CITY OF LARGO

SAFETY & LOSS PREVENTION GUIDE

Your guide to protecting the City of Largo’s most valuable resources, the employees.
In the event of an accident:

- If there are injuries call 911
- Notify your supervisor with the location
- Notify proper law enforcement
- Do not move your vehicle until directed to by proper authority
- Obtain phone numbers and addresses of witnesses
- Do not make a statement, discuss or defend to anyone other than police
INTRODUCTION

This handbook has been developed as a guide for protecting the City of Largo’s most valuable resource, our employees. Its purpose is to communicate general guidelines to prevent and reduce employee injuries and accidents, as well as the proper reporting and investigative procedures for on-the-job injuries and illnesses, vehicular accidents, liability, and property losses.

Due to the wide diversity of municipal operations, as well as the variations in departmental organizational structures, it is fully realized that certain terminology and specific procedures contained in these guidelines cannot be universally applied. There may be some processes virtually impossible or not practical for one department to implement, whereas another will have no difficulty with complying. Therefore, department directors will have latitude and are encouraged to formulate and implement alternative methods when necessary. It is, however, imperative to ensure that the loss prevention and safety objectives are not compromised when alternate methods are utilized.

These guidelines are designed to support and not override more specific departmental or risk management policies.

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UNSAFE CONDITIONS

Unsafe conditions observed anywhere in the City can be reported to Risk Management.

This Safety Manual and all Accident Reporting Forms are found at: Forms from HR/RISK
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety Policy</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Employee Safety Program Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A. Supervisors and Management Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. All Employees</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Safety Training</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A. Safety Orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Periodic Retraining</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>General Safety Guidelines</td>
<td>4-8</td>
</tr>
<tr>
<td></td>
<td>A. Work Habits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Work Areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Tobacco Free Workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Clothing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Eye Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Ear Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G. Machinery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H. Electric Hand Tools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I. Ladders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>J. Manual Material Handling and Lifting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Powered Material Handling and Lifting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L. Compressed Gas Cylinders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M. Operation of Electrical Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N. Fire Protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>O. Environmental Control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P. Ergonomic Applications</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Safety Inspections</td>
<td>8</td>
</tr>
<tr>
<td>6.</td>
<td>First Aid &amp; Work Related Injury</td>
<td>8</td>
</tr>
<tr>
<td>7.</td>
<td>Vehicle Safety</td>
<td>9-11</td>
</tr>
<tr>
<td></td>
<td>A. City Vehicle Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Personal Vehicle Use for City Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Vehicle Accidents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Reporting Requirements for Vehicle Crashes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Investigation of Vehicle Crashes</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Third Party <em>(not City)</em> Bodily Injury and Property Damage</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>A. Third Party Bodily Injury</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Third Party Property Damage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Reporting Requirements</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>City Property Damage <em>(except vehicles)</em></td>
<td>12</td>
</tr>
<tr>
<td>11.</td>
<td>Hazardous Communications - Right to Know</td>
<td>12</td>
</tr>
<tr>
<td>12.</td>
<td>Confined Space Entry Policy</td>
<td>13</td>
</tr>
<tr>
<td>13.</td>
<td>Lockout/Tagout</td>
<td>14</td>
</tr>
<tr>
<td>14.</td>
<td>Trenching and Shoring</td>
<td>14</td>
</tr>
<tr>
<td>15.</td>
<td>Maintenance of Traffic</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>A. Fundamental Principals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Basic Safety Principals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Set up for Traffic Control</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 1  SAFETY POLICY

“No job is so important or service so urgent that we cannot take time to do our work safely.”

The City of Largo is committed to and responsible for providing a safe and healthy work environment for all of its employees. To meet these standards, the City of Largo shall comply with applicable federal and state safety and health rules and regulations. The City of Largo’s goal is to decrease the frequency and severity of work related accidents, injuries, illnesses, and property damage.

To accomplish this goal, the City of Largo recognizes that the individual employee is the most important person for maintaining an effective safety program. The City expects each employee to respond to all safety efforts and to perform their assigned jobs in the safest manner possible while adhering to all established rules and procedures.

All employees need to understand that failure to follow these guidelines may result in disciplinary action.

SECTION 2  SAFETY PROGRAM RESPONSIBILITIES

Each City employee is responsible for following the provisions of the safety program as it pertains to their work responsibilities.

