



# SAFETY MANUAL

ADOPTED BY THE CITY MANAGER (March 24, 2008)  
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# **SAFETY MANUAL**

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# MISSION STATEMENT

The City of Ocoee is committed to the safety and well being of its Employees and Citizens with the ultimate goal being to provide the safest working and living environment possible for our Employees, Residents and Visitors.

# FORWARD

All employees are required to read and abide by the policies and procedures in this manual. All employees must report any incident, whether it is personal injury, property damage, accident, unsafe condition, or accident involving City property or equipment or by employees **IMMEDIATELY** to their immediate supervisor and/or Department Director and all forms filled out as applicable and forwarded to the Human Resources/Risk Management Director.

The City of Ocoee encourages all employees to work safe and welcomes 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, Human Resources Director, and/or the Safety Program Coordinator.

All employees are responsible for cooperation with, and support of, safety program objectives. Employees are expected to adopt the concept that the **SAFE WAY** is the most efficient and **only acceptable** way a task is to be accomplished.

To fulfill the overall mission of safety, City employees will:

- Ensure policies and practices are developed and adopted to protect our employees, our citizens, our facilities, and our resources.
- Ensure continued safety training and education programs for city employees to maintain and improve safe work practices.
- Ensure periodic safety inspections of departments and safety procedures citywide.
- Ensure immediate corrective actions to unsafe conditions.
- Evaluate accidents and incidents to determine preventability and recommend corrective action.

**CITY OF OCOEE**  
**MANAGEMENT COMMITMENT POLICY STATEMENT**

The Management of the City is committed to providing employees with a safe and healthful workplace. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority and will provide the financial resources for the correction of unsafe conditions.

The primary responsibility for the coordination, implementation and maintenance of the Safety Program will be:

**Name:** James Carnicella

**Title:** Human Resources/Risk Management Director

Senior Management will be actively involved with employees in establishing and maintaining an effective safety program. The Safety Program Coordinator, and/or other members of the management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation.
- Providing safety and health education and training.
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated into the Personnel Rules and Regulations as a condition of employment.

Signature: \_\_\_\_\_

Rob Frank, City Manager

Date: \_\_\_\_\_

**City of Ocoee**  
**Safety Policy and Procedures**

**Section 100**

**100.01 Job Hazard Analysis**

A job hazard analysis shall be performed for each department to determine if any potential hazards and/or liabilities caused by machinery, the surroundings, or the worker are visible. Its purpose is to eliminate or control all hazards and liabilities that can be caused by unsafe actions of the worker and unsafe conditions of the environment.

Department directors, managers, and supervisors will:

1. Conduct a job hazard analysis for each position assigned, listing all work tasks performed and evaluate these tasks as to their potential for accidents, and make changes accordingly.
2. Update the critical job procedure or practice whenever the respective process, equipment or materials are changed.
3. Review and verify each job hazard analysis annually.
4. Determine if there is a better procedure and/or process to reduce or eliminate the hazard.

**100.02 Material Safety Data Sheets**

*OSHA Standards 1910.1200 (a) (b) (c) (d) (e)*

Based on the Job Hazard Analysis, all Departments will maintain and make readily accessible, a MSDS (Material Safety Data Sheets) book. All Departments will follow the OSHA Hazard Communication Standards listed therein on this subject.

**100.03 Personal Protective Equipment (PPE)**

Based on the Job Hazard Analysis, all Departments will determine the types of PPE (Personal Protective Equipment) that the job requires. OSHA guidelines on recommended PPE will be followed. All PPE will be maintained and fitted properly. All PPE will be purchased by the City of Ocoee and will remain on the jobsite. No employee shall take home or store any PPE purchased by the City of Ocoee in a personal vehicle.

PPE includes but is not limited to: Safety Glasses, Goggles, Face Shields, Reflective Vest and Jackets, Gloves, Safety Shoes, rain Gear, Chain saw Chaps, Helmets, Ear muffs or plugs, Respirators, Life Jackets, Chemical suites and gloves.

