Florida Municipal Safety Initiative

Large Entity Self-Evaluation

Florida Municipal
Safety Excellence Initiative

Rev 2 8/23/23

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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 a "Large Entity" for purposes of the Florida Municipal Safety Initiative?

- Any member with 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.

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 5 sections.
    - o Section 1: Commitment to Safety and Health
    - o Section 2: Emergency Readiness
    - o Section 3: Incident and Claims Management
    - o Section 4: Performance Measurement
    - o Section 5: Other Organizational Responsibilities
- 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 17 reads "Are the root causes of the incident is identified during the investigation process?"
        - Look at a random sample of completed investigations. Determine if the causes identified are root causes.
        - If most of the investigations reviewed adequately determined root cause award 1 point. If not award 0 point.

Step 2- Conduct a self-assessment of each major department.

- Each organization may differ however major departments typically include public works, utilities, parks/recreation, etc.…
- Small departments with primarily office staff do not require a departmental assessment. These departments typically include finance, permitting, community development, and so on. Instead, these small departments are simply assessed under the Organizational Safety and Risk Management assessment.
- This assessment is divided into 6 sections.
    - o Section 1: Management Commitment
    - o Section 2: Performance Measurement
    - o Section 3: Hazard Identification and Control
    - o Section 4: Training
    - o Section 5: Emergency Response
    - o Section 6: 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 any question that is not applicable (NA) to your operations simply subtract that point from the section total when calculating the section score.

Step 3- 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 resources) to implement the missing elements.

Organizational Safety and Risk Management Self-Assessment:

Section 1: Commitment to Safety and Health

	Question	Possible Score	Score	Notes	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=5UxvlR
2.	Is the policy signed, approved, or endorsed by the current executive or commission?	1			Producing such a climate requires clear visible management commitment to safety from the most senior levels in the organization. This commitment should not be just the formal statement but be evident in the day-to-day activities so that it is readily known and understood by all employees.
3.	Have managers and supervisors been assigned specific responsibilities for their department's safety performance?	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 responsibly for the safety performance of their department. Sample Roles and Responsibilities: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ej5G7F9wGe1OlVGOIug9x5gBbIu1QNRliSVjUWEJtb0miQ?e=5UxvlR
4.	Is someone within the organization appointed as being responsible for the overall administration of the safety/risk management process?	1			Someone within the organization should have the primary function for safety. The program adminitrator 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.
5.	Does this person effectively coordinate the safety and risk management efforts with the staff and management?	1			

#	Question	Possible Score	Score	Notes	Recommendations
6.	Is line management responsible and accountable for implementing safety management systems within their respective departments?	1			Line management must be involved in the safety management process by providing education and conducting inspections/observations of their employees. More importantly, line management must provide immediate communication and feedback to employees about their individual safety performance.
7.	Does your organization have a formal and documented new hire orientation process?	1			Although it is true that new employees are traditionally most likely to get hurt, the purpose of this broad organizational orientation is to communicate the organizational values to the new employee. This orientation should be completed prior to sending the employee to their department for their job-specific orientation. Safety Training and Communication Program and New Hire Orientation Checklist: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EtTRleXM9RxLgL4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR
8.	On the first day of employment does the orientation cover important organizational policies including safety?	1			

Section 2: Organizational Emergency Readiness

	Question	Possible Score	Score	Notes	Recommendations
9.	Does the organization have an overall emergency response plan which covers all pertinent incidents such as fire, natural disasters, severe weather, spills, business continuity, workplace violence, loss of data/ransomware, 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
10.	Does the organization practice and or review the emergency response plans each year to ensure their functionality?	1			
11.	Has the organization completed the FMIT Hurricane Preparedness Self-Assessment Tool (or equivalent) to	1			Hurricane Preparedness Self-Assessment Tool: https://floridaleague-my.sharepoint.com/:w:/g/personal/treschny_flcities_com/EZYaa2Y8jYJMk9XlB13sL-8BqLlydeZJjcNFVgWujSjXOQ?e=lf0sMy

	Question	Possible Score	Score	Notes	Recommendations
	evaluate your current Hurricane Preparedness plan?				Storm preparation and response course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoLrKvoOyXZAgqIcCGgj6EQBFsi671ATkluhB3ruRF2rew?e=hKeOdQ
12.	Does your organization have a Continuity of operations (COOP) plan to ensure that key functions are maintained in the event of an emergency or disaster?	1			Sample Continuity of operations plan template and forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EgwnGHWzHghCp9XK_Bc2sj4BfJGaQp-FHfAfjH5N74Y1Ww?e=3R9TMJ Continuity of operations training course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Em2k2esl33ZApD_KeIgA_tgBgqRpbSwNxD1LuhLVAL5Zew?e=vT4oZG
13.	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. First Aid Equipment Management Plan: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eo8KK0vatkhOpPsCjVFXOXkBhqAr0Ex0uBMjQoqi_lhYkg?e=BBRhfu

