

## **GENERAL ORIENTATION PROGRAM - SAFETY SECTION**

Welcome to the City of Miami. The Safety Manager for the City of Miami is Patrice E. Rey, telephone number, 305-416-1732. The Safety Unit is part of the Risk Management Department which is located on the 9<sup>th</sup> Floor of the Miami Riverside Center (MRC) building at 444 SW 2<sup>nd</sup> Avenue.

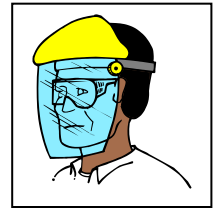
It is important to understand the basic safety elements of your job. The Safety Section will discuss topics such as Personal Protective Equipment (PPE), Proper Lifting Procedures, Care and Operation of City Vehicles and other General Safety Practices. More specific departmental safety orientation sessions will be conducted for employees of General Services Administration, Parks and Recreation, Public Works, and Solid Waste.

### **Personal Protective Equipment**

- **Make sure it fits you properly.**
- **Wear required pieces at all times while working.**

For more information, reference the Public Works Department Safety Handbook:

- Appendix – Supplemental Information, Personal Protective Equipment Matrix, pages 1-3.



### **Proper Lifting Procedures**

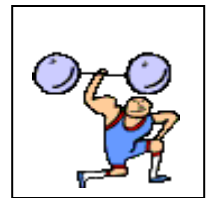
- **Never try to lift more than your capacity without assistance.**
- **Bend at your knees, not at your waist.**

For more information, reference the General Safety Manual:

- Appendix – Supplemental Information, Lifting, Carrying and Storage, pages 18-20 & 33-34.
- Appendix – Supplemental Information, Lifting, Carrying Form, pages 33-34.
- Appendix – Supplemental Information, Safe Lifting Techniques, pages 40-49.

Also, reference the Public Works Department Safety Handbook:

- Section IV, Material Handling & Forklifts, pages 7 & 8.



### **Care and Operation of City Vehicles**

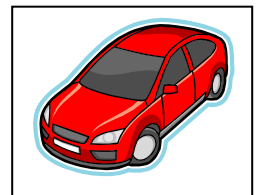
- **If you drive a City vehicle as part of your job, follow the Safe Driving Rules at all times.**

For more information, reference the following sections of the General Safety Manual:

- Vehicular Loss Control, Section VIII: Safe Driving Rules, pages 7-9.
- Appendix - Forms: Third Party Personal Injury/All Property Damage Report Form, page 68.

Or the following sections of the Public Works Department Safety Handbook:

- General Safety Standards, Section IV: Safe Driving Rules, pages 2-4.
- Appendix - Forms: Third Party Personal Injury/All Property Damage Report Form, page 26.
- Appendix - Forms: Driver's Vehicle Inspection Report, page 35.



### **General Safety Practices**

- Please refer to the following sections of the General Safety Manual:
  - Safety Training, Section VIII, pages 1-2.
  - Fire Safety Practice and Procedures, Section VIII, pages 4-10.
  - General Safety Rules, Policies and Procedures, Section VIII, pages 11-21.

Also, reference the Public Works Department Safety Handbook:

- General Safety Standards, Section IV, pages 5-14.



**Remember, you are the City of Miami's most important asset. You can make a big difference by following safe work practices every day.**

Your department has a General Safety Manual that contains important safety information. If your department has a Safety Handbook, your Supervisor will provide you with a copy and you will be provided with an orientation to the handbook's contents.