



## Legislation Details (With Text)

<b>File #:</b>	19-586	<b>Name:</b>	
<b>Type:</b>	Staff Report	<b>Status:</b>	Agenda Ready - Administrative Business
<b>File created:</b>	6/25/2019	<b>In control:</b>	Special City Council
<b>On agenda:</b>	7/10/2019	<b>Final action:</b>	
<b>Title:</b>	Report regarding a resolution approving the Third Amendment to the Consulting Services Agreement with Du-All Safety for safety program consultant services, for an additional \$70,000 for a total contract amount not to exceed \$445,000. (Leah Lockhart, Human Resources Director)		

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Attachment 1 Historical Safety Metrics Charts, 2. Item 1 SPCC Presentation - Safety Program Update.pdf

Date	Ver.	Action By	Action	Result
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Report regarding a resolution approving the Third Amendment to the Consulting Services Agreement with Du-All Safety for safety program consultant services, for an additional \$70,000 for a total contract amount not to exceed \$445,000. (Leah Lockhart, Human Resources Director)

### **RECOMMENDATION**

**It is recommended that the City Council of the City of South San Francisco adopt a resolution approving the third amendment to the consulting services agreement with Du-All Safety for safety program consulting services.**

### **BACKGROUND/DISCUSSION**

On July 13, 2016, the City Council approved a resolution authorizing the City Manager to enter into a consulting services agreement with Du-All for a Safety Program Consultant, in an amount not to exceed \$125,000. The scope of work for the safety program consultant was developed to create, promote and manage safe working conditions, implement injury prevention programs, educate the workforce, and enforce safety as a priority with the goal of reducing work-related injuries and illnesses. On September 6, 2017, the City Council approved an additional \$125,000 for a second year of services in order to focus on implementation of programs and plans developed during the initial year of the agreement. On June 27, 2018, the City Council approved another \$125,000 for a third year of services, in order to continue and expand safety programs, complete implementation of mandatory written safety programs, and to implement results of a City-wide safety perception survey.

In the first three years of the program, Du-All safety has worked collaboratively with the City-wide safety committee to implement a variety of both mandatory and voluntary safety programs and procedures, including an update to the City's injury and Illness Prevention Plan, specific written plans on mandatory safety and prevention topics, City-wide and site-specific Emergency Action Plans, and ergonomic workstation evaluations. Du-All safety also continues to provide OSHA-approved training on a variety of safety topics on an annual or as-needed basis, and periodic site assessments.

In 2018, the City conducted a City-wide safety perception survey in order to understand the strengths and weaknesses of the City's safety program from the perspective of employees, the findings showed that employees by and large had a positive view of the City's safety rules, programs, resources and procedures. However, the survey also showed that a significant number of employees reported a lack of involvement in safety activities, and lack of recognition for safety achievements. Therefore, one of the safety committee's priorities has been to implement employee engagement efforts such as regular departmental safety meetings, and a safety observation and feedback program to encourage participation of all staff in developing safety recommendations. In addition, a sub-committee was formed to develop and implement a safety recognition program.

In order to continue these efforts, staff recommends an extension of six months to complete implementation of plans that have been developed. This will include the launch of a safety recognition program, mandatory training on safety responsibilities for managers and supervisors, and a pilot safety observation program. The proposed workplan also includes the completion of remaining written safety programs on specific topics, along with continued safety training, evaluation of accident reports, trends and benchmarks, and periodic site inspections. Staff will issue an RFP for these continued programs in fall, 2019.

### Results

Since 2015, the City has seen a decrease in reported injuries and illnesses over prior years, with the most significant decline in the first half of 2019 as illustrated in Chart 1 (Attachment 1). The incident rate is well below the industry standard, indicating a positive overall performance in reducing total injuries and illnesses. As shown in Chart 2, the number of injuries involving loss of work time has also decreased in the first half of 2019, after rising slightly in the prior two years. While initial results are promising, additional time is needed to assess the sustained success of the City's safety program.

### FISCAL IMPACT

The fiscal impact for the 2019-2020 Fiscal Year is \$70,000 for the additional services performed during the six-month extension of the contract term. This represents just over half of the funding included in the adopted 2019-2020 budget for the safety program.

### RELATIONSHIP TO STRATEGIC PLAN

The safety program supports the City Council's priorities of Workforce Development, by creating a maintaining a culture of safety, and Fiscal Sustainability, by reducing costs associated with workplace injuries and illnesses.

### CONCLUSION

Staff recommends that City Council adopt a resolution approving a third amendment to the consulting services agreement with Du-All safety in order to continue progress on program implementation for the remainder of the 2019 calendar year.