

RESOLUTION
CITY OF SAINT PAUL, MINNESOTA

15

Presented by Ruth Karty

1 **Resolution in support of a citywide Labor Management Safety Committee that monitors and assists**
2 **departments in providing a safe and healthy work environment for City employees**

3
4 **WHEREAS**, Mayor Coleman and the City Council are committed to improving the effectiveness of public
5 service at all levels by providing a safe and healthy work environment for City employees; and

6
7 **WHEREAS**, safety is a requirement of State and Federal laws and must be a primary concern of all
8 employees and managers. Employees have the responsibility to point out unsafe practices or work areas to
9 supervisors and managers. Each City Department is responsible for the development, implementation, and
10 enforcement of safe work policies, procedures, and practices to provide a safe and healthful work
11 environment and to ensure compliance with all applicable laws; and

12
13 **WHEREAS**, awareness and implementation of safe work practices and procedures will ensure employee
14 and public safety and save City resources;

15
16 **NOW, THEREFORE, BE IT RESOLVED**, the City of Saint Paul will support and maintain a citywide
17 Labor Management Safety Committee (LMSC) that monitors and assists departments in providing a safe
18 and healthy environment for employees; and

19
20 **BE IT FURTHER RESOLVED**, the LMSC shall have no more than one half of membership from
21 management. The following departments will appoint one management representative to the Citywide
22 Safety Committee: Mayor's Office, Human Resources (Risk Management), Fire and Safety, Libraries,
23 Parks and Recreation, Police, Public Works, Saint Paul Regional Water Services and Department of Safety
24 and Inspections. The Risk Manager or (designee) shall serve as the management Co-chair of the
25 committee; and

26
27 **BE IT FURTHER RESOLVED**, City bargaining units shall be invited to designate a delegate and
28 alternate to the Committee; and

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30 **BE IT FINALLY RESOLVED**, employees, supervisors and managers, labor management safety
31 committee and department subcommittee members shall have the following responsibilities:

32
33 **EMPLOYEE RESPONSIBILITIES**

34
35 Employees are required to perform their work safely and exercise due care to prevent injury to themselves,
36 other employees and the public. All employees shall:

- 37
38 1. Be knowledgeable of safety and health related regulations, policies, standards, and
39 procedures.
40 2. Be knowledgeable of work place safety and health hazards and hazard control procedures
41 and practices.

- 42 3. Perform assigned work in accordance with established policies, procedures, and safe work
 43 practices. Be attentive to their surroundings in the work environment and to potential
 44 hazards.
- 45 4. Utilize all required safety equipment and personal protective equipment (PPE) while
 46 performing job tasks. If equipment is not available or is in non-working condition,
 47 immediately notify the supervisor.
- 48 5. Inspect tools, equipment, safety devices, and PPE for damage and defects prior to each use
 49 and routinely thereafter.
- 50 6. Report all injuries, occupational illnesses (including symptoms of chemical overexposure),
 51 and accidents (including close-calls) to their supervisor immediately.
- 52 7. Report unsafe conditions and acts to their supervisor and/or safety committee.
- 53 8. Communicate training needs and safety suggestions to their supervisor and/or safety
 54 committee.
- 55 9. Participate in work place inspections and hazard assessments.
- 56 10. Attend safety meetings and training sessions as required.
- 57 11. Keep all work areas and equipment clean, orderly and in good condition.
- 58 12. Have and maintain all required licenses and certifications (including driver's licenses) and
 59 immediately report to their supervisor any suspensions or revocations.
 60

61 **SUPERVISOR / MANAGER RESPONSIBILITIES**

62
 63 Supervisors / Managers are responsible for the daily safe working conditions and practices of employees.

64 All Supervisors / Managers shall:

- 65
- 66 1. Provide visible and financial support to safety and health programs.
- 67 2. Establish and communicate those policies, programs, procedures, and practices necessary to
 68 protect employee safety and health.
- 69 3. Identify and communicate safety and health related goals and objectives.
- 70 4. Provide necessary resources to implement and manage safety and health related policies,
 71 programs, procedures, goals, and objectives.
- 72 5. Be accountable for the implementation of safety and health related policies, programs,
 73 procedures, goals and objectives.
- 74 6. Ensure that staff adheres to all safety and health related policies and procedures.
- 75 7. Ensure that new employees receive required physicals and training before conducting work.
- 76 8. Ensure that all vehicles, machines, tools and personal protective equipment are properly
 77 maintained and that unsafe items are immediately withdrawn from service for repair or
 78 replacement;
- 79 9. Perform required safety inspection of their work unit on a regular basis.
- 80 10. Conduct accident and injury (including close-calls) investigations to determine root cause
 81 and appropriate corrective actions.
- 82 11. Consider and act upon unsafe condition reports and other safety and health related issues
 83 communicated by employees.
- 84 12. Acknowledge safe work practices.
- 85 13. Counsel and discipline (when necessary) employees who fail to observe established safety
 86 and health related policies, procedures, and work practices.

