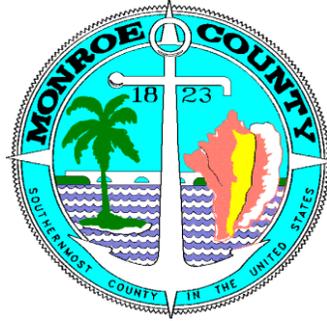


# MONROE COUNTY

## Employees



# SAFETY RESPONSIBILITIES AND PROCEDURES

## **INTRODUCTION**

This handout is an excerpt from the Monroe County Safety Policies and Procedures and contains employee's safety responsibilities, general safety rules and reporting procedures. You will receive detailed Safety training in all required areas from your supervisor. The Monroe County Safety Policies and Procedures is a reference document with detailed safety information that will be available to you in the work place. All supervisors and safety representatives have a copy and it is on the Monroe County Website under Employee Services, Safety Section. It contains details in the following areas:

- SAFETY RESPONSIBILITIES
- MOTOR VEHICLE ACCIDENT REPORTING PROCEDURES
- EMPLOYEE SAFETY MEETINGS
- COUNTY DRIVER PERMITS
- EMPLOYEE SAFETY COMMITTEE
- GENERAL SAFETY RULES
- PROTECTIVE EQUIPMENT AND DEVICES
- OPERATIONAL HAZARDS
- DISASTER RESPONSE

## **EMPLOYEES SAFETY RESPONSIBILITIES**

Employees are required, as a condition of continued employment, to exercise due care in the course of their work to prevent injuries to themselves, their fellow workers, and the public and to conserve materials.

### ***Employees will:***

1. Report all unsafe conditions and acts to their Supervisors.
2. Be individually responsible to keep themselves, fellow employees and equipment free from mishaps.
3. Keep work and storage areas neat and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Be certain that instructions are completely understood before starting work.
6. Learn to lift and handle materials properly.
7. Avoid engaging in horseplay and/or distracting others in the work environment.
8. Report immediately all injuries or property damage, no matter how minor, to their Supervisor.
9. Comply with the "Drug Free Workplace Policy"
10. Know how and where medical help may be obtained.
11. Review the safety educational material posted on bulletin boards or distributed to work areas.
12. Not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them.
13. Bring a doctor's release when returning to work after a work-related injury or illness; such release must be submitted to the employee's supervisors and Workers Compensation Office.
14. It should be noted that the Florida Workers Compensation Law, Section 440.0964 Florida Statutes, provides for a reduction of normal compensation by twenty-five percent (25%) if an employee is injured as a result their willful refusal to use a safety appliance or to observe a lawful safety rule. The "Lawful Safety Rule" includes the requirements outlined in this policy, and all safety documents referenced in this policy. Monroe County's Drug-Free work place policy provides that compensation will not be paid for injuries sustained while under the

influence of drugs or alcohol.

15. Employees working at hazardous tasks will:
  - a. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a task he will "STOP" and get instructions from the Supervisor before continuing work.
  - b. Operate only correct equipment for the task and handle it properly.
  - c. Wear required protective equipment when working in a hazardous operations area. Dress safely and sensibly.

## **MOTOR VEHICLE ACCIDENT REPORTING PROCEDURES**

1. Employee, if injured
  - a. Report injury to immediate Supervisor as soon as possible.
  - b. Obtain treatment at nearest Emergency Room if injury is severe.
  - c. If the Emergency Room physician prescribes follow-up treatment, approval must be obtained from the Workers' Compensation office. The Workers' Compensation office must authorize all initial medical treatment prior to any treatment.
  - d. Report in person, or by phone, to the Workers Compensation office when returning to work after a lost time injury.
  - e. Follow instructions from the Workers Compensation office regarding medical release to return to work.
2. Employee: if involved in a County furnished motor vehicle accident;
  - a. Stop immediately.
  - b. Obtain medical aid for injured persons.
  - c. Notify Law Enforcement and contact your Supervisor immediately and advise him of the crash.

