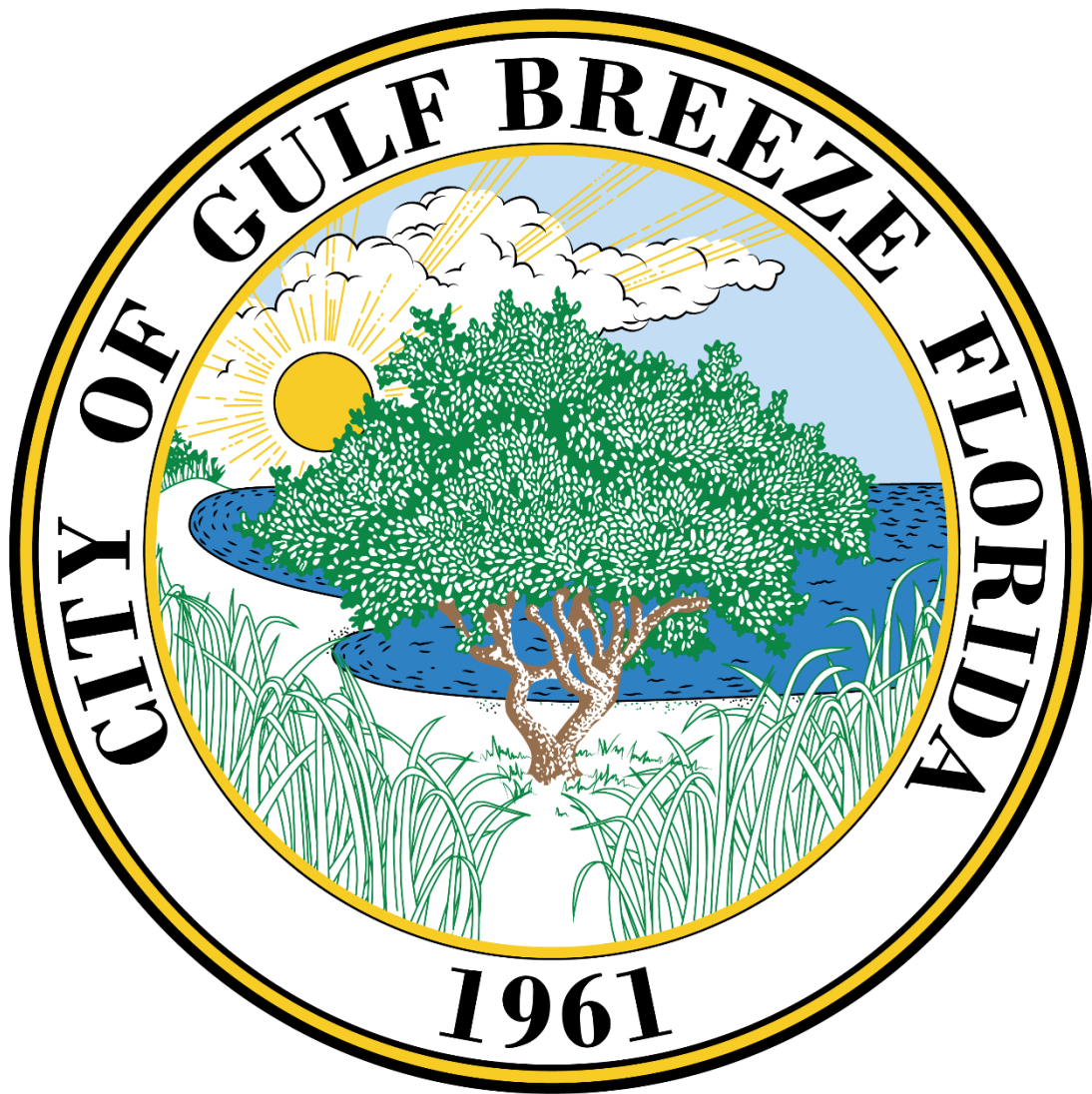


**CITY OF GULF BREEZE,
FLORIDA**



SAFETY PROGRAM

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SECTION I

MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of the City of Gulf Breeze is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: Gabriel Johnson

Title: Fire Marshal Telephone: (850) 781-4368

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our 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; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of continued employment.

City Manager

Date

RESPONSIBILITIES

All City of Gulf Breeze employees share the responsibility to establish and maintain a safe working environment. The following responsibilities are guidelines to establish accountability for the Safety Program. These responsibilities are not in any way intended to limit innovation or initiative on the part of any employee who is working toward the goal of achieving a safe workplace.

1. Department Heads, Superintendents, Upper-level management

- a. Ensure the design and maintenance of facilities, tools, equipment, and vehicles meet or exceed established safety standards.
- b. Approve and ensure the usage of policies, procedures, and safe work practices for department occupations, tasks, and locations.
- c. Approve and ensure the usage of safety-training requirements for department employees based on their occupations, work locations, and tasks.
- d. Review department Accident Investigation Reports, Incident Reports and department injury and illness trends. Resolve corrective action issues that are beyond the scope of the supervisor to accomplish.
- e. Review workplace inspections with Supervisors and direct appropriate corrective action to achieve a safe work environment.

2. Supervisors

- a. Establish policies, procedures, and safe work practices for department/division occupations, tasks, and locations.
- b. Establish safety training requirements for department/division employees based on their occupations, work locations, and tasks.
- c. Monitor workplace conditions and employee work behaviors through regular, scheduled inspections and frequent observation of the work environment.
- d. Enforce city, departmental, or divisional tool, equipment and vehicle standards and rules governing the workplace behavior of employees.
- e. Ensure employee participation in city and department required safety training. Recommend additions, deletions and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
- f. Investigate accidents involving employee injury or illness and/or damage to vehicles or other city property. Determine the facts and causes of the accident. Implement or recommend corrective actions for the purpose of preventing similar occurrences in the future.
- g. Encourage employee involvement in safety hazard recognition and act on hazard elimination and hazard control suggestions from the Safety Committee and individuals.
- h. Identify unsafe work conditions and practices. Correct immediate hazards within your ability or report them to your immediate supervisor and/or upper management. Report recurring conditions to management and/or the Safety Committee.

3. **All Employees**

- a. Abide by the City of Gulf Breeze and department/division work practices established for specific job assignments and occupations.
- b. Report occupational injuries, illnesses, and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and medical attention. Participate in accident investigations as requested by the supervisor.
- c. Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the Safety Committee.
- d. Identify unsafe work conditions and practices. Correct immediate hazards within ability or report them to the immediate supervisor and/or Safety Committee as appropriate.

SECTION II

SAFETY COMMITTEE

1. Safety Committee Organization

A Safety Committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The Safety Committee consists of the following supervisory and non-supervisory members of our organization:

- Gabriel Johnson – Fire Marshal/Safety Program Coordinator
- Sandi Bush – Gas Lead
- Craig Chamberlain – CRA/Neighborhood Services Manager
- Eric Dominguez – Water Supervisor
- Alan Durnil – Sewer Supervisor
- Ronnie Howze – Park Manager
- Karen Locklear – Personnel Generalist
- Stef Neff – Police Captain
- Gus Ramirez – Transfer Station Tech
- Spring Renton – Project Manager
- Madison Simmons – Recreation Manager
- Nick Wilson – Natural Resources Supervisor

2. Responsibilities

The Safety Committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The Safety Committee will assist management in reviewing and updating workplace safety rules. These rules are based on accident investigation findings, inspection findings, employee reports of unsafe conditions or work practices, and accepting and addressing anonymous complaints and suggestions from employees.

