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| <h2 style="margin: 0;">Health and Safety Program FY 05/06 Schedule</h2> |
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Specific training dates will be provided as we get closer to the actual event. Schedule is subject to change based on organizational needs.

| Date: | Activity/Item: |
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| July | <ul style="list-style-type: none"> ▪ FY 05/06 Health and Safety Program Events Calendar |
| August | <ul style="list-style-type: none"> ▪ Safety Communication – Current Issues ▪ Heat Stress |
| September | <ul style="list-style-type: none"> ▪ Safety Communication – Vehicle Safety ▪ Vehicle Inspection Checklist & Emergency items |
| October | <ul style="list-style-type: none"> ▪ Safety Communication – Cold and Flu Prevention ▪ Employee Assistance Program promotion |
| November | <ul style="list-style-type: none"> ▪ Safety Communication – Driving in inclement weather ▪ CPR/1st Aid Training |
| December | <ul style="list-style-type: none"> ▪ Safety Communication – Fire Preventions ▪ Holiday Fire Prevention Information |
| January | <ul style="list-style-type: none"> ▪ Safety Communication – Ergonomics ▪ Ergonomics/Stretching Exercises for Office Employees |
| February | <ul style="list-style-type: none"> ▪ Safety Communication – Preventing Strains and Sprains ▪ Stretching Exercises for Office Employees ▪ Lifting and Stretching for Field Employees |
| March | <ul style="list-style-type: none"> ▪ Safety Communication – Current Issues ▪ Forklift Training |
| April | <ul style="list-style-type: none"> ▪ Safety Communication – Current Issues ▪ Safety Communication – Outdoor Recreation Safety Awareness |
| May | <ul style="list-style-type: none"> ▪ Safety Communication – Current Issues ▪ Safety Communication – Annual Health and Safety Fair |
| June | <ul style="list-style-type: none"> ▪ Annual Health and Safety Fair – Centre Concord ▪ Fire Extinguisher Training |

City Health and Safety Program - FY 05/06

Safety Site Inspections

What it is:

A member of the HR Safety Program along with a Facilities representative and the appropriate department Safety Committee members will be visiting the following areas to ensure good housekeeping practices and established safety measures are being utilized. During the site inspections we will be talking with work crews about safety issues. This is a proactive approach to help prevent and reduce workplace injuries and encourage work crews to take a few moments to think about their personal safety. We will be coordinating these site inspections with the department, as well as line and field supervisors.

Why we're doing it:

Our goal is to raise safety awareness, and help ensure that our employees have the personal protection equipment and training they need to follow safe work practices. This isn't about "catching someone doing something wrong." Instead, it's an effort to provide relevant safety information, help remind employees how important it is to take responsibility for maintaining a safe working environment, and to take the time to ensure they are following safe work practices. The focus is on *keeping our employees safe*. This will also be a great opportunity to encourage discussion about any safety concerns they would like addressed by the Citywide Safety Committee.

What you can expect:

- ✓ Helpful safety information and suggestions on maintaining a safe work environment.
- ✓ Inspection of tools, equipment and vehicles to ensure safe work practices are being utilized.
- ✓ Personal protection equipment check: do you have the safety flares, cones, hard hats, safety glasses, leather gloves, etc. that you need to do your job safely? Are you using it properly?
- ✓ Listening respectfully to any safety concerns you may have and taking action as needed to address those issues.
- ✓ Elevating safety concerns to the appropriate authority for action.

What you can do:

- ✓ Understand that our role is to enhance your safety at work.
- ✓ Be open and honest about any safety-related problems you might be experiencing – we're here to help!
- ✓ Recognize the important role you play in ensuring workplace safety.
- ✓ Make a renewed commitment to safe work practices and use the appropriate personal protection equipment.

