

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER NO. 116

June 28, 1988
(Amendment of Executive Order No. 30 (July 2, 1979))

CITYWIDE OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

By the power vested in me as Mayor of the City of New York, it is hereby ordered that Executive Order No. 30 of July 2, 1979 is amended to read as follows:

Section 1. Committee Established. The Citywide Occupational Safety and Health Committee (hereinafter called the Committee) is hereby established.

Section 2. Membership. The Committee shall be composed of the Director of Construction, the Corporation Counsel, the Commissioner of Health, the Director of the Office of Management and Budget, the Director of Municipal Labor Relations, the Director of Operations, the Director of Personnel and two union representatives. Each Committee member may designate in writing another person to serve as a alternate member in the member's place.

Section 3. Purposes.

(a) The Committee shall make recommendations concerning employee safety and occupational health policy to the Mayor.

(b) The Committee shall act as the City's liaison with Federal and State agencies in efforts to obtain grants to finance City employee safety and occupational health programs.

(c) The Committee shall review and evaluate all agency employee safety and occupational health programs (hereinafter called agency programs).

(d) The Committee shall develop citywide employee safety and occupational health programs as appropriate.

(e) The Committee shall perform any additional tasks in the field of employee safety and occupational health that the Mayor may assign.

Section 4. Responsibilities of the Director of Operations.

(a) The Director of Operations shall act as Chairman of the Committee.

(b) The Director of Operations shall take such actions, including the collection and analysis of safety data, accident data and occupational health data as are necessary to develop and to maintain a citywide employee safety and occupational health program.

(c) The Director of Operations shall coordinate the employee safety and occupational health activities of all City agencies; provide consultant and technical assistance services to all agencies in the planning and implementation of agency programs; and establish and conduct training programs to supplement agency programs.

Section 5. Responsibilities of Agency Heads.

(a) All agency heads shall continue to participate in any occupational Health and Safety Labor-Management Committee required by a collective bargaining agreement.

(b) All agency heads shall regularly review the standards and implementation of the agency program and develop effective procedures to meet agency employee safety and occupational health requirements. The agency program shall include procedures for the following purposes:

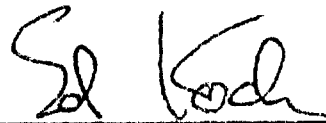
- (1) Collection and analysis of safety and occupational health data;
- (2) Investigation of all accidents;
- (3) Regular inspection of all facilities and work procedures;
- (4) Identification of health and safety hazards to employees and visitors and formulation of recommendations for elimination of such hazards;

- (5) Establishment of training programs to gain employees acceptance of safety rules, to assist first line supervisors to encourage and to enforce safe work procedures, and to improve the technical capabilities of employees assigned to safety duties; and
- (6) To report to the Director of Operations in such a manner and at such time as the Director of Operations may require with respect to:
 - (i) Accident statistics,
 - (ii) Accident costs,
 - (iii) Costs incurred in connection with efforts to prevent accidents, and
 - (iv) Any other information which the Director of Operations finds necessary to carry out his mandate.

(c) All agency heads shall designate a senior staff member to act as agency liaison to the committee, appoint a qualified agency employee safety and occupational health officer and provide such resources as may be required to conduct an effective agency program.

Section 6. Prior Orders Revoked. Executive Order No. 58, dated May 6, 1976, and Executive Order No. 109, dated August 28, 1969, are hereby revoked.

Section 7. Effective Date. This Order shall take effect immediately.



Edward I. Koch
M A Y O R



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

MEMORANDUM

TO: Agency Heads

FROM: Edward I. Koch

RE: Executive Order No. 116 (Amendment of Executive Order No. 30)

DATE: June 28, 1988

Local Law No. 60, which transferred responsibility for employee occupational safety and health programs from the Department of Personnel to the Mayor's Office of Operations, was enacted in August 1987. I have now amended Executive Order No. 30, which outlines agency responsibilities in this area, to place responsibility of the Citywide Occupational Safety and Health Committee with the Office of Operations.

The amended Executive Order recognizes the many changes in local and state laws. The New York State Right to Know Law requires that agencies prepare an inventory of chemicals used, provide awareness training in the use of chemicals and provide technical information in writing when requested by an employee. The requirements for asbestos abatement work are also more stringent with the passage of Local Laws 70 and 76. Agencies should now re-evaluate their programs for compliance with these and other health and safety laws, and designate a qualified health and safety officer.

Please advise Diane Trainor, the Director of the Citywide Occupational and Health Office, of the name of your designee and your plans for achieving compliance and, of course, do not hesitate to contact her if you require assistance. Her office is located at 11 Park Place; her telephone number is (212) 566-1515.

Thank you.