A. Supervisors and Management Staff

Supervisors have the responsibility of ensuring safe work habits are practiced and machines and equipment are maintained to ensure safety.

B. All Employees

All employees are required, as a condition of employment, to exercise due care to prevent injuries to themselves, fellow employees, the public, and damage to materials and equipment. Each employee should:

- Practice safe work habits.
- Report all unsafe conditions immediately to their supervisor.
- Keep their work area clean and orderly at all times.
- Report all accidents and injuries immediately to their supervisor.
- Do not engage in any horseplay.
- Lift and handle materials and equipment properly at all times.
- Obey all traffic rules when operating a City vehicle or a personal vehicle used for City purposes.
- Follow all safety rules and all work instructions. If any doubt exists about the safety of doing a job, the employee shall stop and get instructions from their supervisor before continuing work.
  - Operate only machines and equipment that they have been authorized to operate by their supervisor.
  - Use only the prescribed equipment for the job.
  - Wear and utilize all protective equipment as prescribed by their department.
SECTION 3       SAFETY TRAINING

A.  Safety Orientation

Each Department Director shall ensure that all department employees receive applicable safety and health training and that accurate and detailed written records are maintained for each employee.

Supervisors and/or managers will initially train employees on how to safely perform assigned job tasks.

Supervisors and/or managers will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before employees are permitted to do the work without supervision.

All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

Supervisors and managers will review safe work practices with employees before permitting new, non-routine, or specialized procedures to be performed.

B.  Periodic Retraining of Employees

All employees will be trained on safety rules, policies, and procedures.

Individual employees will be retrained after a work related injury caused by an unsafe act or work practice occurs or when a supervisor or manager observes an employee engaging in unsafe acts, practices, or behaviors. If an employee has any questions or concerns about needing additional training on any equipment or procedures, it should be immediately addressed with a supervisor.

SECTION 4       GENERAL SAFETY GUIDELINES

A.  Work Habits

It is mandatory that employees know and follow all safety guidelines pertaining to their job.

Employees should let their supervisor know if they feel they do not have adequate safety protection in any work activity.

Before starting any task, make sure all employees know exactly what is to be done and how to do it safely. Be sure employees work properly to protect themselves and others.

Make sure all tools and equipment are in proper working order. Do not fix anything yourself unless you are authorized to do so. Report unsafe equipment to your supervisor immediately. Do not take chances!

Horseplay is prohibited.

B.  Work Areas

Materials and supplies must be stored carefully. This will eliminate their falling on someone or resulting in a tripping hazard.

All chemicals and solvents must be kept in safety containers and properly labeled.

Flammable and highly combustible materials must be in metal safety containers with metal lids.

All rags must be kept in metal containers with metal lids.

Trash receptacles will be emptied on a daily basis.

Water on the floor or other spills should be removed as soon as possible.
C. Tobacco Free Workplace

(City of Largo Administrative Policies and Procedures Manual, Policy: Tobacco Free Workplace Policy, Policy Number: E-01-13)

All City buildings and property are designated as Non-smoking.

Employee tobacco use is not allowed in or around City facilities, on City owned property, inside City vehicles, or while operating any City equipment.

Employees are not able to use tobacco during city paid working hours including city-paid breaks – except for lunch/meal breaks which are the employee's own time. If using tobacco on lunch/meal break, the employee would have to go off City premises.

D. Clothing/Personal Protective Equipment (PPE)

Employees must project a professional image at all times. (City of Largo Administrative Policies and Procedures Manual, Policy: Dress Code, Policy Number: E-01-03)

Employees shall wear appropriate clothing and shoes for their work activities. Appropriate clothing shall be worn for all work activities. If Personal Protective Equipment (PPE) is assigned or designated, it must be worn.

Safety shoes must be worn where designated. (City of Largo Administrative Policies and Procedures Manual, Policy: Safety Shoes, Policy Number: E-01-04)

Loose or dangling jewelry, key chains, or other loose fitting items may not be worn when working on or near operating machines.

E. Eye Safety

When employees wear “adequate” eye protection, eye injuries can be prevented.

It is each department’s responsibility to determine which tasks require eye protection and specify the type of eye protection that can provide the best protection for their employees.

