



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources / Safety

CM/ DCM/ ACM: Sara Hensley, City Manager

DATE: June 28, 2022

SUBJECT

Consider approval of a resolution of the City of Denton adopting Policy No. 410.01 “Health, Safety, and Environmental Policy” of the City of Denton Policies and Procedures; and declaring an effective date.

POLICY PROCESS BACKGROUND

There are two different types of policy documents within the City of Denton’s Policy and Procedures Manual: Policies and Administrative Directives.

- **Policies** must be adopted and approved by the City Council. A “Policy” means a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. In order to revise a Policy Statement, the City Council must approve the revision.

Policies generally have a second section attached to them that describes the Administrative Procedures that the City Manager approves to implement the Council’s policies. The City Manager may approve revisions to the Administrative Procedures without referral to the City Council.

- **Administrative Directives** are approved and issued by the City Manager to city employees to establish rules and regulations concerning internal operational matters. Administrative Directives do not require City Council review or approval for enactment or revision.

Section 2-28 “Policies, procedures and directives” of the City’s Code of Ordinances provides for these definitions and approval processes.

DISCUSSION

Leadership is committed to growing a positive safety culture with a focus on continual improvement, including formalizing the City’s Safety Program, Policies, and Procedures.

The proposed Health, Safety, and Environmental Policy will be the overarching document to set the general approach and commitment to workplace health, safety and environment stewardship. From this foundational policy document, staff will adopt formal city-wide Administrative Directives for specific health and safety components such as Stop Work Authority, Personal Protective Equipment, Hazard Communication, Hearing Conservation, Respiratory Protection, Confined Space Entry, and more. These directives along with associated training are part of the larger effort to formalize, standardize, and build a comprehensive Safety program in the City to reduce risk of workplace incidents.

The attached policy document was submitted to the Policy Review Committee for review and comment. The Committee consists of representatives from selected departments and were asked to review and seek

feedback on the new policy/directive from the employees in the area/s they represent after it was completed in draft form.

RECOMMENDATION

Staff recommends approval of the resolution.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – New Policy No. 410.01 “Health, Safety, and Environmental Policy”

Respectfully submitted:

Misti Jefferson

Safety Director

Sarah Kuechler, Interim Director of
Human Resources