The Safety Committee will assist management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The Safety Committee will assist management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety Committee members will participate in safety training and assist management in monitoring workplace safety education and training to ensure that it is in place, effective, and documented.

3. **Meetings**

Safety Committee meetings will be held quarterly as a minimum requirement. The safety program coordinator will post the minutes of each meeting (see page 8) within one week after the meeting.

SECTION III

SAFETY AND HEALTH TRAINING

1. Safety and Health Orientation

Workplace safety and health orientation begins on the first day of employment or job transfer. Every employee will have access to a copy of this safety manual through their supervisor for review and future reference. Additionally, employees will receive a personal copy of the safety rules, policies, and procedures relevant to their job. A complete program manual will be maintained in every station. Supervisors will engage employees in discussions and answer their questions to ensure they fully understand the safety rules, policies, and job-specific procedures described in our workplace safety program manual.

As a condition of employment, employees must adhere to the safety rules outlined in the workplace safety manual as instructed by their supervisors.

2. Job-Specific Training

- a. Supervisors will initially train employees to perform assigned job tasks safely.
- b. Supervisors will carefully review with each employee the specific safety rules, policies, and procedures applicable and described in the workplace safety manual.
- c. Supervisors shall ensure that employees are “trained commensurate to duty” prior to assigning them to any task.
- d. Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- e. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration of safe work practices or offer remedial instruction to correct training deficiencies before an employee is allowed to work without supervision.
- f. All employees will receive safe operating instructions on seldom used or new equipment before using the equipment. This training must occur at least twice annually and documented.
- g. Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

3. Periodic Retraining of Employees

All employees will receive periodic retraining on safety rules, policies, and procedures, particularly when changes are made to the workplace safety manual. Individual employees will undergo retraining if they are involved in a work-related injury caused by an unsafe act or work practice or if a supervisor observes them displaying unsafe acts, practices, or behaviors.

4. Fitness for Duty

It is the responsibility of each individual employee to maintain a condition of physical fitness for duty. If at any time an employee is removed from normal duty on the advice of a physician, whether job related or otherwise, said member shall not return to normal duty until certified "Fit for Duty" by the same attending physician or a city-selected Occupational Medicine Specialist, as determined by the Department Head. If examination by a city-selected Occupational Medicine Specialist is required, the cost of this examination shall be borne by the city.

SECTION IV

FIRST AID PROCEDURES

1. **Minor First Aid Treatment:** First aid kits will be kept in locations accessible to employees during working hours. Employees who sustain injuries or are involved in an accident that requires minor first aid treatment will:
 - a. Inform their supervisor;
 - b. Administer first aid treatment to the injury or wound;
 - c. Document usage of the first aid kit, if used, on the accident investigation report;
 - d. Provide details for the completion of the accident investigation report.

Access to a first aid kit is not intended to substitute for medical attention but rather to provide initial care until professional medical assistance can be obtained.

2. **Non-Emergency Medical Treatment:** For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. Employees who sustain an injury requiring treatment other than first aid:
 - a. Inform your supervisor;
 - b. Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary;
 - c. Provide details for the completion of the accident investigation report.
3. **Emergency Medical Treatment:** Employees who sustain a severe injury requiring emergency treatment:
 - a. Immediately call 911 or ask a co-worker to call for emergency medical assistance and transportation to the local hospital emergency room;
 - b. Provide details for the completion of the accident investigation report.
4. **First Aid / CPR Training:** First Aid and CPR training are available to all employees through the City of Gulf Breeze Fire Department. Employees must request this training through their supervisor if it is needed/required.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call 911 or ask a co-worker to call for **emergency medical assistance**.

1. **Wounds:** Personnel shall adhere to the "Universal Precautions" exposure control procedures whenever blood or body fluids are present.
 - a. **Minor:** Cuts, lacerations, abrasions, or punctures
 - i. Wash the wound using soap and water; rinse it well.
 - ii. Cover the wound using a clean dressing.
 - b. **Major:** Large, deep, and bleeding
 - i. Stop the bleeding by pressing directly on the wound, using a bandage or clean cloth.
 - ii. Keep pressure on the wound until medical help arrives.
2. **Broken Bones:**
 - a. Do not move the victim unless it is absolutely necessary.
 - b. If the victim must be moved, "splint" the injured area. Use a board, cardboard, rolled newspaper, or magazine as a splint.
3. **Burns:**
 - a. **Thermal (Heat)**
 - i. Rinse the burned area without scrubbing it, and immerse it in cold water; do not use ice water.
 - ii. Blot dry the area and cover it using sterile gauze or a clean cloth.
 - b. **Chemical**
 - i. Flush the exposed area with cool water immediately for 15 to 20 minutes.
4. **Eye Injury:**
 - a. **Small particles**
 - i. Do not rub your eyes!
 - ii. Use the corner of a soft, clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.
 - b. **Large or stuck particles**
 - i. If a particle is stuck in the eye, do not attempt to remove it.
 - ii. Cover both eyes with a bandage.
 - iii. Seek medical attention.
 - c. **Chemical**
 - i. Immediately irrigate the eyes and under the eyelids with water for 30 minutes.
5. **Neck & Spine Injury:** If the victim appears to have injured their neck or spine, or is unable to move their arm or leg, do not attempt to move the victim unless it is absolutely necessary.

6. **Heat Exhaustion:**

- a. Loosen the victim's tight clothing.
- b. Give the victim "sips" of cool water.
- c. Make the victim lie down in a cooler place with their feet raised.

EMERGENCY PHONE NUMBERS

POLICE | FIRE | EMS:

911

POISON CONTROL:

(800) 222-1222

MEDICAL EMERGENCY:

Gulf Breeze Baptist Hospital

(850) 934-2000

1110 Gulf Breeze Pkwy

MEDICAL CLINIC:

ProHealth

(850) 677-0737

1157 Gulf Breeze Pkwy

SAFETY COORDINATOR:

Gabriel Johnson – (850) 781-4368

SECTION V

VEHICLE FLEET SAFETY

City vehicles may only be driven by authorized employees, except in emergencies or for repair testing by a mechanic. It is important to note that spouses and other family members are not authorized to drive city vehicles. All authorized employees must sign the 'Driver's Commitment' form to confirm that they have read the Vehicle Safety Policy, agree to adhere to the policy, and understand its provisions.

Any employee whose driver's license is revoked or suspended must immediately notify their supervisor and cease operating a city vehicle. Failure to comply may lead to disciplinary action, up to and including dismissal.

All accidents, regardless of severity, must be reported to the police and the employee's immediate supervisor. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including dismissal. The supervisor shall complete an Incident Report on the accident and provide a copy of the report to the Department Head and Safety Coordinator.

Driver's must report any summons received for moving violations during the operation of a city vehicle immediately to their direct supervisor.

All drivers must comply with traffic and DOT regulations, including successful completion of medical, drug, and alcohol evaluations. Drivers are responsible for any fines incurred due to noncompliance.

Motor vehicle records are regularly reviewed to evaluate employees' driving histories. Adverse records will lead to the revocation of the privilege to operate a city vehicle.

The following is used to determine eligibility to operate a city vehicle:

1. All Type 'A' violations (listed below) will result in termination of driving privileges for employees and will disqualify any potential driver employees.
2. Drivers (employees or applicants) will be restricted from driving a city vehicle if they meet any of the following criteria:
 - a. One (1) or more type 'A' violations in the last 3 years.
 - b. Three (3) or more accidents (regardless of fault) in the last 3 years.
 - c. Three (3) or more type 'B' violations in the last 3 years.
 - d. Any combination of accidents and type 'B' violations totaling four (4) or more in the last 3 years.