In order to ensure those utilizing the equipment are protected, Department Directors, Managers, and Supervisors shall:

- A. Evaluate which exposures must be controlled with protective equipment.
- B. Research the type of protective equipment that is needed.
- C. Have selected employees trained in fitting and testing the equipment chosen.
- D. Establish and maintain any issue, fitting, and maintenance system.
- E. Explain the need for use of equipment to employees and discuss during safety meetings.
- F. Managers and Supervisors shall ensure that all personal protective equipment is being used.
- G. Managers and Supervisors will inspect the condition of all PPE on a Monthly basis.
- H. Managers and Supervisors will replace PPE on an as needed basis.
- I. Employees who abuse PPE will be subject to disciplinary action in accordance with Personnel Rules and Regulations Section 15.03, Group II number 9.

#### **100.04 PPE Standards**

1. ***HARD HATS*** to protect the head against falling objects, head bumping situations or electrical conductors. ***Selected head protection must comply with OSHA regulation 1910.135 OCCUPATIONAL HEAD PROTECTION.***
2. ***GOGGLES, FACE SHIELD, or SAFETY GLASSES*** to protect eyes and face against airborne debris, dust, flying particles, chips, liquid chemicals, heat, acids or caustic liquids, chemical gases or vapors, or potentially injurious light rays. *If employees are engaged in operations that involve eye hazards, safety glasses with prescription lenses or eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses shall be provided to those employees who normally wear prescription lenses. Selected Eye and Face protection must comply with OSHA regulation 1910.133 -EYE & FACE PROTECTION.*
3. ***EAR PLUGS/EAR MUFFS*** to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law. ***Selected hearing protectors must comply with OSHA regulation 1910.95 -OCCUPATIONAL NOISE EXPOSURE.***
4. ***RESPIRATORS, GAS MASKS, AIRLINE RESPIRATORS, HOSE MASKS, and SELF-CONTAINED BREATHING APPARATUS*** to protect employees against toxic or abnormal atmospheric conditions. ***Selected respiratory protection must comply with OSHA regulation 1910.134 -RESPIRATORY PROTECTION.***
5. ***SAFETY SHOES*** to protect feet against injuries from rolling or falling objects, objects piercing the sole, and where feet are exposed to electrical hazards. ***Selected foot protection must comply with OSHA regulation 1910.136 -OCCUPATIONAL FOOT PROTECTION.***

6. **LIFE JACKETS.** Lifejackets/Protective Floatation Devices shall be worn when working in, around, or over any body of water in order to increase your survival should you experience unexpected entry into the water. Lifejackets/PFDs must be Coast Guard approved, in good and serviceable condition, and the appropriate size for the intended user. Lifeguards are exempt from this requirement.
7. **REFLECTIVE VESTS OR BRIGHT ARTICLES** to increase workman visibility while working in or around traffic lanes. City of Ocoee employees are required to wear reflective vests or jackets whenever they are working in the roadway, areas which are in the immediate vicinity of traffic, or in construction areas identified by the supervision as being danger areas. The State of Florida Manual on Traffic Control and Safe Practices, and **Occupation Safety and Health Administration (OSHA) Standards 1926.21, 1926.28 and 1910.132** also provide the basis and intent for wearing of safety vests.
8. **PROTECTIVE CLOTHING** such as gloves, sleeves, aprons, leggings and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals. ***Selection of hand protection must comply with OSHA regulation 1910.138 -HAND PROTECTION***

#### **100.05 Mandatory Use of Personal Protective Equipment**

The use of PPE will be Mandatory as a condition of employment when PPE has been deemed a necessary element of any job duty. ***SUPERVISORS WILL BE HELD ACCOUNTABLE FOR EMPLOYEES ALLOWED TO WORK WITHOUT COMPLIANCE.***

***The Florida Worker's Compensation Law states as follows in paragraph 440.09(5):***

***"If an injury is caused by the willful refusal of the employee to use a safety appliance or observe a safety rule required by statute or lawfully adopted by the Division of Worker's Compensation, and brought prior to the accident to the employer's knowledge, or if where the injury is caused by the knowing refusal of the employee to use a safety appliance provided by the employer, the compensation as provided in this chapter shall be reduced 25 percent."***

An employee who may disagree with certain safety practices should not refuse to perform their duties, but rather ask for a review of the safety practices in question. The employee may request a review of the practice by the Safety Committee if the employee continues to disagree with Departmental review of the safety practice in question.