Each department shall match the eye safety equipment to the degree of hazard present, making sure the safety device properly fits each employee.

Questions about eye protection should be brought to the employee's supervisor and resolved before any job is started. Special eye protection concerns should also be discussed with the employee's supervisor.

F. Ear Safety

It is each department's responsibility to determine which tasks require ear protection and specify the type of ear protection that can provide the best ear protection.

Questions about ear protection should be brought to the employee's supervisor and resolved before any job is started.

G. Machinery

All personnel must be trained on the operation of any equipment prior to the employee activating the equipment. It is the supervisor’s responsibility to make certain that each employee knows and understands the proper operation of the machine as well as any potential hazards involved.

Use only those machines and equipment for which employees have been trained and are authorized to operate.

Supervisors are responsible for periodic inspections of all electrical tools and equipment. Any defects or malfunctions are to be reported to the supervisor immediately.

Only authorized personnel are permitted to do any electrical service work. Only authorized personnel are permitted to repair, adjust, test, or service electrical equipment.
Employees are to be thoroughly trained in the operation of their tools and equipment. They are expected to understand the manufacturers’ operating instructions.

Report all hazards to your supervisor.

Remember, loose or dangling jewelry, key chains, or other loose fitting items may not be worn when working on or near operating machines. Hair should not be worn loose since it could get caught in the revolving shafts of machinery or equipment.

H. Electric Hand Tools

Check all electrical tools before use to ascertain acceptable safe condition and the presence of all necessary safety devices and a current safety inspection tag. A thorough inspection must be made of the electrical cord and its components.

When using portable electric tools, use a portable electrical ground fault interrupter, just as you would around wet or metallic areas or on ladders.

All tools regardless of ownership must meet safety standards and be in good condition prior to use. Inspection of tools may be made at any time by management. The supervisor is authorized to ban the use of unsafe tools, regardless of ownership. Use the proper tool for the job. Do not substitute, alter, or use makeshift tools.

I. Ladders

Ladders and scaffolds must be strong enough for intended use. Ladders must be regularly and frequently inspected.

Do not use portable metal ladders near energized electrical circuits.

Use only City owned ladders. Only City employees are authorized to use City ladders.

When using a step-ladder 10 feet high or higher, another person must hold the ladder (except a platform ladder).

J. Manual Material Handling and Lifting

Employees are required to follow the correct lifting procedures: Take a firm grip, obtain secure footing, place feet a comfortable distance apart, keep back straight, bend from the knees, tuck in chin, and lift using leg muscles.

Heavy objects that cause excessive strain on the body and muscles should be lifted with the assistance of one or more persons. Never lift an object alone if it cannot be lifted properly and correctly by one person.

K. Powered Material Handling and Lifting Equipment

Only authorized personnel who are trained and qualified are permitted to operate industrial lift truck / fork lifts.

Make sure employees have a clear path, free of people or objects, before moving equipment. Be sure to check clearances in all directions – especially overhead clearances, (i.e., Powerlines).

Only the operator is permitted to operate or ride inside the truck, forklift, or other equipment unless a properly installed seat is provided for another person.

L. Compressed Gas Cylinders

Be extremely careful when handling compressed gas cylinders. Do not drop, jar, or expose them to extreme temperatures.

Except when in use, the valve cap or valve protection device must always be in place.

M. Operation of Electrical Equipment

Employees must see that all electrical equipment and tools are regularly inspected and any
malfunctions are reported so defects will be repaired. Proper safety equipment, i.e. goggles, face shield, or gloves, are to be worn.

Supervisors must be certain that all employees thoroughly understand the operating instructions for tools issued, and know how to properly inspect tools and equipment.

N. Fire Protection

Fires are caused by carelessness in operating equipment, handling hazardous materials, and personal habits, such as smoking. The two main ingredients of fire prevention are:

1. Eliminate all unsafe conditions which lead to fires.
2. Be on the alert for trouble before a fire starts.

Remember....three things are needed for fires to start. They are heat, fuel, and air combined in the correct proportion to cause combustion. Eliminating one of these will prevent a fire from starting.

Report any fire equipment defects immediately to a supervisor. Fire extinguishers should be checked monthly to be sure they are fully charged.

Oily rags should be kept in an approved, metal can with a spring lid to keep it closed.

Employees must know the location and proper operation of all protective fire equipment in the vicinity of their work areas.

