

***Safety Program*****SCOPE**

This policy applies to all City employees (Civil Service and non-Civil Service). The purpose of this policy is to outline the major responsibilities of the Office of Risk Management/Division of Occupational Safety (Department of Finance), agency heads, agency safety personnel, and all City employees in accomplishing the objectives of the City of Baltimore Safety Program.

**OFFICE OF RISK MANAGEMENT/DIVISION OF OCCUPATIONAL SAFETY RESPONSIBILITIES**

The Office of Risk Management/Division of Occupational Safety (ORM/DOS) is responsible for developing and administering a Citywide Safety Program for the prevention of accidents, illnesses, and injuries. This responsibility includes:

- Developing and monitoring safety programs in City agencies, boards, and commissions.
- Working with agency safety personnel to assure the effectiveness of their safety programs.
- Ensuring compliance with City safety policies, and state and federal occupational safety regulations by agencies, boards, and commissions.
- Advising the Mayor, the Director of Finance, and agencies on safety matters, laws, and regulations.
- Investigating and reporting occupational injuries and illnesses, and maintaining a record system of such cases.
- Maintaining relationships with appropriate regulatory agencies and organizations (example - DOS Liaison maintains a relationship with the Maryland Occupational Safety and Health Administration (MOSH).
- Maintaining relationships with appropriate City contracted-with firms (legal and non-legal), companies, and agencies, including but not limited to insurance companies, brokers, etc. to ensure that accurate records of assigned to cases are maintained, discussed periodically (with ORM/DOS personnel) as necessary, and current, as appropriate.
- Developing and maintaining professional educational programs for all safety personnel and City supervisors (where applicable).
- Issuing the City of Baltimore Driver Permits and monitoring driver status and compliance with regulations and City policy. See AM-501-2.

**AGENCY HEAD RESPONSIBILITIES**

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AM-106-1

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## ***Safety Program***

Agency heads are responsible for the safety of their personnel and for ensuring that all personnel within their agencies comply with the City of Baltimore Safety Program.

### **AGENCY SAFETY PERSONNEL RESPONSIBILITIES**

Under the direction of their agency heads, safety personnel are responsible for conducting and implementing their agencies' safety programs. Authorized safety personnel shall be responsible for maintaining and timey keeping up to date any and all required and/or suggested credentials which authorize he/she to instruct safety related courses to City employees, agencies, boards, and commissions.

### **EMPLOYEE RESPONSIBILITIES**

All City employees must comply with the City of Baltimore Safety Program by following safe practices, obeying all safety rules, and taking an active role in promoting safety within their work areas. For additional information, contact the Office of Risk Management/Division of Occupational Safety, Department of Finance, at 410-396-4311 or 410-396-5115.

#### **Office of Risk Management Division of Occupational Safety**

401 E. Fayette Street, Suite 700  
Baltimore, MD 21202

Telephone – Main Lines = 410-396-4311 or 410-396-5115  
Fax – Main Lines = 410-396-7278 or 410-396-1071

### **RELATED POLICIES**

AM-501-2, PART I,

TRAINING COURSES, DRIVER PERMITS,  
AUTHORIZATIONS, AND LICENSES FOR CITY-  
OWNED VEHICLES

OSHA – U.S. Department of Labor – Proposed Safety and Health Program Rule – 29 CFR 1900.1 – Safety Program Outline provided to authorized agency personnel during Agency Supervisor's Training provided by ORM/DOS; Training is available upon request to ORM/DOS and must be a class of ten (10) or more people.