#### **100.06 Proper Dress for Work**

***Each employee will wear clothing suitable to the job he/she is performing at all times.*** Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc.

Individuals with long hair shall wear a cap or net while working around machines.

Individuals required to wear breathing devices in toxic atmospheres shall be clean-shaven where the mask contacts the face.

***EMPLOYEES WORKING IN HAZARDOUS AREAS WILL NOT WEAR TENNIS SHOES, LOAFERS, OR SANDALS.***

**100.07 Departmental Inspections**

Departmental inspections should occur at the following intervals:

**Daily** – Employees should inspect their work area, tools, vehicles, and equipment at the beginning of each workday. If any unsafe condition is noted it should be reported immediately to their Supervisor for corrective action to be taken.

**Weekly** – Managers and Supervisors shall conduct inspections of work areas, vehicles, tools, and equipment for safe operations.

**Monthly** – Planned, scheduled, and documented inspections by Managers and Supervisors on all equipment, vehicles, facilities, and/or when recommended by the Safety Committee as a result of investigations and/or trend analysis report.

1. Departments shall tailor a checklist to suit specific Department requirements and ensure that they are completed accurately.
2. Department Directors will forward a copy of all inspection reports to the Safety Program Coordinator on a monthly basis.
3. Departments will review previous inspection and accident reports to ensure previous recommendations have been completed.

As a result of any inspection, Department Personnel should:

1. Correct any Safety Issues immediately whenever possible.
2. Notify any responsible Department of Safety Issues that fall within their purview (i.e. vehicle maintenance, facilities maintenance, etc).
3. Conditions that cannot be corrected immediately should be conveyed to management in a written report. The conditions should be listed in the order of priority, including suggested solutions and compliance dates, if possible.
4. Any unsafe tools, equipment, and vehicles shall be taken out of service until corrective action can be taken.

## Section 200 Safety and Health Training

### **200.01 Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies and procedures pertaining to his or her job.

### **200.02 Job-Specific Training**

1. Managers/Supervisors will initially train employees on how to perform assigned job tasks safely.
2. Managers/Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual.
3. Managers/Supervisors will observe employees performing the work. If necessary, the Manager/Supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
4. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
5. Managers/Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

### **200.03 Formal Safety Training**

Based upon the Job Hazard Analysis, employees will receive the following training:

1. **Right-to-Know Training** - Managers/Supervisors will insure that all employees are briefed and trained on the hazardous substances in the workplace within 30 days of assignment, in accordance with the provisions of Florida Statute Chapter 442.
2. **Noise Exposure Protection Training** - All employees whose noise exposure equals or exceeds an eight hour *time-weighted average (TWA)* of 85 decibels measured on the A scale (slow response) or, equivalently a dose of fifty percent shall participate in this training. The time-weighted average sound level is an average sound level determined by several sound level measures and the time duration for each sound level. Exposure to impulsive or impact noise shall not exceed 140dB peak sound pressure level. **OSHA Standard 1910.95**
3. **Respiratory Protection Program** – All employees whose Job Hazard Analysis requires the use of respiratory protection will receive training according to **OSHA Standard 1910.134**

