

## **SAFETY AND LOSS PREVENTION POLICY**

### **POLICY**

This policy supersedes 1-95.

It is the policy of the City of Miami to improve the effectiveness of public service at all levels by providing a safe and healthful work environment for City employees; providing for the safety and health of the public and preserving City resources through the implementation of the Safety and Loss Prevention Program. This program is administered by the Risk Management Department.

### **SCOPE**

The Safety and Loss Prevention Program covers all City of Miami Departments and Operations.

### **PROCEDURE**

All employees are responsible for ensuring their own safety as well as the safety of other employees, the public and City resources. The tasks, responsibilities, policies and procedures designed to achieve these goals are detailed in the General Employee Safety Manual and departmental Safety Handbook. It is the responsibility of each and every employee to comply with the provisions in the Manual and Handbook, as may be applicable to the employee's job responsibilities.

### **ADMINISTRATION**

The Director of the Risk Management Department, through the City-wide Safety Unit, is authorized to establish and maintain the Safety and Loss Prevention Program. The Program shall include, but not be limited to, overseeing a comprehensive, integrated and coordinated Safety and Loss Prevention Program designed to minimize losses due to on-the-job injuries and property damage. The Risk Management Administrator is further authorized to order the cessation of unsafe activities or operations which are determined to present an immediate and serious threat to the safety of the public, employees or City resources.

The City-wide Safety Unit under the supervision of the Director of Risk Management, is authorized to develop, implement, update and revise the General Employee Safety Manual as well as Departmental-specific Safety Handbooks. Further, the Safety Unit is authorized, but not limited to:

- Ensure that all employees are familiar with applicable safety rules, regulations and codes as specified in the General Safety Manual and/or applicable Safety Handbook;
- Coordinate employee training on current safety issues based on loss data;
- Conduct announced and unannounced routine inspections and audits of City facilities and operations to identify unsafe practices, operations or conditions;
- Report to departments regarding the unsafe conditions identified and recommended corrective actions;
- Oversee and coordinate testing for abatement of hazardous conditions and substances;
- Promote safety awareness to employees through regular and job specific safety training.

## **DEPARTMENT DIRECTORS**

Department Directors, including heads of official City entities (agencies, trusts) are responsible for ensuring participation in the Safety and Loss Prevention Program, which shall include the following:

- Ensuring that their employees receive and have access to the General Safety Manual and the Safety Handbook within their department;
- Providing employees the opportunity to attend safety training classes during working hours as long as city operations are not compromised.
- Enforcing a program of progressive disciplinary action consistent with current labor/management contracts to address violations of safety practices and procedures by employees.
- Implementing corrective actions to minimize and mitigate the City's exposure to loss as identified through safety audits and inspections;
- Ensuring that budgetary resources are allocated to provide appropriate safety equipment;
- Mandating that Supervisory personnel perform routine safety inspections and audits of workplaces and operations; and,
- Appointing a departmental safety liaison who will conduct departmental safety committee meetings at least quarterly and serve as a liaison to the City-wide Safety Unit.

## **SUPERVISORY PERSONNEL**

Supervisors are responsible for the daily safe working conditions and practices of employees on a day-to-day basis and are charged with the following:

- Providing and maintaining a safe working environment as prescribed by the General Safety Manual and/or Safety Handbook as well as all applicable federal, state and local laws;
- Providing new employees with a safety handbook and manual and orientation to job-specific safety rules and procedures;
- Ensuring that employees fully understand all applicable safety policies and procedures;
- Taking the necessary actions to report and correct safety hazards in facilities, work operations or equipment;
- Ensuring that all work-related injuries, vehicle accidents and visitor incidents are reported immediately to the Claims Network and that the appropriate reporting forms are completed and forwarded as indicated in the safety manual/handbooks (see Worker's Compensation Policies/Procedures);

- Ensuring that each employee has received proper training and/or certification for the job assigned and that proficiency in the assigned task(s) has been sufficiently demonstrated and documented;
- Maintaining documentation of all formal and informal employee safety training;
- Providing that all tools, equipment, safety devices and personal protective equipment are operational and adequate for the task performed;
- Conducting frequent formal and informal safety inspection checks of their facilities and operations and maintaining documentation of same as well as corrective actions taken;
- Conducting thorough investigations of all employee injuries and vehicle accidents immediately or as soon as possible after the event; and,
- Requiring employees to wear assigned personal protective equipment while performing job functions and recommending disciplinary actions for employees found to be violating this and other safety requirements.

### **EMPLOYEE RESPONSIBILITIES**

City of Miami employees are required to perform their work safely and exercise due care to prevent injuries to themselves, other employees and the public. Employees shall:

- Immediately report to their supervisor all accidents, unsafe conditions and/or operations and to cooperate with supervisory personnel and others conducting accident or incident investigations;
- Keep all work areas and equipment clean, orderly and in good condition;
- Inspect tools, equipment, safety devices and personal protective equipment prior to use and routinely thereafter;
- Understand instructions on safety requirements prior to starting work;
- Lift and handle materials properly. Ask for assistance when needed;
- Not ignore, remove or obscure any warning or safety device;
- Utilize all required safety equipment and personal protective equipment while performing job tasks. If equipment is not available or is in non-working condition, immediately notify the supervisor;
- Only perform work for which they are authorized and qualified;
- Be attentive to surroundings in work environment and potential hazards;
- Know the location of nearest fire extinguisher and emergency exit and cooperate with all required emergency drills;

- De-energize equipment involving stored energy (hydraulics, pneumatics and electrical outlets) before commencing work on them. Ensure equipment is properly grounded and in good condition;
- Have and maintain all required licenses and certifications (including driver's licenses). Immediately report to Supervisor any suspensions or revocations;
- Not operate any City of Miami vehicle without a current, valid State of Florida Driver's License; and,
- Not smoke, eat or drink except in designated and approved areas.

### **SAFETY TRAINING**

Training personnel in safe operations and practices are one of the most important elements in the Safety and Loss Prevention Program. Safety training not only involves education on specific issues; training serves to promote safety awareness, influences favorable attitudes towards safety and helps prevent accident recurrences. Department Directors and Supervisors are responsible for authorizing employees to attend safety training classes.

Employee Relations and City departments shall maintain documentation of employee safety training.

- New Employee Orientation
  - 1) Newly-hired employees are introduced to the Safety and Loss Prevention Program and sign a safety commitment statement at a General Orientation Session.
  - 2) All newly-hired employees are provided with a departmental safety orientation (if applicable) which shall include, as a minimum:
    - a. A review of the departmental safety handbook/general safety manual;
    - b. A review of required personal protective equipment, if applicable; and,
    - c. Review of procedures for reporting accidents and hazards.
- Current Employee Safety Training and Safety Refresher Classes
  - 1) Safety training and refresher courses will be scheduled and coordinated through the City-wide Safety Unit in the Risk Management Department. Training will be based on needs determined from departmental accident reports as well as new trends in safety, new policies and other topics of interest.

## **SAFETY LIBRARY**

The Safety Unit in the Risk Management department has available for all City Employees a safety library from which training aides may be checked out. The library consists of videos, PowerPoint presentations, and handouts in the form of brochures and pamphlets. The inventory can be viewed via email, through interoffice mail, or in person at the office of Risk Management. To check out a video or PowerPoint presentation, contact the Safety Unit for availability and check out procedures.