Site Inspection Schedule - FY 05/06

Note: Schedule subject to change

| Date/Time: | Inspection Sites: | Affected Departments: |
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| Aug 5, 2005 (July make up) 10 a.m. – 12 p.m. | Parks and Recreation 1) Meadow Homes Park & Pool and YMCA Child Care Center 2) Cambridge Park & Ygnacio Valley Park | PW- Maintenance Services and Community & Recreation Services |
| Aug 12, 2005 10 a.m. – 12 p.m. | Facilities Maintenance & Parks 1) Lime Ridge Park 2) Keller House | PW- Maintenance Services Department |
| August 30, 2005 | Community & Recreation Services 1) Camp Concord | Community & Recreation Services |
| September 9, 2005 10 a.m. – 12 p.m. | Facilities Maintenance & Parks 1) Willows Theater 2) Hillcrest Park/Horseman's Arena | PW- Maintenance Services Department |
| September 30, 2005 10 a.m. – 12 p.m. | Finance, Maintenance Services & Parks 1) Purchasing & warehouse 2) Maintenance. Services & Parks Admin Offices | Finance & PW- Maintenance Services Departments |
| October 14, 2005 10 a.m. – 12 p.m. | PW - Maintenance Services 1) City Arts Building 2) Vehicles and Equipment | PW- Maintenance Services Department |
| October 28, 2005 10 a.m. – 12 p.m. | Community & Recreation Services 1) Centre Concord | Community & Recreation Services Department |
| November 10, 2005 10 a.m. – 12 p.m. | Support Services 1) First Floor & Outer Buildings | Police Department |
| November 18, 2005 10 a.m. – 12 p.m. | City Management, City Attorney, Finance, B & N Services, Planning & Planning/Economic Dev & IT 1) Wing A 2) Wing C 3) Wing D | City Management, Finance, B & N Services, Planning & Planning/Economic , & IT Departments |
| December 2, 2005 10 a.m. – 12 p.m. | Administration, Support Services, & Field Operations 1) Second and Third Floors | Police Department |

Site Inspection Schedule - FY 05/06 (cont.)

Note: Schedule subject to change

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| January 20, 2006 10 a.m. – 12 p.m. | PW- Maintenance Services, City Management, & Community & Recreation Services 1) Baldwin Park, Dance Studio, & Childcare 2) Printing Services 3) Senior Center | PW- Maintenance Services, City Management, & Community & Recreation Services Departments |
| February 3, 2006 10 a.m. – 12 p.m. | Facilities Maintenance 1) Corp Yard: Paint, Electrical, & Carpenter Shops | PW - Maintenance Services |
| February 17, 2006 10 a.m. – 12 p.m. | Recreation, HR, & PW - Engineering Services 1) 2974 Salvio Street 2) 1957 Parkside Drive | Community & Recreation Services & PW - Engineering Services Departments |
| March 3, 2006 10 a.m. – 12 p.m. | Facilities Maintenance & Fleet Corp Yard: 1) Custodian Office & Storage Area 2) Fleet Maintenance: Garage and offices | PW - Maintenance Services |
| March 17, 2006 10 a.m. – 12 p.m. | Support Operations 1) PD Sub-stations | Police Department |
| April 7, 2006 10 a.m. – 12 p.m. | Infrastructure Maintenance 1) Pump Station | PW- Maintenance Services |
| April 21, 2006 10 a.m. – 12 p.m. | Facilities Maintenance & Parks 1) Sun Terrace Pre-School 2) Markham Nature Park | PW- Maintenance Services |
| May 12, 2006 10 a.m. – 12 p.m. | Community & Recreation Services 1) Diablo Creek Golf Course, Maintenance Area, Pro Shop & Office | Community & Recreation Services |
| May 26, 2006 10 a.m. – 12 p.m. | Parks and Community & Recreation Services 1) Willow Pass Park & Center | PW- Maintenance Services and Community & Recreation Services Departments |
| June 9, 2006 10 a.m. – 12 p.m. | Parks and Community & Recreation Services 1) Cowell Park & Pool | PW- Maintenance Services and Community & Recreation Services Departments |