



# Florida Municipal Safety Initiative

## Small Entity Self-Evaluation

## Table of Contents

Basic Premise and Goal: .....	3
Voluntary Accreditation: .....	3
Accreditation Paths: .....	3
What is a “Large Entity” for purposes of the Florida Municipal Safety Initiative? .....	3
What is a “Small Entity” for purposes of the Florida Municipal Safety Initiative? .....	3
What is an “Office Only” for purposes of the Florida Municipal Safety Initiative? .....	4
Why are Law Enforcement Agencies and Fire Departments treated separately for purposes of the Florida Municipal Safety Initiative? .....	4
Self-Assessment Instructions: .....	4
Self-Assessment: .....	6
Section 1: Commitment to Safety and Health .....	6
Section 2: Emergency Readiness.....	7
Section 3: Incident and Claims Management .....	9
Section 4: Performance Measurement.....	10
Section 5: Hazard Identification and Control.....	10
Section 6: Training and Communication .....	12
Section 7: Specific Safety Issues and Requirements .....	13
Self- Assessment Score Sheet Summary: .....	21

### *Disclaimer and Limitation of Liability*

*By accepting FLC Risk and Safety Services (Services), Member acknowledges and agrees: Services are solely intended to assist Member to reasonably identify, assess and address sources of potential exposure to liability, claims, losses or damages; Member remains responsible for maintaining the safety of its property and operations for itself and others; and for all Services provided, FLC does not warrant or guarantee: the safety of any Member property; that additional risks will not result or materialize at Member property or elsewhere; or that any suggested or recommended measures implemented by Member will prevent exposure to liability, claims, losses or damages.*

# 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 VOLUNTARY SAFETY ACCREDITATION PROGRAM 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 a “Large Entity” for purposes of the Florida Municipal Safety Initiative?

- Any member that has a decentralized organizational structure where department directors are responsible for the implementation of department specific safety plans. In these cases, the department directors operate using minimal guidance and directives from the executive/corporate leadership team.
- For example: The City of XYZ has very broad safety directives for its departments. Each department (Public Works, Utilities, Parks, Library, Building/Code Enforcement) has the autonomy to develop and implement their own safety management system that best fits their needs and their operations.
- To obtain a Large Entity Certificate of Safety Excellence, the umbrella organization is first evaluated, then each major department (Other than Police and Fire) is also independently evaluated. Each department must meet the required scores for the organization to obtain a Certificate of Safety Excellence.

## What is a “Small Entity” for purposes of the Florida Municipal Safety Initiative?

- Any member that has a centralized organizational structure where the executive/corporate leadership team provides the department directors with specific safety plans and requirements. For example: The City of ABC has a Safety Management System which both City Departments (Public Works and Building/Code Enforcement) must follow. The department directors work together with City Hall to coordinate the City’s safety efforts.
- To obtain a Small Entity Certificate of Safety Excellence, the overall implementation of the Safety Management system is evaluated. The organization must meet the required scores to obtain a Certificate of Safety Excellence.

### 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.

### Why are Law Enforcement Agencies and Fire Departments treated separately for purposes of the Florida Municipal Safety Initiative?

- Law Enforcement and Fire/EMS employees face very different risks than other municipal workers.
- For that reason, any **Law Enforcement Agency or Fire Department** can achieve (or decide not to achieve) a Certificate of Safety Excellence independent from their municipality.
- **For a Law Enforcement Agency or Fire Department** to obtain a Certificate of Safety Excellence, the implementation of their Safety Management system is evaluated. The department must meet the required scores to obtain a Certificate of Safety Excellence.

## Self-Assessment Instructions:

### Step 1- Organizational Safety and Risk Management Assessment

- Conduct a self-assessment of the overall safety management process for your organization. This assessment is divided into 7 sections.
  - Section 1: Commitment to Safety and Health
  - Section 2: Emergency Readiness
  - Section 3: Incident and Claims Management
  - Section 4: Performance Measurement
  - Section 5: Hazard Identification and Control
  - Section 6: Training and Communication
  - Section 7: Specific Safety Issues and Requirements
- Each question is worth 1 point.
- Award 1 point only if there is objective, observable, and measurable evidence.
  - Look for documentation, written programs, training records, or other supporting information that can demonstrate the actual implementation of the question.
  - For example:
    - Question 12 reads “Are first aid materials provided and formally checked monthly?”
    - Verify that each first aid kit is stocked. Look for a completed checklist or talk to the person who conducts the monthly 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.

- If you HAVE met the minimum score, schedule your Safety Improvement Assessment with your FMIT Safety and Risk Consultant.
- If you HAVE NOT met the minimum score, use the Suggestions and Resources (including the hyperlinked documents) to implement the missing elements.

## Self-Assessment:

### Section 1: Commitment to Safety and Health

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: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Ej5G7F9wGe1OIVGOlug9x5gBblu1QNRliSVjUWEJtb0miQ?e=5UxvIR">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Ej5G7F9wGe1OIVGOlug9x5gBblu1QNRliSVjUWEJtb0miQ?e=5UxvIR</a>
2.	Have people within the organization been assigned specific safety responsibilities?	1		The Health and Safety Management policy sets the direction for health and safety, but on its own it is limited without the means to deliver it. Managers, supervisors must be assigned specific and measurable responsibilities and they must take responsibility for the safety performance of their organization.  Sample Roles and Responsibilities: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Ej5G7F9wGe1OIVGOlug9x5gBblu1QNRliSVjUWEJtb0miQ?e=5UxvIR">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Ej5G7F9wGe1OIVGOlug9x5gBblu1QNRliSVjUWEJtb0miQ?e=5UxvIR</a>
3.	Do managers and supervisors take responsibility for their organization's safety performance?	1		Managers, supervisors, and employees must understand that when confronted by abnormal or even emergency situations the 'get it done' attitude is not acceptable and unsafe behavior or situations are not to be allowed. There is no job, not even an emergency, worth dying over.
4.	Are supervisors communicating with employees about safety issues as they are observed?	1		If a supervisor ignores something unsafe, they have just given the employee permission to continue.  "Key point" tipping is a tried and tested tool used in safety and quality management. This process simply involves talking with employees and specifically thanking them for things they are doing right. It also involves discussing deficiencies in a constructive and positive manner when needed.  For example, "Hey Mark, I noticed you have your harness adjusted correctly when working on the lift. Nice work".  Here is another example. "Hey Mark, when using that lift make sure you have those leg straps snug. Trust me, if you fall, you'll be thanking me".
5.	Is someone within the organization appointed as being responsible for the overall administration of the safety/risk management process?	1		Someone in the organization should have the primary function to provide the framework and resources needed to best implement an effective safety management system. The program coordinator should be tasked with managing and coordinating the safety process instead of enforcing the rules. In no way should the overall administrator be the "safety cop", or the "enforcer" of safety.

