

## **EXECUTIVE ORDER NO. S-6-13**

### **EMPLOYEE SAFETY COMMITTEE**

#### **PURPOSE:**

To promulgate a mechanism through which activities and working conditions affecting the safety of City employees in the public workplace can be reviewed and analyzed and preventative measures implemented which will lead to the reduction of accidents involving injuries on duty (IOD) and damage to City property.

#### **POLICY AND PROCEDURES:**

It is the policy of the City of Omaha that conditions or practices that can cause injury to any employee or citizen will not be tolerated and that management and supervisory personnel will be held accountable for unsafe working conditions or practices brought to his/her attention. Worker safety is non-negotiable and must be a primary concern of all employees. Employees have the responsibility to point out unsafe practices or work areas to supervisors and managers. The Employee Safety Committee is hereby continued and given the following duties and responsibilities:

- A. Review and analyze "First Report of Alleged Occupational Injury or Illness" reports to determine the preventable cause of injury and to recommend changes to departmental/divisional practices, as well as amendments to the Employee Safety Manual.
- B. Review and analyze damage to municipal property caused by accident or negligence and recommend changes in departmental/divisional practices.
- C. Review and analyze complaints and suggestions by employees, supervisors, or bargaining unit representatives regarding unsafe working conditions and make recommendations for immediate corrective action to the appropriate department/agency head and to the Mayor.
- D. Review and analyze the level and effectiveness of City Safety programs and training and make recommendations.
- E. Review and analyze the various Employee Safety Manuals issued by the Safety Officer of the City Human Resources Department.
- F. Advise and assist the Personnel Safety Officer, as deemed appropriate.
- G. Issue reports to the Mayor on a semi-annual basis. Such reports shall contain a listing of statistical injuries and cost of such injuries on a divisional basis. Additionally, such reports shall contain any information or narrative that the committee deems appropriate.

H. Any other such tasks regarding safety as the committee shall deem appropriate.

The following labor organizations shall appoint one representative to the committee:

1. Omaha Police Officers Association, Local 101.
2. Professional Firefighters of Omaha, Local 385.
3. Civilian Management, Professional and Technical Employees Council (CMPTEC).
4. Functional Employees Group.

The Mayor shall appoint six representatives to the committee. Each member so appointed shall be employed in a different City department.

The Nebraska Public Employees Union, Local 251, shall appoint five representatives to the committee. Each member so appointed shall be employed in a different City department.

The following shall also be members of the committee:

1. The Human Resources Director (or designee).
2. The Labor Relations Director (or designee).
3. The City Attorney (or designee).

The employees of the Safety Section of the Human Resources Department shall attend Safety Committee meetings and be responsible for the meeting agenda and the actual conduct of the meetings. These employees shall make reports and conduct research as directed by the committee and shall be responsible for the day-to-day business of the committee.

This committee shall meet at such times and places as it deems advisable and necessary. The committee shall be chaired by the Human Resources Director or his/her designated representative. The Human Resources Department shall also have oversight over this committee.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE EMPLOYEE SAFETY COMMITTEE.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Nov., 2013.

  
Jean Stothert, Mayor  
City of Omaha