Type 'A' Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- Operating During a period of Suspension or Revocation
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle

- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations:

- All moving violations not listed as type 'A' violations

1. Driver Safety Rules

- The use of a city vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, up to and including dismissal.
- No driver shall operate a city vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in a city vehicle must wear seat belts at all times, even if air bags are available.
- Unauthorized personnel (i.e. Hitchhikers) are not allowed to ride in a city vehicle.
- Drivers are responsible for the security of the city vehicle assigned to them. When the vehicle is unattended, driver's must:
 - Shut off engine
 - Remove keys from ignition
 - Lock vehicle doors

If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Headlights shall be used between the hours of 30 minutes before sunset and 30 minutes after sunrise. Headlights should also be used during inclement weather or any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- All other state and local laws and DOT Motor Carrier Safety Regulations must be obeyed.

2. Defensive Driving Rules

- Drivers must maintain a safe following distance at all times. To estimate the following distance, choose a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
- Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to four seconds.
- Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo and a four-second interval when fully loaded. The following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other drivers' blind spots. Attempt to maintain eye contact with the other driver, either directly or through the mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low

as 40 MPH.

- g. Turn signals must be used while going into traffic and before every turn or lane change.
- h. When passing or changing lanes, view the entire vehicle in your rearview mirror before pulling back into that lane.
- i. Be alert to other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- j. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- k. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- l. Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.
- m. Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide them.
- n. Back to the driver's side. Do not back around a corner or into an area of no visibility.

3. Steps to Follow If in An Accident:

- a. Call for medical help if necessary.
- b. Immediately report the accident to the police and notify your immediate supervisor.
 - i. All accidents, regardless of the severity, must be reported to the police. If the driver is unable to call, they should ask a reliable appearing motorist to notify the police.
- c. Secure the accident scene.
 - i. Pull over onto the shoulder or side of the road
 - ii. Redirect traffic if needed
 - iii. Use road flares/reflectors, etc. to mark the scene.
- d. Record names and addresses of the driver and occupants of the other vehicle, as well as any witnesses and emergency medical personnel who were at the scene, on the Automobile Accident Investigation Report.
- e. Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- f. Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DO NOT argue with anyone.
- g. Provide the other party with your information, including name, address, phone number, driver's license number, and insurance information.
- h. Provide a copy of the accident record and/or your written description of the accident to your immediate supervisor ASAP.

4. Vehicle Maintenance:

Proper vehicle maintenance is a fundamental aspect of any fleet safety program. It is important to ensure the safety and roadworthiness of the vehicle and to avoid costly repair expenses and unexpected breakdowns.

- a. Registration and quarterly inspections are the responsibility of the assigned driver.
- b. Drivers of DOT regulated vehicles must inspect their vehicle daily before operating it and document any deficiencies found and notify their direct supervisor.

- c. Weekly vehicle inspections are at the discretion of each department head. The “City of Gulf Breeze Vehicle Driver’s Weekly Checklist: is available for use and should be submitted to the driver’s direct supervisor once completed.
- d. The operator of each vehicle must regularly clean the interior and exterior to maintain a good appearance. A clean vehicle creates a positive impression on customers.
- e. The vehicle manufacturer’s maintenance schedule should be referred to and closely followed regarding recommended maintenance intervals.
- f. All problems found should be reported to the driver’s direct supervisor, documented on a work order and scheduled for repair.
- g. If the vehicle is determined UNSAFE, it should NOT BE OPERATED. If uncertain about the SAFE/UNSAFE operation, the driver should contact their direct supervisor.



CITY OF GULF BREEZE DRIVER'S COMMITMENT

DRIVER NAME: _____

My signature on this commitment form indicates that I understand my responsibilities as a City of Gulf Breeze driver and agree to fulfill all of those listed in the Vehicle Fleet Safety Policy.

I commit to:

- Adhere to all policies and procedures governing the operation of my vehicle.
- Report unsafe operating conditions of the vehicle.
- Report any accident immediately.
- Abide by all traffic rules of the road.
- Prohibit unauthorized drivers from operating a city vehicle.

Employee Signature

Department Director Signature

Date

Date

Failure to comply with the above conditions may result in losing driving privileges. I understand this form will be kept in my personnel file.

ACCIDENT/INCIDENT INVESTIGATION PROCEDURES

The supervisor at the location where the accident occurred will perform an accident investigation. The Safety Coordinator is responsible for seeing that the accident investigation reports are filled out completely and that the recommendations are being addressed.

1. **Accident Investigation Procedures:** Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:
 - a. Implement temporary control measures to prevent any further injuries to employees.
 - b. Review the equipment, operations, and processes to gain an understanding of the accident situation.
 - c. Identify and interview each witness and any other person who might provide clues to the accident's causes.
 - d. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
 - e. Complete the accident investigation report.
 - f. Provide recommendations for corrective actions.
 - g. Indicate the need for additional or remedial safety training.
 - h. Submit the report to the Safety Coordinator within 24 hours of the accident.

An "Incident Report" will be generated whenever an occurrence could have resulted in an injury or property damage but was somehow avoided. The purpose of these reports is to investigate **what** went wrong, rather than **who was at fault!** The intent of an "Incident Report" is to identify a hazardous condition that can be corrected through improved training or engineering. "Incident Reports" are to be handled with the same urgency and gravity as an injury report.

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated. Investigations are to determine **WHAT** went wrong, **NOT WHO!**

(Items 1-8) Identification: This section is critical because it provides all of the information regarding who, when, and where.

(Item 9) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, or fracture.

Injury Type:

- First Aid – injury resulted in minor injury/treated on premises;
- Medical – injury treated off-premises by physician;
- Lost time – injured missed more than one day of work;
- No injury – no injury, near-miss type of incident.

Part of the Body:

Part of the body is directly affected, e.g., foot, arm, hand, head.

(Item 10) Describe the accident: Provide details about the accident, including exactly what happened, where and how it occurred, as well as the equipment and materials involved.

(Item 11) Description of the accident: Describe all conditions and/or actions that contributed to the accident, i.e.,

- Unsafe conditions: spills, grease on the floor, poor housekeeping, or other physical conditions.
- Unsafe acts: unsafe work practices such as failure to warn and failure to use required personal protective equipment.

(Item 12) Personal protective equipment: Self-explanatory.

(Item 13) Witness(s): List name(s), address(s), and phone number(s).

(Item 14) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 15) Interim corrective action: Measures taken by the supervisor to prevent the recurrence of the incident, i.e., barricading the accident area, posting warning signs, and shutting down operations.

(Item 16): What measures have been taken to **permanently** correct this problem?

(Item 17) Who prepared this report, and on what date?

(Item 18) Follow-up: Once the investigation is complete, the Safety Coordinator must review and follow up to ensure that corrective actions recommended by the Safety Committee and approved by the employer are taken and that control measures have been implemented.

