SAFETY RESPONSIBILITIES

DEPARTMENT DIRECTORS SAFETY RESPONSIBILITIES

In order to achieve maximum job efficiency through accident prevention, all Department Directors must be accountable for support, and participate in and enforce all City of Oviedo safety procedures in their area(s) of authority.

The Department Directors safety responsibilities include but are not limited to the following:

1. Become familiar with the City of Oviedo Safety Handbook as well as its purpose.
2. Plan and schedule work operations in such a manner as to eliminate personal injury or property damage hazard.
3. Assure that positive follow up and corrective measures are accomplished on safety recommendations resulting from deficiencies detected by safety inspections or accident analysis of major or minor accidents.
4. Ensure through Department Supervisors that employees are aware of hazards related to their individual jobs and are properly instructed as to the safe practices that are required of them.
5. Furnish employees with proper personal protective equipment, if required, and make certain it is worn.
6. Encourage employees to actively participate in and support all safety activities.
7. Notify the appropriate personnel if injuries or accidents occur.
8. Request safety information when preparing for projects outside daily or regular routines.

It is an established statistic that 30 percent of all persons injured were employed less than six months. Also, it is found that very little training was attached to the job. It is important, therefore, that supervisors know how to train a new employee on all aspects of safety associated with the job.

Supervisors have a direct responsibility for the safety or employees under their supervision. It is their responsibility to see that established work methods and procedures are followed and enforced.

The supervisor's responsibilities further include but are not limited to:

1. Enforcing all general and departmental safety rules and regulations.
2. Setting a good example by complying withal safety standards and procedures.
3. Seeing that all accidents are reported and required reports are completed. Seeing that first aid is given in case of injury, following guidelines for transport when necessary and keeping track of employees' treatment.
4. Training employees by explaining job hazards and safety procedures especially to new employees, when new equipment/processes are introduced, revised or updated.

5. Inspecting work areas at the beginning of each day for any unsafe conditions and reporting them to the Department Directors or next level supervision.
6. Participating in scheduled safety inspections by the Safety Committee members.
7. Monitoring the employee's job assignments and observing the employee's operations to detect and correct unsafe work acts and/or conditions.
8. Explaining all applicable safe practices procedures and standards to employees under their direct supervision. This will include reviewing basic safety rules with employees and documenting the review.
9. Training assigned employees in the safe and efficient way to perform assigned tasks and how to react in an emergency.
10. Judging the training level and capabilities of each employee by being sure they satisfactorily demonstrate their ability and knowledge to perform assigned work in a safe and efficient manner before being permitted to do this work without constant supervision. Judgment should include the ability of the employee to meet the physical and mental requirement of the assignment.
11. Forwarding to the Department Directors requests, suggestions and complaints made to them with regards to safe working conditions, with possible recommendations for change or planned implementation.
12. Enforcing the use of personal protective equipment in their areas of authority.
13. Attending and participating in Department Safety Meetings
14. Being aware of inclement or severe weather conditions.

TRAINING AND THE SUPERVISORS

Supervisors should discuss the following with all new hired employees:

- All hazards within the department and importance of good housekeeping
- Special clean up rules, if applicable
- Review of City Safety Procedures
- Proper use of personal protective equipment
- Specific safety rules applicable in the department
- Proper lifting techniques
- Proper use of machine, hand tools, and material handling equipment
- Fire safety rules
- Walk through evacuation routes.
- What to do in case of any emergency
- What to do in case of accident, with or without injuries
- How to obtain first aid
- How to report unsafe working conditions

Supervisors should never assume a newly hired, newly assigned or re-assigned employee thoroughly knows the job safety procedures. The employee must be trained to perform according to approved department procedures.

Steps to help supervisors accomplish the training of employees:

1. **Be prepared:** Have on hand all equipment and materials to teach the job.

2. **Instruction:** Demonstrate and explain to the employees how the job is to be done, step-by-step. Emphasis should be placed on the hazardous steps and potential accidents.

3. **Application:** The employee is given the opportunity to demonstrate the tasks and the supervisor to evaluate the performance. The supervisor makes corrections as necessary.

See the Acknowledgement of Job Safety Instructions and Check List in the Forms section of this manual.

SAFETY COMMITTEE RESPONSIBILITIES

Basic function of the Safety Committee is to help create and maintain in all employees an active interest in safety and health. To achieve this, the committee will strive for a spirit of cooperation and a commitment to safety and health as a shared responsibility between management and the employees. The committee will strive to have a proper safety attitude as a positive influence on others and:

1. Perform informal investigations on all accidents.
2. Perform informal safety inspections in Departments on a periodical basis.
3. Report to affected Department on recommendations concerning accidents and Department safety inspections.
4. Assure that all safety rules are understood and that compliance meets the specified standards.
5. Set an example to fellow employees by individually complying with all safety rules.

The Safety Committee shall meet quarterly or on an as needed basis.

