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## CITY OF ANAHEIM PUBLIC UTILITIES DEPARTMENT ORDER

### 514 – ACCIDENT PREVENTION MANUAL AND SAFETY PROGRAMS

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#### I. BACKGROUND

Department Order (DO) 514 establishes Anaheim Public Utilities Department's (APU) policies to guide the implementation and maintenance of the Accident Prevention Manual (APM) and related safety programs. The APM provides general safety rules and procedures APU employees are expected to follow in completing their work.

Each employee is personally responsible for understanding and following the APM, APU safety programs, and other safety practices and procedures that apply to the work he or she performs. Non-compliance by any employee constitutes a violation of the APM subject to disciplinary action including, but not limited to, written reprimand, suspension, demotion or termination, as outlined in Administrative Regulation (AR) 267. Shortcuts intended to circumvent safety measures of any kind are not allowed.

All employees shall use sound and reasonable care in the performance of duties and act in a manner that will ensure their own safety and the safety of other employees, contractors, consultants, and the public. When approaching potentially hazardous tasks, employees are expected to use common sense, identify and understand inherent dangers, and carefully follow proper safety precautions. If an employee is unsure of the proper safety precautions for a particular situation, he or she should **STOP**, review safety materials for that situation, and obtain assistance from a supervisor as needed. The employee should not proceed until the proper safety precautions are identified and in place.

#### II. SAFETY STATUTES, REGULATIONS AND LOCAL REQUIREMENTS APPLICABLE TO APU EMPLOYEES

DO 514 mandates that all APU employees comply with applicable Federal, State, and local laws, administrative regulations, codes, ordinances, policies, and programs regarding employee safety, as well as Administrative Regulations (ARs), Department Orders (DOs) and System Orders (SOs), including but not limited to:

- Code of Federal Regulations – Title 29, Chapter XVII – Occupational Safety and Health Administration
- California Code of Regulations – Title 8 - Industrial Regulations
- AR 253 – Injury Illness and Prevention Program
- AR 255 – Reporting on the Job Accidents/ Grant of Industrial Accident Leave
- AR 267 – Safety Warnings/Discipline
- AR 270 – Fleet Safety and Defensive Driver Training Program
- AR 274 – Reporting Serious Workplace Injuries, Illnesses and Fatalities to Cal/OSHA
- AR 275 – Personal Protective Equipment
- AR 277 – Removal From Workplace of Employees Who are “Unfit for Duty”
- DO 238 – Employee Orientation and Employee Exit Procedures
- DO 255 – Reporting Employee On-the-Job Accidents
- DO 256 – Notification When Injury or Death Occurs
- DO 271 – Reporting City Vehicle Accidents
- DO 1507 – Warning Tags
- SOs – Various safety-related system orders

### **III. MAJOR ELEMENTS OF APU SAFETY**

#### **A. ACCIDENT PREVENTION MANUAL (APM)**

The Safety Administrator will maintain the APM. The APM provides APU staff with an overview of hazards that might be present in the workplace. The APM includes procedures for conducting work safely, in accordance with legal requirements and industry best practices. The APM addresses common hazards for office and field staff. At a minimum, the APM shall discuss requirements for:

- Safety Rules for all Employees
- General Field Safety
- Water Safety Rules
- Electric Safety Rules

The APM is a resource that provides APU employees workplace rules that document the intent of reaching the common goal of preventing accidents and ensuring safety. The APM provides a variety of safety information on applicable laws and regulations, City safety programs, and APU rules and orders. The APM is updated periodically to align with the most current laws and regulation in effect; however, if there is any discrepancy resulting from timing of publication of the APM, the most current state laws and regulations will take precedence. The APM also contains practical safety guidance on matters such as safety meetings and communications, training requirements, personal protective equipment (PPE), and incident reporting, among many others.

#### **B. SAFETY PROGRAMS**

A number of safety programs developed by both the City and APU are referenced in the APM. These programs provide guidelines to assist employees in making appropriate decisions for their personal safety, other employees' safety, and general public safety around potentially dangerous conditions. Safety programs applicable to employees include the APU Confined Space Entry Program, the City Heat Illness Prevention Plan, the City Fall Protection Program and APU Climbing and Fall Protection Program, the City Respiratory Protection Program, the City Hazard Communication Program and APU Hazard Communication Program, and others. These programs cover specific tasks and describe in detail the responsibilities, training, PPE, emergency procedures, and documentation necessary when completing these tasks.

