Florida Municipal Safety Initiative

Office Only Self-Evaluation

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Introduction:

Basic Premise and Goal:

- A well-implemented safety management system will lead to a reduction in losses, injuries, and illnesses.
- The goal of the Florida Municipal Safety Initiative is to provide each participating organization the knowledge and tools needed to easily develop and implement an effective safety management system.

Voluntary Accreditation:

- The Florida Municipal Safety Initiative is a <u>VOLUNTARY SAFETY ACCREDITATION PROGRAM</u> available to all FMIT members.
- To become accredited, the organization must develop and implement an effective safety management system that meets the FMIT established standards.

Accreditation Paths:

- There are 5 separate accreditation paths that are chosen based on the organizations size and the type of public services provided.
- The 5 paths include:
    1. Large Entity
    2. Small Entity
    3. Office Only
    4. Law Enforcement
    5. Fire Department

What is an "Office Only" for purposes of the Florida Municipal Safety Initiative?

- Any member that only provides administrative services to the public should select the Office Only pathway. This could include a Community Development District (CDD) with a single administrative employee, to a County Clerk of Courts with over 500 employees in multiple buildings.
- Since administrative work is relatively low risk, there are less technical requirements needed to obtain a Certificate of Safety Excellence.
- Note: For organizations that have a small group of employees that conduct other hands-on tasks such as maintenance work, project management, etc. we recommend selecting the Small Entity option.

Self-Assessment Instructions:

Step 1- Safety and Risk Management Assessment

- Conduct a self-assessment of the overall safety management process for your organization. This assessment is divided into 2 sections.
    - o Section 1: Safety and Risk Management:
    - o Section 2: Office Safety Issues and Requirements
- Each question is worth 1 point.
- Award 1 point only if there is objective, observable, and measurable evidence.

- o Look for documentation, written programs, training records, or other supporting information that can demonstrate the actual implementation of the question.
- o For example:
  - Question 6 reads "Are first aid materials provided and formally checked at least quarterly?"
  - Verify that each first aid kit is stocked. Look for a completed checklist or talk to the person who conducts the inspection.
- For any question that is not applicable (NA) to your operations simply subtract that point from the section total when calculating the section score.

Step 2- Scoring Summary

- Tabulate the scores on the last page of this document and determine if you have met the minimum requirement for your level.
  - o If you HAVE met the minimum score, schedule your Safety Improvement Assessment with your FMIT Safety and Risk Consultant.
  - o If you HAVE NOT met the minimum score, use the Suggestions and Resources (including the hyperlinked documents) to implement the missing elements.

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Section 1: Safety and Risk Management:

	Question	Possible Score	Score	Recommendations
1.	Does the organization have a written Health and Safety Management Policy?	1		Organizations need to produce a climate, which promotes health and safety, and emphasize that deviation from safety standards, at whatever level, is not acceptable. Sample Municipal Safety Policies: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ej5G7F9wGe1OlVGOIug9x5gBbIu1QNRliSVjUWEJtb0miQ?e=5UxvIR
2.	Is someone within the organization appointed as being responsible for the overall administration of the safety/risk management process?	1		The person responsible for the implementation of the safety/risk process helps provide the framework and resources needed to implement an effective safety management system.
3.	Does the organization have an overall emergency response plan? Does the plan cover all pertinent incidents such as fire, natural disasters, severe weather, spills, business continuity, workplace violence, loss of data, etc…?	1		Every organization must have effective emergency response plans. In many cases these plans do not need to be complex; in fact, a simple plan can be more effective than a complex plan. All plans must be communicated, reviewed, and practiced. Emergency Response Program and Sample Emergency Plans: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY
4.	Does the organization have an emergency medical response plan to help injured employees?	1		Organizations must have the ability to handle workplace injuries. This could include providing first aid materials and training, selecting, and communicating your authorized medical treatment facilities, and making plans for the activation of EMS for serious or life-threatening injuries. Sample Emergency Plans: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY
5.	Are first aid materials provided and checked at least quarterly?	1		The first aid companies can cost you literally thousands a year for supplies that A) you don't need and B) in the case of medications can create liability. I recommend a self-inspection and maintenance plan for your first aid kits where your task certain employees to conducting periodic inspections/ inventory of the kits in their organization based on the ANSI/ISEA Z308 standard for First Aid Kits. First Aid Equipment Management Plan: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eo8KK0vatkhOpPsCjVFXOXkBhqAr0Ex0uBMjQoqi_lhYkg?e=BBRhfu