6.	Does the organization have a written safety management process often called a “safety program”, “safety plan” or “Safety Management System”? Are the organization written documents customized for the needs?	1		Often written safety plans are difficult to follow because of their “OSHAism’s” and other safety jargon. The irony is that developing OSHA style plans often makes them so convoluted that they become unusable for employee’s day to day needs. A more effective method for the dissemination of the safety plans includes the following: <ul style="list-style-type: none"> <li>Develop clear and concise plans, or simplify existing plans based on the actual work and safety requirements of your organization.</li> </ul> Once the plan is completed, provide easy access to the written documentation. This could be done via electronic means, such as posting the documents on a shared server/intranet, or by providing access to paper copies.
7.	Do you hire contractors to conduct work for the city? If so, are you ensuring that they understand and follow all pertinent safety requirements?	1		When hiring a contractor to conduct work for your department it is important to provide the contractor with safety information about the project. It is also important to ensure that they are being held accountable for their safety performance.  Contractor and Visitor Safety Management Program: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/Egv4UAepBVpMvE2EH_V4lycBB1pgwhmkPdw_gzwvTFg_Lw?e=M9BmBd">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/Egv4UAepBVpMvE2EH_V4lycBB1pgwhmkPdw_gzwvTFg_Lw?e=M9BmBd</a>

## Section 2: Emergency Readiness

Question		Possible Score	Score	Recommendations
8.	Does the organization have an overall emergency response plan which covers all pertinent incidents such as fire, natural disasters, severe weather, spills, business continuity, cyber security, 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.  Sample Emergency Plans: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY</a>
9.	Have the emergency response plans been practiced and or reviewed within the last year to ensure their functionality?	1		
10.	Have you completed the FMIT Hurricane Preparedness Self-Assessment Tool to evaluate your current Hurricane Preparedness plan? Are your	1		Hurricane Preparedness Self-Assessment Tool: <a href="https://floridaleague-my.sharepoint.com/:w:/g/personal/treschny_flcities_com/EZYaa2Y8jYJmK9XIB13sL-8BqLlydeZJjcNFVgWujSjXOQ?e=lf0sMy">https://floridaleague-my.sharepoint.com/:w:/g/personal/treschny_flcities_com/EZYaa2Y8jYJmK9XIB13sL-8BqLlydeZJjcNFVgWujSjXOQ?e=lf0sMy</a>  Storm preparation and response course: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EoLrKvoOyXZAgglcCGqj6EQBFsi671ATkluhB3ruRF2rew?e=hKeOdQ">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EoLrKvoOyXZAgglcCGqj6EQBFsi671ATkluhB3ruRF2rew?e=hKeOdQ</a>

	employees trained on storm preparation and response?			
11.	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.
12.	Are first aid materials provided and formally checked monthly?	1		<p>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.</p> <p>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.</p> <p>First Aid Equipment Management Plan: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eo8KK0vatkhOpPsCjVFXOXkBhqAr0Ex0uBMjQoqi_lhYkg?e=BBRhfu">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eo8KK0vatkhOpPsCjVFXOXkBhqAr0Ex0uBMjQoqi_lhYkg?e=BBRhfu</a></p>
13.	Does the organization have Automatic External Defibrillators (AED's)? If so, are the AED's being maintained including being visually checked monthly?	1		<p>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.</p> <p>AED Management Plan: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/ErEfn0404VLjFBd0--5OUUB_VJ_aC3Y9MlmmPL-8kkDqA?e=GLxCrX">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/ErEfn0404VLjFBd0--5OUUB_VJ_aC3Y9MlmmPL-8kkDqA?e=GLxCrX</a></p> <p>AED Inspection Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EoF5X661YoJKoDFwdOKb8AgBvCszWiDziGE2v0eXUYiJ-w?e=31Sv10">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EoF5X661YoJKoDFwdOKb8AgBvCszWiDziGE2v0eXUYiJ-w?e=31Sv10</a></p>
14.	Are fire extinguishers being maintained including being visually checked monthly and serviced by a licensed fire extinguisher contractor on an annual basis?	1		<p>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.</p> <p>It is recommended to include these fire extinguisher checks in a more wholistic monthly facility inspection when possible.</p> <p>Fire Prevention Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EldFEcKhXMDfh2SyAi3LPP0BVQDb9JBiUvLuiERV1lR8vg?e=c8gFcG">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EldFEcKhXMDfh2SyAi3LPP0BVQDb9JBiUvLuiERV1lR8vg?e=c8gFcG</a></p>
15.	Does the organization have evacuation plans including exit routes, employee meeting places, and an effective way to account for employees after an evacuation?	1		<p>All workplaces should have a specific evacuation plan for fires that is separate from the organization's broad emergency response plans. One of the most missed aspects of these plans is an established meeting place for building occupants. Once an evacuation has been completed you should have a system to account for all employees and visitors (when possible).</p> <p>Sample Emergency Plans: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY</a></p>

				Fire Prevention and Extinguisher Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EuyZeyGcR8RMtlVgtuY-tlkBTOKbV-YRLP41_j1mNnpOAg?e=91WzFS">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EuyZeyGcR8RMtlVgtuY-tlkBTOKbV-YRLP41_j1mNnpOAg?e=91WzFS</a>
--	--	--	--	--