### **IV. TRAINING**

Safety training shall be provided to APU employees based on their job classifications, assigned duties and responsibilities. Supervisors and managers at all levels of the APU shall ensure that employees in their work unit have completed all safety training required for their position and are provided with all direction and guidance needed to safely perform emergency and routine operating and maintenance functions. Training requirements are described in the APM, safety programs, plans, and policies.

### **V. REVIEW AND UPDATES OF THE SAFETY PROGRAM**

The APM and all APU safety programs shall be reviewed annually. The Safety Administrator shall coordinate review of the APM to ensure that it reflects current legal and regulatory requirements, addresses APU's safety needs, and supports the City's safety objectives. If no changes are required, the Safety Administrator will document the review. In addition to this annual review, the Safety Administrator may update the APM any time revisions are warranted

due to legal or regulatory changes, lessons learned from a recent incident, or an immediate need to effect a revision.

If changes are needed, the Safety Administrator will revise the APM and the new version will be reviewed by Field Safety Coordinators, the Environmental Services and Safety Manager, Chief Risk Officer, and Assistant General Managers (AGMs) prior to approval. Once approved, the Safety Administrator will arrange for training employees affected by the changes.

## **VI. COMMUNICATION**

Supervisors shall ensure their staff have reviewed the APM. The APM will be available on the City's internal website (Insider) for reference to all staff. Upon employment, supervisors shall ensure that new employees read, understand, and acknowledge the portions of the APM that are pertinent to their positions. The Safety Administrator will assist supervisors in explaining the provisions of the APM when requested. All staff shall be made aware of significant updates to the APM by a written communication from their supervisor or the Safety Administrator. If an employee does not understand a requirement of the APM, they are responsible for identifying the specific areas and contacting their immediate supervisor or the Safety Administrator for clarification.

## **VII. RESPONSIBILITIES**

APU employees have a responsibility to support the maintenance, implementation, and enforcement of the APM. Individuals assigned to the following positions play a vital role in ensuring that the APM provides the guidance and information required to achieve employee safety. While training, discipline and other individual responsibilities set forth in this DO and the APM may be delegated to others as appropriate, the assigned manager/supervisor retains ultimate responsibility for ensuring compliance.

### **A. GENERAL MANAGER (OR DESIGNEE)**

- Set strategic goals for the development of the APM.

### **B. ASSISTANT GENERAL MANAGERS (OR DESIGNEE)**

- Review updates to the APM and ensure APM requirements are communicated to Division staff.
- Designate a Field Safety Coordinator to assist Safety Services when updating the APM.
- Establish processes to ensure all staff comply with the APM and complete required training.

### **C. CHIEF RISK OFFICER**

- Review updates to the APM and ensure APM requirements are communicated to appropriate staff.
- Approve updates and revisions to the APM.

### **D. ENVIRONMENTAL SERVICES AND SAFETY MANAGER (OR DESIGNEE)**

- Ensure annual training on the APM is conducted, as necessary.

### **E. SAFETY ADMINISTRATOR (OR DESIGNEE)**

- Coordinate the annual review of the APM.

- Coordinate other revisions to the APM as dictated by changes in law, events, or changed policies.
- Ensure that the APM is available to all staff.
- Conduct audits and inspections to verify staff complies with the APM and has completed required training.
- Provide additional training as needed to assist staff understanding the requirements of the APM.
- Review significant changes with Field Safety Coordinators to receive and incorporate technical feedback.

**F. SUPERVISORS**

- Ensure staff reads, understands, and acknowledges the portions of the APM that apply to their work.
- Communicate changes to the APM to staff.
- Ensure the staff complies with the APM and participates in required training.
- Promptly reports any safety concerns to his or her manager or the Safety Administrator.

**G. ALL STAFF**

- Stop work and notify supervisor and/or the Safety Administrator if work is proceeding in an unsafe manner.
- Comply with all sections of the APM that pertain to their work duties.
- Notify their immediate supervisor or the Safety Administrator if they do not understand any portion of the APM.
- Attend and complete required training.

**VIII. DEPARTMENT ORDER ADMINISTRATION**

**Administrative Control (Posting and notification)** – Environmental Services and Safety Manager

**Coordination of Updates and Revisions** – Safety Administrator

Submitted:

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 Dukku Lee  
 Public Utilities General Manager

6/3/2021

Date

Approved by the Public Utilities Board on

03/24/2021

Date