

# Administrative Order

TITLE: Safety and Health Program

NUMBER: AO-07  
CANCELS April 29, 1997  
APPROVED: November 7, 2008  
ORIGINATOR: Human Resources  
REVIEW: November 7, 2011

## I. Purpose and Scope

To delineate the requirements and responsibilities necessary to ensure the establishment and maintenance of an effective safety and health program.

## II. Definitions and References

- A. Public Law No. 91-596: *The Occupational Safety and Health Act (OSHA)*
- B. OSHA 29 CFR 1910: General Industry Standards
- C. OSHA 29 CFR 1926: Construction Industry Standards
- D. OSHA Form 300: Log of Work-Related Injuries and Illnesses
- E. OSHA Form 300A: Summary of Work-Related Injuries and Illnesses
- F. OSHA Form 301: Injuries and Illnesses Incident Report
- G. Brevard County Safety & Health Manual
- H. Governor Jeb Bush's *Executive Order Number 2002-292*

## III. Safety Action Teams/Executive Safety Action Team

### A. Ownership

Most County employees spend much, if not all, of their working day without direct supervision. Employees can identify many of the hazards involved in their day-to-day activities and are entitled to participation in reducing the hazards associated with those activities. The utilization of **Safety Action Teams** within the program areas of County departments facilitates the maximum input from employees. The **Executive Safety Action Team** promotes continuity and consistency throughout the County by providing a forum for sharing ideas and solving problems of the different program areas.

### B. Structure of Safety Action Teams

1. Each participating program area will have its own Safety Action Team. A Safety Action Team should consist of not less than five (5) members, and no more than ten (10) members. A majority of

the members shall be front-line employees and supervisors. Members shall represent the various trades, skills, or classifications, as appropriate.

2. Safety Action Team members shall be appointed by the Department/Office Director or his/her designee. A term shall be at least twelve (12) months and the appointment should be rotated on a periodic basis. After the first term, the Director may hold employee elections as the basis for making appointments. An alternate shall likewise be appointed to service in place of the appointed employee should he or she be unable to attend a meeting. Alternates should be permitted to attend Team meetings whenever possible in order to become familiar with Team proceedings and to qualify as future Team members.
3. Each Safety Action Team will meet **at least quarterly**. The Program Area Safety Coordinator will chair the meetings. A representative from Safety & Health will serve as an advisor to the safety coordinator and shall attend Safety Action Team meetings, as feasible.
4. Each program area will be defined by the sponsoring Department Director(s). A program area may include more than one department or include only one or more operational areas of a single department. Program areas should be defined to enhance the effectiveness and efficiency of the Safety Action Team in meeting their objectives. Constitutional Officers participating in the County's workers' compensation program are also invited to form Safety Action Teams and participate fully in the Safety & Health Program.

### ***C. Objectives of Safety Action Teams***

1. Accident reviews shall be conducted to attempt to establish causation in order to recommend remedial actions to prevent similar accidents from happening in the future. Accident reviews are not disciplinary actions and do not replace or supersede the responsibilities of management.
  - a. The employee and the immediate supervisor involved in any of the accidents listed below may be asked to appear before the Safety Action Team. The purpose of their appearance is to give a detailed account of the accident and to respond to questions.
    1. Occupational injuries which result in disability causing loss of work of one (1) or more days (not counting the day first reported);
    2. Serious "medical only" cases which necessitate the employee being on light duty for more than a month;
    3. Vehicle accidents;
    4. Accidents involving damage to property in excess of \$500;
    5. Any near accident deemed potentially serious by Risk Management, Program Area Safety Coordinator, the immediate supervisor or the Department Director.

*Any accidents involving damages or injuries to third parties will not be reviewed by Safety Action Teams in order to preserve legal confidentiality.*

- b. When the Safety Action Team members have finished reviewing the accident, each member will make a determination as to whether the accident was **AVOIDABLE** or **UNAVOIDABLE**. If the accident is found to be avoidable, recommendations for preventing similar accidents will be made by the Team. The results of each review will be included in a report to Risk Management and the Department Director.

