and any witnesses shall complete the [Accident/Injury and Supervisors Investigation Report](#) for all instances as soon as possible after the occurrence and shall submit it to HR within 48 hours.
4. If the incident is a vehicle accident involving personal injury or property damage a police report must be forwarded to Human Resources and Risk Management, as soon as available.
5. Human Resources and Risk Management shall review information provided by the supervisor and verify as appropriate. Follow-up may be needed to determine if appropriate action has been taken to prevent recurrence of similar injuries or illnesses in the future.
6. The supervisor shall immediately notify Human Resources whenever an employee misses time due to a work-related injury or illness outside of appointments related to the injury.
7. All forms shall be completed legibly and in detail.
8. Any questions regarding these procedures should be referred to Human Resources for Workers' Compensation issues or questions (303-438-6320).

4-02 Motor Vehicle Accidents

- The City and County of Broomfield requires that all vehicle accidents be investigated by a police officer. In addition, the employee should complete the State Motor Vehicle Accident Form (which is available from the responding officer) if the accident resulted in death, bodily injury to any person, and/or there was damage to any vehicle or property.
- The supervisor shall notify Risk Management (and Human Resources if operator holds a CDL license) immediately regarding claims of a serious magnitude or involving personal injury to another party and follow up with written reports within 48 hours.
- A copy of the [Accident/Injury and Supervisors Investigation Report](#), a copy of the Police Report, completed Evidence of Insurance Card and all other pertinent information shall be reported to Risk Management within 48 hours.
- All City and County-owned and leased vehicles are required to carry the Evidence of Insurance Card furnished by CIRSA. Additional copies can be obtained from Risk Management.
- If a personal vehicle is being driven at the time of an accident the employee's insurance may be primary for liability, and would be primary for property damage.
- If there is property damage to a City and County vehicle; estimates for repair must be obtained in accordance with Broomfield's Municipal Code.
- Questions/concerns regarding these procedures should be directed to Risk Management at 303-438-6227.

4-03 Property and Liability

- All incidents of property damage to City and County-owned equipment or facilities shall be reported by the supervisor to Risk Management and appropriate department head or designee within 48 hours using the [Accident/Injury and Supervisors Investigation Report](#).
- All incidents involving possible City and County liability shall also be reported on the [Accident/Injury and Supervisors Investigation Report](#).
- On property damage caused by another party, who was cited for a traffic violation, please submit repair estimates to Risk Management. These incidents will be coordinated with the person's insurance company and/or appropriate court system for reimbursement to the City and County.
- Risk Management will coordinate claims with the appropriate agency.

4-04 Incidents/Accidents Involving Citizens/Customers

- The Incident Report Form must be used for any and all incidents or accidents to citizens/customers occurring on City and County of Broomfield property. Incident Report Forms should be completed by City and County of Broomfield employees only. Employees should be specific and provide as much information as possible.
- If an employee is in doubt of the seriousness of an injury, employees should not hesitate to call 911, especially in the case of children.
- If the injured party refuses care or calling an ambulance, he/she must sign the "Refusal of Care" portion of the Incident Report Form.
- Employees shall not speculate on or diagnose injuries.
- Employees shall not make commitments/promises regarding responsibility for third party injuries or property damages.
- Employees shall provide a best estimate, with input from the victim, on value of stolen or damaged items. Depending on the severity of the incident, the employee should solicit written statements from any parties involved, witnesses or staff members present at the time.
- Employees shall give reports to a supervisor immediately following completion.

4-05 Accident/Injury Investigations and Reviews

All accidents and injuries, regardless of how minor, should be investigated immediately following the accident so that evidence and key facts are not overlooked. Accident reviews are conducted to determine the root cause(s), potential corrective measures, and to provide essential data for analysis.

Based on the information provided in the [Accident/Injury and Supervisors Investigation Report](#) by the person/s involved, supervisor, and witnesses, an investigation will be coordinated by Human Resources, Risk Management and representatives from the safety committee.

V. ACCIDENT REVIEW BY SAFETY COMMITTEE

5-01 General

The Safety Committee shall review information pertaining to reported accidents, injuries, and property loss, subject to members signing an appropriate confidentiality statement. The investigation may be confined to appropriate information as determined by the Human Resources or Risk Management staff. The Safety Committee may provide feedback and suggestions to the department.

VI. EMERGENCY PROTECTIVE PROGRAMS

6-01 Emergency Protective Programs

Emergency Protective Programs provide guidance to occupants of a building or structure owned or leased by the City and County of Broomfield and for staff working in outdoor assignments in case of an emergency situation. Refer to the [Workplace Safety and Security policy](#) for more information on emergency protective procedures.