

903. Cardinal Rules of Safety _____ Effective: 12/02/2013
 Revised: ??/??/2023

~~The health and safety of employees~~ Employee safety is both a management and individual responsibility. Every action must be performed with a focus on health and safety. The Cardinal Rules of Safety are of the utmost importance in laying the foundation for a safe workplace and cannot be compromised. ~~Any breach of the following rules by any employee will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.~~

.1 Safe Driving and Equipment Operation

.11 A seatbelt shall be worn by all occupants during the operation of any motor vehicle or equipment that has been equipped with a seatbelt.
~~Failure to wear a seatbelt.~~

.12 No employees shall Knowingly Operating a City vehicle without a valid, applicable State license.

.13 _____

~~or policy or Failure to wear required personal protective equipment on as required.~~

~~Distracted driving/texting while driving.~~ Using a hand-held mobile phone or mobile electronic device while operating driving City vehicles or operating equipment is prohibited. This does not apply to use of cell phones in emergency situations to contact: 911, law enforcement agencies, fire departments, hospitals, and ambulance services.

.124 ~~De~~Employees shall not drive or operate eCity vehicles or heavy motorized equipment while under the influence of alcohol, drug/prescription medication, substances which may impair your/their ability to work safely.

.2 Machinery & Tools

.21 All necessary guards and safety devices must be in working order place and functioning as intended before operating equipment. Bypassing or circumventing safety controls without following established procedures is prohibited.

.32 Personal Protective Equipment

.2231 Employees must always wear the required personal protective equipment identified in a written hazard assessment, for the task at hand, specific task being performed.

.2432 Respiratory protection equipment must be worn as required by a written hazard assessment, required and specified in the job-written hazard assessment analysis.

.33 Fall protection equipment must be utilized as required and specified in the written hazard assessment.

.4 Jobsite Safety

.341 Knowingly putting yourself, another fellow employee(s) or any other person the public in imminent danger as defined by OSHA's Section 13(A) which could reasonably be expected to cause death or serious physical harm immediately, or knowingly failing to protect the public. Recklessly endangering yourself, fellow employee(e), or the public.

.442 Employees shall not enter a permit-required confined spaces must not be entered until written authorization is obtained by trained and competent personnel, entry supervisor has provided written authorization.

.43 Employees must verify that all hazardous energy sources have been locked and/or tagged out isolated and tagged (lock out/tag out) before performing any type of work in which the unexpected startup or release of stored energy could result in serious injury or death.

.44 Ensure that Employees must always use excavation protective systems as they are intended to be used. utilized properly. At no time shall anyone No employee or other persons shall be permitted or directed into an enter an unprotected excavation 4 feet or greater than 4 feet.

.5 Education & Coaching

Failure to report an on-duty accident or injury, injury incident

.51 It is essential that all employees are educated on the hazards that exist in their work areas and the policies, procedures, and written hazard assessments that are in place to protect them from those

hazards. Managers and supervisors should support this policy by reinforcing the requirements and communicating that misconduct will not be tolerated.

.52 Coaching is defined as a method of instructing an individual or group to develop skills to enhance productivity, overcome a performance problem, or correct unsafe behaviors.

.53 ~~Coaching~~ does not constitute discipline, but ~~an employee is the preferred method of~~ a vital tool for managers and supervisor ~~in educating employees~~~~correcting unsafe~~.

.54 It is appropriate for supervisor to coach employees to correct unsafe behaviors due to:~~actions.~~

.5421 Lack of training, or

.5422 Failure to understand safety policy or procedure.

.55 Guidelines to assist supervisors and managers in coaching employees for safety violations are listed in appendix A.

.526 While some situations may require disciplinary action, if coaching is more appropriate based on the totality of the circumstances, supervisors, management and/or HR should elect to coach without fear of facing disciplinary action for failing to address unsafe practices.~~This policy does not preclude City of Tulsa Management or the Safety Section of HR from coaching employee's employees who lack understanding or fail to follow safety policies, procedures, and hazard assessments, for fear of reprisal, as opposed to issuing corrective action.~~

~~Failure to cooperate and be truthful in a safety investigation.~~

.6 Failure to prepare safety related documentation.
Disciplinary Action

.61 The disciplinary hearing process is necessary for violation of this policy under the following criteria:

.611 Employee is aware of the safety policy requirements yet shows blatant disregard, or

.612 The employee expresses disregard for safety policy while being coached, or

.613 The employee continues to violate a safety policy after being coached for the same policy violation~~If coaching is ineffective in~~

~~correcting unsafe actions or the employee demonstrates intentional Willfully or intentionally Failureing to enforce safety policies and violations. A disregard breach of these rules will, result in a pre-termination hearing being shall be conducted to determine the appropriate disciplinary action to be taken, up to and including termination.~~