### Section 3: Incident and Claims Management

Question		Possible Score	Score	Recommendations
16.	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: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/Evp65RbL9mZGmvlme-CJsX8BplXFZxDGf-drK7RFNVnLhQ?e=ZBBRMT">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/Evp65RbL9mZGmvlme-CJsX8BplXFZxDGf-drK7RFNVnLhQ?e=ZBBRMT</a>
17.	Are near misses and first aid incidents reported and tracked?	1		A “near miss”, a.k.a “close call”, “near collision”, or “near hit”, is an unplanned event that DID NOT result in injury, illness, or damage – but had the potential to do so. Organizations that do not report these near misses lose the opportunity to identify hazards and ultimately prevent future incidents. History has shown that most serious incidents, including those that are catastrophic, were preceded by numerous warnings or near miss incidents. Recognizing and reporting near miss incidents can significantly improve worker safety and enhance an organization’s safety culture.
18.	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.
19.	Does the investigation process include root cause analysis?	1		A very simple method that investigators can use to identify the root causes is called the 5-Why process. Simply put the investigators ask the question “why” at least 5 times to come to a root cause. In addition, investigator training should be conducted to improve the skill set of those conducting the investigation.  Incident Investigator Training Course: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EsuworRzKx5Bqx3HvmLYGgMBOGZ6LvGWNWlcyCi2UbUq6A?e=DyPQaL">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EsuworRzKx5Bqx3HvmLYGgMBOGZ6LvGWNWlcyCi2UbUq6A?e=DyPQaL</a>
20.	Is there a formal system for acting on the results of the investigation?	1		Having a review (and ultimately a sign off) of completed investigations by the chief executive (City Manager, Mayor, Etc) will not only keep him/her in the loop, but also to provide an opportunity to demonstrate their commitment to the overall safety process.  Lastly, the investigation results and lessons learned must be communicated across all other organizations to ensure that similar events can be prevented at an organizational level.
21.	Does the organization have a formal claim reporting and	1		Organizations who are actively involved in their claims can greatly reduce the severity of their claims.

	management process including return-to-work?			Claims Management and Return to Work Program: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EltDvWW_7KBFp1Ozld50I54BpUJ42onD4FSO_W5G-pzP4g?e=0WAVFb">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EltDvWW_7KBFp1Ozld50I54BpUJ42onD4FSO_W5G-pzP4g?e=0WAVFb</a>
22.	Is there a single person (or small group) responsible for reporting claims to the FMIT 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.

#### Section 4: Performance Measurement

Question		Possible Score	Score	Recommendations
23.	Does the organization have a "schedule of activities" or monthly to-do-list to keep track of the completion of all required safety tasks outlined in both the organizational documents and the organizational documents?	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 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.  For example, if your organization wears respirators every January could be respirator fit testing and training. On the other hand, if you expect your warehouse to be inspected monthly list that requirement under each month.
24.	Is the schedule/list reviewed at least monthly by management?	1		Safety-Management-Tracking-Matrix: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EIWQe42Qt6IGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EIWQe42Qt6IGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC</a>  Schedule of activities: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EIWQe42Qt6IGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EIWQe42Qt6IGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC</a>
25.	Are items on this schedule/list being completed?	1		

#### Section 5: Hazard Identification and Control

Question		Possible Score	Score	Recommendations
26.	Does the organization have a formal process used to proactively identify hazards and other issues before they start a job, especially a non-	1		Managers, supervisors, and employees must understand that when confronted by abnormal or emergency situations the 'get it done' attitude is not acceptable.  One way to prevent unanticipated hazards from causing harm or damage is to require pre-job task planning for non-routine tasks. For example, pre-job task planning would not be needed when a public works organization does their monthly mowing along the boulevard. However, when the mover gets stuck in mud the team should stop and

	routine job? (I.e., Pre-job tasks planning, etc.)			<p>plan before they tow it out. What are the potential hazards? What could go wrong? What can we do to minimize the risks?</p> <p>Pre-Job Planning Program: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/Er6P1RVhc2JPre4Av0vfk8BU4IduglJriwZhxINGVnL4g?e=H2gl8z">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/Er6P1RVhc2JPre4Av0vfk8BU4IduglJriwZhxINGVnL4g?e=H2gl8z</a></p>
27.	Does the organization have a formal inspection process used to proactively identify hazards? (I.e., Equipment inspections, building inspections, vehicle inspections, etc.)	1		<p>Conducting inspections can be a simple yet very effective way to identify and correct hazards.</p> <p>Heavy equipment and vehicles should be inspected before use to identify mechanical hazards and overall equipment readiness.</p> <p>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.</p>
28.	Are hazards identified during the inspection corrected in a timely manner?	1		<p>Jobsites and should be inspected to ensure employees are following established safety protocols. For example, Sergeants should periodically pull up on officers and observe how their traffic stop was conducted. Did the officer correctly manage the traffic hazard? Did the officer approach the vehicle safely and effectively? Again, this is a great opportunity for supervision to use “Key point” tipping.</p> <p>Developing a organizational specific inspection program which includes the completion of periodic/scheduled inspections using specific checklists can greatly identify and reduce hazards in your organization.</p> <p>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.</p> <p>Again, the completion of these inspections can be used on the organizational scorecard as a key leading indicator.</p> <p>Inspection Program and forms: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/EhmUd3DpoapJp_CgCUb-AT8BRhZ1BY3NdDm-KQHmW5fdVg?e=1t7dmp">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flicities_com/EhmUd3DpoapJp_CgCUb-AT8BRhZ1BY3NdDm-KQHmW5fdVg?e=1t7dmp</a></p>