ACCIDENT/INCIDENT INVESTIGATION REPORT

REPORT#

EMPLOYER: _____

Address

City

State

Zip

1. Name of injured: _____ S.S. #: _____
2. Sex: ☐ M ☐ F Age: _____ Date of accident/incident: _____
3. Property Damaged: _____
4. Time of accident: _____ a.m. _____ p.m. Day of accident: _____
5. Type of Alarm/Call: _____
6. Employee's job title: _____
7. Length of experience on the job: (years) _____ (months) _____
8. Address of the location where the accident occurred: _____
9. Nature of injury, injury type, and part of the body affected: _____
10. Provide details of the accident (what, why, where, and how the accident occurred and equipment/materials involved): _____

11. Describe the conditions and actions contributing to the accident: _____

12. Was personal protective equipment required? ☐ YES ☐ NO Was it Provided? ☐ YES ☐ NO
Was it being used as trained by a supervisor or designated trainer? ☐ YES ☐ NO
If no, explain: _____

13. Witness(s):

Witness 1 Name

Witness 2 Name

Witness 1 Address

Witness 2 Address

Witness 1 Telephone

Witness 2 Telephone

14. Was safety training provided to the injured? ☐YES ☐NO If 'NO', explain: _____

15. Interim corrective actions taken to prevent recurrence: _____

16. Permanent corrective action recommended to prevent recurrence: _____

17. Prepared By: _____ Date: _____

Supervisor's Signature: _____ Date: _____

18. Status and follow-up action taken by the Safety Coordinator: _____

Safety Coordinator (Signature): _____ Date: _____

SECTION VI

RECORDKEEPING PROCEDURES

Record Keeping Procedures

The Safety Coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident/Incident Investigation Reports
- Workers' Compensation Notice of Injury Reports
- Log & Summary of Occupational Injuries and Illnesses

Initial accident/incident reports must be prepared by the supervisor and submitted to the Safety Coordinator within 24 hours of the incident's occurrence. The Safety Coordinator is responsible for recording every accident/incident report in such a manner as to enable tracking and identification of trends for the purposes of corrective action and training.

If the incident involved a vehicle collision, the Administrative Services Director shall notify the Auto Liability Carrier and assist the carrier with the settlement and/or recovery of losses.

The immediate supervisor of the injured employee shall complete the first notice of injury and submit the form to the Safety Coordinator and the Administrative Services Director within 24 hours of the occurrence of the injury. In the event of a severe injury during normal business hours requiring hospitalization, the Safety Coordinator must be notified immediately. The Administrative Services Director is responsible for notifying the family of the injured employee and arranging the transportation to the hospital/clinic. Additionally, the Administrative Services Director is responsible for ensuring that timely notice has been provided to the Workers' Compensation Insurance carrier and any agency mandated by law or regulation.

SECTION VII

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules outlined on these pages are designed to keep you safe during your daily work. Employees are to follow these rules, review them often, and use good common sense when carrying out assigned duties. **Compliance with safety rules is a condition of continued employment.** Any employee who knowingly fails to comply with state and federal safety rules or the safety and health standards, policies, procedures, and work practices established by the City of Gulf Breeze Safety Committee may be disciplined or discharged.

Nothing in this section is meant to override stricter existing rules and policies for any department.

Office Safety

Office work is more dangerous than is commonly supposed, and serious injury accidents can occur during normal office routine. Good housekeeping and proper storage are important factors in office safety and fire prevention. Proper lifting techniques will prevent most back injuries. Offices are typically inspected for safety compliance less often than other areas. It is important that you correct or report unsafe conditions to your supervisor.

1. Every employee is responsible for keeping their work area clean and orderly. Even a pencil or paper clip can cause a slip or fall.
2. Open doors slowly and be extra cautious when approaching doors that can be opened towards you. Slow down when you come to a “blind” corner.
3. Do not read while walking.
4. Proceed with caution. Haste when walking between desks can result in bruises and falls.
5. Keep electrical cords and other tripping hazards out of aisle ways and do not run cords through doorways.
6. Keep file, desk, and table drawers closed when not in use. Close them before you leave them.
7. Never open more than one file drawer at a time; the entire cabinet may tip over.
8. Be careful when opening drawers to full extension, as they may not have a locking mechanism.
9. Load file cabinets and bookcases with the heaviest items in the bottom to prevent tipping.
10. Maintain office tables, desks, and chairs in good condition; ensure they are free from sharp corners, projecting edges, wobbly legs, etc.
11. Use chairs responsibly. Avoid tilting or slumping back in the chair, which may result in slipping or breaking of the chair.
12. Never use a chair, desk, or other office furniture for a step stool or ladder.
13. Recognize the potential for puncture injuries with message spindles. Consider not using spindles, bending the point horizontally, or covering the point.
14. Keep the blades of paper cutters closed when not in use.
15. Keep razor and “exacto” blades covered. Report even minor injuries and take

- precautions to avoid infection.
16. Be sure that cords and plugs on all electrical equipment are in good shape. If a machine causes a shock or starts smoking, unplug it immediately and report it to your supervisor. Do not overload outlets.
 17. Do not attempt any electrical repairs.
 18. Use handrails when ascending or descending stairs. Don't carry a load that restricts vision.
 19. Walk, do not run. When walking in hallways, keep to the right, especially at corners.
 20. Be careful in front of doors that open outward and open doors slowly.
 21. Avoid spilling or splashing liquids on the floor. If you spill it, clean it up. Provide barricades or other warnings as necessary.

Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain, and other disorders that involve pain and damage to muscles, tendons, and nerves in the back, neck, shoulders, elbows, wrists, and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by:

1. Making the same motion over and over.
2. Staying in the same position too long.
3. Working in a position that puts stress on muscles and joints.
4. Working with tools and equipment that do not fit your body.
5. Using excessive physical force.
6. Exposure to vibration over a long period.

You can help prevent CTD's by avoiding awkward body positions:

1. Adjust your workstation before you begin working.
2. Maintain the natural curve in your back while sitting, standing, and lifting.
3. Keep your wrist straight as much as possible while typing or doing other repetitive tasks.
4. Take breaks from repetitive motion tasks by switching periodically to other tasks.
5. Use the right tools for the job, especially when they are used often or for long periods.

If you spend a lot of time at a computer workstation:

1. Position the keyboard so that your wrists are kept straight—use a wrist rest if necessary. Your elbows should be about the same height as the keyboard.
2. Sit with your back in a neutral posture, maintaining the natural curve, feet on the floor, and thighs parallel to the floor. Adjust the chair height if necessary and use a footrest.
3. Position the screen below eye level and approximately 18-24" away to prevent neck and shoulder strain. If you wear bifocals, the screen should be positioned lower.
4. Change positions, stretch, and take "mini-breaks" periodically.

Pay attention to early signs of cumulative trauma disorders and make adjustments in your

workstation or work techniques. If you experience symptoms, report them to your supervisor and work together to address the root causes of the issues. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck and back, include:

1. Stiffness or soreness
2. Aches and pains
3. Numbness or tingling
4. Swelling
5. Burning sensation
6. Reduced strength

HAZARD NOTIFICATION: Employees must immediately notify their supervisor or employer upon detecting or suspecting an imminent danger in the workplace.

LIFTING PROCEDURES

1. Plan the move before lifting to ensure an unobstructed pathway.
2. Test the weight of the load by pushing the load along its resting surface before lifting.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, or carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with your co-worker.
5. Position your feet 6 to 12 inches apart, with one foot slightly in front of the other.
6. Face the load directly.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Firmly grip the object using your hands and fingers, and use the handles if they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand in an erect position.
12. Perform lifting movements smoothly and gradually; avoid jerking the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. When lifting an object from the floor to above your waist, rest the load on a table or bench at an interim level before adjusting your grip and lifting it higher.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the tailgate or walls of the truck bed.