NOTE: Minor vehicle accidents (without injuries or private property damage) that occur on county property do not need a law enforcement report. They must be reported to Risk Management.

- d. Obtain names, addresses, and vehicle tag numbers from other drivers and witnesses.
- e. Prepare the Crash Investigation Report at the scene (refer closely to instructions).

NOTE: All necessary forms and instructions are contained in the glove compartment, or attached to the steering column of all County furnished vehicles.

- f. If the vehicle is no longer operable, the Supervisor should be made aware of this fact and take appropriate action.
  - g. Submit completed Accident Investigation Report form to your immediate Supervisor and coordinate with him/her to assure accuracy of the form.
  - h. Send Accident Report form to Risk Management. If injuries are involved, Supervisor/Department Director will call the Workers' Compensation office.
  - i. Obtain Law Enforcement Report.
3. Employee, if involved in a property damage accident,
    - a. Secure the scene of the damage to prevent further damage or personal injuries.
    - b. Notify your immediate Supervisor.
    - c. Obtain Law Enforcement Report.

## **EMPLOYEE SAFETY MEETINGS**

Are required for all employees either twice a year or monthly for those employees working in high hazard areas. They will be documented in the Department Safety Management book. Meetings should be 10 to 30 minutes duration, consisting of, at a minimum:

1. Past accident summary with preventative measures.
2. Safety training video or training from the required Safety Training List.
3. Review of newly identified hazards.
4. A timely off-the-job safety topic.
5. A discussion period.

The Supervisor will monitor meetings though any member of a department may head the meeting or crew; it is the supervisor's responsibility to ensure the meetings' success. The Safety Representative will monitor the scheduling of employee Safety meetings and ensure all employees are scheduled.

## **COUNTY DRIVER PERMITS**

**Purpose** To register, authorize, and control all personnel required to drive County or personal vehicles in the performance of their duties.

### **Qualifications for Issuance of Driver Permit**

1. All personnel must hold a valid Florida Operators or Commercial Driver's license.
2. All personnel must be sixteen (16) years of age or over.
3. An Operator's permit will be issued only to those who are required to operate a County vehicle in the performance of their normal duties or to certain part-time operators who are required on occasion to drive a County-owned vehicle, or who drive their own personal vehicles on County business.
4. An operator's permit will be authorized by the Safety Office after determination that the person meets the requirements of the safety policy and has in his possession a valid Florida Driver's license.
5. All employees authorized to operate County vehicles must have in their possession a County ID Card during operation of a County vehicle.
6. Personnel operating County vehicles will authorize the County to obtain any State, County and/or local public driving records pertaining to him.
7. An employee's right to operate a vehicle on County business shall be denied or revoked at any time when he does not possess a valid State of Florida Operator's or Commercial Driver's License.
8. A County Vehicle Operator's Permit may be denied or revoked based on traffic violations demonstrating willful and wanton disregard of traffic rules. Completion of the Defensive Driving course may be a prerequisite to the issuance of an Operator's Permit for a marginal driving record.
9. All personnel must report to their supervisor any motor vehicle citations received while operating County or personal vehicles (other than parking violations), or suspension of their license within forty-eight (48) hours. Supervisors are required to discuss the violation with the Safety Officer to determine the need of revocation of authorization to operate a County vehicle.
10. Any denial or revocation of County driving privileges may result in termination of employment.

11. Before authorization is granted to operate County vehicles, employees must complete and sign a "County Authorization Employee Driver's Affidavit".
12. Any County vehicle transporting an infant, toddler, or child must provide appropriate seating to comply with Florida Department of Motor Vehicle regulations for transporting children.

#### **MONROE COUNTY EMPLOYEE SAFETY COMMITTEE:**

**Purpose** To assist in the implementation of the safety policy, insure the safest possible workplace for its employees and to provide a safe environment for the public that it serves. (See Monroe County Administration Instruction 8600).