Know primary and secondary exit routes from your area. When an emergency alarm sounds, evacuate immediately.

Call 9-1-1 for an emergency response.

O. Environmental Control

Chemicals/Safety Data Sheets (SDS)

Work processes and work locations can present health hazards to employees if they do not understand or apply common safety sense.

In order to be fully protected, employees must know the potential health hazards of the chemicals they are using or handling, and be constantly aware of their actions. Refer to the manufacturers safety data sheets (SDS), which are available in each department.

Remember to use the personal protective equipment to protect you from the exposure. Protective equipment shall be provided where appropriate.

Noise:

Exposure to excessive noise can cause a gradual decay in hearing ability. Please use the PPE provided by your department.

Exhaust Ventilation:

Exhaust systems, when provided at the work location, shall be used rather than relying solely on personal protective equipment.

Report any problems with exhaust systems (clogged filters, decreased volume of air movement, etc.) immediately to your supervisor.

Respirators:

Where various types of respirators are needed, care must be taken in proper selection. The respirator must provide adequate protection against the anticipated hazard. Whenever there is doubt, the device providing greater protection must be used. The supervisor shall select the respiratory protection adequate for the work to be accomplished with the approval of the Department Director.
Employees will not use a respirator unless they have been trained in its use and are qualified to wear the respirator.

When respirators are provided for a particular work activity, they must be used. When using a respirator, follow the manufacturer’s instructions or the specific instructions of the supervisor.

P. **Ergonomic Applications**

The City of Largo promotes proper utilization of ergonomic principles to protect the comfort and well being of employees in the work environment. The proper application of ergonomics is intended to reduce the risk of employee injuries and repetitive trauma in the office, work facilities, field, and while operating equipment.

The City uses modular office furniture that is adjustable and adaptable to various heights and configurations. Risk management works with Facility Management to ensure that work stations comply with medical restrictions/recommendations and reasonable accommodations for employee comfort. Upon request, standing workstations can be provided for employees. To meet the needs of employees working outside the office environment, the Fleet Department is to investigate ergonomic feasibility issues with the appropriate department before ordering vehicles, equipment, and machinery.

Education in ergonomic issues is provided to increase employee awareness. This contributes to the overall effort to reduce workplace injuries and fatigue in order to improve productivity. Upon request, Risk Management can obtain training videos through cooperative lending programs for instruction on specific ergonomic topics.

Risk Management encourages employee involvement and input regarding ergonomic factors in the workplace. Employees are asked to alert their supervisor to any potentially hazardous issues. Supervisors should be involved in assessing ergonomic problems in their department and work with Risk Management and Facility Management to resolve any issues.

**SECTION 5 SAFETY INSPECTIONS**

Employees are expected to conduct a safety inspection to eliminate any existing job hazard which may cause a personal injury, damage materials or equipment by doing:

1. Fire prevention inspections.
2. Other safety inspections according to the type of work involved.

**SECTION 6 FIRST AID & WORK RELATED INJURY**

Forms located at: Main Menu//Forms From HR//RISK (folder)

### Medical Treatment of a Work Related Injury

A work-related injury is a personal injury or illness arising out of, or in the course of City employment. Medical treatment of work related injuries is outlined below:

Report the accident to your supervisor immediately who will then document the injury and file the appropriate report. Risk Management is to be promptly notified.

Report all work related injuries immediately no matter how minor they may appear.

All work related injuries, regardless of how minor, shall be investigated by the manager of the employee involved with the assistance of the employee’s supervisor. If multiple employees are involved, all of the respective managers shall be involved in the investigation.

**Note:** The prevention of a recurrence is always the most important goal of an accident investigation. Prevention of a similar occurrence can be accomplished through correcting management policies, job procedures, job conditions, and employee safety training, as well as, applying fair, consistent, and timely disciplinary action.
SECTION 7 VEHICLE SAFETY

The City of Largo is committed to promoting safe driving of City vehicles and personal vehicles while on City business. City employees are expected to use the utmost caution when operating a vehicle while on City business. Any dangerous driving behavior (which is considered reckless) in the operation of a vehicle while on City business will not be tolerated.

Vehicle accidents/incidents must be reported to management immediately.