The Personnel Policies shall govern all actions made relative to safety violation/training.

The Safety committee will be comprised of employees from various departments. Periodic inspections of any and all City property will be made on a regular basis by the permanent members of the Safety committee, and any violation noted will be immediately reported to the Department Director for an immediate response.

The Safety Committee strongly encourages all employees to read the entire manual, and stresses that any incident, whether it is personal injury, property damage, accident, unsafe condition, or accident involving City property or equipment by other than City employees shall be reported immediately.

The Safety Committee encourages all employees to practice safe work procedures and welcome any ideas or suggestions anyone may have concerning the safety and well-being of our employees. If you have any questions concerning this manual, please do not hesitate to contact any member of the Safety Committee or the Director of Personnel.

EMPLOYEE SAFETY RESPONSIBILITIES

***Every employee has the responsibility for his/her own safety*.**

It is each employee's responsibility to become familiar with the safety rules pertaining to the job and to keep working conditions as safe as possible for all employees.

Employee safety responsibilities include but are not limited to:

1. Become familiar with and comply with all safety standards and procedures applicable to individual job responsibilities.
2. Before beginning a job, employees shall acknowledge that they can perform task(s) safely and without injury. If in doubt as to their ability to perform the work, they shall call this to the attention of their supervisor.
3. Follow instructions from their supervisor.
4. Report all unsafe conditions, regardless of where the conditions exist, to their supervisor.
5. Report immediately all accidents and injuries.
6. Employees shall cooperate with their supervisors when accident investigations are conducted so that accident causes can be determined and corrective action taken.
7. All guards or devices provided for machinery, equipment, and tools must be used. No modifications may be made to any machinery, equipment, or tools.
8. Attend all safety meetings within their department.
9. Support and participate in safety promotional and educational programs.
10. Wear Personal Protective Equipment (PPE).
11. Participate in required health, wellness, and safety medical evaluations.

SELF-INSPECTIONS SCHEDULE

An inspection program should address the work place and its surrounding areas:

<u>Daily</u>

Employees should inspect their work areas, tools and department at the beginning of each workday. All personnel whose duties take them into the fieldwork area should constantly check for unsafe actions and conditions. All cases where improvement is needed should be reported and corrected as soon as possible.

Weekly

Department Directors and Supervisors who may not normally get into the fieldwork areas should tour the area for the purpose of inspection and safety.

Monthly

Department Directors and Supervisors should conduct planned and scheduled inspections. These inspections should cover all areas. It is advised to schedule inspections when maximum observations can be made with the least amount of work interruption.

SAFETY MEETINGS - DEPARTMENTAL

Group safety meetings within each department are recommended on a scheduled basis. During the safety meeting, the following are recommended topics for discussion:

1. Potentially unsafe physical conditions or hazards, which exist on the job.
2. Unsafe acts by employees observed by the Supervisor or Director.
3. Typical accident hazards associated with work performed and which can be avoided.
4. Any accidents, which occurred after the previous safety meeting.
5. All employees are encouraged to discuss any unsafe acts or hazards, which they observed. An employee's suggestions should be reviewed and/or researched, if it contains information not previously reviewed or researched or if situations/circumstances have changed.
6. The location(s) of the fire extinguishers and first aid equipment as well as contact persons and telephone numbers in case of emergencies and accidents.
7. The use of all safety devices.
8. Follow up on all outstanding recommendations reviewed during prior safety meetings or the results of implementing recommendations.

Department/Building specific safety checklists are available from the Human Resources office.

ACCIDENT AND INJURY REPORTING

Workers Compensation Guidelines

1. Notify your supervisor of the accident immediately.
2. Notify Human Resources Department at 407-971-5524 or 407-790-6111 after hours of any type of injury or illness, when it occurred, and how it occurred.
3. Seek treatment if directed; during regular business hours contact personnel for the medical facility to be used. After regular business hours use CentraCare, at 407-200-2513 or the nearest Urgent Care or Emergency Room.
4. Follow the Workers Compensation Checklist and complete the necessary forms.

The Workers Compensation checklist and forms packet is located in the Forms section of the manual.

Auto Accident Reporting Guidelines

1. Stop immediately
2. Obtain medical aid for injured persons.
3. Call Police. They are required to investigate all accidents. FHP to be called for accidents involving City Police vehicles.
4. Call Supervisor for assistance and investigation.
5. Never admit fault or talk to anyone about the accident except your supervisor, the Police Department, FHP (where applicable) the Public Risk Management adjustor or representative. Public Risk Management is the City's self-insurance company. Give the other driver the PRM Vehicle Identification Information Card from the Accident Reporting Kit located in the glove compartment in each vehicle.
6. Immediately notify 407-971-5524 or 407-790-6111 after hours of the accident.
7. Complete the Auto Accident checklist and forms and forward all required paperwork to necessary departments on the same or next day.

The Auto Accident checklist and forms packet is located in the Forms section of the manual.