



ADMINISTRATIVE DIRECTIVE

SUBJECT OCCUPATIONAL SAFETY AND HEALTH MANUAL <i>(Supersedes AD 3.04-2, Occupational Safety and Health Manual)</i>	NUMBER 2.03-5	PAGE 1 of 2
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I. PURPOSE

To establish city-wide policy on Occupational Safety and Health, through the publication of a manual for use by all levels of city government.

II. POLICY

It is the policy of the City of Tucson to assure awareness by all employees of the basic Occupational Safety and Health measures necessary to prevent the occurrence of occupational disease or accidents to themselves and others.

Accordingly, the city has published the Occupational Safety and Health Manual (OSHM) to describe procedures relating to employee accidents and departmental loss prevention activities. Departmental administrators shall ensure that the provisions of the manual are implemented by departmental staff at all levels.

III. GENERAL

- A. Department Directors shall have total responsibility for maintaining safe and healthful working conditions within their jurisdictions whether in the field, in the shop, or in the office.
- B. Division Heads shall be fully responsible and accountable to their department heads for compliance with the provisions of the Occupational Safety and Health program within their divisions.
- C. Supervisors and Foremen have full responsibility for ensuring the safe actions of their employees and the safe performance of machines and equipment within their operating areas. All supervisors, without exception, shall be held responsible for enforcement of the safety rules and procedures set forth in the Occupational Safety and Health Manual (OSHM).
- D. Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and others and to conserve materials.
- E. The Human Resources Director shall be responsible for administrative action relative to the enforcement of Occupational Safety and Health policy as set forth in the Occupational Safety and Health Manual. The Human Resources Director, under direction of the Deputy City Manager, shall promulgate changes and amendments to the Occupational Safety and Health Manual.



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Appendices A-Table of Contents, Occupational Safety and Health Manual

References Occupational Safety and Health Manual
<http://intranet.ci.tucson.az.us/css> (Click on OSHM)

Review Responsibility and Frequency The Human Resources Director will review this directive annually, based on date of publication

Authorized



City Manager



Date

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	Subject:	Effective Date: January 1, 1997
	Table of Contents	Reviewed/ Revised: August 28, 2009

Number	Procedure Name	Effective Date	Revised Date
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Safety Procedures

S-001	Personal Protective Equipment	1/1/97	8/28/09
S-002	Report of Hazard or Unsafe Condition	9/18/07	8/28/09
S-003	Excavations and Trench Excavations	1/1/97	8/28/09
S-004	Fall Protection	1/1/97	8/28/09
S-005	Confined Space Program	10/1/95	1/1/07
S-006	Safety Board of Inquiry	1/1/97	8/28/09
S-007	Safety Training	1/1/97	8/28/09
S-008	Work Procedures	1/1/97	8/28/09
S-009	Control of Hazardous Energy (Lockout/Tagout)	1/1/97	8/28/09
S-010	Hot Work	1/1/97	8/28/09
S-011	Ladders	6/26/09	8/28/09
S-012	Hand and Power Tools	7/30/09	8/28/09
S-013	Blue Stake Program	2/1/99	8/28/09
S-014	Reserved		
S-015	Accident Reporting Procedure	2/1/99	8/28/09
S-016	Multi-Agency Inspection Team and Inspection Protocol	7/1/99	8/21/009
S-017	Use of Ground Fault Circuit Interrupters	3/10/00	8/28/09
S-018	Welding Procedures	10/2/00	8/28/09
S-019	Electrical Work Practices and Procedures	10/1/02	8/25/09
S-020A	Hazard Communication Program	7/12/02	8/28/09
S-020B	Evacuation Procedure for City Buildings	7/12/02	8/28/09
S-020C	Spill Response Program	7/12/02	8/28/09
S-021	Portable Fire Extinguisher Inspection, Maintenance and Use	1/1/97	8/28/09
S-022	Fork Lift (Powered Industrial Trucks)	1/1/07	8/28/09
S-023	Cranes, Hoists, Derricks, Lifts and Slings	8/1/04	8/28/09
S-024	Safety Signs and Accident Prevention Tags	1/1/07	8/28/09
S-025	Machine Guarding	1/15/09	8/28/09
S-026	Automated External Defibrillator	9/21/04	8/28/09
S-027	Aerial Lift Devices for Personnel	2/1/05	8/28/09

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Industrial Hygiene

IH-001	Respiratory Protection Program	5/1/95	8/28/09
IH-002	Bloodborne Pathogens and Hepatitis A/B Vaccinations	1/1/97	8/28/09
IH-003	Hearing Conservation Program	1/1/97	8/28/09
IH-004	Reserved		
IH-005	Occupational Health Exams	1/1/97	8/28/09
IH-006	Mycobacterium Tuberculosis (TB) Control Plan	1/1/97	8/28/09
IH-007	Reserved		
IH-008	Procedure for Reporting Employee Claims of Exposure or Substance	1/1/97	8/28/09
IH-009	Reserved		
IH-010	Reserved		

Safety Directives

SD-001	MRSA Infection Control Guidance	12/1/07	8/28/09
SD-002	Public Health Emergency-Measles	5/13/08	8/28/09
SD-003	Office Decorations	12/1/08	8/28/09
SD-004	Influenza A (H1N1)	5/5/09	8/28/09
SD-005	Safety Cans	6/8/09	8/28/09
SD-006	West Nile Virus	6/8/09	8/28/09
SD-007	Driving Policy	9/5/07	8/28/09
SD-008	Reserved		
SD-009	Reserved		
SD-010	Restraining Orders	7/17/96	7/17/96
SD-011	Use of Light Sticks and/or Flares	10/1/04	8/28/09
SD-012	Re-bar Caps	1/17/07	8/28/09