A vehicle crash is any activity involving a City vehicle for any reason, or a personal vehicle while on City business, which causes damage ($1,500.00 or more) to real or personal property, personal injury, or death.

A vehicle incident is an occurrence which results from the operation of a vehicle or equipment that causes damage to:

   • fixed objects
   • overhead structures
   • a City vehicle sustaining damage that is not a material loss and does not involve another vehicle, and there is no personal injury involved

A material loss is property damage in excess of $1,000.00

A. City Use

Employees shall operate all vehicles used for City business in a safe and efficient manner. In order to accomplish this, the following policies/practices will be followed:

1. All drivers will have a valid Florida driver’s license with the proper classification for the vehicle operated as determined by Florida law.

2. All applicable motor vehicle laws will be adhered to. Any traffic citations shall be the responsibility of the operator.

3. No unauthorized passengers or drivers will be allowed to either operate or ride in the vehicle.

4. Policy Number E-01-13 "Tobacco Free Workplace" - No person may use tobacco in any City of Largo building, facility, vehicle or while operating equipment.

5. Policy Number T-01-01 "Cellular Telephone and Personal Communication Devices" – Employees are not to use personal privately-owned communication devices for making calls or receiving calls while driving City Vehicles or Personal Vehicles for City business, unless authorized by the department director. At no time, shall employees use any type of Communication Device for Text messages while driving City Vehicles or Personal Vehicles for City business. This includes any type of Communication Device that requires the driver/operator to manually type or enter multiple letters, numbers, symbols, or other characteristics into a Communication Device, or while sending or reading data in such a device for the purpose of non-voice interpersonal communications, including but not limited to Communication methods known as Texting, E-mailing, and Instant Messaging per section 316.305 of the Florida State Statute.

6. Seat belts will be worn at all times while either operating or riding as a passenger in the vehicle.

7. All vehicle crashes or incidents will be reported and investigated in accordance with the City of Largo’s Vehicle Crash Policy found in the City’s Administration & Policy Procedures Manual under RS-01-06.

8. City vehicles shall be used for authorized purposes only.
9. Vehicles will be operated only when they are in safe operating condition. Vehicle safety equipment shall not be disabled or altered in any way without director approval. Each employee driving a vehicle on City business shall inspect the vehicle prior to operating it to assure that the vehicle is in good operating condition.

10. Any employee performing work which requires the operation of a City vehicle must notify their supervisor when their driver’s license has expired, been suspended or revoked. Failure to report shall be cause for disciplinary action, as described in the Personnel Manual, Code of Conduct.

B. Personal Vehicles

Employees who use their personal vehicle for City business must follow all applicable procedures listed above for City vehicle use. In addition, they must follow the personal vehicle policy found in the City’s Administrative Policies & Procedures Manual, Policy: Use of Personal Vehicles for City Business, Policy Number RS-01-07.

C. Vehicle Accidents

   In the event of a vehicle crash:
   1. If there are any injuries at the accident scene, call 9-1-1.
   2. Notify your supervisor, giving the location of the accident.
   3. Notify the law enforcement authority having jurisdiction. Police are to be called to the accident scene regardless of the amount of damage, the location of the occurrence, or who is involved.
   4. Do not move your vehicle until directed by proper authority; unless your vehicle is blocking traffic and is a hazard. Employees may move their vehicle to the side of the road to allow traffic to move.
   5. Obtain addresses and phone numbers of any witness(es).
   6. Obtain names, addresses, phone numbers, license numbers, description of vehicle(s) involved and pertinent insurance information.
   7. Employees shall not make a statement, discuss or defend their position regarding the accident or incident to anyone other than to the police, their supervisor, and Risk Management.
   8. If a City vehicle defect is alleged to have contributed or caused the accident, have the vehicle towed to Public Works, Central Garage, and notify Risk Management before the vehicle is repaired.

D. Reporting Requirements for Vehicle Crashes

   Form located at: Main Menu//Forms From HR//RISK (folder)
   1. A Vehicle Crash Report form will be filled out by the supervisor and driver of the vehicle and forwarded to Risk Management within 24 hours following the accident. This applies to all vehicle accidents.
   2. Vehicle accidents that involve third party bodily injury or property damage are to be reported immediately to Risk Management by the driver’s supervisor immediately upon notice that the accident has occurred. If an accident occurs outside of normal business hours, promptly notify Risk Management the next business day.

