

## PERSONNEL SERVICES BULLETINS (PSBs)

500-9

**Subject:** Developing Safety Training Programs

**Supersedes:** Personnel Policy and Procedure No. 740-77e

**Date:** October 1, 1997

---

### I. Background

In Executive Order No. 38 (Citywide Occupational Safety and Health Program), dated August 20, 1997, the Mayor directs the establishment and conduct of effective employee safety programs in every agency. This Order explains the roles of the Department of Citywide Administrative Services and the agencies in establishing and conducting Citywide and agency safety training programs.

### II. Policy

#### A. Role of the Department of Citywide Administrative Services

The Citywide Office of Occupational Safety and Health of the Department of Citywide Administrative Services will assist agencies with technical advice and services in developing safety training programs for their employees.

#### B. Role of Agencies

Agencies are required to establish safety training programs in compliance with the responsibilities set forth in Article 2, Section 27- a of the New York State Labor Law, and contractual agreements.

### III. Procedure

#### A. Role of the Department of Citywide Administrative Services

Courses and seminars are conducted throughout the year based on emerging issues, problems, or areas of need identified by the Citywide Occupational Safety and Health Advisory Council. Announcements regarding these courses are sent directly to agency safety officers and agency training officers. The Citywide Office of Occupational Safety and Health has available on a loan basis safety literature, video cassettes and other training material.

#### B. Role of Agencies

Agencies should disseminate the information obtained from courses and seminars, labor/management training curriculum committees and other sources to their employees in accordance with the training requirements of the law and contractual agreements.

William J. Diamond  
Commissioner

---

**Inquiries:** Citywide Office of Occupational Safety and Health (212) 669-8825

**Issue No.** 2a-97