29.	Does the organization have a "Corrective Action List" or other method to track identified hazards until they are completed?	1		<p>There is no reason to identify hazards unless you fix them.</p> <p>Once your hazard identification processes (inspection, incident/hazard reporting, job analysis, change management, etc) are fully implemented suggestions are going to stream in. This is how you know it's working! Although most hazards can be corrected immediately, some hazards may take longer to control especially when they involve costly changes, new equipment, new procedures, etc...</p> <p>In those cases, your organization should have a Corrective Action List (which is simply a to-do-list) to track the completion of the hazard control.</p> <p>Again, the correction of these hazards can be used on the organizational scorecard as a key leading indicator. For example, percentage of action items completed on time, average length of time from receipt of suggestion to response, etc.</p> <p>Sample Corrective Action List: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EIWQe42Qt6IGv7CwPz2zAAIBvx7sUgF0amk8SGgskUyalw?e=6xZGLC">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EIWQe42Qt6IGv7CwPz2zAAIBvx7sUgF0amk8SGgskUyalw?e=6xZGLC</a></p>
-----	---	---	--	--

## Section 6: Training and Communication

Question		Possible Score	Score	Recommendations
30.	Does the organization have a formal and documented new hire orientation process?	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.
31.	On the first day does the orientation cover important organizational safety requirements?	1		<p>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.</p> <p>For example, a new employee working in a wastewater facility should know where to go during an evacuation by the end of the first day. Then by the end of the first week the new employee should know how to use the main tools of their job. Then by the end of the month the new hire should be able to conduct more complex tasks such as locking out a process.</p> <p>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.</p> <p>Safety Training and Communication Program: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EtTRleXM9RxLg4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EtTRleXM9RxLg4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR</a></p>
32.	Does the orientation include pairing the new employee with a supervisor or experienced employee?	1		

33.	Does the organization have an ongoing training program which includes safety training?	1		<p>Ongoing training starts with the development of a training matrix of topics and skills employees must know. Then the next step involves deciding how often those topics and skills need to be retrained or reassessed. For example, lockout skills should be assessed each year to ensure they can demonstrate an effective lock out.</p> <p>Keep in mind that training and retraining for the sake of training is most often a waste of time and limited resources. Aside from the regulatory training which may have a time requirement, training should only be conducted when needed (i.e. based on goals and skill gaps).</p> <p>Also keep in mind that to ensure your training is effective, include these four steps. 1) Tell, 2) Show, 3) Do, 4) Apply. For example, when teaching a public works employee to use a chainsaw 1) Tell the employee about the dangers and general operating methods. 2) Show the employee how to use the saw via a demonstration. 3) Allow the employee to practice the skill under the supervision of the trainer. 4) Allow the employee to apply the new knowledge and skills in real life situations under the supervision of the trainer.</p>
34.	Are formal meetings (which include safety) being conducted and documented by each supervisor at least monthly?	1		<p>Safety Meetings are only effective when they specifically address the issues of the organization. Every safety meeting should discuss recent incidents, near misses and hazards found since the last meeting. In addition, every safety meeting should discuss the hazard controls for something that is applicable to the organization.</p> <p>Avoid canned meeting topics that have little or no relevance to the employees. Often the best topics are found in your organization's written programs, policies, and procedures not on the internet!</p> <p>To increase the effectiveness of your meetings, increase the participation of the employees. Having employees select, research, and present the meeting topics is a great way to encourage 'ownership,' and allows you to tap into the knowledge of those with the first-hand experience. Equally important, when employees become "teachers" of something they tend to become "believers" which makes them key advocates in the field.</p>

## Section 7: Specific Safety Issues and Requirements

Question		Possible Score	Score	Recommendations
35.	Is the organization a "drug free workplace"?	1		<p>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.</p> <p>Drug Free Workplace Program: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EunaBDgptWhPI2oKU1R7dCYB6ZUD0KdAu-knlhk9waNTHg?e=aXjxmd">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EunaBDgptWhPI2oKU1R7dCYB6ZUD0KdAu-knlhk9waNTHg?e=aXjxmd</a></p> <p>Drug and Alcohol Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EpAtKPHkGrxJrEMxPoxJwkAB02Tcl8MyvLSYNLkdIxxwu7A?e=brhKMR">https://floridaleague-my.sharepoint.com/:f/g/personal/treschny_flcities_com/EpAtKPHkGrxJrEMxPoxJwkAB02Tcl8MyvLSYNLkdIxxwu7A?e=brhKMR</a></p>

36.	Does your organization have commercial drivers that must be part of a random drug testing program? If so, are the appropriate number of tests done each year?	1		The Federal DOT requires employees that hold a Commercial Driver's License (CDL) and operate Motor Vehicles, 26,001 lbs. GVWR. or greater or operate a vehicle that carries 16 passengers to be part of a random drug testing policy which tests at least 50% of the drug testing pool annually for drugs and at least 10% for alcohol. (FMCSA regulation at 49 CFR Part 382)
37.	Does the organization have a written policy that addresses a hostile workplace including discrimination, harassment, sexual harassment, bullying, etc.?	1		<p>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.</p> <p>Anti-Harassment Policy and Complaint Procedure: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EgBHPnsiODxCnMsawqoitEBnOXPBcDU7ogYps0F-yt28g?e=knGIUI">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EgBHPnsiODxCnMsawqoitEBnOXPBcDU7ogYps0F-yt28g?e=knGIUI</a></p> <p>Hostile Workplace Prevention Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnKpboMq4A5OpmrJPZvZp4sBoFGiG0J1JXNqbh7ZJVhceA?e=h2zypB">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnKpboMq4A5OpmrJPZvZp4sBoFGiG0J1JXNqbh7ZJVhceA?e=h2zypB</a></p>
38.	Has the hostile workplace policy been reviewed by an attorney who specializes in Florida Labor law?	1		If you don't have an attorney as an FMIT member you can speak to a Florida Law Employment Attorney AT NO COST. Simply call 1-888-386-FMIT (3648) to obtain specific guidance and information about hiring, discipline, promotion/demotion, layoffs, termination, discrimination, harassment, unfair treatment, and retaliation.
39.	Does the organization generate waste materials including: Hazardous Waste, Universal Waste, Used oil, etc....? If so, is there a formal written process including recordkeeping and training.	1		<p>There are very specific requirements from both the federal EPA and the FL DEP when it comes to managing waste. A program should be developed to explain the requirements for waste identification, waste management, labeling and storage, off-site shipment, manifest requirements plus requirements for recordkeeping, reporting, and employee training.</p> <p>According to the Environmental Protection Agency (EPA) and the FL Organization of Environmental Protection (FDEP), waste manifests must be kept for at least 3 years however, it is recommended to keep these records for ever.</p> <p>Employees who generate, handle, ship, or transport waste material should receive site specific training on how to handle their wastes. For example, building maintenance staff need to be trained on the universal waste requirements for florescent light bulbs while the staff in the vehicle maintenance facility would need to know about the requirements for used oil.</p> <p>Hazardous and Universal Waste Sample Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EniNRvzbzDEFroitMI4cfZgBssCFsGaD1IgTcYzBG7K8XQ?e=SQeNFg">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EniNRvzbzDEFroitMI4cfZgBssCFsGaD1IgTcYzBG7K8XQ?e=SQeNFg</a></p>

