



# MEMORANDUM

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**DATE:** May 8, 2012

**TO:** All City Employees

**FROM:** Richard Miranda  
City Manager

**SUBJECT:** Occupational Safety and Health Manual

The Occupational Safety and Health Manual is issued as City Policy under the authority of Administrative Directive 3.04-2.

The purpose of this manual is to provide centralized guidelines and procedures to ensure that all City operations and functions are performed safely and in compliance with the requirements of all applicable government laws, rules and regulations.

All City of Tucson employees should familiarize themselves with the policies and procedures in this manual.

Compliance with all requirements established in this manual is mandatory.

RM:hy