4. **Confined Space Entry Program** – Proper training and equipment is required before any employee enters into a confined space. The objective of this Confined Space Entry Program is to help ensure the safety of all employees involved in confined space work operations. *A confined space refers to a space which has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce hazardous atmospheres, and which is not intended for continuous employee occupancy. Examples of such confined spaces include but are not limited to* metering vaults, regulating vaults, valve vaults, storage tanks, sludge pump vaults, well housings, dam site gate control chambers, pipelines, trenches, filter beds, air vacuum and release vaults, and other utility vaults, manholes and tunnels. **OSHA Standard 1910.146**
5. **Infection Prevention Program / Bloodborne Pathogen** - *All employees who could be reasonably anticipated as the result of performing their job duties to have skin, eye, mucous membrane, or parenteral contact with blood and other potentially infectious materials (i.e.: semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluid) shall receive Bloodborne Pathogen training. OSHA Standard 1910.1030. All employees whose Job Hazard Analysis shows their position is at risk to exposure to the HBV virus will be offered the Hepatitis B Vaccination series in accordance with OSHA Standard 1910.1030.*
6. **Trenching and Safe Excavations Operating Program** – All employees whose Job Hazard Analysis requires them to operate in excavations or trenches will receive training on **OSHA Standard 1926.652**.
7. **Heat Stress Training Program** - All employees whose Job Hazard Analysis requires them to work in conditions that could result in Heat Stress will be trained annually. Training will be consistent with the OSHA Technical Manual on Heat Stress.
8. **First Aid / CPR / AED Training Program** – All City of Ocoee employees will receive this training. Training will be conducted by American Heart Association approved instructors, or by personnel with training that is equivalent to or exceeds American Heart Association Standards.
9. **Chain Saw Training Program** - All employees whose Job Hazard Analysis requires them to work with Chain Saws will receive training on proper Chain Saw operation according to the OSHA Chain Saw Operation Card, and on proper PPE that should be worn while operating a Chain Saw.
10. **Safe Driver Training Program** – All employees whose Job requires them to drive a City of Ocoee vehicle will receive training on Safe Driving techniques. The training should be given on an annual basis. The training curriculum for this program will be selected by the Human Resources/Risk Management Director.
11. **Lockout/Tagout Training Program** - This training sets forth procedures to protect employees from the hazards of unexpected energization, start-up or release of stored energy, and all potentially hazardous energy sources. **OSHA Standard 1910.147.**

## **Section 300** **First Aid Procedures**

### **300.01 Minor First Aid Treatment**

First aid kits are kept in all departments and in all City vehicles. First Aid kits will be inspected as part of departmental inspections. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor
- Administer first aid treatment to the injury or wound
- If a first aid kit is used, indicate usage on the accident investigation report
- Access to a first aid kit is not intended to be a substitute for medical attention
- Provide details for the completion of the accident investigation report

### **300.02 Non-Emergency Medical Treatment**

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your Manager/Supervisor
- Proceed to the posted medical facility. Your Manager/Supervisor may assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

### **300.03 Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Call 911 and seek assistance from a co-worker
- Provide details for the completion of the accident investigation report

## **Section 400** **General Safety Rules**

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense to carry out assigned duties.

- Driving Rules and Regulations
- Procedures for Reporting Accidents and/or Breakdowns of City vehicles
- Safety Equipment
- Operations in the Public Way
- Office Safety
- Ladders and Scaffolding
- Specific Prohibited Actions

### **400.01 Driving Rules and Regulations**

All drivers of City vehicles, and those using their personal vehicle for City business, will comply with all applicable laws of the state as well as any additional regulations of the City. Police and Fire vehicles under emergency situations are exempted from the usual motor vehicle laws and rules, but are required to exercise due caution and care in travel, in accordance with Florida Statutes, Chapter 316 and departmental S.O.P.'s

1. It is the City of Ocoee policy that no vehicle will be placed in motion before the driver and all passengers have buckled their seat belts.
2. Backing up vehicles without a clear view behind the vehicle will be done only with the assistance of a guide. If another employee is in the vehicle, he/she will get out and guide the vehicle back using standardized hand and voice signals. If the driver is alone, he/she will get out of the vehicle and inspect the area behind before backing. Again, strict caution is to be observed.
3. Garbage collection workers must exercise caution and utilize running boards and safety handles when actively collecting garbage. At other times, workers must ride inside the cab and must wear seatbelts.
4. Riding on the sides, tool boxes, tailgates or roof of any truck is prohibited. Riders will be seated only in the intended area with seatbelts.
5. Drivers will carry their valid driver's license at all times when operating motor vehicles.
6. Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his Manager/Supervisor. Failure of any employee to report a change in license status will result in disciplinary action in accordance with prescribed personnel rules.
7. Riding on running boards of trucks is strictly prohibited. (Exception see # 3).