Section 3: Organizational Incident and Claims Management

	Question	Possible Score	Score	Notes	Recommendations
14.	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
15.	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.
16.	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.
17.	Are the root causes of the incident is identified during the investigation process?	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: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EsuworRzKx5Bqx3HvmLYGgMBOGZ6LvGWNWlcyCj2UbUq6A?e=DyPQaL
18.	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 departments to ensure that similar events can be prevented at an organizational level.
19.	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
20.	Is there a single person (or small group) responsible for reporting claims to the FMIT claims department?	1			It's important that one person (or a very small group of people) be familiar with the claims reporting and management requirements.
21.	Are job descriptions with detailed physical demands available that can be provided to the treating physician?	1			It's important to have communicated your job descriptions with your authorized medical provider so that they understand the types of transitional work available for injured workers.

Section 4: Organizational Performance Measurement

	Question	Possible Score	Score	Notes	Recommendations
22.	Does the organization track and trend incidents which include near misses, first aids and medical injuries by department?	1			Incident data, although lagging and reactive in nature, should be measured preferably by department so that you can identify trends and areas of concern. It can also be beneficial to include these figures in communications with the staff and management in the same way you communicate other important information. So that improvements can be made where they are needed, it is important to track your incident data based on departments when possible. Safety-Management-Tracking-Matrix: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyaIw?e=6xZGLC
23.	Does the organization track "leading" or proactive indicators of safety performance?	1			People tend to do what they are being held accountable for. For that reason, the metrics used in effective safety management systems should be specific, measurable, and most importantly proactive. For example, measuring how many playground inspections were completed is proactive or "leading". On the other hand, tracking the number of playground liability claims is reactive or "lagging". Annual Safety Performance Goals and Objectives Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyaIw?e=6xZGLC
24.	Do these leading indicators include department performance metrics?	1			Below are some proactive or leading items that could be measured: Management Metrics • Percentage of safety meetings attended by leadership • Percentage of incident reports reviewed by leadership • Number of safety tours taken by leadership • Percentage of safety goals that are met on schedule Supervisory Performance Metrics • Number of safety meetings conducted • Number of behavioral observations completed • Number of inspections completed • Inspection criteria scoring Incident Investigation Metrics • Percentage of incident reports that are shared with other departments

				• Percentage of follow—up actions and learning shared • Percentage of incidents investigated to root causes • Average time from incident to investigation completed • Average time from incident completion to correction • Percentage of incident reviews with leadership participation Hazard Control Metrics • Percentage of action items completed on time • Average length of time from receipt of suggestion to response • Percentage of hazards fixed on schedule • Average age of outstanding hazards • Frequency of hazard inspections • Number of emergency drills held
25.	Does the organization communicate safety performance in the same way as it communicates other important issues?	1		It is common for organizations to develop score cards that are used to track the completion of all leading indicators. Then the score cards are communicated to the staff and management in the same way you communicate other important information.
26.	Does the organization use safety performance to evaluate line managers (directors, managers, supervisors) overall performance?	1		This could include during annual reviews, promotions, etc.? Leadership performance requires supervisory and managerial responsibilities to be clearly defined, the completion of the responsibilities to be crisply measured, and the completion/non-completion to be used in both the daily numbers game and the performance appraisal system.

Section 5: Other Organizational Responsibilities

	Question	Possible Score	Score	Notes	Recommendations
27.	Is the organization a "drug free workplace"? If so, do you have a written program explaining the exact process you use to manage the aspects of your drug free workplace?	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. It is important to have a clear written policy explaining how your organization will conduct drug testing, employee notification, training, documentation, etc. Then it is vital that the policy be consistently implemented as written.

28.	Are supervisors formally trained in the drug free workplace program including how to conduct a "reasonable suspicion" test?	1		The most effective deterrent to drug use in is an observant supervisor. Supervisors must be trained on the policy and must understand the "reasonable suspicion" test protocol to ensure consistency and to ensure they are only conducted based on objective evidence. Drug and Alcohol Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EpAtKPHkGrxJrEMxPoxJwkAB02TcI8MyvLSYNLKdlxwu7A?e=brhKMR
29.	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).
30.	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
31.	Has the hostile workplace policy been reviewed by an attorney?	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.
32.	Does the organization provide employee training on hostile workplace prevention?	1		Effective harassment training can help promote a positive workplace culture. Employees must understand of the effects of harassment and very practical ways to avoid it in the workplace.