6.	Does the organization have Automatic External Defibrillators (AED's)? If so, are the AED's being maintained including being visually checked at least monthly?	1		If you have AED's, it is your responsibly to make sure they will work when needed. To ensure this happens develop a self-inspection and maintenance plan which includes monthly inspections at a minimum. AED Management Plan: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErEfnc0404VLjFBd0--5OUUB_VJ_aC3Y9MlmmPL-8kkDqA?e=GLxCrX AED Inspection Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoF5X661YoJKoDFwdOKb8AgBvCszWiDziGE2voeXUYiJ-w?e=31Sv10
7.	Are fire extinguishers being maintained including being visually checked monthly and serviced by a licensed fire extinguisher contractor on an annual basis?	1		Local and state fire codes require the selection and placement of fire extinguishers based on the space and occupancy. If your facilities have fire extinguishers they must be maintained in an operable condition. This is most often done by completing monthly checks on each extinguisher. It is recommended to include these fire extinguisher checks in a more wholistic monthly facility inspection when possible. Fire Prevention Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EldFEcKhXMdFh2SyAi3LPP0BVQDb9JBiUvLujERV1lR8vg?e=c8gFcG
8.	Does the organization have a documented process for reporting incidents?	1		An effective reporting process is vital to reduce hazards in the workplace. Not only should serious incidents (medical, lost time, vehicle collisions) be reported, but minor incidents such as near misses and first aid cases should also be reported and tracked. Incident Reporting and Investigation Program and Forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Evp65RbL9mZGmvlme-CJsX8BplXFZxDGf-drK7RFNVnLhQ?e=ZBBRMT
9.	Does the organization have a documented process for conducting incident investigations?	1		After an incident your organization must identify the root causes and put corrective actions in place to prevent reoccurrence. Incident Investigator Training Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EsuworRzKx5Bqx3HvmLYGgMBOGZ6LvGWNWlcyCj2UbUq6A?e=DyPQaL
10.	Does the organization have a formal claim reporting and management process including return-to-work?	1		Organizations who are actively involved in their claims can greatly reduce the severity of their claims. Claims Management and Return to Work Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EltdvWW_7KBFp1Ozld50I54BpUJ42onD4FSO_W5G-pzP4g?e=0WAVFb
11.	Is there a single person (or small group) responsible for reporting claims to the FLC claims organization?	1		It's important that one person (or a very small group of people) be familiar with the claims reporting and management requirements.
12.	Does the organization have a "schedule of activities" or even	1		There are many things that must be done weekly, monthly, quarterly, and annually. It's hard to keep track of everything so undoubtedly things fall through the cracks.

	a to-do-list to keep track of the completion of all required safety tasks?			A simple schedule of activities can be used to ensure that each task gets completed. Simply list the tasks outlined in your written documents on the schedule by month. Then include a sign off and date completed column to document when the task was completed. Schedule of activities: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUgF0amk8SGgskUyalw?e=6xZGLC
13.	Does the organization have a formal inspection process used to proactively identify hazards? (I.e., Equipment inspections, building inspections, vehicle inspections, employee inspections, etc.)	1		Equipment and vehicles should be inspected before use to identify mechanical hazards and overall equipment readiness. Buildings and property should be inspected to identify common hazards. For example, offices should be checked for blocked electrical panels, tripping hazards, flammable liquids being stored outside fire cabinets in the maintenance room, etc. In addition, public areas such as playgrounds and parks should be proactively and frequently checked for damage and deterioration. Developing an organizational specific inspection program which includes the completion of periodic/scheduled inspections using specific checklists can greatly identify and reduce hazards in your organization. Site specific checklists should be developed and used for your vehicles, equipment, buildings, and facilities. For example, you would develop a checklist for use on your Splash pad and then require your aquatics supervisor (via the written inspection program and the schedule of activities) to conduct and document the inspection monthly during off months and weekly during peak months. Inspection Program and forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EhmUd3DpoapJp_CgCUb-AT8BRhZ1BY3NdDm-KQHMW5fdVg?e=1t7dmp Sample Corrective Action List: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUgF0amk8SGgskUyalw?e=6xZGLC
14.	Does the organization have a new hire safety process including pairing the new employee with a supervisor or experienced employee?	1		Employees are typically at the greatest risk in the first 6 months of employment. Organizations must address this risk by implementing a formal and consistent employee orientation. Start by developing a matrix of the skills a new employee would need for their position on the first day, at the end of the first week, and at the end of the first month, then put those skills on a checklist. Of course, the new hire training should be documented on the organizational checklist and the training records should be kept in the employee's personnel file.