#### **GENERAL SAFETY RULES**

It is the responsibility of every employee to know and adhere to the Safety Rules and Regulations, which apply to the area in which he or she is working or visiting.

1. **Report all injuries** and property damage to your Supervisor.
2. **Report all Unsafe Conditions** to your Supervisor.
3. **Fighting**, disorderly conduct, horseplay and practical jokes are prohibited.
4. **Reporting to work under the influence of intoxicants will not be permitted.**

Monroe County is a drug and alcohol free workplace.

5. **Unauthorized Firearms** or explosive use shall comply with FL § 790.251.
6. **Smoking Regulations** shall be observed and obeyed. County policy prohibits smoking in County buildings and County vehicles.
7. **Fatigue can be unsafe:** No person will be permitted to work if their ability or alertness is impaired through fatigue or other causes as to make it unsafe for themselves or their fellow workers.
8. **Employees Shall Not Wear:** jewelry, loose clothing, neckties, loose headbands or have long loose hair when working around or operating rotating machinery and equipment.
9. **Review the Safety Material** posted on bulletin boards or distributed in your work area.
10. **Do Not Operate Machinery While Taking Medication** which warns against the operation of machinery. Report all use of such medication to your Supervisor immediately.

#### **PROTECTIVE EQUIPMENT AND DEVICES**

1. **Guards** installed on machinery and equipment, barriers, and other protective devices provided for employees protection shall not be removed, and will be used in accordance with established rules and procedures.
2. **Personal Protective Equipment** shall be worn when performing work requiring such protection.
3. **All Fire Safety Equipment** such as fire extinguishers, hose racks, hose reels, detectors, fire alarms, and fire lanes shall be kept clear of obstructions and tamper free.
4. **Notify a Supervisor** of fire safety equipment that is damaged or will not operate.
5. **Only Authorized Persons** will enter roped off or barricaded areas.
6. **Emergency Equipment** will not be removed or used except for simulated or actual emergencies.
7. **Report All Instances** where guards are not installed, are inoperative, or are in need of replacement or repair.

#### **OPERATIONAL HAZARDS**

1. **Good Housekeeping** shall be maintained in all areas. Walkways, aisles and working areas shall be kept clean and free of obstructions.

2. **Compressed Air** and other gases under pressure must be used only for the purpose intended.
3. **Do not operate machinery** or equipment unless you are trained and authorized to do so.
4. **Use the right tool for the job:** it is improper to use pliers to drive nails.
5. **Inspect Tools regularly** for damage and defects. Replace or turn in all defective tools.
6. **Portable Electrical Tool** should be in good condition:
  - a. Portable electrical tools are required to be grounded at the case or frame or grounded by use of a three-wire conductor and plug, if not double insulated. If an extension cord is to be used with the tool, the cord must be of the three-wire grounded type.
  - b. Double-insulated portable electrical tools are internally grounded by incorporating insulation in the case or frame. The wire containing the male plug will have two prongs in the place of three. Check the plate on the tool to ensure that it states that the tool is "double-insulated" and will not require the prescribed ground wire and plug.
  - c. Never use or try to repair unfamiliar power equipment.
  - d. Always protect electric cords from damage by oil, ensure their insulation is not frayed or broken, and keep them clear of aisles where they may be run over by trucks or other equipment or cause a tripping hazard.

## **DISASTER RESPONSE**

Disaster Response shall comply with guidelines set up in their designated workplace for those individuals deemed essential personnel.

MCA Instruction 8606.1  
August 18, 2015  
Enclosure (2)

**MONROE COUNTY SAFETY RESPONSIBILITIES AND PROCEDURES HANDOUT  
ACKNOWLEDGMEENT RECEIPT**

**The undersigned hereby acknowledges receiving the document and will adhere to the policies, procedures and regulations contained therein.**

\_\_\_\_\_  
**Print name of employee**

\_\_\_\_\_  
**Employee signature**

\_\_\_\_\_  
**Date signed**