					Hostile Workplace Prevention Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnKpboMq4A5OpmrJPZvZp4sBoFGiG0J1JXNqbh7ZJVhceA?e=h2zypB
33.	Does the organization use vendors or contractors? If so, is there a system in place to ensure that we have transferred risk to them via contracts and insurance requirements?	1			View Sample Vendor/Contractual Risk transfer document and forms: https://floridaleague-my.sharepoint.com/:w:/g/personal/treschny_flcities_com/EbtJc5_2Ll5JkfJ2bCAUB0YBWGzT8wNA9askTh98h2ACcA?e=5SP8ce https://floridaleague-my.sharepoint.com/:w:/g/personal/treschny_flcities_com/EfKo__MbcntEkeLKFx34G08BUMkqZ3I6uQriHapnxacmGg?e=Oi6yno

Department Self-Assessment:

Note: Do this assessment for any major organizational department including utilities, public works, parks/rec, code enforcement, etc.… Small departments with primarily office staff do not require a departmental assessment. These departments typically include finance, permitting, community development, and so on. Instead, these small departments are simply assessed under the Organizational Safety and Risk Management assessment.

Name of Department:	

Section 1: Departmental Management Commitment

	Question	Possible Score	Score	Notes	Recommendations
1.	Does the department have a customized written safety management process often called a "safety program", "safety plan" or "Safety Management System"?	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 clear and concise plans, or simplify existing plans based on the actual work and safety requirements of your department.
2.	Have the department directors, managers, supervisors, and employees been assigned specific safety responsibilities in the plan?	1			Line management must be assigned specific and measurable responsibilities and they must take responsibly for the safety performance of their department. Employees must understand and follow their responsibilities. Participation by all employees is vital to success in managing health and safety. It encourages 'ownership,' and taps the knowledge of those with the first-hand experience of tasks. Sample Roles and Responsibilities: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ej5G7F9wGe1OlVGOIug9x5gBbIu1QNRliSVjUWEJtb0miQ?e=5UxvIR
3.	Do department directors, managers, supervisors communicate with their 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 department 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. Safety Training and Communication Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EtTRleXM9RxLgL4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR
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.	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: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Egv4UAEpBVpMvE2EH_V4lycBB1pgwhmkPdw_gzwvTFg_Lw?e=M9BmBd

Section 2: Departmental Performance Measurement

	Question	Possible Score	Score	Notes	Recommendations
6.	Does the department have a "schedule of activities" or other list to keep track of the completion of all required safety tasks outlined in both 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

	and the departmental documents?				schedule by month. Then include a sign off and date completed column to document when the task was completed.
7.	Is the schedule/ list reviewed at least monthly by department management? Are items on this schedule being completed?	1			For example, if your department 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. Schedule of activities: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC
8.	Does your department track "leading" or proactive indicators of safety performance?	1			People tend to do what they are being held accountable for. For that reason, the metrics used in effective safety management systems should be specific, measurable and most importantly proactive.
9.	Do these indicators include site conditions and employee behaviors?	1			For example, measuring how many playground inspections were completed is proactive or "leading". On the other hand, tracking the number of playground liability claims is reactive or "lagging". Below are some proactive or leading items that could be measured: Management Metrics • Percentage of safety meetings attended by leadership • Percentage of incident reports reviewed by leadership • Number of safety tours taken by leadership • Percentage of safety goals that are met on schedule Supervisory Performance Metrics • Number of safety meetings conducted • Number of behavioral observations completed • Number of inspections completed • Inspection criteria scoring Incident Investigation Metrics • Percentage of incident reports that are shared with other departments • Percentage of follow—up actions and learning shared • Percentage of incidents investigated to root causes • Average time from incident to investigation completed • Average time from incident completion to correction • Percentage of incident reviews with leadership participation Hazard Control Metrics • Percentage of action items completed on time • Average length of time from receipt of suggestion to response

				• Percentage of hazards fixed on schedule • Average age of outstanding hazards • Frequency of hazard inspections • Number of emergency drills held Annual Safety Performance Goals and Objectives Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC

Section 3: Departmental Hazard Identification and Control

	Question	Possible Score	Score	Notes	Recommendations
10.	Have Job Hazard Analysis (JHA), and/or a Physical Demands Analysis (PDA) been completed for key or high-risk tasks?	1			A Job Hazard Analysis is used to break down a high-risk job into tasks which are then evaluated for potential hazards and ultimately hazard controls are selected. Your JHA process should involve employees first evaluating your high-risk tasks. A Physical Demands Analysis (PDA)on the on the hand is when you break down the physical requirements of a job. Having precise physical demands for certain high risk or common tasks can be an extremely valuable part of improved workers compensation claims management. Detailed JHA's, PDA's, and even video job descriptions can help reduce your claims severity by providing the treating physician(s) with an accurate depiction of what the job really entails. This enables them to place more realistic restrictions on injured workers rather than simply requiring time off. Hazard Analysis and Change Management Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EjzqggddcwlGsNSQTa2GRvUB9K17D9FmBwgOXKl440TJAw?e=0nzysM
11.	Does the department 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

	routine job? (I.e. Pre-job tasks planning, etc.)				planning would not be needed when a public works department does their monthly mowing along the boulevard. However, when the mover gets stuck in mud the team should stop and plan before they tow it out. What are the potential hazards? What could go wrong? What can we do to minimize the risks? Pre-Job Planning Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Er6P1RVhc2JPre4Av0vfkd8BU4IduglJriwZhxlNGVnL4g?e=H2gl8z
12.	Is safety considered when there are changes to the workplace, equipment, processes, etc.?	1			Change is a never-ending endeavor. Unfortunately changes to people, equipment and processes are often the cause of incidents throughout industry. Ensuring that no new hazards are introduced during a change requires planning. Capital projects like an expansion of a water treatment facility can create unintended hazards that are easier addressed during the planning phase. Similarly, daily changes made by supervisors, or maintenance staff also need to be evaluated. Here are some recommendations for the implementation of a simple management of change system: • Develop a pre-change checklist which includes input from employees, supervisors and management. • This pre-change checklist should include the common hazards. For example, does the proposed change block any fire doors, extinguishers, etc.? Does the change create any kind of waste? If so is the waste hazardous? Does the change create any slip, trip fall hazards? Does the change involve electrical modifications? If so are all junction boxes closed? Are all moving parts properly guarded? • Manage the program. Hold people accountable to following the change management process. This could be a metric on your department score card. For example, how many changes made vs. how many changes managed? The goal should be 100%!
13.	Does the department have a formal inspection process used to proactively identify hazards? (I.e. Equipment inspections, building inspections, job-site inspections, etc.)	1			Conducting inspections can be a simple yet very effective way to identify and correct hazards. Heavy equipment and vehicles should be inspected before use to identify mechanical hazards and overall equipment readiness.

#					
14.	Are front line supervisors and employees involved in the inspection process?	1			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.
15.	Are hazards identified during the inspection corrected in a timely manner?	1			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.

Developing a departmental specific inspection program which includes the completion of periodic/scheduled inspections using specific checklists can greatly identify and reduce hazards in your department.

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.

Again, the completion of these inspections can be used on the departmental scorecard as a key leading indicator.

Hazard Analysis and Change Management Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EjzqqgddcwlGsNSQTa2GRvUB9K17D9FmBwqOXKl440TJAw?e=0nzysM

Inspection Program and forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EhmUd3DpoapJp_CgCUb-AT8BRhZ1BY3NdDm-KQHMW5fdVg?e=1t7dmp

#					
16.	Does the department have a "Corrective Action List" or other tracking method to ensure identified hazards are corrected?	1			There is no reason to identify hazards unless you fix them.

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!

	Question	Possible Score	Score	Notes	Recommendations
17.	Are items on the Corrective Action List or other tracking method corrected in a timely manner?	1			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… In those cases, your department should have a Corrective Action List (which is simply a to-do-list) to track the completion of the hazard control. Again, the correction of these hazards can be used on the departmental 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. Sample Corrective Action List: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ElWQe42Qt6lGv7CwPz2zAAIBvx7sUqF0amk8SGgskUyalw?e=6xZGLC

Section 4: Departmental Training

	Question	Possible Score	Score	Notes	Recommendations
18.	Does the department have a formal and documented onboarding process?	1			Employees are typically at the greatest risk in the first 6 months of employment. Departments must address this risk by implementing a formal and consistent employee orientation.
19.	Does the onboarding include pairing the new employee with a supervisor or experienced employee?	1			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. 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. Of course, the new hire training should be documented on the departmental checklist and the training records should be kept in the employees personnel file.

20.	Are formal safety meetings being conducted and documented in the department at least monthly?	1			Safety Meetings are only effective when they specifically address the issues of the department. 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 department. Avoid canned meeting topics that have little or no relevance to the employees. Often the best topics are found in your department's written programs, policies, and procedures not on the internet! 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. Safety Training and Communication Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EtTRleXM9RxLgL4aRIJbG9QBUFU1ePHuWpowxdoXknPjxA?e=8ig7MR
21.	Does the department have an ongoing training process which includes safety training?	1			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. 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). 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.