8. Except for Police and Fire in authorized emergencies, posted speed limits will be strictly adhered to.
9. Drivers will direct their full attention to driving only. Inspections of streets, trees, signs etc. will be made by a passenger, not the driver.
10. Per state law, during periods of limited visibility or anytime windshield wipers are in use, vehicle headlights will be turned on.
11. All drivers may be subject to periodic review of their driving ability and be subject to attend a safe driving course.
12. Consumption of alcoholic beverages or illegal narcotics prior to or during operation of a vehicle is strictly prohibited.
13. Any employee who operates a city vehicle must report to their Manager/Supervisor when a physician prescribes medication that may impact their ability to drive.
14. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be connected and checked for proper operation.
15. All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
16. No more than three (3) persons will ride in the front seat of any vehicle. Further, no rider shall be seated in a vehicle without a seatbelt. No passengers are allowed in the box or bed of any pickup or other truck except when authorized by the City Manager (i.e. parades, special events, etc).
17. Cell phone usage while driving is prohibited, unless a hands free unit is being used. Due to recent research about the safety of cell phone use while driving, the City of Ocoee prohibits employee's use of cellular phones while driving city vehicles. Employees who violate this policy may be subject to disciplinary actions, up to and including employment termination.
18. These rules may be updated periodically and may be amended as necessary.

#### **400.02 Parking/Inspection/Security of Vehicles**

1. City vehicles are not to be parked in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times when a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
2. No City vehicle is to be left running or unattended with ignition key left in the ignition. (Excludes Fire Department)
3. All City vehicles will be locked when not in use. (Excludes Fire Department)

4. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under inflated tires, or any other condition which may create an unsafe situation. It is the driver's responsibility to see that a vehicle is in safe operating condition.
5. All city vehicles will be subject to an annual inspection through the city's fleet maintenance department.
6. Any deficiency encountered will be reported to a Manager/Supervisor immediately. It will be the Manager/Supervisor's responsibility to insure that appropriate action is taken to correct the problem.

#### **400.03 Equipment/Operation**

1. SAFETY BELTS WILL BE WORN AT ALL TIMES BY ALL DRIVERS AND PASSENGERS IN CITY VEHICLES THAT ARE EQUIPPED WITH THEM.
2. The vehicle registration shall be in the vehicle at all times.
3. Turn signals will be utilized by all drives at all times in ample time to warn oncoming or following vehicles of the intent.
4. Drivers will insure that the windows, headlights, tail lights and windshield wipers are clean and operational at all times.
5. Tailgates will be up and latched when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate.
6. In any case, the driver of the vehicle is responsible to see that all necessary conditions are met on his/her vehicle before he/she operates it.
7. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will insure that the load is secure on the truck and that overhangs are properly marked in accordance with applicable state and local laws.
8. The maximum number of passengers riding in a vehicle shall not exceed the number of seat belts/seating space prescribed.
9. No objects shall hang from or be displayed from any rear view mirror or window.

#### **400.04 Special Equipment**

Special equipment such as tractors, hi-lifts, high rangers, graders, plows, cranes or any unit which has special devices added for specific types of work will require formal instruction prior to use by the driver. This special training will include:

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration all safety equipment.

3. Knowledge of maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
4. Demonstration of operation.
5. New driver operation under supervision of designated trainers.
6. Instruction in driving to and from, or on and off a trailer, parking procedures and method for securing.
7. Road test required on special or large equipment.

