



OFFICE of the COUNTY ADMINISTRATOR
Key West, Florida
MONROE COUNTY ADMINISTRATIVE INSTRUCTION 8600.12

Date: August 18, 2015

Subject: Monroe County Employee Safety Committee (ESC)

Reference: Monroe County Safety Policies and Procedures

Enclosure: (1) Monroe County Employee Safety Committee Policies and Procedures
(2) Response to Recommendation(s) Form
(3) Safety Accident Incident Report
(4) List of Departments represented by the ESC

Effective Date: Upon Receipt

(1) **Background:** The Monroe County Safety Policies and Procedures require that Monroe County create and maintain a safe working environment for their employees by establishing a safety review board. The Monroe County Safety Accident Review Board (MCSARB) was established on February 17, 1988 to review all pertinent accidents/incidents to determine if they were preventable, to ensure measures are taken to prevent recurrence and report it to the County Administrator.

Effective January 1, 2013 the MCSARB was revised and renamed the Monroe County Employee Safety Committee (ESC). The ESC membership will consist of appointed Safety Representatives from each department, including representatives from each of the Constitutional Officers. The ESC will continue with those duties previously undertaken by MCSARB and will also utilize committee meetings to address those responsibilities assigned to the Safety Representatives; to include employee safety training requirements and documentation of such training, conducting required facility and workplace safety inspections, maintaining all Accident/Injury Reports that occur within their respective divisions, conducting follow up inquiries to ensure the implementation of corrective actions and assist in the identification of possible accident/injury trends.

(2) **Purpose:** The purpose of this instruction is to outline the policies and procedures of the ESC

(3) **Cancellation:** This instruction is to remain continuously in effect unless specifically revised or canceled.

(4) **Instructions/Actions:** Per Enclosure (1), the policies and procedures of the operations of the ESC are hereby in effect. Per Enclosure (2), the Response to Recommendation (s) Form will assist the Board members and the County Administrator to follow up recommendations to Department Head. Enclosure (3) (FORM SAF 1) is to be completed by the employee and reviewed and signed by the appropriate supervisors and officials in the event of an incident.

A handwritten signature in blue ink, appearing to read "CH Hurley", is written over a horizontal line.

Christine Hurley
Assistant County Administrator

MONROE COUNTY SAFETY OFFICE

Monroe County Employee Safety Committee Policies and Procedures

The Monroe County Employee Safety Committee's mission is to review rules and work methods that will allow safety procedures to be carried out in a productive and cost effective manner and review accident investigation reports to recommend corrective measures to remove hazards from the work-site. The Employee Safety Committee will resolve safety issues and provide employees the opportunity to air concerns regarding any safety matter involving top management to ensure cooperation and compliance with all applicable safety polices. The Employee Safety Committee will protect the Workers Compensation and Risk Management funds by preventing fraud and promoting a safe and healthy environment.

Purpose

To assist in the implementation of the Monroe County Employee Safety Committee policy of insuring the safest possible workplace for its employees and to provide a safe environment for the public that it serves.

Objectives

1. Review recommended rules and safe work methods that will allow the Monroe County Safety Policies and Procedures to be carried out in the most productive and cost effective manner.
2. Prevent accidents through a thorough review of accident investigation reports, which have been completed by the Departments and recommend and monitor implementation of corrective measures to remove hazards from the work-site.
3. Function independently to resolve safety issues, providing all employees the opportunity to air concern(s) regarding any safety matter that they cannot resolve through normal procedures.
4. Submit all meeting minutes and when necessary, a summary of Committee activities to the County Administrator and all Department Heads to allow top management to monitor the progress, recommendations and decisions of the committee.
5. Use as guidelines the Occupational Safety and Health Administration (OSHA) Codes and ensure compliance with all applicable Florida Laws and County Ordinances pertaining to the safety of the County's work force.
6. Work to protect the Workers Compensation and Risk Management funds by preventing reoccurrence of accidents and providing a safe and healthy environment for County Employees and the public, when using county property.

Committee Members and Meetings

The Committee shall consist of one (1) representative from each of the county divisions and/or departments, recommended by the Department Head with concurrence by the Employee Safety Committee majority. There will be at least one (1) representative from the Sheriff's Office, and one (1) representative of the other Constitutional Offices. The Safety Officer shall attend all meetings and serve as advisor to the ESC members.

Terms of Committee members shall be for a period of three years.

The County Administrator may remove a member from the Committee whenever he deems it necessary. Any conduct unbecoming a Committee member may be reviewed by a majority of the remaining Committee members and recommendation may be made to the County Administrator. Failure to attend two (2) meetings without notice that is satisfactory to a majority of the Committee members may be reason to recommend the removal of said member from the Committee to the County Administrator.

Five (5) Committee members will constitute a Quorum.