E. Investigation of Vehicle Crashes

When appropriate the Department Director or designee will schedule a meeting to be held with Risk Management to review the vehicle crash report, photographs, and statement of all parties involved. The employee will be available to answer questions regarding the crash. The Department Director or designee and Risk Management will jointly determine whether the crash was preventable. The Department Director or designee will give a written determination
within 3 working days of the meeting indicating whether the crash was determined to be preventable. In the event that the Department Director (or designee) and Risk Management disagree, each will provide a written summary to the Human Resources Director within 3 working days of the meeting. The Human Resources Director will review the facts of the crash and make a determination regarding whether the crash was preventable. The Human Resources Director will make a written recommendation within 2 working days of receiving the written summaries. The Department Director will take appropriate action as required and follow the guidelines for disciplinary action in the Personnel Rules and Regulations, Code of Conduct. Any disciplinary action will be reviewed with the Human Resources Director to ensure uniformity of action.

SECTION 8 THIRD PARTY (not City) BODILY INJURY AND PROPERTY DAMAGE

Form located at: Main Menu//Forms From HR//RISK (folder)

In the event that an employee is notified of, involved in, or is a witness to an accident that is connected with possible bodily injury to a member of the public or third party property damage, the following procedures apply.

A. Third Party Bodily Injury

1. If a member of the public has been seriously injured on a City premises, call 9-1-1 immediately and supply information requested (i.e. Physical street address, nature of injury and/or accident, etc.).

2. If anyone sustains a minor injury on City property, provide all reasonable assistance that is requested by the injured party.

3. Cooperate with the paramedics and City personnel called to the scene.

4. Do not discuss the accident (except to exchange information) regarding liability, or fault. Refer all inquiries to Risk Management.

5. Obtain as much information regarding the accident as possible (i.e. Who, what, when, how, and where) and document it in writing.

B. Third Party Property Damage

1. For property damage involving a third party, regardless of how minor, stop immediately, notify your supervisor, and report the damage to the third party. As thoroughly as possible, give the facts surrounding the accident.

2. Do not discuss the accident (except to exchange information) regarding liability, fault, etc. Refer all claims to Risk Management.

3. Cooperate with the police investigation if called to the scene.

4. Obtain as much information regarding the accident as possible and document it in writing.

C. Reporting Requirements

Form located at: Main Menu//Forms From HR//RISK (folder)

1. When an employee or member of the public reports a third party bodily injury or property damage, each department will ensure that a Liability Accident/Property Loss Report form is completed and forwarded to Risk Management within 24 hours of the notice of the accident.

2. Immediately report all third party bodily injuries and property damage, regardless of how minor, to your supervisor. Injuries requiring medical attention must also be reported immediately to Risk Management. If the injury occurs outside of normal business hours, promptly notify Risk Management the next
SECTION 9  CITY PROPERTY DAMAGE (except vehicles)

Form located at: Main Menu//Forms From HR//RISK (folder)

The City maintains property insurance coverage for its buildings, contents, boilers, machinery, and electronic data processing equipment.

In the Event of City Property Damage:  Stop immediately and notify your supervisor.

Take reasonable and prudent measures to protect the property from further damage.

Notify Risk Management of the property damage as soon as reasonably practical. If the damage occurs outside of normal business hours, promptly notify Risk Management between 8:00 am and 9:00 am the next business day.

Complete a Liability Accident/Property Loss Report form and forward it to Risk Management within 24 hours of the incident. The form is located in folder listed above as liabbrpt.ott.

SECTION 10  BLOOD BORNE PATHOGENS (Main Menu//Forms From HR//Risk//wcinjuryreport)

The City's Blood borne Pathogens Exposure Control Plan details the procedures for a comprehensive program which meets the requirements of national and local standards. While risk management will assist in the implementation of this plan, each employee is responsible for reviewing and becoming familiar with the plan.

Each department will be responsible to:

1. Ensure that AT-RISK employees receive training required by national, state and local standards as outlined in the City Blood borne Pathogens Exposure Control Plan.
2. Provide the required personal protective equipment (PPE).
3. Budget / fund the costs of the required preventative inoculations.
4. Coordinate and schedule the required inoculations.
5. Ensure that employees having an occupational exposure are referred to an approved occupational physician for treatment and medical case management.

