

CITY COMMISSION REGULAR MTG

Meeting Date: 10/15/2025

Title: Approving revisions to the Safety Policy

Submitted For: Jennifer Price

Submitted By: Audrey Solomon, Human Resources

Department: Human Resources

Information

ACTION REQUEST

Consider and take action on Resolution No. 25-___, approving revisions to the Safety Policy. (Human Resources)

BACKGROUND (Brief Summary)

The requested updates to the Safety Policy include:

- **Table of Contents** updated to reflect updated form attachments.
- **Section I: Organization and Responsibility** – update to remove a Department named Traffic which does not exist in the current City structure.
- **Section X: Reporting Procedures** –
 - Updated **Sub-section A** with verbiage to specify that ALL injuries or accidents MUST be reported IMMEDIATELY.
 - Added **Sub-section D** to notify staff that a failure to follow these reporting procedures may results in disciplinary measures.
- **Updated safety forms** attached, including:
 - Vehicle Inspection Form
 - Employee’s Report of Injury/Illness
 - Supervisor’s Accident/Loss Investigation Report
 - Employee’s Material Handling/Property Damage Report
 - Supervisor’s Material Handling/Property Damage Report
 - Departmental Safety Meeting Documentation Form, AND
 - General Safety Inspection Checklist.

- Page Numbers in Table of Contents to be updated upon adaptation to this version of policy.

RECOMMENDATION

It is recommended to adopt these revisions to the Safety Policy.