				<p>Hazardous Waste Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EhBqAtV7Lb5Pgn97V6TYckgBfVPvCN7qpWcu5sD6rOkjw?e=UmS2zz">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EhBqAtV7Lb5Pgn97V6TYckgBfVPvCN7qpWcu5sD6rOkjw?e=UmS2zz</a></p> <p>Universal Waste and Used Oil Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EjU4TeiLPz9OgC1aWxbi5WwB6VTPXK2GuZ0zfs--KiyQJQ?e=OHLAqn">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EjU4TeiLPz9OgC1aWxbi5WwB6VTPXK2GuZ0zfs--KiyQJQ?e=OHLAqn</a></p>
40.	Does the organization have a preventative maintenance program for equipment, machines, and devices?	1		<p>Keeping equipment in safe and operable working condition not only helps prevent injury, it also helps ensure that your equipment is ready to use when needed.</p> <p>Preventative maintenance is always preferred to reactive maintenance. To help ensure that preventative maintenance is completed develop and follow schedules.</p>
41.	Does the organization use heavy equipment or other mobile machines?	1		<p>For each of the machines listed to the left, you should have a written program, operator training, periodic operator skills evaluation, and operator pre-use inspections.</p>
42.	Are employees in the organization potentially exposed to noise? If so, is there a formal hearing conservation program in place?	1		<p>One of the first steps to managing noise exposure is to determine the level of the noise. This is often done with noise testing including, when necessary, sound mapping and/or personal dosimetry. If the noise levels are high, you must have a written hearing conservation program which includes hearing testing, annual training, hearing protection, etc...</p> <p>Noise and Hearing Conservation Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EpXepO29lQ1LmwkG3V7KhtYB3pDREI5KS2HEI3st8DZang?e=5f87tH">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EpXepO29lQ1LmwkG3V7KhtYB3pDREI5KS2HEI3st8DZang?e=5f87tH</a></p>
43.	Does the organization have employees who must wear respirators? If so, do you have a program that manages all the required elements?	1		<p>Since respirators are the last line of defense it is important that they be selected, fitted, used, and maintained. This starts with a written respirator program specific to your operations. Then it included having employees medically qualified to wear those respirators, fit tested annually, and trained annually.</p> <p>Respirator Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eoa87xli4dBGhbOuVvnA7L8BI3EyQY-b96llohpxCfzv6A?e=HySTa4">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eoa87xli4dBGhbOuVvnA7L8BI3EyQY-b96llohpxCfzv6A?e=HySTa4</a></p> <p>Respirator Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EmWzWLrpsvNMr19Uix7pAoUB_FbCPs2vS2gUVP1h5cCdzw?e=cI9XzL">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EmWzWLrpsvNMr19Uix7pAoUB_FbCPs2vS2gUVP1h5cCdzw?e=cI9XzL</a></p> <p>Respirator Fit Tester Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eg2upA0NoVpGt-4C04RKOVYBNPb4zBpTldS96lYoUUSKGg?e=eCyfhx">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Eg2upA0NoVpGt-4C04RKOVYBNPb4zBpTldS96lYoUUSKGg?e=eCyfhx</a></p>
44.	Does the organization have a written protective equipment selection document or program for all circumstances in which personal protective equipment may be needed?	1		<p>Before resorting to the use of protective equipment first attempt to physically control hazards. Since protective equipment has many limitations, you should always consider it the last line of defense.</p> <p>Your protective equipment program starts with the appropriate selection of the equipment. Choose your equipment based on the hazards your employees are exposed to and fight the urge to over protect. Over protection can cause comfort, heat and ultimately compliance or enforcement issues.</p>

