

PERSONNEL SERVICES BULLETIN

500-7R
PSB No.

Subject: Mayor's Executive Order No. 38 Relating to the Citywide Occupational Safety and Health Program: General Provisions

Supersedes: Personnel Services Bulletin No. 500-7

Source: Mayor's Executive Order No. 38 of August 20, 1997

Date: September 14, 2012

I. Policy

In Mayor's Executive Order No. 38 dated August 20, 1997, relating to the Citywide Occupational Safety and Health Program, the Mayor directs the establishment and conduct of effective employee safety and health programs in every Mayoral agency. The Order also assigns to the Department of Citywide Administrative Services (DCAS) the responsibility to coordinate these programs. A copy of the Order is available [here](#).

II. Procedure

A. Designation of Safety and Health Coordinator

Each agency should designate an employee who is a qualified safety and health officer and assign the necessary resources to conduct an effective program.

In the selection of a safety and health coordinator, consideration should be given to the qualifications, both technical and personal, needed for effective safety and health program management. The employee selected will be responsible for an agency-wide employee safety and health program and should be allotted the necessary agency resources to discharge this responsibility effectively.

B. Agency Employee Safety and Health Responsibilities

Each agency should study its present program and the extent to which its workplace safety and health needs are being met. It may be helpful to have a management analyst work with the safety and health coordinator in reviewing the present program and in developing a plan for increasing its effectiveness.

The following major components of an employee safety and health program should be considered in this review: compliance with occupational safety and health laws and regulations; collection and analysis of occupational illness and injury data; investigation of occupational illness and injuries; inspection of facilities and procedures; an asbestos management program with designated agency asbestos coordinator; identification of hazards; safety and health training; emergency response, and participation in the citywide health and safety program (CHASP) for major emergencies as required; and periodic review and evaluation. The Citywide Office of Occupational Safety and Health (COSH) at DCAS is available for consultation and assistance.

C. Occupational Illness and Injury

Each agency should provide an annual summary of its reportable occupational illnesses and injuries (taken from the New York State Department of Labor SH 900 Form) to COSH by March 15. The agency should also send a copy of any Survey of Occupational Injuries and Illnesses (BLS 9300) which they may receive to COSH when it is submitted to the New York State Department of Labor.

D. COSH Responsibilities

1. Assistance to Agencies

a. COSH has the responsibility, in the administration of the Citywide Occupational Safety and Health Program and with the goal of reducing hazards, accidents and occupational illnesses in City agency worksites, to:

- provide technical assistance in the planning and conduct of programs;
- establish policies, and provide oversight in ensuring compliance with the applicable government and contractual occupational safety and health laws and regulations;
- conduct supplementary training programs; to collect and analyze statistics; and
- identify and analyze emerging issues and legislation in the field of occupational safety and health.

2. Reporting to Committee

a. COSH provides periodic reports and updates to the Citywide Labor Management Safety and Health Committee of the total occupational safety and health programs and achievements by all Mayoral agencies, highlighting significant achievements, and making recommendations for improving both individual agency programs and Citywide programs.

Edna Wells Handy
Commissioner