SECTION 11  HAZARD COMMUNICATION - FLORIDA'S RIGHT-TO-KNOW LAW

The City of Largo has established policies and procedures to provide clarification to ensure compliance with OSHA's Hazardous Communication Standard (HCS) 29 CFR 1910.1200(g), revised in 2012 and Florida's Right-to-Know Law.

The primary purpose is to ensure that employees know about chemical hazards and how to protect themselves. This is to be accomplished by means of comprehensive hazard communications programs which include container labeling and other forms of warning, safety data sheets and employee training.

Employees shall receive appropriate training from their respective departments about the hazard communication plan. The training shall consist of reviewing the plan, how to read and interpret information on labels and SDS’s, the location of the SDS’s, procedures for safe handling and storage practices which includes any personal protective equipment and appropriate emergency procedures.

Employees and their supervisors have the obligation to be knowledgeable of the safety requirements, follow training procedures, and wear protective safety equipment.
SECTION 12 CONFINED SPACE ENTRY POLICY

It is the policy of the City of Largo to comply with the OSHA Standards, 1910.146, 1910.252, 1926.21, 1926.352 and 1926.353.

Guidelines and procedures have been designed to assist in the elimination of confined space accidents, injuries and illnesses. It is the responsibility of each department supervisor to ensure that the provisions of the policy are carried out within their area of responsibility. The supervisor will monitor compliance and report any policy violations to Risk Management.

A confined space is an area large enough and so configured that an employee can enter into and perform their assigned work responsibilities. The work area has a limited or restricted means to enter or exit and it is not designed for continuous worker occupancy. Entry will occur as soon as any part of the persons body breaks the plane of an opening into the confined space.

A permit is required to enter a confined space if any of the following characteristics is present:

1. Contains or has a potential to contain a hazardous atmosphere,
2. Contains a material that has the potential for engulfing the person entering the confined space,
3. Has an internal configuration such that the employee could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes and tapers to a smaller cross section,
4. Contains any other recognized serious safety or health hazards.

An Entry Supervisor will be responsible for determining if acceptable entry conditions are present and a permit should be issued. If acceptable, the supervisor shall then authorize entry and oversee operations.

An Attendant is a trained individual stationed outside one or more permit spaces and monitors the authorized entrants. This person performs all attendant duties assigned in the permit.

An Authorized Entrant is a trained employee who is the only one authorized to enter a permit required confined space.

Rescue Service Personnel will be designated to rescue employees from the permit required confined space.

A harness and life line shall be worn by those personnel entering and working in the confined space.
SECTION 13  LOCKOUT/TAGOUT

The City of Largo requires strict compliance with OSHA Lockout/Tagout Regulation CFR 1910.147 entitled, “The Control of Hazardous Energy”. This standard requires employers to develop procedures for isolating energy sources during servicing or maintenance of equipment in order to prevent unexpected start-up or release of stored energy. Failure to adhere to this policy could result in employee injuries.

The terms for this policy are defined:

1. **Lockout**—Use of a device to block the flow of energy from a power source to equipment. The devices should be readily recognizable as safety lockouts and be standardized by brand, color, shape, and label. These devices should not be used for any other purpose.

2. **Tagout**—Attach a warning tag to the energy isolating device or disconnect switch informing others not to restore power to the equipment. The tag should have a clear “Danger” warning and include safety wording such as “Do Not Start” or “Locked Out”. The tag should also list the name of the employee protected by the lockout.

Only employees authorized to perform service, maintenance and set-up are permitted to apply and remove locks and tags to the equipment.

Detailed policies specific to affected departments will be available for reference.

SECTION 14  TRENCHING & SHORING

It is the policy of the City of Largo to comply with OSHA Standards Title 29 Code of Federal Regulations, Part 1926.650-652, (Subpart P), OSHA's Rules and Regulations for Construction Employment, covering excavation safety.

OSHA defines an excavation as any man-made cut, cavity, trench or depression in the earth’s surface as formed by earth removal. This can include anything from excavations for home foundations to a new highway. If an excavation is more than 5 feet deep, there must be a protective system in place while workers are in the excavation. Excavations more than 4 feet in depth must have a way to get in and out, usually a ladder, for every 25 feet of horizontal travel. OSHA says no matter how deep the excavation is, a competent person* must inspect conditions at the site on a daily basis and as frequently as necessary during the progress of work to make sure that hazards associated with excavations are eliminated before workers are allowed to enter.