A report of this training is to be documented in the employees' personnel record and may be required to be submitted to the Safety Program Coordinator.

Passengers will ride only in seats so designed for passengers on special equipment.

Operators will always look around and have a person guiding them when backing.

Construction type equipment will travel at prudent speeds without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when driving down the street. Triangular, orange colored slow-moving vehicle signs will be displayed on the rear of the vehicle.

Use of special equipment without previous training or authorization will result in disciplinary action.

#### **400.05 Outside Contractors**

1. All contractors hired to do work for the City of Ocoee will follow all local, state, and federal guidelines and laws. Any employee who witness's a contractor performing any work in an unsafe manner shall notify the appropriate department. Any contractor found not complying with these safety procedures will discontinue work until the problem is corrected, if the violation is one that places any employee in a life threatening or dangerous situation. The City Department overseeing the contractor will notify the contractor in writing to correct minor safety violations.
2. All contractors and organizations renting City of Ocoee facilities will provide certificates of insurance listing the City of Ocoee as an additional insured.

#### **400.06 Operations in the Public Right of Way**

1. If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian safety before such work is allowed to begin.
2. If traffic is affected by the operation, proper signing must be used to warn in advance of the work area. Traffic control signs in and around the affected area are to be correctly placed and maintained through the period when work is being performed and traffic obstructions exist.

3. Where barricades and signs are used overnight, Managers/Supervisors will examine the work area for proper placement at the end of the work day.
4. Lighted barricades will be used whenever possible for overnight protection.
5. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a roadway, a flagman wearing a protective vest will be stationed at the appropriate area for purposes of directing traffic.
6. All workers in or near the roadway will wear reflective vests or reflective clothing while at the work site. Reflective vest will meet the ANSI 107-2004 standard.
  - a. Class 1 vest is required when the posted speed limit is below 20 M.P.H.
  - b. Class 2 vest is required when the posted speed limit is between 20 and 50 M.P.H.
  - c. Class 3 vest is required when the posted speed limit exceeds 50 M.P.H.
7. A flag person will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers. A flag person must possess a certification card issued by the Florida Department of Transportation pursuant to **Florida State Statute 316.0745**.
8. Assistance in setting up signage or barricading should be available at any time from the Public Works department. Contact the Public Works supervisor if assistance is required. Any person setting up signage and barricades must possess a certification card issued by the Florida Department of Transportation pursuant to **Florida State Statute 316.0745**.
9. In any case where streets are significantly obstructed or closed for any period of time the Police and Fire Departments shall be notified of the situation and told approximately how long the closure should be in effect.

#### **400.07 Pedestrian Safety**

1. When pedestrian traffic is impeded by official City barricades, restrictive tape, rope, barricades or other restraint will be used to keep the public from the work site. If pedestrian traffic must be routed off sidewalks and into the street, cones, barricades and signs, to guard from vehicular traffic, will provide protection.
2. Holes in the sidewalk or parkway which must be left open will be covered whenever possible along with perimeter protection. Every reasonable means of preventing accidental entry into the hole should be used. Keep in mind that darkness and rain can complicate this situation.
3. Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the responsible Manager/Supervisor and the Safety Program Coordinator immediately.

#### **400.08 Office Safety**

Office work is more dangerous than is commonly assumed and many accidents occur during ordinary office routine.

1. Every employee shall be responsible to see that his/her own desk and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around. Good housekeeping is the key to a safe office environment.
2. Employees shall evacuate any city facilities when the fire alarm is sounding unless it is being tested. Those employees that work in city facilities should notify 911 upon any suspicion of a fire or danger and then evacuate the structure. Also, employees are responsible for knowing evacuation routes within their facilities.