BUILDING/WORKPLACE SAFETY

1. Use a ladder or stepstool to retrieve or store items that are located above your head.
2. Avoid placing a ladder at a blind corner or doorway. If you must place a ladder before a door, always divert foot traffic by blocking or roping off the area.
3. Replace all ladders that “wobble” or that lean off of center.
4. Always walk on stairs or steps, taking one step at a time.
5. Use the handrails when using stairs or ramps.
6. Avoid jumping from trucks, platforms, ladders, roofs, or other elevated positions.
7. Follow and observe posted safety instructions, warning signs, procedures, and rules.
8. Mop or clean up oil, hydraulic fluid, water, or grease from floors and accesses immediately

- upon detection.
9. Walk around any wet floor or whenever the yellow "Freshly Mopped" sign has been placed on the floor.
 10. Clean up all spills immediately, especially wet spots around drink and coffee machines, in bathrooms, kitchen, and hallways.
 11. Always run extensions or other electrical power cords along walls and out of the travel paths. Extension cords are to be used as temporary installations only.
 12. Always point a charged compressed air hose away from anyone, and never use it to clean your clothing.
 13. Oxygen is only to be used as a lifesaving or sustaining tool. Only use compressed air for cleaning work surfaces. Whenever possible, the use of a vacuum device is preferred over compressed air.
 14. Use a dolly or hand truck when carrying large or bulky objects, or get assistance from a co-worker.
 15. Make sure to close all drawers and cabinet doors before leaving them unattended.

LADDER SAFETY

All ladders shall be inspected on a regular schedule and recorded. Ladders shall be inspected to ensure the side rails and rungs are sound and free of defects, oil, grease, etc.

1. Ladders that have broken steps, rungs, cleats or side rails must be placed out of service or destroyed (cut into 3-foot-long sections and discarded).
2. Look up and avoid overhead electrical power lines before raising or lowering ladders.
3. Ladders must always be placed on a stable and solid base.
4. Face the ladder when climbing up or down.
5. Use a "heel man" to prevent the ladder from slipping.
6. Always ensure the ladder in use is of sufficient height to prevent standing or working on the top three rungs of any ladder.
7. Only use ladders or personnel hoisting devices for human access to the roof or upper levels.

WORKING AT HEIGHTS

1. If working on an elevated area at least six feet high, ensure adequate fall protection is in place.
2. You may use a full-body harness and lanyard or establish a partition by the use of a rope or guardrail.
3. You may want to consider the use of a fall prevention strap/rubber slip-on cleats during wintertime icy/slippery conditions.

EXTREME WEATHER CONDITIONS

At times, the City of Gulf Breeze's climate may be severe, and conditions may change rapidly. Extremely hot weather and exposure to the sun present the potential for heat stress and sunburn. Extremely cold weather presents the potential for hypothermia and even frostbite. Employees are expected to monitor the weather and be prepared to protect themselves against its effects.

In general, employees will provide appropriate clothing for protection from severe weather conditions if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots, and gloves. Departments may provide some or all of such

clothing. Check with your supervisor.

Hot Weather Guidelines

1. Dress for the conditions—lightweight, light-colored, loose clothing is best. If you're out in the sun, wear a hat with a wide brim.
2. Use sunscreen and reapply as needed.
3. Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete, or sand.
4. Eat a well-balanced diet, but avoid hot or heavy foods. Do not take salt tablets or other salt supplements without a doctor's recommendation.
5. Drink plenty of fluids. Don't wait until you're thirsty. The best fluid replacement is water. Avoid alcohol and caffeine.

Cold Weather Guidelines

1. Dress in layers of loose, dry clothing. Effective options include cotton or wool clothing with a waterproof layer over it.
2. Change into dry clothing right away if you get wet.
3. Cover your head and face to prevent heat loss – wearing a hat can help you retain 40 percent of your body heat.
4. Wear shoes and gloves designed for cold weather. Avoid handling metal or anything else with bare hands.
5. Keep moving when you're in the cold to keep your body warm.
6. Return to a warm vehicle or take regular breaks in warm areas to maintain body heat.

LIGHTNING SAFETY

This document outlines the procedures and safety guidelines to protect employees during thunderstorms, particularly from the dangers of lightning. It aims to ensure that all employees know the risks of lightning and how to respond appropriately during a thunderstorm.

1. Monitor Weather Conditions:

- Be aware of weather forecasts, especially if outdoor activities are planned.
- Use weather apps, radio, or alerts to stay informed about approaching thunderstorms.

2. Recognize Early Signs:

- **30-30 Rule:** If you see lightning and cannot count to 30 before hearing thunder, the storm is close enough to pose a danger. Seek shelter immediately.
- Darkening skies, distant rumbles of thunder, and increasing wind speeds are signs of a thunderstorm approaching.

OUTDOOR LIGHTNING SAFETY

1. Seek Shelter:

- At the first sign of a thunderstorm, move indoors or into a vehicle with a metal roof and closed windows.
- Avoid small shelters like pavilions, dugouts, or sheds, as they do not provide adequate protection.
- Stay away from tall objects like trees, poles, or towers which attract lightning.

2. If No Shelter is Available:

- Try to find a dense area of smaller trees surrounded by larger trees, or a low-lying area. Avoid open fields, the top of a hill, a ridge, cliffs, rocky overhangs, or isolated trees.
 - Stay away from water, wet items, and metal objects (e.g., fences, machinery, etc.) as they conduct electricity.
 - Crouch down in a ball-like position, placing your feet together and hands over your ears. Do not lie flat on the ground.
3. **Resume Activities:**
- Wait at least 30 minutes after the last clap of thunder before resuming outdoor activities.

INDOOR LIGHTNING SAFETY

1. **Stay Indoors:**
- Remain inside during a thunderstorm and avoid using electrical equipment and corded phones.
 - Unplug appliances and electronic devices to avoid damage from surges.
 - Stay away from windows and doors, and avoid contact with anything that conducts electricity, such as water faucets and sinks.
2. **Power Outages:**
- Use flashlights instead of candles in the event of a power outage.
 - Avoid using landline phones unless it's an emergency.

VEHICLE SAFETY

1. **Safe in a Vehicle:**
- A fully enclosed metal vehicle provides good protection.
 - Keep windows rolled up and avoid contact with metal parts of the vehicle.
2. **Avoid Unsafe Vehicles:**
- Do not seek shelter in open vehicles like convertibles, motorcycles, or golf carts.

POST-STORM PROCEDURES

1. **Check for Injuries:**
- If someone is struck by lightning, call emergency services immediately. Lightning victims do not carry an electrical charge and can be safely attended to.
 - Administer first aid, including CPR if needed, until professional help arrives.
2. **Report Damages:**
- Inspect work areas for damage and report any issues, such as fires or power outages, to the appropriate department.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

Personal protective clothing and equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in specific locations and for certain tasks, based on safety regulations and best safety practices. Examples of PPE include, but are not limited to:

- Safety shoes
- Fall protection harnesses
- Protective headgear
- Safety glasses
- Goggles
- Face shields
- Welding glasses
- Protective clothing
- High-visibility clothing
- Hearing protection
- Air purifying respirators
- Self-contained breathing apparatus (SCBA)
- Welding clothing
- Gloves
- Rubber boots
- Stainless steel puncture-resistant gloves (for law enforcement & sewer operations)

The City of Gulf Breeze provides Personal Protective Equipment (PPE) if PPE is required for certain tasks or in certain locations. Check with your supervisor to learn what equipment is required and/or provided in your area. Departments will specify and issue all required safety equipment to employees except when the PPE must be fitted to the employee, such as safety shoes or prescription safety glasses. Employees must obtain department approval prior to purchasing safety shoes or glasses and demonstrate that all safety specifications are met in order to be reimbursed for the cost.