Section 5: Department Emergency Response

	Question	Possible Score	Score	Notes	Recommendations
22.	Does the department have people trained in first aid/first response who can respond to medical emergencies in the workplace?	1			It is always recommended to have people, and back up people trained to render first aid when needed. First aid training today is very simple and inexpensive. Sample Emergency Plans: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EkoNCMnlZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY
23.	Are the names of the first responders communicated to other workers?	1			For office, warehouse, or other fixed positions one of the easiest ways to communicate the first aiders is to simply list the names on the first aid kit. For field employees, typically the crew leader or supervisor are the designated first aiders or the names of the first aiders can be communicated during a department meeting. First Aid Equipment Management Plan: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eo8KK0vatkhOpPsCjVFXOXkBhqAr0Ex0uBMjQoqi_lhYkg?e=BBRhfu
24.	Are first aid materials provided and formally checked monthly?	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 department based on the ANSI/ISEA Z308 standard for First Aid Kits.
25.	Does the department have Automatic External Defibrillators (AED's)? If so, are the AED's being maintained including being visually checked 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
26.	Are fire extinguishers being maintained including being visually checked monthly?	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.
27.	Are the extinguishers being services by a licensed fire extinguisher contractor on an annual basis?	1		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
28.	Are employees trained in the safe use of fire extinguishers if they are expected to use them?	1		Typically, where an employer provides portable fire extinguishers for employee use in the workplace, they must also provide an educational training program. The purpose of the training is to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting. If your policy requires the total evacuation of employees from the workplace upon the sounding of a fire alarm, then you can typically skip the training requirements. If you choose to provide the training however start by enlisting the help of the local fire department or even your fire extinguisher contractor. They often have low cost or even free options available. Fire Prevention and Extinguisher Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EuyZeyGcR8RMtlVgtuY-tlkBT0KbV-YRLP41_j1mNnpOAg?e=91WzFS
29.	Does the department have evacuation plans including exit routes and employee meeting places?	1		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.
30.	Is there an effective way to account for employees and if applicable members of the public after an evacuation?	1		Once an evacuation has been completed you should have a system to account for all employees and visitors (when possible). Sample Emergency Plans: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EkoNCMnIZURAgGhyM6APkvkBejWNCqBkgo-erwXC7etekw?e=cjfjkY

Florida Municipal Safety Excellence Initiative

Section 5: Specific Safety Issues and Requirements

	Question	Possible Score	Score	Notes	Recommendations
31.	Does the department generate waste materials including: Hazardous Waste, Universal Waste, Used oil, etc.? If so, are employees formally trained on the handling of these wastes?	1			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. 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. Hazardous Waste Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EhBqAtV7Lb5Pgn97V6TYckgBfVPvCN7qpWcu5sD6rOkjbw?e=UmS2zz Universal Waste and Used Oil Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EjU4TeiLPz9OgC1aWxbi5WwB6VTPXK2GuZ0zfs--KjyQJQ?e=OHLAqn Hazardous and Universal Waste Sample Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EniNRvbzdEFIroitMl4cfZgBssCFsGaD1IgTcYzBG7K8XQ?e=SQeNFg
32.	Does someone in your organization have the manifests for each shipment of these wastes?	1			According to the Environmental Protection Agency (EPA) and the FL Department of Environmental Protection (FDEP), waste manifests must be kept for at least 3 years however, it is recommended to keep these records for ever.
33.	Does the department have a preventative maintenance program for equipment, machines, and devices?	1			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. Preventative maintenance is always preferred to reactive maintenance. To help ensure that preventative maintenance is completed develop and follow schedules.
34.	Does the department use heavy equipment or other mobile machines?	1			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.

	If so, do you have operator training, periodic operator skills evaluation, and operator pre-use inspections?				• Aerial Lift
					• Backhoe Loader
					• Bucket Truck
					• Chain Saw
					• Dump Truck
					• Forklift
					• Front End Loader
					• Grader
					• Mini-Excavator
					• Off Road Forklift
					• Skid Steer
					• Street Sweeper
					• Truck Crane
					• Utility Vehicle
					• Light Tower
					• Vac Truck
					• Overhead Crane
					• Mowers
					• Garbage/Refuse Truck:
					   o Front loader
					   o Side loader
					   o Rear loader
					   o Roll off container truck.
					   o Grappler truck

35.	Are employees in the department potentially exposed to noise? If so, have the levels been identified and the hazard controlled?	1			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... Noise and Hearing Conservation Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EpXepO29lQ1LmwkG3V7KhtYB3pDREI5KS2HEl3st8DZang?e=5f87tH
36.	Has the department identified all circumstances in which personal protective equipment may be needed?	1			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.