				<p>Personal Protective Equipment and Clothing Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ev4osIFyu2IEqNAqI9EOvSsBxniBimE2C9hqKcEvuV0ocg?e=yBiDmr">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ev4osIFyu2IEqNAqI9EOvSsBxniBimE2C9hqKcEvuV0ocg?e=yBiDmr</a></p> <p>Protective Equipment Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqH02F_u1B1AiGYs4NiUNGQBeL6VaX7nL5IUwZvIaRigGQ?e=l4ZvzS">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqH02F_u1B1AiGYs4NiUNGQBeL6VaX7nL5IUwZvIaRigGQ?e=l4ZvzS</a></p>
45.	Do your organization have employees who work in front of the computer for long portions of the day? If so, have you conducted basic workstation evaluations to maximize comfort?	1		<p>Most often simple changes can be made to a person's desk/workstation which can greatly improve their comfort and productivity.</p> <p>This can be done by completing self-assessments or peer assessments based on checklists.</p> <p>Ergonomic Assessment Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EneRQRWDrahHne4onxHy0H8B7OAMC7pt7VnHB3rILQY7BQ?e=ZqTdF_c">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EneRQRWDrahHne4onxHy0H8B7OAMC7pt7VnHB3rILQY7BQ?e=ZqTdF_c</a></p> <p>Office Ergonomics Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EI35dHf2axVNqfv6B7vtQIEBkfrgPi1MUXF-9W3PuWYORA?e=5S1XG7">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EI35dHf2axVNqfv6B7vtQIEBkfrgPi1MUXF-9W3PuWYORA?e=5S1XG7</a></p>
46.	Does the organization require employees to drive company or personal vehicles during their employment? If so, is there a driver safety program in place?	1		<p>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.</p> <p>Fleet Safety Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ei9B8-sEzxFnVye8uuoS8YB16M-KJ9bh91F8vLI56_wEg?e=v79Vap">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ei9B8-sEzxFnVye8uuoS8YB16M-KJ9bh91F8vLI56_wEg?e=v79Vap</a></p> <p>Fleet Safety Management Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Et7BJxEz6M1PofVafO-HbMMBOD6jpOgK9_MeSi57g3T8Nw?e=VFY1sa">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Et7BJxEz6M1PofVafO-HbMMBOD6jpOgK9_MeSi57g3T8Nw?e=VFY1sa</a></p>
47.	Does your organization have a collision reporting kit or guide inside each vehicle glove compartment to make collision reporting more efficient?	1		<p>Sample FMIT Collision Reporting Kit with reports and labels: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvVYzLgZxJBCoZ2JLckjbBcBGCJjh-oTsLLjlkO5_zKS9Q?e=AZ9UdZ">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvVYzLgZxJBCoZ2JLckjbBcBGCJjh-oTsLLjlkO5_zKS9Q?e=AZ9UdZ</a></p>
48.	Does your organization have a ground guide (spotter) requirement for backing large vehicles or when backing in difficult areas?	1		<p>Sample Ground Guide-Spotter Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EsrVwHZ732FItyWCzHnCRSwBkbuCBMqZHZNMDWMTc7c2Q?e=5kpN15">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EsrVwHZ732FItyWCzHnCRSwBkbuCBMqZHZNMDWMTc7c2Q?e=5kpN15</a></p>
49.	Does your organization use Unmanned Aircraft Systems also known as drones? If so, do you have a written policy on	1		<p>Sample Unmanned Aircraft Systems (UAS-Drone) Sample Policy and Checklist: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ep-BobhEzuRFggjiUysUKtgBylIMC-DrswrgqcBO6bmQvA?e=EBryXH">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ep-BobhEzuRFggjiUysUKtgBylIMC-DrswrgqcBO6bmQvA?e=EBryXH</a></p>

	the use of the drone including operator training?			
50.	Does the organization use, handle or store compressed gas cylinders? If so, is there a formal safety process?	1		<p>You should develop a written procedure which lays out the requirements for the use, transportation, and storage of compressed gas cylinders. In addition, you must ensure that employees have been trained on the requirements of the procedure.</p> <p>Compressed Gasses Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eqe4imyxGBGFtFnNPsw5WgABu5FUNbLFHpNKR_DhIIMSGw?e=1qmAhi">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eqe4imyxGBGFtFnNPsw5WgABu5FUNbLFHpNKR_DhIIMSGw?e=1qmAhi</a></p>
51.	Does the organization use, handle or store flammable liquids? If so, is there a formal safety process?	1		<p>You should develop a written procedure which lays out the requirements for the use, transportation, and storage of flammable liquids. In addition, you must ensure that employees have been trained on the requirements of the procedure.</p> <p>Flammable Liquid Storage and Handling Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Esm14LWGu_RCua1C7sxHup8BEdNKu37AI5I59txWr31blw?e=9Cz5y4">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Esm14LWGu_RCua1C7sxHup8BEdNKu37AI5I59txWr31blw?e=9Cz5y4</a></p> <p>Flammable Liquids Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnsJe5qnEDJGuBv707cPncYBerVeXNUu4QH-mXQyHg77nA?e=QtcTUK">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnsJe5qnEDJGuBv707cPncYBerVeXNUu4QH-mXQyHg77nA?e=QtcTUK</a></p>
52.	Does the organization conduct electrical work including live electrical work? (i.e., working in electrical panels, inserting, or removing breakers, etc.). If so, is there a formal safety process?	1		<p>If your organization conducts live electrical work, you need to be concerned with both electrical shock and arc flash/blast. This starts with developing a written electrical safety program including a live electrical permit based on the NFPA 70E standard. Then includes the provision of Arc Flash safety training and appropriate shock and arc flash protective equipment.</p> <p>Electrical Safety Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eg8lqeH8rOxGrGtS8QullwsBceqEp6bsCTIkJnaq_OoaHQ?e=TAstSTZ">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eg8lqeH8rOxGrGtS8QullwsBceqEp6bsCTIkJnaq_OoaHQ?e=TAstSTZ</a></p> <p>Electrical and Arc Flash Safety Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ev78jiXqFnFqinXwdIEa5sBPLIR4zVGWVev8TuuMJ3-14Q?e=W8leRH">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ev78jiXqFnFqinXwdIEa5sBPLIR4zVGWVev8TuuMJ3-14Q?e=W8leRH</a></p>
53.	Do employees in your organization have the potential to be exposed to Bloodborne Pathogens? If so, is there a formal safety process?	1		<p>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.</p> <p>Bloodborne Pathogens Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/En-UIOeJuV5DhZHIKza6qhoBzi_eumK-n1jkdDODrdTMTQ?e=2O9Lpm">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/En-UIOeJuV5DhZHIKza6qhoBzi_eumK-n1jkdDODrdTMTQ?e=2O9Lpm</a></p> <p>Bloodborne Pathogen Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EIVPB-_MFSFGpl26ovQFMWYBnxT3uMOPD5TOP1rfbW6mFA?e=KYkZ0c">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EIVPB-_MFSFGpl26ovQFMWYBnxT3uMOPD5TOP1rfbW6mFA?e=KYkZ0c</a></p>
54.	Does the organization work on boats or near marine environments (including	1		<p>If you have employees who operate on or near marine environments, you should develop a written procedure. Then you should train your employees on that procedure and provide the appropriate equipment including PFD's</p>