			Safety Training and Communication Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EtTRleXM9RxLgL4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR
15.	Do organization directors, managers, supervisors communicate with employees periodically about safety issues?	1	What a director, manager or supervisor says and does, tells the employees what is important or what is not. If the organization leadership never talks about safety, other than during the safety meeting, then the employees will perceive safety to be secondary to production or scheduling. Every time you talk to your employees talk about safety. For example, when discussing the morning schedule with the landscaping team, say "hey guys, remember to keep your mower deck as low as you can so you don't shoot out any rocks". Periodic communication about safety should not seem forced or awkward. Simply start including it in your ongoing communications.

Section 2: Office Safety Issues and Requirements

Question	Possible Score	Score	Recommendations
16. Is the organization a "drug free workplace"? If so, do you have a formal written program? (Use NA if Not Applicable)	1		Not only can you receive a 5% reduction on your workers compensation rates, but studies have shown a well-planned drug free workplace program can reduce substance abuse, increase productivity, reduce incidents, reduce turnover, and decrease other insurance and medical costs. Drug Free Workplace Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EunaBDgptWhPl2oKU1R7dCYB6ZUD0KdAu-knIhk9waNTHg?e=aXjxmd
17. Does the organization have a written policy that addresses a hostile workplace including discrimination, harassment, sexual harassment, bullying, etc.?	1		Hostile work environments can occur when the work environment is made unpleasant. For example, if employees are experiencing harassment from co-workers or otherwise being made to feel uncomfortable (such as by constantly hearing sexually inappropriate jokes or jokes about their religion). It is important that organizations proactively address this risk by instituting clear policies and training all staff on those policies. More importantly, it is vital that every organization follow through with the policy if/when they become aware of a potential problem. Anti-Harassment Policy and Complaint Procedure: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EgBHPnsiODxCnMsawqoiItEBnOXPBcDU7ogYps0F-yt28g?e=knGIUl Hostile Workplace Prevention Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnKpboMg4A5OpmrJPZvZp4sBoFGiG0J1JXNqbh7ZJVhceA?e=h2zypB
18. Do employees work in front of the computer for long portions	1		Most often simple changes can be made to a person's desk/workstation which can greatly improve their comfort and productivity.

