

5. Safety Promotion

Safety promotion fosters a positive safety culture and improves safety performance by increasing safety awareness through training and communication. Appropriate training for all employees regardless of their position within the agency provides knowledge for a successful safety program. Through communication of lessons learned and safety performance data, employees are made aware of safety priorities and concerns as they relate to their individual job tasks and the entire organization.

5.1 Safety Training

All new and existing employees undergo Safety Plan familiarization training. Employees at all levels of the agency need to understand 1) what the Safety Plan is, 2) how it supports the agency's mission, and 3) what their specific individual Safety Plan responsibilities are. This core element of our comprehensive safety training program applies to all VOD employees directly responsible for safety, including:

- City Manager
- Chief Safety Officer; and
- Deputy Chief Safety Officer

Our safety training programs include, but are not limited to, the following:

New Employee Orientation:

- o Drug- and Alcohol-Free Workplace
- o Sexual Harassment Training and Awareness.

Independent Contractor Onboarding:

- o FTA/DOT Drug and Alcohol Program and required training
- o Safe Driving Tips
- o Zero Tolerance Policy barring operation of vehicles under the influence of drugs and alcohol or engaging in threatening or unlawful behavior
- o Covid/Infectious Disease Control and Prevention, including Safety Measures and Awareness.

Wheelchair Accessible Vehicle

- Training: o Manual Lift Operations
- o Proper Wheelchair Security.

VOD has developed job specifications for all job classifications which require certain skills training in order for personnel to perform job functions safely. For certain positions this will include initial as well as refresher training. VOD maintains records of all employees upon hire and manages their progress through training, annual recertification and retraining if required.

5.2 Safety Communication

All employees, from the City Manager to frontline personnel, shall communicate the