



City of Memphis Government WORKPLACE SAFETY COMPLIANCE PROGRAM

Purpose

The City of Memphis Government is required by law under TOSHA to comply with the guidelines and procedures established by the Federal Government. The City is committed to the principles of TOSHA requirements in every aspect, function, service, planning activity, operation and pursuit of City of Memphis Government. Parallel to this commitment, the City strives to cultivate an environment that promotes equitable and accessible services in all of its programs and activities.

The City of Memphis Government established a city-wide OSHA Compliance Program to ensure that the City consistently and effectively implements its OSHA obligations in all the City's programs and activities. The City of Memphis Government adopted this uniform compliance approach in an effort to employ a cost effective implementation plan that will also result in minimizing the risk associated with non-compliance.

Program Description

Policy Statement: *The Workplace Safety Service Center of the Human Resources Division is focused toward the mission of reducing work related injuries, diseases and fatalities through pro-active preventative strategies and policies aimed at protecting and enhancing the rights of city employees to a safe and healthy work environment. Thereby, promoting the efficient utilization of the City of Memphis resources and minimizing the city's exposure to financial and labor related losses.*

Policy and Procedure Manual - The City of Memphis has developed an OSHA Policy and Procedure Manual that will provide city-wide guidance in implementing, maintaining and adhering to OSHA compliance. The Workplace Safety Policy and Procedure Manual will be reviewed annually and/or as needed for revision and modification as it relates OSHA/TOSHA regulatory changes.

Training for OSHA Division Coordinators - The Workplace Safety Service Center will hold training sessions yearly for OSHA Coordinators to familiarize and/or refresh leadership of the City's OSHA responsible. See the *OSHA Division Coordinators Training & Education Schedule* for details regarding training dates and schedule.

Assessment of Division OSHA Compliance Status - *OSHA Self-Survey Questionnaires* will be distributed for completion every three years to OSHA Division Coordinators. Each Division Coordinator will be required to make a thorough assessment of the compliance status of departments within its division. The completed *OSHA Self-Survey Questionnaire* should be submitted to the Safety Coordinator for review. All OSHA Surveys will be reviewed for recommendations of appropriate implementation, if needed. The Safety Coordinator will randomly select sites from the completed surveys to perform an on-site audit. Divisions will be notified by written correspondence of the self-survey and the on-site audit findings. Corrective action measures and timeline for correction will be indicated in the correspondence.

"Safety Workshop" - The Division Director shall be ultimately responsible for ensuring compliance, monitoring, reporting, and education within their respective division. The Director may delegate OSHA responsibilities to a staff member. The Workplace Safety Service Center will conduct safety several workshops for OSHA Division Coordinators annually. This workshop is purposed to disseminate information relative to the OSHA Coordinators responsibilities for the ensuing year.

The length of the training workshop is two hours. The training will consist of a video, PowerPoint presentation and a training manual with an opportunity for questions and answers. Training material will include a quiz or some other mechanism to demonstrate understanding of the information presented.

Training of Staff - All employees are required to attend annual refreshers training in occupational safety and health requirements. The OSHA Division Coordinators will schedule and facilitate training within its division. The OSHA Coordinators shall maintain a record of the training material presented, employee's acknowledgment of training and sign-in sheet. Additionally, the OSHA Coordinator shall keep a record of employees unavailable on the training date and re-schedule the absent employees for training. The OSHA Coordinators shall complete and submit for review the *Employees Training Report Form* to the Safety Coordinator. Special emphasis will be given to the status of employee training in the on-site audit performed by the Safety Coordinator.