



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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|---------------------|-------------------------|
| 1. COMMON COUNCIL   | 4. FINANCIAL            |
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CHAPTER: Safety

SUBJECT: Safety Policy

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**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

Employee Safety Policy

The Common Council of the City of Marshfield has a sincere concern for the welfare and safety of its employees and the public it serves. It acknowledges its obligation as an employer, to provide the safest possible working conditions for employees and, as a government service organization, to provide a safe environment for the public that uses those services. We believe that most accidents can be prevented.

Department/division heads and supervisory personnel at all levels of the City work force are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. They are expected to cooperate with and assist the Human Resources Manager develop and administer an effective occupational safety program for the City work force. Their responsibility encompasses the adoption of work standards designed to attain a work environment free of potential hazards, or work procedures that may produce injuries and property damage. To reach that goal, management and supervisory personnel must:

1. Provide informed leadership and adequate supervision of the City work force.
2. Provide adequate job training and continuing safety instruction to all employees.
3. Develop reasonable, practical, safe job procedures for City operations and enforce them.
4. Continuously review work practices and conditions of the work environment to seek improvement.

All employees are charged with responsibility for cooperation with, and support of, safety program objectives, all employees are expected as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

Additionally, all employees are required to follow all federal, state and local laws, ordinances, regulations, department/division work rules and City Policies and Procedures.