



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JUNE 6, 2016

ITEM NO: 14

File ID – 16-1731 – Discussion

SUBJECT: ADOPTION OF THE RIVERSIDE PUBLIC UTILITIES SAFETY AND ACCIDENT PREVENTION MANUAL INCORPORATING CHANGES TO ADDRESS CURRENT STATE AND FEDERAL LAWS AND RECOGNIZE JUNE AS NATIONAL SAFETY MONTH – NO FISCAL IMPACT

ISSUE:

The item for Board of Public Utilities consideration is the adoption of the Public Utilities Safety and Accident Prevention Manual and recognition of June as National Safety Month.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Recommend that the City Council adopt the Riverside Public Utilities Safety and Accident Prevention Manual; and
2. Recognize June as National Safety Month.

BACKGROUND:

Riverside Public Utilities has a Safety Manual that is provided to each new employee and is published in hard copy and available on the City's Intranet. The most important aspect of our operation is safety. Building on our culture of safety, formal adoption of the Safety Manual by the governing Board is an industry best practice. The Organizational Assessment performed by Hometown Connections included the following observation and recommendation:

The (Safety and Accident Prevention) manual is not formally adopted by RPU's governing bodies. This adoption is planned in the near future. While this may appear a small step, it is another important demonstration of commitment to safety at all levels of the city. Hometown would encourage RPU to have its governing bodies formally adopt the safety manual as an example of strong cooperation among city departments and the commitment to a top tier safety culture throughout.

The manual addresses common areas of safety for all of our divisions and areas of specific safety for our water, electric and generation utilities. The manual is formatted as a compilation of individual safety program written policies. These policies are written to cover a broad spectrum of workplace activities that may occur in the City of Riverside. These policies follow CAL-OSHA guidelines and best practices. The policies provide direction that applies to many situations that may occur in the workplace. In some instances the policies may not have the detail required for a specific operation. As such, the manual supplements and complements on-the-job training delivered and received throughout RPU.

Changes incorporated in the 2016 Edition address specific changes in state and federal law related to electrical hazards, work near open water bodies such as canals, and fall protection.

June is National Safety Month. Last year, RPU and the City conducted a number of activities related to workplace and personal safety. In 2016, staff is planning themed activities during each week related to driving safety, health and wellness, and dangers in the workplace and environment. The month will conclude with an all-hands safety fair. During the month of June, staff will be challenged to work with inter-divisional teams to create our next safety slogan which will be revealed during an October employee safety event.

FISCAL IMPACT:

There is no direct fiscal impact with adopting the Riverside Public Utilities Safety Manual. Operational standards associated with compliance are included in the current operating and capital improvement plan budgets of the respective divisions. De-minimus funds for National Safety Month recognition activities are budgeted and available within the current operating budgets.

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Approved by:	John A. Russo, City Manager
Approved as to form:	Gary Geuss, City Attorney

Attachment:	2016 Riverside Public Utilities Safety and Accident Prevention Manual
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