All PPE must meet the appropriate American National Standards Institute (ANSI) specifications as directed by OSHA. Any employee who provides their own PPE must present the PPE to their supervisor for approval prior to use on the job.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes, and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally, it is the employee's responsibility to be dressed properly for work.

Employee responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.

5. Follow the correct methods of putting on, taking off, and adjusting PPE.
6. Properly care for, maintain, and dispose of PPE.

HEARING PROTECTION

High noise levels damage your hearing and may also cause stress and fatigue. Hearing protection devices such as safety earmuffs and earplugs are designed to reduce your exposure to harmful noise and enable you to hear conversations and machine warnings. Never substitute audio headphones for hearing protection devices.

Always wear hearing protection in areas posted “HEARING PROTECTION REQUIRED” and follow department rules for the use of hearing protection for designated operations or near particular equipment. In addition, follow the three-foot rule – use hearing protection when you must raise your voice to be heard by another person at a distance of three feet.

Insert foam earplugs properly: Roll the plug between your thumb and forefinger until it is completely compressed. With the opposite hand, pull the outer ear up and out and insert the plug into the ear, leaving a small portion of the plug exposed.

If you are using earmuffs, ensure there is a good seal between the muff and the skin around your ear. Hair, jewelry, and glasses should not interfere with the seal. Earmuffs and earplugs may be worn together for added protection.

RESPIRATORY PROTECTION

Respiratory protection is required for some employees as protection from exposure to high dust or particulate levels, exposure to toxic materials or oxygen deficiency. If you are required to wear a respirator, you will be given a medical examination, fit tested with the respirator, and trained on the proper use and care of the respirator. In addition, you will be required to be clean-shaven where the respirator face piece contacts the skin.

In some situations, such as dusty outdoor conditions, dust masks will be available as a convenience. There is no obligation that the masks be worn, and the requirements in the above paragraph do not apply.

SELF-CONTAINED BREATHING APPARATUS / RESPIRATOR CARE

1. Clean and disinfect your respirator after each use using the following procedure:
 - a. Remove the disposable airway valve from the mask and discard the valve into the red bio-hazardous waste receptacle.
 - b. Thoroughly wash all exterior and interior surfaces with warm, soapy water or a solution of 1 part household bleach to 10 parts water. Use fresh household bleach solution with each 1:10 cleaning procedure.
 - c. Rinse all surfaces with fresh water.
 - d. Air dry, cloth dry, or rinse with isopropyl alcohol.
2. When the cleaned respirator facepiece is dry, store it in a plastic "zip-lock" bag.

CONFINED SPACE ENTRY

DO NOT ENTER HAZARDOUS AREAS YOU ARE NOT AUTHORIZED TO ENTER

Very few work situations have as much potential for serious safety hazards as confined spaces. The atmosphere in a confined space may have insufficient oxygen to support life or may be toxic, flammable, or explosive. The lack of ventilation in confined spaces makes welding, painting, using hazardous materials, or other activities that change the atmosphere especially dangerous. The limited opening for entry and exit makes rescue difficult and dangerous.

Most of the severe injuries and fatalities in confined spaces occur because an employee either went into a confined space without first testing its atmosphere or did not continuously monitor the space. These are general guidelines for all employees. Each Department/Division that encounters confined spaces in their assigned duties will develop, train, operate, and monitor a specific confined space program for their area.

Some City employees may, during the course of their jobs, encounter confined spaces that have not been specifically evaluated. Examples include firefighters and police officers during emergency response and inspections, waste water technicians, or others during the normal course of their duties. More than half of the fatalities in confined spaces are would-be rescuers. All employees who enter confined spaces must receive sufficient training to evaluate any confined space and make responsible decisions. Prior to entry, assume that every confined space has an unknown hazardous atmosphere.

A **confined space** is defined as a space that has all of the following characteristics:

- (1) is large enough for an employee to bodily enter and configured so that the employee can perform assigned work, and
- (2) has limited or restricted means for entry or exit and
- (3) is not designed for continuous employee occupancy.

Examples of confined spaces include tanks, vessels, manholes, storm drains, headwalls, silos, storage bins, hoppers, meter vaults, digesters, lift and transfer stations, shafts, and pits. Unfavorable natural ventilation is common in confined spaces.

LOCKOUT / TAGOUT PROCEDURES

OSHA Standard 29 CFR 1910.147 requires that hazardous energy be controlled during machine or equipment service or maintenance. Lockout and tagout (LO/TO) procedures are necessary to protect workers from electric shock, accidental start-ups, or other energy releases.

Every division and/or department that has employees performing maintenance where there is exposure to hazardous energy must have:

- locks and/or tags and lockout devices that are not used for anything else;
- procedures for performing such maintenance specific to their area; and
- training for all employees involved in maintenance activities.

Basic Rules for Using Lockout/Tagout

1. All equipment shall be locked out or tagged out to protect against accidental or

inadvertent operation when such operation could cause injury to personnel.

2. Do not attempt to operate any switch, valve, or other energy-isolating device when locked out or tagged out.
3. Lockout/tagout devices shall be removed only by the employee who applied the device. (EXCEPTION: In cases where the authorized employee who applied the lock or tag is not available, the lock or tag may be removed by the direct supervisor/superintendent in charge of either the department involved or the maintenance crew that placed the LO/TO or under his/her direct authority. The employee whose lock was removed must be notified by the supervisor prior to returning to the work site.)
4. The division supervisor/superintendent will inform outside contractors of the elements of the City's lockout/tagout program and ensure that work efforts are fully coordinated and compliance is achieved.
5. Where shift or personnel changes occur before the lockout/tagout is terminated, a changeover period will be established by the supervisor. Departing employees will remove their locks and/or tags, and arriving employees will apply their locks and/or tags. The supervisor will fully inform arriving employees of the scope and stage of the work.
6. All personnel on the job site should be advised of the Lock-Out/Tag-Out.

WILDLIFE HAZARDS

INSECT BITES & STINGS

1. **Prevention:** Wear long-sleeved shirts, long pants, and socks, and tuck your pants into your socks to prevent ticks from crawling up your legs. You can also spray your pants with insect repellent at the ankles and waistband. Use insect repellents that contain at least 20% DEET or Picaridin, and follow the instructions on the package. Avoid perfumes, colognes, and scented lotions, as bugs attract them.
2. **First Aid:** If you are bitten or stung by an insect, you can try these first aid steps:
 - a. Move to a safe area to avoid more bites or stings.
 - b. Remove any stingers using gauze or a fingernail, but never squeeze the stinger or use tweezers.
 - c. Gently wash the area with soap and warm water.
 - d. Apply a cold compress or ice pack to the affected area for at least 10 minutes to reduce swelling and pain.
 - e. If the bite is on an arm or leg, raise it.
 - f. Avoid scratching the area to reduce the risk of infection.

