

State of Alabama)
City of Tuscaloosa)

EXECUTIVE ORDER OF THE MAYOR

To: All Department Heads

Number: **2011 - 001**
 File No. A11-0034

Date: January 7, 2011

Regarding: Departmental Safety Manuals

Authority:

By the authority vested in me by the applicable provisions of the laws of the State of Alabama, including but not limited to Ala. Code §11-44B-7 (1975), pursuant to which the Mayor of the City as the Chief Executive Officer has the general supervision and control of all other officers and the affairs of the City, except as otherwise provided by law, I, Walter Maddox, as Mayor do hereby order and direct as follows:

The City of Tuscaloosa is committed to a culture of safety and to providing a safe, and healthy work place for all of its employees and to conduct all operations as safely and efficiently as possible. It is the intent of the City to exercise all reasonable precautions necessary to prevent potential exposure to situations that may result in employee’s personal injury, illness or property damage.

It is important for the City to establish and comply with occupational health and safety rules, regulations and requirements and generally accepted industry specific best management practice, standards, and guidelines.

Nothing herein is intended to be a guarantee that no employee will ever be injured nor is there any intent to remove Department Heads or supervisors discretionary function in providing a safe work place for employees.

The City has established a job classification specification for an appointed individual to serve as the Safety and Wellness Director to facilitate a coordinated

City-wide approach to occupational safety management and employee health and wellness programs. However, day-to-day responsibility and accountability for safety of employees is assigned to each department head, their directors and supervisors. It is each department's responsibility to provide a safe environment and the appropriate tools, operational parameters, oversight and personal protective equipment as practical for the nature of work to be performed. Each department has a responsibility to see that safety rules, procedure, and/or guidelines are adequately enforced, and to see that the effective safety and health awareness training, communication and education programs are employed to each department's best advantage.

Each employee is directed to comply with all applicable safety regulations, as well as any other department rules, guidelines or procedures promulgated under the City's Safety and Health Programs. Each employee has the responsibility of performing his/her job in a safe and efficient manner and reporting any adverse conditions or hazards that exist. Each employee is given the authority, without fear of reprisal, to confidentially present his/her concern to the City's Safety and Wellness Director and/or the established Accident Review Board if he/she was unable to resolve his/her concerns regarding the safety of planned operations for them established in the chain of command for their department.

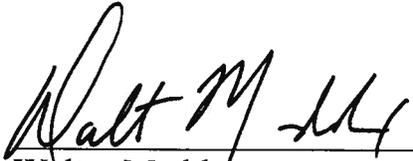
For each department that has employees performing in the heavy or very heavy category of work, which shall include the Police Department, Fire and Rescue Service, Water and Sewer Department, Tuscaloosa Department of Transportation, Environmental Services Department, and Facilities Maintenance Department, each department head is directed to develop a departmental safety manual consisting of a procedural general order (PGO) for all department activity and for the operation of all departmental equipment. The City's Safety & Wellness Director is available to assist in the drafting of departmental safety manuals, but it is the full responsibility of the Department Heads and their appointed project teams to complete the Departmental Safety Manuals. Department Heads are to complete the Departmental Safety Manuals and submit to the Mayor by August 1, 2011 and shall by July 1, 2011 submit a draft of the Departmental Safety Manuals to the City's Safety and Wellness Director for review, editing, suggestions and approval.

Implementation:

All Departments of the City and their respective employees to whom this Executive Order applies shall forthwith implement the same in accordance with its

terms and requirements. Nothing contained in this Order shall relieve a person from any requirement to obtain a license or other authorization in compliance with applicable laws and regulations. This Order is not intended to conflict with, supersede, or contradict any lawful ordinance or resolution duly enacted by the City Council. This Order does not create any right, benefit, or privilege, substantive or procedural, enforceable at law or in equity by a party against the City, its departments, agencies, entities, officers, employees, or agents, or any other person.

So Ordered from City Hall on the date indicated above.

A handwritten signature in black ink, appearing to read "Walter Maddox", written over a horizontal line.

Walter Maddox
Mayor, City of Tuscaloosa

c: Keith Reilly, Safety Director