- c. The Safety Action Team will also review reports of all other injuries to determine if there are any safety issues that may need to be addressed.
2. Safety Innovations
  - a. The Safety Action Team shall be the program area forum for developing job safety analyses, loss control recommendations, receiving suggestions from employees for improved loss control, negotiating implementation of loss control improvements in the department, and developing recommendations to present to the Executive Safety Action Team or departmental management.
  - b. Any employee in a program area may present a written problem, or proposed solution, to the Safety Action Team for review and evaluation. The team may amend or reject any ideas before making a recommendation. The Team may ask the employee to appear in person to discuss the proposal.
3. Training Review

At each Safety Action Team meeting, Program Area Safety Coordinator will review program area training needs, including mandatory OSHA training, to ensure that employees are receiving the appropriate training in a timely manner for the work performed with members. The Program Area Safety Coordinator will coordinate training programs with Risk Management.

#### ***D. Structure and Purpose of the Executive Safety Action Team***

1. The membership of the Executive Safety Action Team (ESAT) shall include the Program Area Safety Coordinator for each Safety Action Team. The ESAT shall be chaired by a representative from Risk Management designated by Insurance Director, who will serve as a non-voting member.
2. Representatives of management may attend ESAT meetings in an advisory capacity to provide information and assistance.
3. The ESAT shall have meetings **at least quarterly** to perform the following functions:
  - a. review loss experience and cost analysis figures;
  - b. make recommendations to management about changes to the Countywide safety program to ensure that it is current with existing directives and needs;
  - c. review Safety Action Team recommendations which have Countywide implications; conduct accident reviews for any operational area which is not part of an established program area, or for those accidents deemed by Risk Management to have Countywide implications.

#### **IV. Designated Responsibilities**

##### ***A. Office of Human Resources***

The Office of Human Resources is accountable for planning, leading, organizing and overseeing the Safety & Health Section, Risk Management Section and other related safety and health programs which include, but are not limited to, the following areas of responsibility:

1. Safety & Health Section
  - a. As requested, assist the department with the development of OSHA required safety programs;

- b. Attend Safety Action Team meetings, as necessary, to promote safety, facilitate maximum understanding of its objectives and provide assistance to the Program Area Safety Coordinator;
- c. Perform inspections every two (2) years;
- d. Areas identified as **imminent danger** shall be addressed with Program Safety Coordinator for **immediate** resolution;
- e. Upon request, review PPE (Personal Protection Equipment) and/or equipment specifications to ensure that current safety standards of OSHA are met;
- f. Investigate employee complaints or warnings of safety and health hazards received by Risk Management;
- g. Provide consultation on employee health issues and make referrals, as appropriate;
- h. Maintain records on County accidents for review with management and Safety Teams;
- i. Develop reports of accident and injury experience and distribute to the Safety Coordinators, Department Directors, and the County Manager;
- j. Consult, as appropriate, with management personnel on loss prevention matters and provide statistical assistance necessary to assure effective administration of the Safety and Health Program; AND
- k. Oversee and assist with coordination of competency-based training for supervisors and employees.

**B. *Department Directors***

Department Directors have full responsibility and authority to maintain safe and healthful conditions throughout their operations:

1. Cooperate with the Office of Human Resources / Risk Management to promote an effective Safety and Health Program;
2. Appoint Program Area Safety Coordinator(S) for the departmental administration and coordination of the Safety and Health Program;
3. Ensure that each program area is in compliance with the provisions of the Safety and Health Program;
4. Provide leadership on accident prevention and safety by establishing and maintaining appropriate safety policy standards, and supporting and participating in Safety Action Team meetings, as needed;
5. Review accident prevention measures and departmental loss experience at departmental staff meetings;
6. Ensure that supervisors fully understand their responsibilities in the implementation and maintenance of the Safety and Health Program;
7. Provide supervisors with adequate training opportunities to effectively implement the Safety and Health Program;

8. Encourage supervisors to report any hazards and submit plans for correcting same; AND
9. Take appropriate disciplinary action to enforce safety rules.