- 87 14. Communicate serious or unresolved safety and health hazards to the City and Safety
 88 Committee.
 89 15. Implement corrective actions to minimize and mitigate the City's exposure to loss as
 90 identified through safety audits and inspections.
 91 16. Ensure that budgetary resources are allocated to provide appropriate safety equipment.
 92

93 LABOR MANAGEMENT SAFETY COMMITTEE RESPONSIBILITIES

94
 95 The Labor Management Safety Committee (LMSC) is responsible to establish and monitor a system of
 96 subcommittees through which activities and working conditions affecting the safety of City employees in
 97 the workplace can be reviewed and analyzed. The LMSC shall oversee and monitor all safety
 98 subcommittees. Department safety subcommittees shall be responsible for all committee responsibilities
 99 within their department. If a department does not have a subcommittee, the responsibilities will be
 100 performed by the LMSC.

101
 102 LMSC shall:

- 103
 104 1. Review and analyze the level of effectiveness of safety programs and training within the
 105 City and make recommendations.
 106 2. Ensure appropriate subcommittees are established at various locations to ensure compliance
 107 with applicable law and based upon current City needs.
 108 3. Perform internal audits to ensure safety policies, procedures, and practices are in
 109 compliance with applicable laws and make recommendations to departments and /or
 110 subcommittees as needed.
 111 4. Establish measurable goals and objectives for the Committee.
 112 5. Promote safety awareness and communicate specific safety and health related needs and
 113 improvements to the City, managers, supervisors, and employees.
 114 6. Develop a safety complaint and suggestion system for employees to provide feedback and
 115 voice concerns.
 116 7. Serve as an appeal board for subcommittee decisions on complaints regarding unsafe
 117 working conditions on a case by case basis.
 118 8. Conduct safety inspections as required or by request of a department or subcommittee.
 119 9. Provide an annual report and analysis of the City's safety and health programs to the
 120 Mayor's Office.
 121 10. Establish and maintain appropriate governing by-laws.
 122 11. Maintain safety committee records as required by law.
 123

124 Department Subcommittees shall:

- 125
 126 1. Review and analyze the level of effectiveness of the department's safety programs and
 127 training and make recommendations to the department.
 128 2. Review and ensure department safety policies, procedures, and practices are in compliance
 129 with applicable laws and make recommendations to department.
 130 3. Review accident and injury reports (including close-calls) within the department to identify
 131 and analyze hazards and trends.

- 132 4. Review the results of department work place safety inspections to identify and analyze
- 133 hazards.
- 134 5. Review, analyze, and provide feedback to complaints and suggestions by employees,
- 135 supervisors, or employee group representatives regarding unsafe working conditions and if
- 136 appropriate make recommendations for immediate corrective action.
- 137 6. Conduct safety inspections as required or by request of department or LMSC.
- 138 7. Promote safety awareness and communicate specific safety and health related needs and
- 139 improvements to the managers, supervisors, and employees.
- 140 8. Establish measurable goals and objectives for the Committee.
- 141 9. Provide a quarterly report and analysis to the LMSC of the department's safety and health
- 142 programs.
- 143 10. Provide the LMSC a copy of all subcommittee documents including but not limited to,
- 144 agendas, meeting notes, minutes, and recommendation letters / communications.



	Yeas	Nays	Absent
Bostrom	✓		
Carter	✓		
Harris			✓
Helgen	✓		
Lantry	✓		
Stark	✓		
Thune	✓		
	6	0	1

Requested by Department of:

By: *[Signature]*

Approved by the Office of Financial Services

By: _____

Approved by City Attorney

By: _____

Approved by Mayor for Submission to Council

By: *[Signature]*

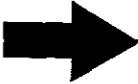
Adopted by Council: Date 10/7/09

Adoption Certified by Council Secretary

By: *[Signature]*

Approved by Mayor: Date 10/13/09

By: *[Signature]*



09-1065

Green Sheet NO: 3081336

Department/Office/Council: MO - Mayor's Office
 Date Initiated: 23 SEP 2009

Contact Person & Phone:
 Kris Fredson
 266-8534

Must Be on Council Agenda by (Date):

Doc. Type: RESOLUTION

E-Document Required: Y

Document Contact:
 Contact Phone:

Assign Number For Routing Order

	Department	Sent To Person	Initial/Date
0	Mayor's Office		
1	Mayor's Office	Department Director	
2	City Attorney		
3	Mayor's Office	Mayor/Assistant	
4	Council		
5	City Clerk	City Clerk	

Total # of Signature Pages ____ (Clip All Locations for Signature)

Action Requested:
 That the Saint Paul City Council supports the creation of a citywide Labor Management Safety Committee that monitors and assists departments in providing a safe and healthy work environment fo city employees. The LMSC shall have no more than one half of membership from management and city bargaining units shall be invited to designate a safety representative. See resolution for further infor.

Recommendations: Approve (A) or Reject (R):

_____ Planning Commission

_____ CIB Committee

_____ Civil Service Commission

Personal Service Contracts Must Answer the Following Questions:

1. Has this person/firm ever worked under a contract for this department?
 Yes No
2. Has this person/firm ever been a city employee?
 Yes No
3. Does this person/firm possess a skill not normally possessed by any current city employee?
 Yes No

Explain all yes answers on separate sheet and attach to green sheet.

Initiating Problem, Issues, Opportunity (Who, What, When, Where, Why):

Advantages If Approved:

Disadvantages If Approved:

Disadvantages If Not Approved:

Total Amount of Transaction: _____ Cost/Revenue Budgeted: _____

Funding Source: _____ Activity Number: _____

Financial Information: (Explain)