Meetings will be held bi-annually unless a special Meeting is called. A special meeting may be required of the chairperson at any time or by the County Administrator or the Employee Services Director. At such time, all Committee members must be notified of the special meeting.

Annual Meeting

The first meeting of the year shall be the annual meeting. All members are required to attend. Elections of officers will be held at that time.

Officers

Chairperson: the members will elect The Chairperson at the annual meeting and will serve a one (1) year term. A Chairperson will be elected or reaffirmed at each subsequent annual meeting.

The Chairperson will Chair all meetings according to Roberts Rules of Order.

Vice-Chairperson: The Vice-Chairperson will be elected in the same manner as the Chairperson.

The Vice-Chairperson will:

1. Assist the Chairperson with any committee-related matters.
2. Chair meetings in the absence of the Chairperson.

Recording Secretary: The Employee Services Director or County Administrator will assign the duties of the Recording Secretary.

The Recording Secretary will:

1. Prepare meeting agendas, agenda packets and forward to each member prior to meeting date.
2. Record minutes of all meetings of the Monroe County Employee Safety Committee and distributes copies of it to all members, to all Department Heads and to the County Administrator.
3. Initiate and confer with the Chairperson and schedule all meetings and inform members of dates and times.

Any information accessed as a result of membership shall be held in confidence as allowed by law. Information obtained in the course of duties as a member shall not be released by anyone other than those charged with this responsibility as a part of their official duty.

County of Monroe
The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor Danny Kolhage, District 1
Mayor Pro Tem, Heather Carruthers, District 3
George Neugent, District 2
David Rice, District 4
Sylvia J. Murphy, District 5

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Enclosure (2)

MEMORANDUM

TO: County Administrator
FROM: Chairperson
Monroe County Employee Safety Committee
RE: Recommendation
DATE:

Problem:

Solution:

Response Due Date: _____

County Administrator's Recommendation:

Response Received Date: _____

Date of final Recommendation to Department Head: _____

PLEASE ENSURE THAT ANY HANDWRITING ON THIS FORM IS LEGIBLE

Accident/Incident Investigation Report Send Immediately to Your Department Head			
1. Name		2. Department	
3. Date	/ /	Time: AM PM	4. Location
	mm / dd / yyyy		5. Job Title
6. Location of Accident			
Street Address:		City/Key	
7. Activity or task being done at time of accident			
8. Witness (include address and Phone)			
Name:		Phone:	
Street & #:		City:	
9. Describe Accident:			
Was the injury: <input type="checkbox"/> Very Minor <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Serious <input type="checkbox"/> County Vehicle/Unit ID#			

Employee	10. Employee's report on how & why accident occurred:		
	11. What do you recommend could have been done to prevent this accident from occurring?		
Employee Signature:		Date:	

Supervisor	12. Supervisor report of how & why accident/incident occurred (include unsafe act, cause & root cause)		
	Continue on back →		
	13. What will be done to prevent reoccurrence? (remove, repair, barricade, retrain, etc.)		
Supervisor Signature:		Print Name:	Phone: Date

Department Director	14. Department Director Comments & Recommendations:		
	Dept. Dir. Signature: or: Sheriff Office Commander		Print Name:

Department Head's Supv.	15. Division Director Comments & Recommendations:		
	Div. Dir. Signature or: Sheriff Office Safety Rep.		Print Name:

Safety - Risk or Workers Comp	16. Safety, Risk or Workers Comp Administrator Recommendations:		
	Safety/Risk/Worker Comp Administrator: _____		Signature

Supervisor's Acknowledgement of above recommendations	_____ Date _____	Form with supervisor initials and date must be sent to the Safety Rep & Officer
Employee's Acknowledgement of above recommendations	_____ Date _____	

Copy of completed form to designated Department Safety Representative.

SAF1 8/2015

Copy of completed form to Safety Officer

**Division/Departments represented on Monroe County Employee Safety
Committee – 2013**

<u>Department</u>	<u># of Reps.</u>
<u>County Administrator</u>	<u>1</u>
<u>Public Works- Corrections</u>	<u>1</u>
<u>Engineering</u>	<u>1</u>
<u>Employee Services</u>	<u>1</u>
<u>Fleet Management</u>	<u>1</u>
<u>Social Services</u>	<u>1</u>
<u>Information Technology</u>	<u>1</u>
<u>Libraries</u>	<u>2</u>
<u>Emergency Management</u>	<u>1</u>
<u>Solid Waste</u>	<u>1</u>
<u>Public Works</u>	<u>3</u>
<u>Growth Management</u>	<u>1</u>
<u>Veterans Services</u>	<u>1</u>
<u>Fire Rescue</u>	<u>1</u>
<u>Sheriff's Office</u>	<u>1</u>
<u>Tax Collector</u>	<u>1</u>
<u>Supervisor of Elections</u>	<u>1</u>