**C. *Supervisory Personnel***

1. Support the Safety & Health Program and incorporate safety procedures into daily operations;
2. Comply with *Merit System Policies and Procedures* related to accidents;
3. Ensure that employees are trained in, and understand the importance of, safe work practices defined in the site-specific safety programs and offer remedial training and counseling that enforce the use of safe practices, when necessary;
4. Ensure that employees attend Safety Action Team meetings as requested for accident review purposes;
5. Ensure, as required by OSHA and the Brevard County Safety & Health Manual, that employees understand and are aware of any hazards involved in each job task and what necessary personal protective equipment is required to reduce exposure;
6. Ensure that all employees are trained in the use of, and understand the need for, personal protective equipment for specified jobs;
7. Ensure that necessary safety and protective equipment are provided, fitted, and used properly for each specific job;
8. Establish budgetary requirements to include anticipated costs for protective equipment and facility modification to meet OSHA specifications;
9. Encourage employees to report any unsafe acts or conditions in their work environment and in any area for which the County is responsible. Recognize that employees are often the ones who know best the hazards involved in their jobs and encourage employee suggestions on ways to eliminate or control those risks;
10. Take prompt, corrective action wherever unsafe conditions exist and/or unsafe acts are observed; comply with work stoppage directives from the Safety & Health Officer or in his/her absence, from the Program Area Safety Coordinator and/or Risk Management;
11. Report "near miss incidents" that have the potential to be serious accidents; AND
12. Investigate all incidents and accidents thoroughly and record and promptly report these in accordance with established procedures.

**D. *Program Area Safety Coordinator***

The safety coordinator has responsibility for facilitating the operation of the Safety and Health Program in the program area by performing the following functions:

1. Lead Safety Action Team meetings, serving as chairperson;
2. Prepare agenda and reports for Safety Action Team meetings;
3. Develop OSHA required safety programs including OSHA required site-specific plans;

4. Communicate and disseminate information on the Safety and Health Program to Department Directors and field supervisors;
5. Perform inspections of sites in the program area;
6. Notify the Department Director and Risk Management when prescribed safety precautions are not being followed; if a representative from Risk Management cannot respond on a timely basis to an imminently hazardous situation – take appropriate actions (i.e., stop the job, close a dangerous area to the public, etc.);
7. Complete the required OSHA 300, 300A and 301 Forms and post as required;
8. Serve as a program area representative for the Executive Safety Action Team;
9. Provide updates on the status of the Safety and Health Program to the Department Director;
10. Conduct follow-up accident investigation, as needed.
11. Conduct and coordinate all OSHA required training.

**E. *Employees***

1. Develop and maintain a safe working attitude, avoid engaging in any horseplay and avoid distracting others;
2. Exercise due care in the course of their employment to prevent injuries to themselves, co-workers, and the public;
3. Participate in the Safety Action Team accident reviews when requested;
4. Obey all safety rules and follow published work instructions;
5. Report all unsafe conditions promptly to the supervisor; if the unsafe condition is not corrected, report it to the Program Area Coordinator and Risk Management;
6. Keep work areas clean and orderly at all times (free of unneeded tools, supplies, and materials);
7. Operate only machines and equipment for which they are authorized by the supervisor;
8. Use only equipment that has been specified for the job and for which they are trained;
9. After use, leave County vehicle or equipment clean and in good working condition to ensure safe and efficient operation for the next user;
10. Wear required personal protective equipment specified for the job, know the requirements for the use of prescribed protective equipment, and dress safely and sensibly;
11. Report all accidents **immediately** to the supervisor; do not give post-accident interviews or statements to anyone not approved by Risk Management; do not assume liability or engage in claim settlement discussions; AND
12. Attend all safety and health training as required by the supervisor.

