



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Executive Safety Committee
Creation Date: November 10, 2016
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

I. Policy:

It is the policy of the City of El Paso ("City") is to provide support to enhance the City's safety programs and management of safety issues and incidents, from targeted risk management to post-accident investigation.

II. Purpose:

The purpose of this policy is to establish an executive safety committee ("committee") with the objective of providing executive level support to enhance and maintain a safe and healthy environment for City employees. The committee will analyze safety and health trends, act as a problem-solving group to help with the identification and control of hazards and barriers, and ensure safety standards and needs are included in the budgeting process. The committee will work to improve and maintain effective management within the organization with the goal of reducing work-related injuries and illnesses, third party injuries, property damage and other loss exposures, as well as the escalating costs associated with them.

III. Membership:

The executive safety committee shall consist of the following members or their designee with the ability to speak and vote on their behalf if they are unable to attend.

1. Chief Performance Officer
2. Chief Financial Officer
3. Deputy City Manager of Public Works
4. Deputy City Manager of Economic Development
5. Human Resources (HR) Director
6. OMB Director
7. Senior Safety Specialist
8. As appropriate, a Department Director based on safety issues/loss trends

IV. Procedures

The executive safety committee shall meet quarterly. Additional meetings may be called as needed to ensure all health and safety issues are timely and adequately addressed.

Examples of issues and items that may be raised for consideration on the agenda include occupational injuries, vehicular incidents and other concerns identified due to changes in trends, severity or frequency of incidents; as well as discussions aimed at assisting management in

setting priorities to control hazards and implementing plans of action on policies, practices and procedures that promote health and safety.

HR Department/Risk Management will provide pertinent agenda item data and backup material to all of the committee members no later than two full weeks before a committee meeting. This will allow for review and identification of any Department representatives (for example, an involved employee or supervisor) that should be invited to the upcoming meeting to provide additional information regarding an incident or issue being discussed.

The committee will be responsible for reviewing all departments' annual Safety Health Accident Reduction Plans (SHARP) to ensure that they are appropriate, comprehensive and aligned with the City's strategic goals.

APPROVED BY:


TOMAS GONZALEZ, City Manager


Date

