

**ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007**

**TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS**

**SUBJECT:     SAFETY IN THE DEPARTMENT OF PUBLIC WORKS**

It is the policy of the Board of Public Works that citizen and employee safety is the prime consideration in the operation of the Department.

In order that this policy results in maximum safety, the Heads of the Bureaus and Offices of the Department are hereby instructed to provide and maintain safe and healthful working conditions for their employees as specified in the California Occupational Safety and Health Act. All supervisors shall rigidly enforce all safety rules and regulations, and shall instruct their employees in the proper methods to safely perform their required duties. Each employee of the Department shall adhere to all safety rules and regulations; shall perform all assigned duties utilizing appropriate safety precautions; and shall identify work hazards and submit recommendations to promote safety.

The Head of each Bureau and Office shall be responsible for providing and observing safety rules and regulations for his/her own Bureau or Office.