



GARLAND

March 10, 2025

Parks Accreditation Review Committee

REF: City of Garland Safety Policy and Signature Process

Dear Committee Members,

I appreciate the opportunity to support the Parks and Recreation Department in its accreditation process. I understand documentation of approved policies is an important part of your review, and I would like to provide clarification regarding the City of Garland's Safety Policy.

The attached Safety Policy, managed by the Risk Management Department at the time, was established before it became standard practice to include physical signatures on policies. In 1997, approval was documented by listing the name of the approving authority along with the date of the revision.

As part of a citywide initiative, we are currently in the process of updating and revising all City of Garland policies to include the City Manager's signature. However, this particular policy has not yet undergone revision. While we do not have a version with a signature at this time, I am happy to provide any additional verification needed for your review.

Please let me know how you would like to proceed, and I will assist in any way possible to meet accreditation requirements.

Respectfully,

A handwritten signature in black ink that reads "Mistie Gardner".

Mistie Gardner

Managing Director of Strategic Initiatives
City of Garland

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972-205-3534

Cc: D'Lee Williams, Managing Director of Parks and Recreation



GARLAND

Directive

Subject Safety		Number 1
Issue Date 4/25/95		Revision Date 7/18/97
Issue Department Risk Management		

Title: Safety Administration	Approved By Jeffrey B. Muzzy	Page 1 of 7
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DIRECTIVE

The City of Garland recognizes that an effective and aggressive safety and loss prevention program has a profound effect on the reduction of employee injuries; injury to the public; damage to, or loss of City property and funds; damage to property of the public; and work interruptions. The purpose of this directive is to establish the framework for an ongoing City-wide safety and loss prevention program for the City of Garland and assign responsibilities and authorities for the design, administration and implementation of this program.

In addition to the responsibilities outlined herein, it shall be the responsibility of every employee of the City of Garland to minimize the risk of injury, accidents, and other losses arising from their activities.

APPLICABILITY

This directive applies to all employees of the City of Garland.

GENERAL ADMINISTRATION

1. Risk Management Responsibilities and Authorities

The Risk Management Department for the City of Garland shall be responsible for the design, administration, and monitoring of the City's Safety and Loss Prevention Program.

1.01 Responsibilities shall include but are not limited to the following:

- 1.01.1 Establishing City safety and loss prevention policies, procedures, and programs.
- 1.01.2 Identifying the need for formal and informal safety and loss prevention training and conducting or facilitating training as required, or, when applicable, recommending training.

- 1.01.3 Investigating accidents, injuries, and other losses involving City employees and/or City property or funds as needed. These investigations shall be in addition to, and separate from, the supervisor's investigation.
- 1.01.4 Establishing and maintaining a data system for recording and tracking vehicle accidents, injuries, and other losses.
- 1.01.5 Analyzing safety and loss prevention problems that cannot be resolved by supervisory personnel or the department and making recommendations and/or assisting with resolving the problem.
- 1.01.6 Establishing and monitoring a City-wide safety "Self-Inspection" program at City facilities and worksites to identify and correct hazardous conditions.
- 1.01.7 Conducting formal facility, worksite, and work-in-progress inspections.
- 1.01.8 Serving as a review and approval function for Department Safety and Loss Prevention policies and procedures.
- 1.01.9 Coordinating activities of the City-wide Safety Committee.
- 1.02 The City Risk Manager and Risk Specialist shall have the authority to stop work of City employees, stop work on City or public property, place City vehicles or mobile equipment out of service, and remove tools and equipment from use by City employees if, in the judgment of the Risk Manager or Risk Specialist, continuation of the activity, continued use of the equipment, or failure to rectify a situation poses a significant danger to the health or safety of employees or other persons or significant risk of loss. Any work stoppage by Risk Management will be reported to the supervisor, Department Director and Managing Director within one hour.
- 1.03 Risk Management shall have the authority to amend or issue specific exceptions to application of City safety and loss prevention policies and procedures where warranted. Requests for amendment or exception shall be submitted in writing to Risk Management.

