



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of City Council

FROM: Ben Harvey, City Manager, Tori Hannah, Administrative Services
Director, Nick Smith and Bill Peake, Council Members

MEETING DATE: February 7, 2018

SUBJECT: Workplace Safety

CEQA STATUS: Does not constitute a 'Project' under California Environmental Quality Act (CEQA) Guidelines.

RECOMMENDATION

1. Adopt City Council Policy 300-8 'Workplace Safety';
2. Receive workplace safety status report;
3. Designate a City Council Member to replace Council Member Peake on the Workplace Safety Subcommittee; and
4. Approve continuation of Workplace Safety Subcommittee to Dec. 31, 2019.

DISCUSSION

The Workplace Safety Subcommittee (the "Subcommittee") was formed by Council action on December 21, 2016 and includes Council Members Peake and Smith. Subsequently, the Subcommittee met with City staff (Harvey, Culver, Hannah, and Krysyna) on Jan. 1, Oct. 30, and Dec. 19, 2017. The Subcommittee discussed a range of topics, including improvements to the proposed policy, workplace safety activities, and safety metrics. Staff prepared a draft safety/workers' compensation report. The Subcommittee proposes meeting with staff semiannually (or more often if desired or needed) to discuss progress towards implementation of the Workplace Safety Policy (the "Policy") proposed herein.

The proposed Policy highlights the importance of striving for an accident, injury, and illness free workplace. The Policy establishes key safety responsibilities and expectations of City management and staff. Benefits, as a result of reduced occupational accidents, injuries, and illnesses, accrue to the welfare of employees, their families and the community. Workers' Compensation expenditures should decline as a result of greater workplace safety.

In order to expedite the creation of requisite institutional policies, best practices and procedures to implement a comprehensive workplace safety program – and, to ensure that the municipal organization is expeditiously moving towards a culture of safety – City staff recommends capturing available City-wide salary savings from vacant and under-filled positions to be used for a temporary, part-time contract work place safety position. This proposed temporary, part-time contract position would work under the direction of the City Manager, engaging with all City Departments. City staff will seek City Council authorization for this proposed temporary,

part-time contract position either within the forthcoming mid-year budget amendment, or the Fiscal Year 2018-19 budget.

Having served on the Workplace Safety Subcommittee since its inception in 2016, Council Member Peake now wishes to afford the opportunity for engagement on this important topic to a fellow City Council Member. While it is suggested that the City Council Workplace Safety Subcommittee continue until December 31, 2019, it is requested that a replacement for Council Member Peake be designated at this time.

FINANCIAL IMPACT

There is no fiscal impact in adopting the proposed City Council Workplace Safety policy.

ATTACHMENTS

1. City Council Policy 300-8 'Workplace Safety'
2. Resolution No. 18-_____

RESPECTFULLY SUBMITTED



Ben Harvey, City Manager



Tori Hannah, Administrative Services Director



Nick Smith, Council Member



Bill Peake, Council Member

City of Pacific Grove City Council Policy

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I. PURPOSE

The City of Pacific Grove (“City”) values its employees, and a safe workplace demonstrates this commitment. The City’s workplace safety policy goal is for every employee to go home at the end of each work day as healthy as when she/he started. Ultimately, the City desires to instill and sustain a culture of safety within the municipal organization.

City employees and their families benefit from a healthy and accident-free workplace. The community benefits due to a reduction in workers’ lost time. And the municipal organization benefits from increased workplace morale and a reduction of Workers’ Compensation expenditures.

II. POLICY

The City commits to a safe workplace environment. In addition, the continual reduction of occupational accidents, injuries, and illnesses is a key City objective.

City staff will publish workplace safety metrics semiannually to document progress towards this objective. Workplace safety metrics should include benchmarking against peer organizations.

All reasonable precautions will be undertaken in this effort, including the provision of safety training and information, safety equipment, and reinforcement of safe workplace behavior. This effort includes the creation of workplace safety programs, as necessary.

City staff are expected to work in a safe manner at all times. Employees and supervisors share responsibility for ensuring workplace activities will be done safely. No workplace activity shall be undertaken if it cannot be done safely.

The City Manager is expected to reinforce safe working practices at all times and to instill a safety-minded workplace culture within the municipal organization.

RESOLUTION NO. 18-XXX
COUNCIL POLICY NO. 300-8
REGARDING WORKPLACE SAFETY

FINDINGS

1. The City commits to a safe workplace and safety culture.
2. An accident, injury, and illness-free workplace benefits the welfare of City employees and their families.
3. Safety metrics are a useful guide to progress towards safety objectives.
4. Working safely is the responsibility of all City employees and their supervisors.
5. Safety program costs and incremental costs for working safely are less than costs incurred due to worker injury or illness.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

1. The foregoing Findings are adopted by the City Council as though set forth in full.
2. Council Policy No. 300-8 is adopted as shown on the attachment hereto.
3. This Resolution shall take effect immediately following its adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this day of February 7, 2018, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL KAMPE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney