

Does the City have a Safety Manual for its employees?

Yes. The [Safety Manual](#) can be found on the City's website. Each department also has a safety manual to address their own particular safety issues.

What is SHARP?

SHARP stands for SAFETY AND HEALTH ACCIDENT REDUCTION PLAN. It is a business plan for safety. It is used by the departments to identify and provide their employees with necessary trainings in an effort to reduce accidents and injuries. SHARP is part of the citywide safety program requiring active participation by the departments and employees, a commitment to a safe work environment, with hazard identification and periodic trainings as a necessary component for accident prevention and safety education. Your department safety coordinator has the SHARP for your department.

How does the City measure a department's safety performance?

The City measures a department's safety performance by tracking the number of worker's compensation claims reported, workers compensation costs, and total incident rates (TIR). The TIR is tracked monthly and an annual report is presented to the City Manager and all department heads

What is a TIR?

The City of El Paso uses a Total Incident Rate (TIR) as a safety measurement tool for each department. It is a Bureau of Labor Statistics calculation that identifies incident rates in a business and is measurable against similar industries. The components used are the number of workers' compensation claims reported for each department and the total man-hours worked. Only reported lost time claims and medical only claims are used in calculating the TIR. This total is multiplied by a standard base rate calculation of 200,000 (100 employees x 40 hours per week x 50 weeks per year), then divided by the number of labor hours. The result is the number of incidents per 100 employees, and is measurable across departments due to the use of the standard base rate.

Who is responsible for safety?

Every City employee is responsible for his/her personal safety in the workplace. The City [Safety Manual](#) outlines the safety responsibilities of the Department Heads, First Level Supervisors, Department Safety Coordinators as well as all City employees.

Who has primary responsibility for safety training in a department?

The department head and supervisors have the primary responsibility for safety training in the department.

What are some of the Supervisor's Responsibilities?

- Keep your employees safe
- Provide safety training
- Provide personal protective equipment (assure it is used appropriately)
- Report job related injuries/illnesses/exposures

What are some of the Employee's Responsibilities?

- Complying with all safety procedures
- Following safe work practices
- Using required personal protective equipment when necessary
- Attending safety meetings and required training
- Reporting accidents and unsafe conditions.

What is the role of a departments' Safety Coordinator?

The role of the Safety Coordinator is to serve as the focal point for coordinating the departments' safety program with assistance, direction, and training provided from outside sources such as OMB-Insurance and Benefits or others. All departments should have at least one, plus an appropriate number of alternates for redundancy in emergencies.

Is the City of El Paso bound by OSHA?

As a public entity, the City of El Paso can elect to follow the guidelines established by OSHA. The City has chosen to use the Code of Federal Regulations, 29 CFR 1910 and 1926, the Occupational Safety and Health Act (OSHA), as safety guidelines to ensure safe working conditions are in effect in every department. The City also abides by other federal, state, and local regulations, which have jurisdiction over the City facilities and personnel. The guidelines of other regulatory agencies such as Department of Transportation, Environmental Protection Agency, and others are followed as applicable.

Where can I go for assistance on any safety issues?

The Insurance and Benefits office can help – 541- 4208.