37.	Does the department have a written protective equipment selection document or program?	1			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. Personal Protective Equipment and Clothing Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ev4osIFyu2lEqNAql9EOvSsBxniBjmE2C9hqKcEvuV0ocg?e=yBiDmr
38.	Are employees formally trained on the care, use and limitations of their protective equipment? Is this training documented?	1			Once the equipment is issued everyone should be trained on the proper care, use and limitations of the equipment and should demonstrate the proper use of their equipment. Protective Equipment Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqH02F_ulB1AiGYs4NiUNGQBeL6VaX7nL5lUwZvlaRjqGQ?e=I4ZvzS
39.	Does the department have employees who must wear respirators? If so, do you have a program that manages all the required elements?	1			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. Respirator Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eoa87xIi4dBGhbOuVvnA7L8Bl3EyQY-b96lIohpxCfzv6A?e=HySTa4 Respirator Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EmWzWLrpsvNMr19Uix7pAoUB_FbCPs2vS2gUVP1h5cCdzw?e=cI9XzL Respirator Fit Tester Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eg2upA0NoVpGt-4C04RKOVYBNPb4zBpTldS96lyoUUSKGg?e=eCyfhx
40.	Does the department have tasks which require employees to work in awkward positions, static postures, repetitive motions, or require lifting of heavy items? If so, does the department do pre-ship warm-ups also known as stretch and flex?	1			Although most people understand the importance of warming up before they exercise, until recently warming up prior to work has not been widespread. In recent years however, construction firms, manufacturing plants, warehouses and even the retail industry have been warming up prior to their shift with incredible results. Not only do participating employees generally feel better, but sprain and strain injuries in these firms have plummeted! Warm-Up Guide for Municipal Employees: https://floridaleague-my.sharepoint.com/:w:/g/personal/treschny_flcities_com/EcjYm4CSlRZNv9QUCSXqR90BByw9f_HAfJ9LvMx-mwp3MQ?e=cW5UTJ

41.	Do your department 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			Most often simple changes can be made to a person's desk/workstation which can greatly improve their comfort and productivity. 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
42.	Does the department require employees to 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
43.	Does your department have a collision reporting kit or guide inside each vehicle glove compartment to make collision reporting more efficient?	1			Sample FMIT Collision Reporting Kit with reports and labels: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvVYzLgZxJBCoZ2JLckjbBcBGCJjh-oTsLLjlkO5_zKS9Q?e=AZ9UdZ
44.	Does your department drive while pulling trailers? If so, have the employees been trained on Trailer Loading and Transporting?	1			Trailer Loading and Transporting Course: https://floridaleague-my.sharepoint.com/:p:/g/personal/treschny_flcities_com/EZA0LxTyLm9MnNo9I2h_ix8B8mxGFt2F2PXDBvX9v8kOUg?e=VxBNUO
45.	Does your department have a ground guide (spotter) requirement for backing large	1			Sample Ground Guide-Spotter Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EsrVwHZ732FItyWCzHnCRSwBkbuCBMqZHzLnMDWMTc7c2Q?e=5kpN15

	vehicles or when backing in difficult areas?			
46.	Does your department use Unmanned Aircraft Systems also known as drones? If so, do you have a written policy on the use of the drone including operator training?	1		Sample Unmanned Aircraft Systems (UAS-Drone) Sample Policy and Checklist: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ep-BobhEzuRFgqjjUysUKtgBylIMC-DrswrggcBO6bmQvA?e=EBryXH
47.	Does the department conduct abrasive blasting? If so is there a formal safety process?	1		A simple written procedure or program that lays out the requirements for abrasive blasting. In addition, employees should be trained on the dangers of blasting and the requirements of the procedure. Lastly, the proper protective equipment must be selected based on the type of blasting conducted. Abrasive Blasting Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EpEQ8dp93EhNqGfgHQBqx3wBE_ARPNrb7XIqHhQ7A_9kQA?e=IOu0TG
48.	Does the department use, handle or store compressed gas cylinders? If so is there a formal safety process?	1		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. Compressed Gasses Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eqe4imyxBGBFtFnNPsw5WgABu5FUNbLFHpNKR_DhIIMSgw?e=1qmAhi
49.	Does the department use, handle or store flammable liquids? If so, is there a formal safety process?	1		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. Flammable Liquid Storage and Handling Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Esm14LWGu_RCua1C7sxHup8BEdNKu37Al5l59txWr31bIw?e=9Cz5y4 Flammable Liquids Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnsJe5qnEDJGuBv707cPncYBerVeXNUu4QH-mXQyHg77nA?e=QtcTUk
50.	Does the department conduct electrical work including live electrical work? (i.e., working in electrical panels, inserting, or removing breakers, etc.). If	1		If your department 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.