## V. Safety Inspections

There are two types of safety inspections that may take place: (A) safety and health inspections by the County Safety & Health Officer conducted in each program area every two (2) years; and (B) periodic safety and health inspections conducted by Risk Management, or as requested by Department Director to ensure that hazards are kept at a minimum and safe work practices are followed.

### A. *County Safety and Health Inspections*

1. The Safety & Health Officer will schedule the inspection with the Department Director and Program Area Safety Coordinator who will notify the appropriate supervisors in order to minimize operational impact;
2. The Safety & Health Officer will design inspection guidelines for each program area being inspected, with emphasis placed upon standards promulgated by OSHA; these guidelines will be presented to the Safety Action Team for approval;

The emphasis of the inspection will be in the following four (4) areas:

- a. Plant Operation;
  - b. Heavy equipment and machinery;
  - . Chemical;
  - . Electrical.
3. The inspection report shall have a written list of deficiencies discovered with each deficiency classified into one of the following priorities for correction of deficiencies:
    - a. *imminent danger* - requires coordination with the Department Director and/or Program Area Safety Coordinator for immediate corrective action;
    - b. *recommendations* - to be used as a loss prevention tool by the program area.
  4. A copy of the inspection report will be furnished to the Department Director of the program area concerned, Risk Management and the Program Area Safety Coordinator.

### B. *Periodic County Safety and Health Inspections*

The Safety & Health Officer, or designee, from Risk Management may conduct inspections whenever the need arises. Department Directors may request an inspection when an unsafe condition or practice appears to exist or is reported by a supervisor or employee. The Safety & Health Officer, or designee, will make recommendations for corrective actions and consult with the appropriate persons.

A report of the visit and discrepancies found will be given to the Program Area Safety Coordinator for appropriate corrective action. Risk Management will follow up to ensure that the safety coordinator understands the corrective action(s) recommended.

## VI. Accident Investigations

Accident investigation is an invaluable tool in controlling losses. Thorough investigation will reveal the basic causes which, if corrected, could prevent similar occurrences. Investigation of a "near miss," which is an incident which **almost** resulted in a serious injury or property damage, is also important, because uncorrected, unsafe conditions or actions could cause a more serious event in the future.

**A. *Responsibility to Conduct Investigations***

1. Supervisor's Investigation

The supervisor of the employee involved will do a preliminary investigation of the accident or near-miss and submit a completed incident form, depending upon the nature of the incident, to Risk Management. Initial reports need to be reported within twenty-four (24) hours.

2. Follow-Up Investigation

A follow-up investigation of serious accidents (i.e., lost time injuries or accidents causing major property damage) will be done by the Program Area Safety Coordinator (or designee) as soon as possible after the accident. Assistance may be requested from Risk Management.

**B. *Risk Management Investigations***


Risk Management may conduct an investigation into any accident, or near-miss, upon the request of the County Manager, Human Resources Director, Insurance Director, or the Department Director. Prior written notification shall be given to the Department Director stating the reason for the investigation and the Department Director shall be informed of the findings of the investigation.

**VII. *Defensive Driving Program***

1. Monthly defensive driving training is conducted and coordinated through Risk Management for employees who are designated County drivers because they are required to operate a County vehicle OR personal vehicle to perform the duties of their job.
2. All new employees who are required to drive vehicles are required to attend the first defensive driving class available after beginning work. Employees will be required to attend defensive driving class every two (2) years following the initial class.
3. If an employee who is designated a County driver is involved in an accident during the performance of his or her job duties, the employee will be required to attend the next available defensive driving class.

**VIII. *Reservation of Authority***

The authority to issue and/or revise this Administrative Order is reserved to the County Manager.

  
\_\_\_\_\_  
Peggy A. Busacca, County Manager      11/7/08