	natural and manmade bodies of water)? If so, is there a formal safety process?			<p>Watercraft (Boat) Operation (SWP): <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EvKwV8uDph5JuPL3irY0ggcBANixl9Y6SznK8UNsGG9Rpg?e=OvDVHh">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EvKwV8uDph5JuPL3irY0ggcBANixl9Y6SznK8UNsGG9Rpg?e=OvDVHh</a></p> <p>Boat and Marine Safety Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EuA5WNAgM5xGnVV9Do0XDmcBFDxbqEW2ztRncjXSzimPyg?e=odkovM">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EuA5WNAgM5xGnVV9Do0XDmcBFDxbqEW2ztRncjXSzimPyg?e=odkovM</a></p>
55.	Does the organization work in confined spaces such as manholes, lift stations, tanks, etc.? If so, is there a formal safety process?	1		<p>If you have employees who enter confined spaces start by developing a written Confined Space Entry program including an entry permit process. Then make sure that employees are adequately trained. Lastly, make sure that you provide the appropriate equipment including gas detection, ventilation, emergency extraction equipment, etc.</p> <p>Confined and Enclosed Spaces Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Es8a9jsg60FDn-WgnmCuvl4ByUZocunEFN3YJ_NmrkU6UQ?e=pYKkd5">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Es8a9jsg60FDn-WgnmCuvl4ByUZocunEFN3YJ_NmrkU6UQ?e=pYKkd5</a></p> <p>Confined Space Entry Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EgovC9nJADJGokGbYp_l9CMBVsV9dSeh2LR1likpgPPFRw?e=iQPo4t">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EgovC9nJADJGokGbYp_l9CMBVsV9dSeh2LR1likpgPPFRw?e=iQPo4t</a></p>
56.	Does the organization do any torch cutting or welding? If so, is there a formal safety process?	1		<p>If you have employees who use torches or conduct welding operations start by developing a written procedure. Then make sure that employees are adequately trained on the procedure. Lastly, make sure that you provide the appropriate equipment including protective equipment.</p> <p>Welding Cutting and Hot Work Permit Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Es1X9tetzPIHqYx1dFi4-g8Bc4ww6pCMeXkA7H3sisUdOw?e=Awoeel">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Es1X9tetzPIHqYx1dFi4-g8Bc4ww6pCMeXkA7H3sisUdOw?e=Awoeel</a></p> <p>Cutting and Welding Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Enfigzbi63hMt4T0-rRxCOMBQ5dfisCkLxHfh15IzVv58Q?e=yKrlHI">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Enfigzbi63hMt4T0-rRxCOMBQ5dfisCkLxHfh15IzVv58Q?e=yKrlHI</a></p>
57.	Does the organization do any excavation/trenching work at depths greater than 4-feet. If so, is there a formal safety process?	1		<p>If you have employees who conduct excavation operations start by developing a written procedure which includes a pre-excavation assessment. Then make sure you provide the needed protective systems including trench boxes, sloping, or shoring for the types of excavations you conduct and provide the appropriate training.</p> <p>Excavation Safety Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EqrLyXPKDAVNu5BfhWpuhxQBWAhenXXP_uX8J7rpX0mNEA?e=COihDv">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EqrLyXPKDAVNu5BfhWpuhxQBWAhenXXP_uX8J7rpX0mNEA?e=COihDv</a></p> <p>Excavation Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EuowjbJKf95JrFmEn4gyv9sB441q4lL9v0uYMDQa-Dj-KQ?e=ZcaEWz">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/EuowjbJKf95JrFmEn4gyv9sB441q4lL9v0uYMDQa-Dj-KQ?e=ZcaEWz</a></p>
58.	Does the organization have any exposure to falls greater than 4 feet in height or have any employee wearing personal fall arrest devices including harnesses? If so, is there a formal safety process?	1		<p>If you have employees who work at heights start by developing a written procedure, provide the needed equipment including harnesses, lanyards, anchor point, etc., and make sure your employees know how to properly use the equipment.</p> <p>Fall Protection Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Em1JnlzxKFGgFlxfXoxG98BzwAnNwTHdf6-8RSo1TrUXA?e=W2gFPw">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flicities_com/Em1JnlzxKFGgFlxfXoxG98BzwAnNwTHdf6-8RSo1TrUXA?e=W2gFPw</a></p>

				Fall Protection Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnO8pRjHw3ROhrFSE8OaaoYBWW1NYAJ6TG2rPQqCwFa23A?e=UotRG4">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnO8pRjHw3ROhrFSE8OaaoYBWW1NYAJ6TG2rPQqCwFa23A?e=UotRG4</a>
59.	Does the organization use hand and power tools? If so, are written safe work practices and basic training provided?	1		<p>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.</p> <p>Tool safe work practices: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANixI9Y6SznK8UNsGG9Rpg?e=OvDVHh">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANixI9Y6SznK8UNsGG9Rpg?e=OvDVHh</a></p> <p>Hand and Power Tools Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Erkq1CgX5JpAr5p2By1or_gB-PDLkF4YHJgyniUc84Ph1w?e=bgM2FB">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Erkq1CgX5JpAr5p2By1or_gB-PDLkF4YHJgyniUc84Ph1w?e=bgM2FB</a></p>
60.	Does the organization use any chemicals? If so, is there a formal HazCom/safety process?	1		<p>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?</p> <p>Hazard Communication Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErPrDjoK4sxlmgvMFcaTO_YByToXSI7b_0WwpsNd2EaEbA?e=H4KrgZ">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErPrDjoK4sxlmgvMFcaTO_YByToXSI7b_0WwpsNd2EaEbA?e=H4KrgZ</a></p> <p>HazCom Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ena_JTdn5U9JmYFTuz4Kw0YBkshoXG08fgtnE-lVejWaeA?e=pc5fJH">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ena_JTdn5U9JmYFTuz4Kw0YBkshoXG08fgtnE-lVejWaeA?e=pc5fJH</a></p>
61.	Do employees in the organization work outdoors in the hot summer months? If so, do you have a Heat Stress Prevention program?	1		<p>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.</p> <p>Heat Stress Prevention Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqmZzoNzKQJPvC-AUzS6cqbJi-HES6CHwM_HBhMns3wS4g?e=QdTjhg">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqmZzoNzKQJPvC-AUzS6cqbJi-HES6CHwM_HBhMns3wS4g?e=QdTjhg</a></p> <p>Heat Stress Prevention Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EquNSI7D6ldCmta9THP2AIEBUaIzzMkM7Eoirf1E9VwmRQ?e=5Jjm7S">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EquNSI7D6ldCmta9THP2AIEBUaIzzMkM7Eoirf1E9VwmRQ?e=5Jjm7S</a></p>
62.	Does the organization use ladders? If so, are written safe work practices and basic training provided?	1		<p>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.</p> <p>Ladder safe work practices: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANixI9Y6SznK8UNsGG9Rpg?e=OvDVHh">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANixI9Y6SznK8UNsGG9Rpg?e=OvDVHh</a></p> <p>Ladder Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ek36gz_xH01Dg465sILAOTIBEqViFcZpwGfmp6_D3Y_RRA?e=qkafP7">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ek36gz_xH01Dg465sILAOTIBEqViFcZpwGfmp6_D3Y_RRA?e=qkafP7</a></p>
63.	Does the organization manage or maintain playgrounds or	1		The management of playground safety starts with a management program including a policy, an inspection program/schedule, and instructions for taking playground equipment out of service when needed.