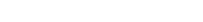|				
	so, is there a formal safety process?				Electrical Safety Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eg8lqeH8rOxGrGtS8QuIIwsBceqEp6bsCTIkJnaq_OoaHQ?e=TAtSTZ Electrical and Arc Flash Safety Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ev78jiXqFnFNqinXwdIEa5sBPLlR4zVGWev8TuuMJ3-14Q?e=W8leRH
51.	Do employees in your department 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
52.	Does the department work on boats or near marine environments (including natural and manmade bodies of water)? If so, is there a formal safety process?	1			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 Watercraft (Boat) Operation (SWP): https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANIxI9Y6SznK8UNsGG9Rpg?e=OvDVHh Boat and Marine Safety Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EuA5WNAgM5xGnVV9Do0XDmcBFDxbqEW2ztRNcjXSzimPyg?e=odkoyM
53.	Does the department work in confined spaces such as manholes, lift stations, tanks, etc.? If so is there a formal safety process?	1			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. Confined and Enclosed Spaces Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Es8a9jsg60FDn-WgnmCuvl4ByUZocunEFN3YJ_NmrkU6UQ?e=pYKkd5

				Confined Space Entry Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EgovC9nJADJGokGbYp_l9CMBVsV9dSeh2LR1likpgPPFRw?e=iQPo4t
54.	Does the department do any torch cutting or welding? If so, is there a formal safety process?	1		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. Welding Cutting and Hot Work Permit Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Es1X9tetzPlHqYx1dFj4-g8Bc4ww6pCMeXkA7H3sjsUdOw?e=AwoeeL Cutting and Welding Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Enfigzbi63hMt4T0-rRxC0MBQ5dfisCkLxHfh15IzVy58Q?e=yKrlHl
55.	Does the department conduct "hot work", such as welding, cutting, grinding, soldering, etc., in areas outside the shop where hot work is not normally performed? A good example of this is soldering pipes in an office building. If so, is there a formal safety process?	1		To prevent catastrophic fires, institute a hot work process including a hot work permit. Then make sure your employees and contractors follow the requirements on the permit before, during and after the hot work is complete. Welding Cutting and Hot Work Permit Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Es1X9tetzPlHqYx1dFj4-g8Bc4ww6pCMeXkA7H3sjsUdOw?e=AwoeeL Hot Work Permitting Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoLrKvoOyXZAgqIcCGqj6EQBFsi671ATkluhB3ruRF2rew?e=hKeOdQ
56.	Does the department do any excavation/trenching work at depths greater than 4-feet. If so, is there a formal safety process?	1		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. Excavation Safety Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqrLyXPKDAVNu5BfhWpuhxQBWAhenXXP_uX8J7rpX0mNEA?e=COihDv Excavation Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EuowjbJKf95JrFmEn4gyv9sB441q4lL9v0uYMdQa-Dj-KQ?e=ZcaEWz
57.	Does the department have any exposure to falls greater than 4 feet in height or have any	1		If you have employees who work at heights start by developing a written procedure, provide the needed equipment including harnesses, lanyards, anchor

	employee wearing personal fall arrest devices including harnesses? If so, is there a formal safety process?			point, etc, and make sure your employees know how to properly use the equipment. Fall Protection Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Em1JnjlzxKFGgFIxfXoxG98BzwAnNwTHdf6-8RSo1TrUXA?e=W2gFPw Fall Protection Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnO8pRjHw3ROhrFSE8OaaoYBWW1NYAJ6TG2rPQqCwFa23A?e=UotRG4
58.	Does the department use hand and power tools? If so, have you provided appropriate training?	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
59.	Does the department use any chemicals? If so, is there a formal safety process?	1		A written Hazard Communication (HazCom) program is required along with a list of hazardous materials used in your department. 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 HazCom Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ena_JTdn5U9JmYFTuz4Kw0YBkshoXG08fgtnE-lVejWaeA?e=pc5fJH
60.	Does the department have any equipment or processes that require a complex lock out? This includes situations when there is more than one energy isolation point. If so, is there a formal safety process?	1		For systems that have complex lock out requirements it is important to conduct an evaluation of the lock out process. Once the assessment has been completed you can develop written procedures. Of course, it is important to training employees on the procedures. Lock Out- Tag Out Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EhP2VXwLloRLp0j94pmUQ3QBGXBRPQ0P4Q2oAfcd6FwKpQ?e=sgoMjM

