

**POLICY NUMBER:**

**APM- 4 - 08**

**ISSUED BY:**

**Pedro G. Hernandez**  
City Manager

**SIGNATURE**

# CITY OF MIAMI



**ADMINISTRATIVE POLICY**

**DATE**

**May 12, 2008**

**REVISIONS**

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**SUBJECT:**

**SAFETY AND LOSS PREVENTION**

**PURPOSE:** It is the policy of the City of Miami to improve the effectiveness of public service at all levels by providing a safe and healthful work environment for City employees; providing for the safety and health of the public and preserving City resources through the implementation of the Safety and Loss Prevention Program.

Effective this date, this Administrative policy supersedes all previous directives relating to this subject, including but not limited to the following policies that are hereby rendered obsolete: APM 6-78 (*Line of Duty Injuries, Rehabilitation and Hiring of the Handicapped*); APM 3-79 (*Safety and Loss Prevention Program*); APM 1-87 (*Procedure for Reporting Unsafe/Defective Equipment*); and APM 1-95 (*Safety Management Program*).

**THE POLICY WILL BE AS FOLLOWS:**

**I. GENERAL**

- A. All employees are responsible for ensuring their own safety as well as the safety of other employees, the public and City resources. The tasks, responsibilities, policies and procedures designed to achieve these goals are detailed in the General Employee Safety Manual ("General Safety Manual") and respective Departmental Safety Handbooks ("Departmental Safety Handbook(s)"). It is the responsibility of each and every employee to comply with the provisions in the General Safety Manual and the respective Departmental Safety Handbook(s).
- B. Employees may obtain a copy of the General Safety Manual and the Departmental Safety Handbooks by contacting the Department of Risk Management.

## II. ADMINISTRATION

### A. Risk Management Director

The Director of the Risk Management Department ("Risk Management Director"), through the designated City-Wide Safety Manager ("Safety Manager") and staff, is authorized to establish and maintain the Safety and Loss Prevention Program ("Program") designed to minimize losses due to on the job injuries and property damage. The Risk Management Director shall recommend to the City Manager or his/her designee the cessation of unsafe activities or operations which are determined to present an immediate and serious threat to the safety of the public, employees or City resources. Subsequently, the City Manager will contact the pertinent personnel to take appropriate action, including but not limited to contacting the Building Official.

### B. Safety Manager

The Safety Manager, under the supervision of the Risk Management Director, is authorized to develop, implement, update and revise the General Safety Manual as well as Departmental Safety Handbooks. Further, the Safety Manager and staff are authorized but not limited to:

1. Ensure that all employees are familiar with applicable safety rules, regulations and codes as specified in the General Safety Manual and/or applicable Safety Handbook.
2. Coordinate employee training on current safety issues based on loss data.
3. Conduct announced and unannounced routine inspections and audits of City facilities and operations to identify unsafe practices, operations or conditions.
4. Report to departments regarding unsafe conditions identified and recommended corrective actions.
5. Oversee and coordinate testing for abatement of hazardous conditions and substances.
6. Promote safety awareness to employees through regular and job specific safety training.

## III. DEPARTMENT DIRECTORS

Department Directors, including heads of official City of Miami entities (i.e. agencies, trusts) are responsible for ensuring participation in the Program, which shall include the following:

1. Ensuring that employees receive and have access to the General Safety Manual and the respective Departmental Safety Handbook(s).
2. Providing employees the opportunity to attend safety training classes during working hours as long as City operations are not compromised.
3. Implementing corrective actions to minimize and mitigate the City's exposure to loss as identified through safety audits and inspections.
4. Ensuring that budgetary resources are allocated to provide appropriate safety equipment.
5. Mandating that supervisory personnel perform routine safety inspections and audits of workplaces and operations.
6. Appointing a departmental safety liaison who will attend departmental safety committee meetings on a quarterly basis or as established by the Safety Manager.

