SECTION 13 – SAFETY

Effective 1/21/09
Replaces Policy _____
Dated _____

13.1 Accident/Injury Prevention.

Emphasis on safe working conditions, practices, and habits is the objective of the City's safety program. Minimizing the number of accidents and damages involving City employees or City equipment and property will result in benefits to employees and the City organization alike. Every member of the City staff must recognize and accept responsibility for successful safety initiatives, participating in the development, implementation, and ongoing efforts to improve the City's safety program. As an employee, you are expected to work in a manner consistent with our safety program and to report all accidents, near misses, and unsafe conditions to your immediate supervisor.

Department Directors, Managers and Supervisors are expected to provide continuing efforts to assure adequate safety training and proper equipment handling, as well as to reduce carelessness and neglect in City operations.

13.2 Accident/Injury Reporting.

All employees are responsible for immediately reporting to their immediate supervisor, or Department Director, all injuries or accidents that occur on the job, however small or minor. An "Initial Incident report" form must be completed by the supervisor and the employee, and turned in to the Risk Manager or HR Department within 24 hours of the incident or injury.

Reporting is required for any property/equipment damage, vehicular accident, and/or employee injury that requires first aid treatment or more. In addition, all vehicular accidents, serious injuries, or fatalities require immediate notification of the appropriate law enforcement agency, the Division of Safety, the Risk Manager or HR Department, and the employee's supervisor.

Subsequent forms may need to be submitted as described in the "Claims Reporting Procedure".

13.3 Safety Equipment and Devices.

The City will provide proper and necessary safety equipment and devices for employees engaged in work where they are required. Such equipment and devices, where provided, must be used properly. Failure by an employee to use provided equipment or devices, will be subject to disciplinary measures. Additionally, employees could lose 25% of workers' compensation benefits per Florida Statute § 440.09 (5).

13.4 Safety Committee.

A Safety Committee, made up of at least one employee representative from each department, will meet at least quarterly to discuss accident prevention, training, and safety concerns. Department Directors may appoint a representative or seek volunteers. The Risk Manager will be responsible for coordination of the meetings and will act as a facilitator. The Committee will elect a chairperson from the members and the person will serve a term of one (1) year with the possibility of serving a second term. No one will serve more than two consecutive terms; however, after a year's absence from the position, the person will be eligible for election. The chairperson is responsible for leading the meetings and the development of the agenda. In addition, minutes of all meetings will be recorded and distributed to all committee members prior to the next meeting and a copy provided to the City Manager an HR Director.

13.5 Employee Identification Policy.

Purpose

The City finds it is in the best interest of its employees' safety and security, and to identify City employees to the public, to have an employee identification policy. It is important to be able to identify a City employee whenever interaction with the public is possible and the employee is not wearing a City uniform. This policy requires commitment and compliance from all employees in order to accomplish its purpose.

Procedure

All employees shall have a photo identification badge produced and provided by the City including employees who wear a City uniform as part of his/her job.

A. Employees not in uniform shall display his/her City ID badge in a readily visible manner.

B. Employees will be issued badges through the HR Department, with assistance from IT, and shall sign a form for the receipt of the ID badge.

C. Employees are responsible for maintaining their ID badges in good, legible condition. ID badges should not be stored or worn in a manner that may cause cracking, breaking or any other damage. Examples are: storing ID badge on dashboard, glove box; repeated washing and/or drying; and, storing in a hip wallet.

D. Employees who have lost or damaged their ID cards shall be responsible for obtaining a new ID badge and at a replacement cost calculated from time to time to address increased costs of supplies and equipment.

E. Employees must present a receipt for the replacement cost, issued by the Finance Department, to HR and must have supervisor authorization before a replacement ID badge is provided except in the situation described in paragraphs (F) and (G) below.

F. Employees who have lost or damaged their ID badges in the course of their work will be provided a replacement ID badge at no cost; with a limit of two replacements.

G. Employees who have legally changed their name (Social Security Card), undergone a significant change in appearance (hairstyles are not contemplated) and work location (department level) will be entitled to a replacement ID badge reflecting the new information and at no cost.

H. An employee, upon leaving City employment, shall return his/her ID badge along with other articles belonging to the City.