

EXECUTIVE ORDER

01-02

MICHAEL B. COLEMAN, MAYOR
November 2, 2001

WHEREAS, Ohio Revised Code Chapter 4167: Public Employment Risk Reduction Program, 144 v H 308 (Effective 4-20-93) requires each public employer to furnish a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm to its public employees; and

WHEREAS, the City of Columbus must comply with written Ohio safety and health standards, rules and orders adopted or issued; and

WHEREAS, the purpose of the Occupational Safety and Health Programs Division (OSHPD) within the Department of Human Resources, is to reduce the incidence of occupational injuries and diseases, protect employees against hazards and risks of hazards and control identified hazards; and

WHEREAS, it is the intent of the city to achieve compliance with Ohio Revised Code Chapter 4167 in an organized, effective and efficient manner; and

WHEREAS, the City of Columbus is committed to providing necessary and adequate resources for the prevention and control of unsafe and unhealthful working conditions; and

WHEREAS, the Mayor and the City of Columbus have always believed that its employees are the most important asset and valuable resource;

NOW THEREFORE, I, Michael B. Coleman, Mayor of the City of Columbus declare and institute the following Occupational Safety and Health Directive for Department, Divisions, Facilities and properties owned and/or operated by the City of Columbus:

- The Occupational Safety and Health Programs Division (OSHPD) of the Department of Human Resources shall be the lead agency, working in conjunction with City Council and other City Departments to administer citywide safety and health programs, and providing leadership and policy development for department heads and all safety related personnel;
- The citywide Occupational Safety and Health Programs Administrator shall develop citywide written safety programs, standards and guidelines based on the Occupational Safety and Health Administration (OSHA) standards. Departments, divisions or facilities will model programs, standards and guidelines after the citywide programs, standards and guidelines. The citywide Occupational Safety and Health Programs Administrator must approve department and/or division programs, standards and guidelines that differ from citywide programs, standards and guidelines;
- Department Directors and other City Administrators shall support and provide the necessary fiscal or other appropriate resources to achieve safety and health goals and objectives;

- Department Directors administrators, managers, supervisors and employees shall be accountable for their respective occupational safety and health (OSH) program responsibilities;
- All City employees shall follow safe working practices, observe safety and health written programs, rules, regulations, standards or orders; and work in a manner which maintains safety and health standards. The citywide Occupational Safety Administrator in conjunction with department administrators, managers, supervisors, safety managers and other safety professionals shall be responsible for the enforcement of all safety and health programs, policies, procedures and work rules. Should disciplinary action as result of safety infractions be considered appropriate, such discipline will be implemented in accordance with the respective negotiated collective bargaining agreements and/or city policies;
- The OSHPD, in conjunction with safety professionals from departments and/or divisions along with department and/or divisions heads will set safety goals, including individual employee performance goals, that include safety, health and environmental accountabilities and responsibilities.
- The OSHPD and department safety professionals shall collaborate regarding technical resources and consultation services;
- The Joint Union Management Health and Safety Committee (JUMHSC) may review, analyze and make recommendations regarding OSH programs issues as provided for in the collective bargaining agreements;
- The citywide Occupational Safety and Health Programs Administrator shall cause to be conducted an annual evaluation of all citywide and each department, division and facility OSH programs, standards and guidelines by City safety professionals to ascertain compliance with Ohio Revised Code Chapter 4167/OSHA/State/ or City standards;
- The citywide Occupational Safety and Health Programs Administrator will coordinate pertinent activities of safety professionals;
- The City shall provide necessary industrial hygiene, medical services and immunizations for appropriate City employees based on job related exposures to health hazards;
- The City shall maintain complete and confidential records on every employee who receives medical services;
- The Risk Management Section of the Department of Human Resources, in conjunction with the OSHPD, shall continue to maintain employee accident reports; workers' compensation and injury leave claims. The City shall maintain industrial hygiene records;
- The Department of Human Resources shall develop and maintain as part of a Human Resources Information System (HRIS), a data system to accumulate, analyze and interpret divisional and aggregate data as well as perform cost benefit analyses of the citywide safety programs;
- The OSHPD shall coordinate the purchasing of safety and health equipment and materials needed by department safety managers and other safety personnel;
- The OSHPD with the support of the Department of Human Resources Training Section and all departments shall provide appropriate and required Occupational Safety and Health training for all employees;
- City safety professionals under the direction of citywide The Occupational Safety and Health Programs Administrator and department safety managers shall record and investigate incidents resulting in accidents, injuries, illnesses and/or

deaths; or other incidents where upon initial appraisal it appears there was a failure to comply with safety programs, standards or guidelines (nears misses). When conducting such investigations, safety professionals will work in conjunction with the appropriate department and/or division human resource professionals, department/division heads, administrators, managers, supervisors and employees;

- Safety professionals and/or designated trained employees shall maintain records of individual injuries and illnesses and shall enter them on the appropriate OSHA Forms;
- When a safety survey is performed, the citywide Occupational Safety and Health Programs Administrator shall cause notification of the results to be provided to appropriate employees and employee representative. The final report should be made readily available to affected employees and the employee representative;
- Appropriate employees and the employee representative shall be notified upon being exposed to any toxic substance or harmful physical agents exceeding OSHA or City of Columbus standards;
- A City of Columbus employee acting in good faith, has the right to refuse to work under conditions that the employee reasonably believes presents an imminent danger of death or serious harm to the employee, provided that such conditions are not such as normally exist for or reasonably might be expected to occur in the occupation of the employee. An employee must always consider the health and safety of fellow employees and the general public by performing his/her duties according to City policies and procedures before refusing to perform an alleged unsafe or dangerous act or practice;
- Communication between employees and the employer is crucial to the success of workplace safety and health programs. Accordingly, no employee shall be disciplined or discriminated against if the employee, in good faith, reports to an authorized representative of the employer a safety hazard, issue or incident.

The effective date of this Executive Order shall be November 5, 2001.

This order shall be in full force and effect after my signature to this document.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Mayor of the City of Columbus, Ohio to be hereto affixed this 5th day of November, 2001.

Michael B. Coleman
Mayor