#### **IV. SUPERVISORY PERSONNEL**

Supervisors are responsible for the daily safe working conditions and practices of employees on a day to day basis and are charged with the following:

1. Providing and maintaining a safe working environment as prescribed by the General Safety Manual and/or Departmental Safety Handbook(s) as well as all applicable federal, state and local laws and regulations.
2. Providing new employees with the General Safety Manual and respective Departmental Safety Handbook(s) and orientation to address job-specific safety rules and procedures.
3. Ensuring that employees fully understand all applicable safety policies and procedures.
4. Taking the necessary actions to report and correct safety hazards in facilities work operations or equipment
5. Ensuring that all work related injuries, vehicle accidents and visitor incidents are reported immediately to the Claims Network and that the appropriate reporting forms are completed and forwarded as indicated in the General Safety Manual and/or the respective Departmental Safety Handbook(s) (see Workers' Compensation Policies/Procedures).
6. Ensuring that each employee has received proper training and/or certification for the job assigned and that proficiency in the assigned task(s) has been sufficiently demonstrated and documented.
7. Maintaining documentation of all formal and informal employee safety training.

8. Providing that all tools, equipment, safety devices and personal protective equipment are operational and adequate for the task performed.
9. Conducting frequent formal and informal safety inspection checks of their facilities and operations and maintaining documentation of same as well as corrective actions taken.
10. Conducting thorough investigations of all employee injuries and vehicle accidents immediately or as soon as possible after the event.
11. Requiring employees to wear assigned personal protective equipment while performing job functions and recommending disciplinary actions for employees found to be violating this and other safety requirements.

## **V. EMPLOYEE RESPONSIBILITIES**

City employees are required to perform their work safely and exercise due care to prevent injuries to themselves, other employees and the public. Employees shall:

1. Immediately report to their supervisor all accidents, unsafe conditions and/or operations and to cooperate with supervisory personnel and others conducting accident or incident investigations.
2. Keep all work areas and equipment clean, orderly and in good condition.
3. Inspect tools, equipment, safety devices and personal protective equipment prior to use and routinely thereafter.
4. Understand instructions on safety requirements prior to starting work.
5. Lift and handle materials properly. Ask for assistance when needed.
6. Utilize all required safety equipment and personal protective equipment while performing job tasks. If equipment is not available or is in non-working condition, immediately notify the supervisor.
7. Not ignore, remove or obscure any warning or safety device.
8. Only perform work for which they are authorized and qualified.
9. Be attentive to surroundings in work environment and potential hazards.
10. Know the location of nearest fire extinguisher and emergency exit and cooperate with all required emergency drills.
11. De-energize equipment involving stored energy (hydraulics, pneumatics, and electrical outlets) before commencing work on them. Ensure equipment is properly grounded and in good condition.

12. Have and maintain all required licenses and certifications (including but not limited to State of Florida driver's license). Immediately report to Supervisor any suspensions or revocations.
13. Not operate any City vehicle without a current valid State of Florida Drivers License.
14. Not smoke, eat or drink except in designated approved areas.

## **VI. SAFETY TRAINING**

### **A. Generally**

Training personnel in safe operations and practices is one of the most important elements in the Program. Safety training not only involves education on specific issues, training serves to promote safety awareness, influences favorable attitudes towards safety and helps prevent accident recurrences. Department Directors and Supervisors are responsible for authorizing employees to attend safety training classes.

### **B. Newly-Hired Employee Safety Orientation**

1. Newly-hired employees shall attend the general orientation session where they will be introduced to the Program and will sign/acknowledge the safety commitment statement.
2. If applicable, newly-hired employees are provided with a departmental safety orientation which shall include at a minimum a review of:
  - (a) the General Safety Manual and Departmental Safety Handbook(s);
  - (b) required personal protective equipment; and/or
  - (c) procedures for reporting accidents and hazards.

### **C. Current Employee Safety Training and Safety Refresher Classes**

Safety training and refresher courses will be scheduled and coordinated through the Safety Manager. Training will be based on needs determined from departmental accident reports as well as new trends in safety, new policies and other topics of interest.

### **D. Documentation**

The Department of Employee Relations and individual City departments shall maintain documentation of employee safety training.