Founded on the City's organizational values, it is the policy of the City of San José that every employee is entitled to work under the safest possible conditions. To this end, every reasonable effort is to be made in the interest of accident prevention, fire prevention and health preservation. The City of San José endeavors to maintain a safe and healthful work place that ensures employees the opportunity to do their best work.

Accidents that injure people, damage equipment and destroy property cause needless suffering, inconvenience and expense. Practically all accidents can be prevented by taking reasonable precautions. For the City Safety Program to be successful, there must be a commitment toward accident and illness prevention on the part of supervisors and employees. Only through such a cooperative effort can a safety program be established and preserved.

It is our desire to provide not only a safe work environment and comply with all Federal, State and County safety regulations, but also to create an atmosphere that promotes safety. We want each employee to know every reasonable step is being taken by the City of San José to reduce the potential for an accident. We expect every employee to support and participate in the safety program.

Our objective is a safe and healthful work force and that injuries and illness are minimized. We will continually strive for zero accidents and injuries.

**RESPONSIBILITY FOR SAFETY**

In order for a safety program to work, every manager, supervisor and employee must meet certain responsibilities. Some employees may not feel the need to follow safety rules no matter what type of work they do or where they do it. The responsibility for safety belongs to everyone, and accountability rests as follows:

**The City Manager**

- Has full responsibility for safety and loss control program
- Provides direction to department managers and appointed safety personnel
- Acts as liaison between the day-to-day operations of the safety program and the City Council.
- Is involved in safety program changes and program implementation
- Reviews significant accident investigations and makes any necessary recommendations
- Holds each department manager accountable for safety and loss control

**Safety Officer**

The role of the safety officer is to administer, design and maintain the safety and health program. To do this, the safety officer is charged with the following:

- Design and implement the safety program to target losses, exposures to loss and compliance with applicable government standards
-Monitor the effectiveness of the program and make recommendations for change
-Maintain an occupational health and safety training program designed to instruct employees in general safe and healthy work practices, providing specific instructions with respect to hazards specific to each employee's job assignment.
-Implementing periodic inspections to identify unsafe conditions and work practices
-Ensure that all workplace hazards are identified, evaluated and corrected in a timely manner
-Communicate with employees on occupational health and safety matters and encourage employees to report hazards at the worksite without fear of reprisal
-Design, implement and participate in safety committees, as appropriate
-Ensure that employees comply with safe and healthy work practices

**Department Directors**
- Are responsible for the safety of their individual departments
- Develop general and specific safety guidelines for their department, with help from the safety officer
- Actively participate in accident investigations
- Participate in safety committees, as appropriate
- Ensure that unsafe conditions and practices are corrected

**Managers and Supervisors**
- Conduct appropriate safety orientation and training
- Conduct accident investigations immediately upon notification of an injury
- Conduct safety inspections of their work areas
- Ensure that their personnel know, understand and follow established safety guidelines
- Correct unsafe conditions and practices
- Provide the necessary personal protective equipment and train personnel in its use
- Contribute to the continued success of the safety program

**City Employees**
- Report all injuries no matter how minor to their supervisors
- Accomplish their duties using safe work practices
- Coach fellow employees on safe work practices, whenever appropriate
- Notify a supervisor in the event of an observed unsafe condition or practice
- Perform only authorized jobs
- Actively contribute to the success of the overall safety program