A trench refers to a narrow excavation made below the surface of the ground in which the depth is greater than the width and the width does not exceed 15 feet. Trenching is common in utility work, where underground piping or cables are being installed or repaired.

*A competent person is one that:

1. Has thorough knowledge of OSHA Standard 29 CFR 1926.650-652/Subpart P,
2. Understands how to classify soil types,
3. Knows the different types and proper use of excavation safety equipment (protective systems, PPE’s),
4. Has the ability to recognize unsafe conditions,
5. The authority to stop the work when unsafe conditions exist,
6. The knowledge of how to correct the unsafe conditions.
SECTION 15 MAINTENANCE OF TRAFFIC

When you work close to traffic you need to be aware of your surroundings and give yourself an appropriate traffic control safety work zone. Vehicle drivers do not react well to surprises. Safety work zones save lives. Set up a traffic control safety work zone taking into consideration the lives of the vehicle drivers, pedestrians, your co-workers, and your own. Sufficient pre-planning of traffic flow is critical for everyone’s safety.

The standards for safety work zones are consistent from state to state. The standards are found in the manual on Uniform Traffic Control Devices and the Florida Department of Transportation (FDOT) Index 600.

A. FUNDAMENTAL PRINCIPALS OF TEMPORARY TRAFFIC CONTROL

THE STANDARD: “The control of road users through a temporary traffic control zone shall be an essential part of highway construction, utility work, maintenance operations, and incident management. Road user and worker safety in temporary traffic control zones should be an integral and high priority element of every project from planning through design and construction”. Traffic flow should be restricted based on the following considerations:

1. Temporary traffic control at work and incident sites should be designed on the assumption that drivers will only reduce their speeds if they clearly perceive a need to do so;

2. Avoid abrupt or frequent changes in the traffic flow such as lane narrowing, dropped lanes, or roadway transitions that require rapid maneuvers by the vehicle operator;

3. Steps should be taken for the reasonably safe operation of work, especially on high speed or high volume roadways;

4. Pedestrians and bicyclists should be provided with access and safe passage through the temporary traffic control work zone;

5. Adequate warning and delineations should be provided to assist in guiding traffic in advance of and through the temporary traffic work zone.

B. BASIC SAFETY PRINCIPLES IN TRAFFIC CONTROL ZONES

1. Traffic Safety in Traffic Control Zones should be an integral and high-priority element of every project from planning through design and construction.

2. Drivers and pedestrians should be guided in a clear and positive manner while approaching and going through the controlled traffic zone.

3. The flow of traffic should be designed to protect you and your work crew. Controlling traffic through a work area is an essential part of street and roadway construction, utility maintenance, and parkway improvements.

C. SET UP FOR TRAFFIC CONTROL DEVICES ON ROADS

1. Place two (2) Type I barricades at the edge of the activity beginning 2 feet off the shoulder.

2. Position a sign that states: "ROAD ACTIVITY AHEAD" 1750 feet past the Type I barricades.

3. At 1/10th mile intervals, position signs to warn drivers of the type of the traffic flow changes.

4. Place a sign that alerts drivers that there is a flag person ahead.
5. Station a flag person 1000 feet from the traffic lane changes. This station should be 1/10th of a mile past the sign and 200 feet from the edge of the Termination Area. Be sure the flag person is provided with personal safety equipment to provide high visibility.

6. Position cones for the first 250 feet and 25 feet intervals so traffic is gradually moved from the normal traffic lane through the traffic control zone.

7. Similar positioning of cones and barricades should be placed at the opposite end of the work area.

8. Check communication and observe the final position of the traffic control devices before allowing the work crew to begin their activity along the roadway.
IMMEDIATELY
REPORT ANY ACCIDENTS TO YOUR SUPERVISOR

FIND LIABILITY ACCIDENT/PROPERTY LOSS FORMS: FORMS FROM HR/RISK

REPORT ANY WORK-RELATED INJURY OR ILLNESS TO YOUR SUPERVISOR IMMEDIATELY
REPORT ALL INJURIES NO MATTER HOW MINOR THEY SEEM
No job is so important or service so urgent that we cannot take time to do our ...