



COUNCIL AGENDA SUMMARY

DATE: June 6, 2022

TO: Mayor, City Council

FROM: Steve Griffin, City Administrator
Sandy Carden, Human Resources Director

RE: 2022 City Safety Manual

ISSUE: Request that the City Council consider adopting and adding the City Safety Manual and its attached appendixes to its Safety Program that was adopted by resolution in 2019. This manual was created by Donald McDowell of Thames Batre in conjunction with the City's Safety committee. The purpose of the Safety Program is to reduce the frequency of preventable work-related injuries and vehicle accidents. The manual consists of the overall current practices not formally adopted by the Council.

BACKGROUND AND SUMMARY OF CHANGES:

The purpose of this manual is to provide the City of Gulf Shores employees with a uniform set of safety guidelines derived from industry best practices to assist in the administration of our safety program and to aid in the performance of job duties in a safe and efficient manner. It is intended to complement existing standard operating procedures, including the employee handbook, and to establish and clarify general procedure. The manual includes the following attachments:

- Lock out Tag out Procedure- the City of Gulf Shores lockout/tagout policy and procedures are established to prevent injury to employees or damage to equipment from unexpected start up or release of energy while employees service or maintain equipment or machines.
- Accident Investigation Form – used in the investigation of employee injury, incident or motor vehicle accidents.
- Blood borne Pathogen Exposure Control Procedure -The purpose of this plan is to eliminate or minimize occupational exposure of our employees to blood borne pathogens.
- Driver's Safety Policy- To provide the following criteria for selecting both prospective and current employees who may operate a motor vehicle while in the course and scope of employment with the City of Gulf Shores
- Hazard Communication Program- The purpose of this Hazard Communication Written Program is to ensure that hazardous substances used in the workplace



SMALL TOWN, BIG BEACH

are properly evaluated and that information about such substances is communicated to the employees.

RECOMMENDATION: Adoption by Mayor and City Council

BUDGET IMPLICATIONS: With the adoption of the City's Safety Program we receive and maintain the following discounts for our worker's compensation premiums every renewal year. Drug Free discount 8%- Medical Protocol discount 4% - Triage Program discount 3%.

ATTACHMENTS: Safety Manual and Appendix Documents

DEPARTMENT: Executive and Human Resources

STAFF CONTACT: Steve Griffin and Sandy Carden