#### **400.09 Specific Prohibited Actions**

1. Horseplay on the job will not be tolerated or condoned.
2. Use of headset radios and tape players by employees.

As a general policy, the use of personal headset radios or tape players by employees should not be permitted on the job for the following reasons:

- A. Headset units provide mental distraction from the concentration required to perform most jobs. Further, State Law prohibits the use of these items while operating motor vehicles and machinery.
- B. The ability to hear ambient sounds, including abnormal rattling and equipment noise is affected. Verbal communication from other employees is impaired as well.
- C. Hanging wires leading from the unit's receiver to the headset can prove dangerous when near machinery.
- D. Employees operating motor vehicles and machinery should exercise extreme caution when driving behind bicycle riders wearing headsets.

#### **400.10 Alcoholic Beverages**

1. Under no circumstances shall an employee report to work at the beginning of a shift, or after lunch break, under the influence of alcoholic beverages nor shall any alcoholic beverages be consumed during the workday or carried open or closed in any City vehicle. Failure to observe this rule may result in disciplinary actions.
2. Managers/Supervisors who have reasonable cause to believe that an employee is under the influence of alcoholic beverages shall contact the Human Resources Director immediately for further action to be taken.

**EMPLOYEES SHOULD REFRAIN FROM CONSUMING ANY ALCOHOLIC BEVERAGES AT LEAST 8 HOURS PRIOR TO REPORTING TO WORK!**

**400.11 Drug Abuse**

The use of or being under the influence of non-prescribed drugs or the abuse of prescribed drugs by employees while on the job, where the taking of the same could impair their judgment as determined by their Manager/Supervisor, will require the following actions:

1. The employee will be taken to the City Doctor, or other City authorized treatment facility, to determine the degree of impairment.
2. When it is determined that the employee has taken or is under the influence of a non-prescribed drug or an illegal drug, or has abused a prescribed drug, disciplinary action will be taken.

**400.12 Wearing of Jewelry**

Jewelry will not be worn while performing manual labor or around mechanical devices. Managers/Supervisors shall make the determination on the specific tasks to which this rule applies.

## Section 500 Plan Implementation

### **500.01 Assignment of Responsibilities**

#### **A. Human Resources/Risk Management Director**

1. Maintain the accident record system, make necessary reports, investigate fatal or serious accidents, and check corrective action taken by department directors to eliminate accident causes.
2. Ensure new employees are properly trained in matters of safety.
3. Ensure proper action has been taken on all violations of safety procedures.

#### **B. Safety Program Coordinator**

1. To conduct an aggressive proactive loss prevention program.
2. Submit to the City Manager through the Human Resources Director reports on the status of safety on a quarterly basis.
3. Act in an advisory capacity on all matters pertaining to safety, as required for the guidance of department directors, supervisors and employees.
4. To ensure inspections for the purpose of discovering and correcting unsafe work practices before they cause an accident.
5. Maintain outside professional contacts to exchange information with others and keep the Safety Program up to date.
6. Along with the Human Resources Director make certain all safety practices along with current local, state, and federal guidelines are followed.
7. Conduct training on a regular base as necessary to keep employees informed.
8. Administer the Safety Committee (see explanation below) with the Human Resources Director.

#### **C. Department Directors**

1. Department Directors are responsible for maintaining safe and healthy working conditions within his/her jurisdiction. It is expected that a sustained effort will be directed toward the *prevention* of injuries, accidents, potential liabilities.
2. Make necessary reports, investigate all accidents, and secure supervisors accident reports and check corrective action taken by supervisors to eliminate accidents recurrence.
3. Conduct department inspections for the purpose of discovering and correcting unsafe conditions or unsafe work practices prior to an accident.

4. Ensure that the Human Resources Director and Safety Program Coordinator are notified of injuries as they occur.
5. Forward to the Safety Program Coordinator all documentation on Monthly Safety Training.
6. Insure proper actions have been taken for violations of safety practices within 10 business days.

D. Managers/Supervisors

1. Provide job training and safety instructions to all employees on an initial and ongoing basis. Also focus attention upon potential hazards, changes in work condition or procedures, etc.
2. Promptly investigate accidents, immediately complete required reports, and ensure proper action has been taken to correct violations of safety practices.
3. Participate in all City of Ocoee sponsored Safety and stay abreast of all current safety practices.
4. Maintain high standards in housekeeping in the workplace.
5. Ensure tools, equipment and all PPE (Personal Protection Equipment) are maintained and properly utilized by regularly documented inspections.
6. Assist the department director in developing safety rules.