	of the day? If so, have you conducted basic workstation evaluations to maximize comfort?		This can be done by completing self-assessments or peer assessments based on checklists. Ergonomic Assessment Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EneRQRWDrahHne4onxHy0H8B7OAMC7pt7VnHB3rILQY7BQ?e=ZqTdFc Office Ergonomics Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/El35dHf2axVNqfv6B7vtQIEBkfrgPi1MUXF-9W3PuWyORA?e=5S1XG7
19.	Do employees drive company or personal vehicles during their employment? If so, is there a fleet management program in place?	1	Most organizations who operate fleets develop and implement a fleet safety program which includes driver record checks, new-hire driver onboarding and training, collision reporting, post-incident investigations, general driving requirements, etc. In addition, as with any equipment, drivers should conduct vehicle inspections periodically. In addition, there are many ways to monitor and influence driving behaviors including GPS, how's my driving, and conducting unannounced follow behinds. Fleet Safety Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ei9B8-sEzsxFnVye8uuoS8YB16M-KJ9bh91F8vLl56_wEg?e=v79Vap Fleet Safety Management Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Et7BJxEz6M1PofVafO-HbMMBOD6jpOgK9_MeSi57g3T8Nw?e=VFY1sa
20.	Do employees have the potential to be exposed to Bloodborne Pathogens? If so, is there a formal safety process?	1	If employees have exposure to pathogens, you should start by developing a written program or procedure based on your exposures. You should also provide training on the procedure and offer Hep B vaccinations to those who are potentially exposed. Bloodborne Pathogens Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/En-UIOeJuV5DhZHlKza6qhoBzi_eumK-n1jkpDODrdTMTQ?e=2O9Lpm Bloodborne Pathogen Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElVPB-_MFSFGpJ26ovQFMWYBnxT3uMOPD5T0P1rfbW6mFA?e=KYkZ0c
21.	Do employees use any chemicals? If so, is there a formal HazCom/safety process?	1	A written Hazard Communication (HazCom) program is required along with a list of hazardous materials used in your organization. Then ensure that you have Safety Data Sheets for every material on the list. Finally, employee training? Hazard Communication Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErPrDjoK4sxImvgMFcaTO_YByToXSI7b_0WwpsNd2EaEbA?e=H4KrgZ
22.	Do employees work outdoors in the hot summer months? If so, do you have a Heat Stress Prevention program?	1	Oddly, heat stress is often overlooked in Florida even though heat injures and kills countless employees each year. The implementation of a heat stress program is more than providing water. It is about modification of the work schedule, providing awareness and training, and using modern equipment designed to reduce the risk. Heat Stress Prevention Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqmZzoNzKQJPvC-AUzS6cqkBj-HES6CHwM_HBhMns3wS4g?e=QdTjhq

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				Heat Stress Prevention Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqiNSI7D6IdCmta9THP2AIEBUaIZZMkM7Eoirf1E9VwmRQ?e=5Jjm7S
23.	Do employees use ladders? If so, are written safe work practices and basic training provided?	1		People often take ladders for granted. Unfortunately, injuries involving ladders are all too common. For that reason, it is always a good idea to provide simple written instructions (known as safe work practices), in addition to simple but effective training on that procedure. Heat Stress Prevention Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqmZzoNzKQJPvC-AUzS6cqkBj-HES6CHwM_HBhMns3wS4g?e=QdTjhq Heat Stress Prevention Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqiNSI7D6IdCmta9THP2AIEBUaIZZMkM7Eoirf1E9VwmRQ?e=5Jjm7S
24.	Does the organization use hand and power tools? If so, are written safe work practices and basic training provided	1		People often take tools for granted. Unfortunately, injuries involving tools are all too common. Something as simple as using a screwdriver as punch or pry bar can cause serious laceration. For that reason, it is always a good idea to provide those who use hand and power tools with written instructions (known as safe work practices), and simple yet effective training. Tool safe work practices: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANIxI9Y6SznK8UNsGG9Rpg?e=OvDVHh Hand and Power Tools Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Erkq1CgX5JpAr5p2By1or_gB-PDLkF4YHJgyniUc84Ph1w?e=bgM2FB

Self- Assessment Score Sheet Summary:

Safety Improvement Assessment Element Name	Total Points	Max Points Poss.	Percent
Organizational Safety and Risk Management			
Section 1: Safety and Risk Management		15	%
Section 2: Office Safety Issues and Requirements		9	%
		Overall Score	%
Summary			
		Yes	**No**
If Level 1: Did you achieve a minimum overall score of at least 65% with no applicable elements scoring less than 50%? If yes contact your Safety/Risk Consultant to schedule your Safety Improvement Assessment.		Book Level 1 Safety Improvement Assessment	Implement Missing Elements
If Level 2: Did you achieve a minimum overall score of at least 75% with no applicable elements scoring less than 60%? If yes contact your Safety/Risk Consultant to schedule your Safety Improvement Assessment.		Book Level 2 Safety Improvement Assessment	Implement Missing Elements
If Level 3: Did you achieve a minimum overall score of at least 85% with no applicable elements scoring less than 70%? If yes contact your Safety/Risk Consultant to schedule your Safety Improvement Assessment		Book Level 3 Safety Improvement Assessment	Implement Missing Elements