- g. Take over-the-counter pain medication or an antihistamine for significant pain and swelling.
3. **Severe reactions:** If the bite is from a fire ant, watch for severe reactions like chest pain, nausea, sweating, loss of breath, serious swelling, or slurred speech, which require immediate medical treatment. If the bite is from a bee, wasp, or hornet, have someone stay with you for at least 30 minutes to watch for signs of an allergic reaction. If you are known to be allergic and have an epinephrine pen, be prepared to use it. **If signs/symptoms are severe, contact emergency services via 911.**

BITING AND STINGING INSECTS

- a. Know what kind of biting and/or stinging insects to expect in the area or work
- b. location.
- c. Ensure there is a ready supply of insect spray in your vehicle or work area.
- d. If you are allergic to bee or wasp stings, ALWAYS carry a pre-loaded syringe of adrenalin (such as EpiPen), and notify your Program Leader. Understand and know how to administer the medication yourself.
- e. Do not wear perfumes, colognes, scented soaps or powders.
- f. Tuck pants into your socks or work boots.
- g. Wear light-colored clothes, if possible.
- h. Look out for stinging-insect nests – any visible signs of activity around a particular hole or place.
- i. Destroy standing water for mosquitoes
- j. Do not swat at or make fast movements around stinging insects – most bees and wasps will not sting unless they are provoked or startled.
- k. If you find a bee or wasp in your vehicle, take a thick cloth and cover the insect before it gets frightened. Carefully let the insect outside through an open window.
- l. If a bee or wasp nest must be removed from your immediate work area, notify your Program Leader immediately.
- m. Always consult a qualified pest-removal expert.

SMALL WILD ANIMALS

- a. People and wildlife live side by side, therefore encounters with small wild animals are common.
- b. Most small animals are not aggressive; however, conflict may occur when they are trying to meet their basic needs of finding food, water and shelter. It is important to understand and recognize basic animal behaviors, in order to prevent injuries to both animals and humans.
- c. Never touch or handle wild animals – healthy, sick or deceased. Parasites and other infectious diseases may be present.
- d. Angry skunks will growl or hiss, stamp their feet rapidly, or walk a short distance on their front feet with their tails high in the air
- e. Before spraying, skunks usually hump their backs and turn in a U-shaped position so that the face and tail face the enemy.
- f. Raccoons have a natural fear of humans, and will not attack unless provoked.

Their first reaction is to stop and observe, as they are cautious but curious animals.

- g. If bitten by a wild animal, clean the wound with soap and water, and obtain medical assistance immediately, advising medical staff of the potential for infectious diseases, such as rabies.

BEARS

1. Bears are naturally shy but extremely curious animals. If that curiosity is rewarded with food, they become conditioned to be increasingly forward, even aggressive. Bears can cause injury or death, especially if a situation involves a female bear and her cubs. Ultimately, bears are looking for food and should be treated with respect and tolerance. Bear attacks on humans are considered unusual since they normally run away from human contact.

When working or patrolling an area with known bear activity, always be prepared by:

- a. Confirm with your Supervisor at the beginning of your shift if there have been any recent bear sightings or incidents in your work area.
 - b. Do **NOT** approach the bear.
 - c. Watch the bear and **avoid eye contact**, as this may be seen as a challenge to the bear.
 - d. If the bear needs to be scared away, use a noise maker or horn or begin shouting as soon as possible.
2. Aggressive Bears will make huffing sounds or pop and snap their teeth together. You may also hear them 'crashing' through the woods or see them standing on a road, refusing to yield. If an aggressive bear approaches and lowers its head and faces you:
 - a. Do **NOT** turn and run. Unless you have a head start and it's only a short distance to safety.
 - b. Stand your ground.
 - c. Do **NOT** panic.
 - d. Assess the situation.
 - e. Make yourself appear larger by raising your arms over your head.
 - f. Continually face the bear and talk, growl, or roar in a low-pitched voice.
 - g. If the bear needs to be scared away, use a noise maker or horn or begin shouting as soon as possible.
 - h. Allow escape if the bear is cornered.
 - i. Slowly retreat by walking backward until you can safely leave the area.
 - j. Do **NOT** play dead.
 - k. Do **NOT** run away.
 - l. Do **NOT** turn your back to a bear.
 - m. Report all bear incidents encountered on your shift to your direct supervisor.

SECTION VIII

UNIVERSAL PRECAUTIONS EXPOSURE CONTROL PROCEDURES

Universal Precautions

1. Wash hands before and after each potential exposure or first aid procedure (may use a waterless hand cleaner).
2. Wear latex or nitrile gloves whenever you come in contact with blood or other potentially infectious materials (body fluids and tissues).
3. Wear full-body gowns whenever there is a possibility of blood or other potentially infectious materials splashing onto the rescuer.
4. Wear face masks and eye protection whenever there is a possibility of blood or other potentially infectious materials splashing into the rescuer's face.
5. Dispose of all contaminated sharp objects in an appropriate puncture-proof container.
6. Dispose of all contaminated personal protective equipment in an appropriate container marked for bio-hazardous waste.

Lay rescuers should consider following universal precautions as much as possible. To adequately follow universal precautions, a rescuer must have appropriate personal protective equipment available. Make sure first aid kits contain gloves, a CPR barrier, and eye protection, at a minimum.

Bloodborne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. Although these diseases are most commonly transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:

1. Accidental puncture with an infected needle
2. Getting infected blood or other potentially infectious materials on your skin, especially if your skin has open sores, nicks, or cuts
3. Getting infected blood or other potentially infectious materials in the mucous membranes of your eyes, nose, or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions, and certain other body fluids (cerebrospinal, etc.).

Many City employees, including law enforcement personnel, firefighters, solid waste workers, wastewater treatment operators, and individuals who perform janitorial functions, have the potential for bloodborne pathogen exposure. These employees shall be given initial training and offered HBV vaccinations at the City's expense (See HEPATITIS B VACCINE DECLINATION Form Below). Emergency services employees (Fire and Police) have the greatest potential exposure and have extensive departmental procedures to cover potential exposure situations.

The following precautions are useful in avoiding exposure to bloodborne pathogens:

1. Do not eat, drink, or use tobacco products around blood or other potentially infectious materials.
2. Do not perform janitorial, emergency rescue, or other jobs with a risk of exposure to bloodborne pathogens unless you have been trained to do so.
3. Follow department requirements concerning exposure to BBP, including the use of personal protective equipment such as nitrile or other impervious gloves,
4. Minimize the risk of puncture by a discarded hypodermic needle:
 - a. Do not reach into trash containers or attempt to compact trash by pressing with your hands or feet;
 - b. Watch for needles in parks, restrooms, storm sewers, sanitary water systems, police vehicles, and other places where they may be discarded;
 - c. Do not pick up a needle with your bare hands – wear gloves or use tongs.
5. Avoid direct contact with blood or other potentially infectious materials:
 - d. use tongs or wear gloves to pick up condoms, sanitary napkins, and other items that may be contaminated with body fluids
 - e. use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area
6. If possible, clean up your own blood after a minor injury; dispose of small quantities of cleanup materials in a toilet.
7. Cover all wounds with waterproof bandages; replace the bandage as necessary.
8. Minimize contact with injured persons if you are not trained in emergency medical response.
9. Wash with soap and water immediately after the following:
 - f. after removing gloves and other personal protective equipment;
 - g. after exposure to potentially infectious materials;
 - h. after cleaning or decontamination of BBP;
 - i. after using the bathroom,
 - j. before eating
10. Report all exposure incidents to your supervisor and follow directions to seek medical care.
11. Follow department procedures for dealing with potentially infectious materials.

SECTION IX

SAFETY INSPECTIONS

A. Purpose:

Routine inspection of work areas is important to identify problems and hazards before these conditions result in accidents or injuries. Safety inspections, with a specific focus on safety, shall be conducted on a regular basis.

B. Responsibilities:

1. Department Heads/Division Directors:
 - Design and schedule inspection procedures for all work areas, processes and procedures
 - Conduct documented monthly safety inspections
 - Ensure employees understand the various safety programs and policies.
2. Supervisors:
 - Conduct informal daily safety walk-throughs to identify and correct unsafe conditions.

