

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 99

December 14, 1995

**TO:** All Departments, Boards, Agencies, and Commissions

**FROM:** Marlin N. Gusman, Chief Administrative Officer

**SUBJECT:** SAFETY PROGRAM

**I. POLICY.**

The City of New Orleans is concerned with maintaining and improving the safety of its employees and the public. The City maintains a safety Program directed by the Municipal Training Administrator as Safety Coordinator with the assistance of Safety Committees to provide and encourage safe and healthful operating conditions and practices.

**II. PUPOSE.**

The Safety Program is to create a safe work atmosphere, reduce employee accidents and damage to equipment, improve working conditions and avoid injury of the public. It is the responsibility of all employees, executive, supervisor, or subordinate, to keep safety a predominant concern.

**III. PROCEDURES.**

Safety Committees are established in the departments of Public Works, Sanitation, Police, Fire, Parkway and Parks, and Recreation, and the Equipment Maintenance Division of the Chief Administrative Office. Directors of these departments will select the committee members for their departments. Both management and labor should be represented on each committee. Guidelines for membership are supervisory status, knowledge, respect, ability to attend committee meetings and to report unsafe conditions, willingness to review accidents of fellow employees, ability to suggest improvements for health and safety and to set safe work practices and an interest in safety.

Additionally, an Administrative Safety Committee, appointed by the Municipal Training Administrator, is established for oversight and to serve all other departments. The City's Risk Manager will be a member of this committee.

Initial appointments to these committees shall be made and notification sent to the Municipal Training Administrator within thirty days of the

issue date of this memorandum. The number of members on each committee shall be determined by the department head involved.

**IV. DUTIES.**

Safety committees are to review the facts of any accidents related to the departments they serve. They will review the site related to the departments to recommend remedies for physical problems. For vehicular accidents a review panel will look at the accident report and make recommendations to the director of the involved department.

Safety committees will also do inspections to review and assess safety hazards on City property and make recommendations to remedy hazards. The Municipal Training Administrator, serving as Safety Coordinator, will meet monthly with each safety committee.

**V. INQUIRIES.**

Questions concerning this memorandum should be addressed to the Municipal Training Administrator, serving as Safety Coordinator, at Municipal Training Academy, 401 City Park Avenue, telephone 483-2000.

MNG/LRF/itb