2. Managing Director Responsibilities and Authorities

Managing Directors are responsible for management of this directive and for assuring implementation of safety and loss prevention policies, procedures, and programs within their departments. These responsibilities shall include but are not limited to the following:

- 2.01 Supporting the content and intent of this directive, and City policies, procedures, and programs established pursuant to this directive.

- 2.02 Providing the leadership, direction and resources necessary to assure implementation of City safety and loss prevention policies, procedures and programs.
- 2.03 Assuring that their departments have established written departmental safety and loss prevention policies, procedures, and programs where appropriate.
- 2.04 Assuring a timely response to safety and loss prevention recommendations and notices of violations of this directive and City policies and procedures.
- 2.05 Reviewing and approving Department safety and loss prevention policies and procedures.
- 2.06 Managing Directors shall have the authority to amend or make exceptions to Department policies and procedures or City safety procedures where appropriate for specific department operations.

3. Department Director Responsibilities and Authorities

Department Directors are responsible for the safety and loss prevention performance and record of their Department and for application of this directive and implementation of City safety and loss prevention policies, procedures and programs within their departments. Department Directors are further responsible for providing the stimulus necessary to maintain active employee participation in safety and loss prevention efforts. Responsibilities shall include but are not limited to the following:

- 3.01 Supporting the intent and content of this Directive and all City and Department Safety and loss prevention policies and procedures developed pursuant to this Directive.
- 3.02 Establishing a departmental Safety/Accident Review Committee with a meeting requirement of at least once each month if there are accidents to review, otherwise, every other month.
- 3.03 Appointment of a department safety representative with specific responsibilities for coordinating the City Safety Program and activities within the department. The department safety representative shall chair the department's Safety and Accident Review Committee and serve as a member of the City Safety Committee.
- 3.04 Developing and implementing written Department safety and loss prevention policies and procedures for operations unique to their department. Department Safety and loss prevention policies and procedures shall be in addition to, and equal to or more restrictive than City policies and procedures.
- 3.05 Assuring supervisors are aware of this directive, City and department safety and loss prevention policies and procedures, and their responsibilities under this

Directive, and City and Department safety and loss prevention policies and procedures.

- 3.06 Promoting safety awareness and disseminating Safety Program material and other safety and loss prevention information within the department.
- 3.07 Assuring the department safety representative is allowed adequate time for response to safety needs within the department.
- 3.08 Maintaining documentation that policies and procedures are communicated to all supervisors.
- 3.09 Assuring appropriate safety orientation, training and documentation of training within their department.
- 3.10 Maintaining documentation of employee violation of this Directive and City and Department safety policies and procedures.
- 3.11 Assuring that all accidents and injuries are investigated by the supervisor and/or department safety representative and reported in accordance with current procedures and, where needed, appropriate corrective action is taken to prevent recurrence of similar accidents.
- 3.12 Correcting hazardous conditions or activities and other safety deficiencies within the department when observed, or when advised of their existence.
- 3.13 Assuring that periodic informal safety inspections of work sites within department are performed.
- 3.14 Assuring cooperation with Risk Management personnel in safety and accident/claim investigations.
- 3.15 Reviewing and approving written safety and loss prevention rules or instructions developed for specific tasks or jobs.
- 3.16 Department Directors shall have the authority to amend or make exceptions to safety and loss prevention rules and instructions for specific job tasks and to department safety and loss prevention procedures where appropriate for specific department operations or jobs.

4. Supervisor Responsibilities and Authorities

No one person can more influence employee behavior and attitude than the immediate supervisor and the supervisor and employee together have the greatest ability to prevent accidents and injuries. The supervisor is responsible for the Safety and loss prevention performance and record of the work unit. Additional responsibilities of the supervisors shall include but are not limited to the following:

- 4.01 Supporting the intent and content of this Directive and all City and Department safety and loss prevention policies and procedures developed pursuant to this Directive.
- 4.02 Assuring employees have read and understand this directive, all City and Department safety policies and procedures, and other safety rules and instructions associated with the task or job.
- 4.03 Assuring each employee receives safety training required by City and Department policy and procedures and is appropriately trained for the specific job assigned, including safety orientation and training for all employees new to their work unit.
- 4.04 Maintaining documentation that this Directive and all policies, procedures, and rules are communicated to the employee and documentation of all safety training provided.
- 4.05 Assuring employee compliance with this safety directive, and all City and Department safety and loss prevention policies, procedures, rules, and instructions.
- 4.06 Promoting safe work habits through instruction and example.
- 4.07 Assuring their employees' work environment is safe and/or the employee is aware of the hazards and has the appropriate tools and equipment to protect the employee where possible.
- 4.08 Conducting periodic informal safety inspections of work sites and work-in-progress for unsafe conditions and activities and correcting any deficiencies.
- 4.09 Documenting employee violations of this directive and City and Department safety and loss prevention policies and procedures.
- 4.10 Reporting to the Department Director unsafe employee acts and conditions that cannot be corrected by the supervisor.
- 4.11 Investigating and reporting accidents occurring in the supervisor's area of responsibility, in a timely manner and in accordance with current policies and procedures.
- 4.12 Assuring injured employees receive immediate medical attention when necessary.
- 4.13 Conducting monthly safety and loss prevention meetings with their employees.
- 4.14 Documenting accidents, injuries, and unsafe activities of employees, and taking appropriate remedial or disciplinary action with employee.

- 4.15 Supervisors shall have the authority to amend or make exceptions to safety and loss prevention rules and instructions for specific job tasks.

5. Employee Responsibilities

Employees are required, as a condition of employment, to exercise due care, to prevent accidents and injuries to themselves, their co-workers, and members of the public and other losses in the course of their work. Employees shall not take unnecessary chances or attempt to work under hazardous conditions without appropriate training and equipment. Employee responsibilities include but are not limited to the following:

- 5.01 Complying with State and Federal laws and regulations in performance of their job or where violation may affect performance of the job.
- 5.02 Complying with this directive, and all City and Department safety and loss prevention policies, procedures, and written or oral safety rules and instructions.
- 5.03 Reporting all unsafe conditions or acts to the supervisor immediately upon detection.
- 5.04 Reporting all accidents and injuries immediately to their supervisor (or to the next higher supervisor, if the immediate supervisor is not available).
- 5.05 Not engaging in or participating in horseplay on the job.
- 5.06 Not engaging in or participating in any physically aggressive or other unsafe behavior toward co-workers or the public while on the job.

6. City Safety Committee

The City Safety Committee (Safety Connection) is established by this directive as an organization comprised of each department's safety committee chairperson and/or other employees designated by the department for the purpose of coordinating and promoting the City safety effort. The structure, activities, and responsibilities include, but are not limited to the following:

- 6.01 The Risk Manager shall chair, appoint a Chairperson, or conduct a committee election for a Chairperson of the committee. The Chairperson is responsible for scheduling meetings, developing agendas, and conducting the meetings on a monthly basis.
- 6.02 An Assistant Chairperson and Secretary shall be elected from among the committee members annually.
- 6.03 Meetings are used as a forum to discuss safety issues, to identify hazards, to develop and review safety and loss prevention policies and procedures, and to promote safety.

- 6.04 The Committee may be used for other safety and loss prevention needs as identified by Risk Management.

7. Department Safety Coordinator Responsibilities

The Department Safety Coordinator is appointed by the Department Director and assists the Managing Director, Director, and Risk Management in assuring effective implementation of the safety program within the Department. Responsibilities, in addition to normal work duties, include but are not limited to the following:

- 7.01 Serving as the Department representative on the City safety committee.
- 7.02 Assisting in the development of Department safety and loss prevention policies and procedures and safety rules and instructions for specific tasks or jobs.
- 7.03 Assisting the Department Director in implementing and overseeing the safety program within the Department.
- 7.04 Assisting Risk Management with safety programs, in investigation of accidents and hazardous situations, and in implementing corrective actions.
- 7.05 Assuring safety materials and information are distributed to employees.
- 7.06 Assisting departments in procurement of safety materials and equipment, and the establishment of safety related work/equipment specifications.
- 7.07 Assisting with the conduct of department safety training and meetings.