



INCORPORATED COUNTY OF LOS ALAMOS

DEPARTMENT OF PUBLIC UTILITIES

ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 0002

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SAFETY CULTURE VISION

I. Purpose and Goal

To promote how safety is managed in the workplace by creating a work environment which reflects the attitudes, beliefs, perceptions and values that employees share when it comes to safety.

II. Preamble

The Department of Public Utilities (DPU) seeks to create a safety culture where employees practice safety every hour on the job, while no one is watching, because employees want to and not because employees have to. To create this safety culture, the employees of DPU believe:

A. Safety is first.

- All employees recognize that *Safety is First* no matter the circumstance.
- All employees have an obligation to report *all* unsafe conditions and follow up.
- All employees are aware of "what could go wrong" and maintain a sense of vulnerability.
- All employees are empowered to call "time-out", re-assess or re-evaluate.
- All employees are responsible for their safety, safety of their co-workers and safety of the public.

B. We lead by example.

- Management is committed to employee safety including active participation in a Safety Committee.
- Management is committed to developing and fostering mutual trust with its employees.
- Management follows all safety rules.
- Management monitors and reviews all near-misses, reportable safety accidents or injuries; and takes whatever actions necessary to avoid the same incident.

C. We will establish and enforce a high standard of work performance by:

- Establishing a system for performance measurement and rewards;

- Ensuring crews have the appropriate training in their respective field;
- Ensuring crews have the appropriate tools and Personal Protective Equipment (PPE) to work safely;
- Empowering employees to notify their immediate supervisor of training needs to meet or exceed job safety requirements.

D. We will brief or tail-gate before every job.

- Field supervisors shall complete job briefing forms daily or for every project.
- All employees shall acknowledge and affirm the job briefing forms.
- All employees are empowered to *extend* the job brief until full understanding.
- All employees are empowered to call out anyone not following safety rules.
- While at the jobsite, all employees shall wear appropriate PPE including hard-hats.

E. We empower all employees to make work and safety suggestions.

- Management and supervisors actively seek employee input and suggestions on work procedures and safety functions.
- Employees are empowered to make work and safety suggestions.
- Management has a process to evaluate all employee suggestions and respond in a timely manner.
- Management has established a system for continuous monitoring of safety performance measures.
- We encourage innovative solutions to safety problems.

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Attachment(s): None


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