E. Employees

1. Report all accidents, and injuries to their Supervisor that occur within the course of employment immediately.
2. Immediately report to the Supervisor all-unsafe practices or conditions observed.
3. Cooperate and assist in investigation of accidents.
4. Actively support and participate in safety promotional and educational measures.
5. Be alert for unsafe conditions in the community.

**500.02 Safety Committee**

- A. The City Manager or his designee will appoint individuals to serve on a Safety Committee. The Safety Committee will be composed of:

- The Safety Program Coordinator and,

*One representative from the following departments:*

- Police Department
- Utilities Department
- Parks/Recreation Department
- Public Works Department
- Building Department
- City Hall Representative
- Human Resources Department
- Fleet Maintenance
- Fire Department

B. Safety Committee Responsibilities:

1. Meet on a monthly basis (more often if needed) and maintain records of meetings.
2. Review all accident/investigation reports for the previous month.
3. Review the circumstances and causes of all accidents, injury reports and general liability claims, and makes recommendations for preventative measures. Departmental Safety Committee members should conduct immediate investigations of all accidents, injury reports, and general liability claims, and call upon other Safety Committee members as needed.
4. Increase the knowledge and understanding of safety for all employees by promoting, recommending, and implementing educational and training activities.
5. Develop and recommend improvements to the safety program and insure corrective actions, i.e. warnings and disciplinary actions are consistence between departments.
6. Conduct periodic safety inspections and recommendations for correction of unsafe conditions and practices. Review Safety Policies and Procedures in all Departments.
7. Listen to suggestions by employees and report them to the committee for consideration.
8. Provide a quarterly report to the City Manager, regarding trend analysis and recommendations.

## **Section 600** **Accident/Incident Investigation**

### **600.01 Investigation Procedures**

An accident investigation will be performed by the Manager/Supervisor at the location where the accident occurred. Managers/Supervisors will investigate all accidents, injuries and occupational diseases using the following investigation procedures:

1. Implement temporary control measures to prevent any further injuries to employees.
2. Review the equipment, operation and processes to gain an understanding of the accident situation.
3. Identify and interview each witness and any other person who might provide clues/further details to the accident's causes.
4. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
5. Complete the accident investigation report.
6. Provide recommendations for corrective actions.
7. Indicate the need for additional or remedial safety training.
8. Employees shall cooperate with the investigation process.
9. Employees shall be truthful and complete during the investigation process. If the employee fails to do so, the employee may be subject to disciplinary action, up to and including termination.
10. Employees shall not discuss or comment on the liability of the accident/incident to other non-involved parties.

The City expects each employee to follow and support the safety program. If infractions occur, it is important that procedures be in place for both the City and the employee to resolve such issues.

**Accident/Incident investigation reports must be submitted to the Safety Program Coordinator within 24 hours of the accident, when possible.**

### **600.02 Enforcement and Discipline Action**

Unless a serious or blatant infraction of these standards occurs which could lead to any level of enforcement as determined by the Safety Committee and the Human Resources/Risk Management director, the following procedures shall apply:

First Offense – Memorandum of counseling to be kept in the Departmental file with remedial action of correction

Second Offense – Verbal warning with notation in the Safety Committee file and the Departmental file with remedial action of correction

Third Offense – Written warning with remedial action of correction to be kept in Personnel file.

Fourth Offense – From Suspension to Termination, depending on the severity of the infraction.

### **Appeal Procedure**

The following appeal procedure shall be used if a disagreement arises concerning safety and/or disciplinary actions.

1. A written appeal to the Safety Committee or a request to meet with the Safety Committee will be completed if involving the first or second offense.
2. For an appeal of a third or subsequent offense, the employee may appeal using the Personnel Rules and Regulations process.