				Lock Out/Tag Out Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EsWZ8B5XCpZNpkp7j8RuRwYBdgjFUTxQmYClE4C3D1zcqA?e=XWvuMx
61.	Do employees in the department 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 Heat Stress Prevention Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EqiNSI7D6IdCmta9THP2AIEBUaIZZMkM7Eoirf1E9VwmRQ?e=5Jjm7S
62.	Does the department use ladders? If so, is there a formal safety process?	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. Ladder safe work practices: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvKwV8uDph5JuPL3irY0ggcBANIxI9Y6SznK8UNsGG9Rpg?e=OvDVHh Ladder Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Ek36gz_xH01Dg465sILAOTIBEqVjFczpwGfmp6_D3Y_RRA?e=qkafP7
63.	Does the department manage or maintain playgrounds or park facilities? If so, is there a playground safety management process that includes periodic inspections?	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. Playground Safety Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EpOWrLhLyZ9Hqqb9mgSfybIB-825MshoTV1H02LDnHKAzw?e=N5A6og Playground Safety Awareness Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EipvIq626SZCh72StGaJiLwBUB4smokpCYCcGHQWzteccQ?e=kFYDzX

64.	Does the department use scaffolds? If so, is there a written procedure? Have employees been trained on the procedure?	1			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. Scaffolding Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EvsY6kEq1JFNvWoUkNJzak4Bw GpBx_qBWAGH_isYvAvuwg?e=taDIie Scaffolding Safety Awareness: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErpXsSygZ_ZMlYYhqhRFK9MBq Mjp0lWoUsgsVp0Rg-6kdQ?e=wkGNn2
65.	Does the department have one or more warehouse facilities? If so, do you have a warehouse safety process including periodic inspections?	1			Warehouse facilities have unique hazards. Start by developing a written program including written requirements for Forklifts and Pallet Jacks, Material Storage, Hazardous Materials, Fire Safety, Walking Surfaces and Ladders, Box Cutters and Knives, Manual Material Handling (Safe Lifting). Then include a monthly self-inspection that is specific for your warehouses. Warehouse Safety Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EjEKpbEC5t9BjmWQXb8pF4QBy DmH72f3qgDFfoanfKCCgw?e=Fce0fZ
66.	Does the department conduct work on or near the roadways? If so, are adequate controls in place to control the work zone?	1			Working on or near the road can be very dangerous. The Florida Department of Transport (FDOT) has developed a series of requirements for temporary traffic control call Maintenance of Traffic (MOT). If you have employees who fall under the MOT requirements, then you must provide the appropriate training. TTC Training: https://insurance.flcities.com/services/risk-and-safety-management/on-site-learning
67.	Is your department 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			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. Side Walk Inspection Program: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EnQppnS2_ClCkaLbWfLDJroBQ MSVXcggktnNUsKt2-dLUQ?e=KRspRM Sidewalk Inspection Course: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/Eoz4FIALwMJNkrZaG67X3bcBviz _VqlkEwj6Tl1Xj7ElZA?e=C4fJkl

| 68. | Is your department 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? | 1 | | | 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.

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: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EoyuDqC1v6xHsOv0dtSFC3UByNYRBFZBVmho-Vgr7S63eA?e=MukjWQ |
| 69. | Does your department handle wastewater collections? If so, do you have a Sewer Back Up Management policy or plan? | 1 | | | Sample Sewer Backup Management Policy and forms: https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/ErtuRHJ5gclDsw-vnQCxSkUBAliqtAU9ggrKIxSOOFfXSw?e=9Hi8Fl |

Self- Assessment Score Sheet Summary:

Organizational Safety and Risk Management			
Safety Improvement Assessment Element Name	Points Scored	Max Points Possible	Percentage
Section 1: Commitment to Safety and Health		8	%
Section 2: Emergency Readiness		5	%
Section 3: Incident and Claims Management		8	%
Section 4: Performance Measurement		5	%
Section 5: Other Organizational Responsibilities		7	%
Total Score		33 possible	% Overall

Department Name:			
Safety Improvement Assessment Element Name	Points Scored	Max Points Possible	Percentage
Section 1: Management Commitment		5	%
Section 2: Performance Measurement		4	%
Section 3: Hazard Identification and Control		8	%
Section 4: Training		4	%
Section 5: Emergency Response		9	%
Section 6: Specific Safety Issues and Requirements		39	%
Total Score		69 possible	% Overall

Note: Copy table to add more departments if needed.

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