C. Corrections

All safety deficiencies found during routine safety inspections should be corrected as soon as possible. Documentations of corrections should be made on the inspection sheet. Conditions that represent imminent hazards must be corrected or controlled immediately.

D. Types of Inspections:

1. **Supervisor Daily Safety Walk-through:** This is an undocumented inspection made daily to ensure the facility and equipment are in safe conditions for employees. All noted unsafe areas are placed in a safe condition prior to Employees working in the area.
2. **Documented Monthly Safety Inspection:** Each month, a formal documented safety inspection of each Department or work area within each Department will be conducted and include the following:
 - Department Head or Division Director
 - Department Supervisor
3. **Inspection/Audit Reports:** Hazards and deficiencies will be recorded within the inspection report, and recommendations for corrections will be provided to the Safety Coordinator and City Manager. The following items should be thorough:

SAFETY AUDIT CHECKLIST

Work Location Inspected: _____ Date: _____

Inspection Conducted by: _____

A. FIRE PROTECTION & FLAMMABLE/COMBUSTIBLE MATERIALS

- | | |
|---|--|
| a. Fire extinguishers fully charged and within current validation? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| b. Fire extinguishers are easily mounted, accessible and not obstructed? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| c. Combustibles separated from heat sources/sources of ignition? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| d. Emergency exits kept free of obstructions and not locked (in and out)? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| e. "No Smoking" signs posted in areas where flammable liquids are stored? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| f. Flammable liquids stored in fire-resistant cabinets? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

B. PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- | | |
|--|--|
| a. Employees wearing proper clothing for the job they are doing? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| b. Employees wearing safety glasses with side shields, as required? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| c. Employees wearing proper safety boots/shoes, as required? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| d. Employees wearing face shields or goggles when appropriate? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| e. Employees wearing the proper respirator, when required? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| f. Employees wearing hard hats, as required, and are they being inspected? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| g. Employees wearing their hearing protection, as required? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| h. Employees who work six feet above the surface using fall protection? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

C. WALKING/WORKING SURFACES

- | | |
|---|--|
| a. Worksites clean, sanitary, and orderly? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| b. Work surfaces kept dry, and oil spills cleaned up quickly? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| c. Covered metal waste case used for oily /paint-soaked waste? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| d. Work areas adequately illuminated? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| e. Pits, floor openings, or holes covered or otherwise guarded? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| f. Aisles and passageways kept clear? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| g. Stairways clear of debris and clean? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

D. PORTABLE LADDERS

- | | |
|---|--|
| a. Ladders maintained in good condition (joints & side rails tight, and movable parts operate freely and no cracks on rails or treads)? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| b. Non-slip feet provided on each ladder? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| c. Ladder rungs and steps free of grease and oil? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| d. Ladders extended 3' past (3 rungs) the surface they are climbing onto? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

E. FLEET & CRANE SAFETY

- | | |
|---|--|
| a. Vehicles being inspected each shift prior to use? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| b. Employees adhering to speed limits? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| c. Employees stopping at intersections? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| d. Cranes, lifts, and hoists inspected each shift prior to use? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| e. Audible alarms used as required? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| f. Employees staying clear of suspended loads? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

F. LOCKOUT / TAGOUT PROCEDURES

- | | |
|---|--|
| a. Is all machinery or equipment capable of movement or stored energy (electrical, mechanical, pressure) locked &/or tagged out when servicing, repairing or adjusting? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
|---|--|

G. CONFINED SPACES

- | | |
|---|--|
| a. Are confined spaces atmospheres tested prior to entry? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| b. Standby employee trained/equipped to handle emergency present? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| c. Fire Department notified before entering a permit-required confined space? | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

H. ELECTRICAL

- a. Extension cords in good repair? (not frayed or spliced) Yes ☐ No ☐ NA ☐
- b. Electrical panels kept closed and properly labeled? Yes ☐ No ☐ NA ☐
- c. Electrical panels easily accessible and clear of obstructions? Yes ☐ No ☐ NA ☐

I. HAND TOOLS & EQUIPMENT

- a. Tools & equipment used in good condition? Yes ☐ No ☐ NA ☐
- b. Broken handles replaced prior to use? Yes ☐ No ☐ NA ☐
- c. Tool heads secured tightly in the head of all tools? Yes ☐ No ☐ NA ☐
- d. Chisels and punches reconditioned to prevent mushrooming heads? Yes ☐ No ☐ NA ☐
- e. Grinders, saws & similar equipment provided with appropriate guards? Yes ☐ No ☐ NA ☐
- f. Abrasive wheel grinders work rest adjusted to within 1/8" of the wheel? Yes ☐ No ☐ NA ☐

J. MACHINE GUARDING

- a. All pulleys, belts, and wheels within 7' of the floor properly guarded? Yes ☐ No ☐ NA ☐
- b. All guards secure? Yes ☐ No ☐ NA ☐
- c. Are fan blades protected with a guard with openings no larger than 1/2"? Yes ☐ No ☐ NA ☐

K. COMPRESSORS AND COMPRESSED AIR

- a. Compressors equipped with a pressure relief valve and pressure gauge? Yes ☐ No ☐ NA ☐
- b. Employees aware - not to direct compressed air towards persons? Yes ☐ No ☐ NA ☐
- c. Compressed air nozzles equipped with diffuser? Yes ☐ No ☐ NA ☐

L. HAZARD COMMUNICATION (Material Safety Data Sheets)

- a. Is each hazardous substance container properly labeled with the product identity and hazard warning? Yes ☐ No ☐ NA ☐
- b. Do employees know where MSDS are maintained for all chemicals? Yes ☐ No ☐ NA ☐

M. SLING / CHAIN INSPECTIONS

- a. Slings inspected prior to each use? Yes ☐ No ☐ NA ☐
- b. Damaged slings removed from service? Yes ☐ No ☐ NA ☐

N. NOTIFICATIONS

- a. Items noted needing attention turned in to appropriate personnel? Yes ☐ No ☐ NA ☐
- b. List personnel notified of hazards/deficiencies:

- i. _____
- ii. _____
- iii. _____

COMMENTS

SECTION X

PREVENTATIVE MAINTENANCE

A. OBJECTIVE

Proper preventative maintenance of all equipment and facilities is one of the most effective ways to avoid accidents, lost time, and damaging failures of such equipment. The City of Gulf Breeze maintains all equipment and facilities to prevent injury to employees, downtime to equipment, and property damage.

B. SCOPE

- Each Department Head/Division Director shall designate personnel responsible for conducting appropriate preventative maintenance in accordance with an established schedule.
- All equipment shall be maintained in accordance with the manufacturer's recommended procedure for routine and preventative maintenance.
- Appropriate preventive maintenance documentation shall be maintained within each Department/Division.
- The Vehicle Maintenance Department shall perform an evaluation on any vehicles or motorized equipment that malfunctions or is involved in an incident or injury.
- Findings of the referenced evaluation shall be submitted to the Safety Coordinator in writing.
- If the evaluation determines the equipment contributed to the event, the equipment shall be removed from service until appropriate repairs are completed. Completed work will be signed off by person performing the repairs.

SECTION XI

ACKNOWLEDGEMENT AND RECEIPT

I, _____, by affixing my signature to this page, acknowledge that I have received, read, and understand the safety rules of the City of Gulf Breeze. I fully intend to abide by these rules and report any unsafe conditions I observe to my direct supervisor. I also understand that I am responsible for maintaining this copy in a usable and current condition.

Date

Signature