	park facilities? If so, is there a playground safety management process that includes periodic inspections?			<p>Playground Safety Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EpOWrLhLyZ9Hqqb9mgSfybIB-825MshoTV1H02LDnHKAzw?e=N5A6og">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EpOWrLhLyZ9Hqqb9mgSfybIB-825MshoTV1H02LDnHKAzw?e=N5A6og</a></p> <p>Playground Safety Awareness Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eipvlg626SZCh72StGaJlWUB4smokpCYCcGHQWzteccQ?e=kFYDzX">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eipvlg626SZCh72StGaJlWUB4smokpCYCcGHQWzteccQ?e=kFYDzX</a></p>
64.	Does the organization use scaffolds? If so, is there a written procedure? Have employees been trained on the procedure?	1		<p>If you use scaffolds develop a written program including written requirements for planning, scaffold erection, scaffold inspection, scaffold use and for employee training. Then make sure your employees conduct a pre-use self-inspection.</p> <p>Scaffolding Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvsY6kEq1JFNvWoUkNJzak4BwGpBx_qBWAGH_isYvAvuwg?e=taDlie">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvsY6kEq1JFNvWoUkNJzak4BwGpBx_qBWAGH_isYvAvuwg?e=taDlie</a></p> <p>Scaffolding Safety Awareness: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErpXsSygZ_ZMIYYqhRfK9MBqMjp0lWoUsgsVp0Rg-6kdQ?e=wkGNn2">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErpXsSygZ_ZMIYYqhRfK9MBqMjp0lWoUsgsVp0Rg-6kdQ?e=wkGNn2</a></p>
65.	Does the organization conduct work on or near the roadways? If so, are adequate controls in place to control the work zone?	1		<p>Working on or near the road can be very dangerous. The Florida Organization of Transport (FDOT) has developed a series of requirements for temporary traffic control called Temporary Traffic Control (TTC). If you have employees who fall under the TTC requirements, then you must provide the appropriate training.</p> <p>TTC Training: <a href="https://insurance.flcities.com/services/risk-and-safety-management/on-site-learning">https://insurance.flcities.com/services/risk-and-safety-management/on-site-learning</a></p>
66.	Is the organization responsible for the maintenance of public sidewalks? If so, do you have a written program and inspection process to proactivity identify issues before they cause harm or damage?	1		<p>A Sidewalk Inspection and Repair Program provides a systematic approach to sidewalk maintenance, allowing sensible and efficient use of resources in the upkeep of sidewalks. By identifying areas needing improvement, prioritizing, and tracking repairs, you can better provide for pedestrian safety and reduce liability for trip and fall incidents.</p> <p>Side Walk Inspection Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnQppnS2_ClCkaLbWfLDJroBQMSVXcggktnNUskt2-dLUQ?e=KRspRM">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnQppnS2_ClCkaLbWfLDJroBQMSVXcggktnNUskt2-dLUQ?e=KRspRM</a></p> <p>Sidewalk Inspection Course: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eoz4FIAlwMJNkrZaG67X3bcBviz_VqlkEwj6Tl1Xj7EIZA?e=C4fJkI">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eoz4FIAlwMJNkrZaG67X3bcBviz_VqlkEwj6Tl1Xj7EIZA?e=C4fJkI</a></p>
67.	Is the organization responsible for the maintenance of public trees? If so, do you have a written program and inspection process to proactivity identify issues before they cause harm or damage?			<p>Inspection of member owned trees identifies problems and provides hazard mitigation measures. On a regular basis, all public trees shall be inspected for structural problems. Trees with such defects shall be noted in the City's tree inspection program and assigned a formal inspection date based on the degree of risk associated with each tree's defects.</p> <p>When inspecting trees, consistent procedures shall be used to inspect all trees to ensure that inspections are done in a consistent and regular manner. Tree Inspection and Maintenance Sample Program: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoyuDqC1v6xHsOv0dtSFC3UByNYRBFZBVmho-Vgr7S63eA?e=MukjWQ">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoyuDqC1v6xHsOv0dtSFC3UByNYRBFZBVmho-Vgr7S63eA?e=MukjWQ</a></p>

## Self- Assessment Score Sheet Summary:

Safety Improvement Assessment Element Name	Total Points	Max Points Poss.	Percent
Organizational Safety and Risk Management			
Section 1: Commitment to Safety and Health		7	%
Section 2: Emergency Readiness		8	%
Section 3: Incident and Claims Management		7	%
Section 4: Performance Measurement		3	%
Section 5: Hazard Identification and Control		4	%
Section 6: Training and Communication		5	%
Section 7: Specific Safety Issues and Requirements		33	%
Total Point Possible and Overall Score		67	%
Summary			
		Yes	No
<b>If Level 1:</b> 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
<b>If Level 2:</b> 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
<b>If Level 3:</b> 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