

**CITY OF CORAL SPRINGS  
ADMINISTRATIVE POLICY MANUAL**

<b>CHAPTER: 06 HUMAN RESOURCES POLICIES</b>	<b>POLICY #: 06.05.01</b>
<b>SECTION: 05 SAFETY</b>	
<b>SUBJECT: 01 SAFETY PROGRAM</b>	
	<b>OFFICE/DEPARTMENT: PERSONNEL</b>
	<b>EFFECTIVE DATE: September 1, 1995</b>
	<b>CITY MANAGER: Michael S. Levinson</b>
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**PURPOSE**

The City of Coral Springs is committed to providing a safe and healthy work environment for employees. The Safety Program has been established for this purpose. Safety in the workplace is promoted through employee involvement, recognition and abatement of hazards, employee training, self audits, and self inspections resulting in the elimination and/or reduction of incidents, accidents, and injuries. Employees are expected to report accidents, injuries, unsafe work conditions, and to perform work in a safe and practical manner. Disciplinary actions up to and including termination will be taken for violations of workplace safety rules.

**PROVISIONS**

1. **SAFETY PROGRAM** This policy supports and enforces the safety program with a participative approach to prevention, communication and training. Elements of the safety program include education, training, orientation, job specific information, research, safety rules, first aid kits and procedures, recommendations for change, inspections, and rewards for good safety conduct. Management employees actively support the Safety Program through participation, safety funding, employee availability for training, and establishment of safety rules and policies. The Safety Program is a cross functional program administered by the Human Resources, Financial Management/Risk Division, and City Attorney's Office as a shared responsibility.
  
2. **SAFETY STEERING COMMITTEE** A Safety Steering Committee oversees and guides the citywide Safety Committee and Safety Work Teams. Representatives from Risk, Human Resources, City Attorney's Office, Public Works, Parks & Recreation, Police, and one representative voted by these six comprise the Steering Committee. The Steering Committee also votes on who is the Safety Committee Chairperson. The Safety Steering Committee will identify customer needs and government mandates; guide safety programs, goals, and objectives to meet needs and mandates; facilitate an Action Plan to achieve

programs, goals and objectives; foster the direction of the citywide safety committee; and coach the self directed work teams to success.

3. SAFETY COMMITTEE Employee representatives from each department plus the members of the Steering Committee comprise the Safety Committee. The number of employee representatives shall exceed the number of management employees comprising the Safety Committee. Representative contact information is periodically posted. The Safety Committee meets monthly to foster and promote safety in the workplace; to discuss safety issues, concerns, and identify courses of action to reduce or eliminate hazards; safety process improvements; to educate the workforce; to reduce or eliminate city exposure and liability; to network safety issues among departments; to review incidents and identify prevention techniques to avoid repetition; and to establish and publish safety rules and procedures. All incident investigations are coordinated by the Risk Division with findings summarized for the Committee.
4. SAFETY WORK TEAMS Safety Work Teams are the building blocks of the safety program. Members of the Safety Committee participate in Safety Work Teams to research and recommend guidelines for all aspects of the safety program.
5. SAFETY COMMITTEE REPRESENTATIVES Employees from each department are elected by their coworkers as Representatives. Safety Committee Representatives regularly attend the monthly Safety Committee meetings; regularly meet with their respective divisions to communicate information and to solicit input, ideas, and feedback; contributes to Safety Work Teams; are accessible to department employees relative to safety matters; assist the Committee Chairperson in the event of an OSHA inspection; participate in the development of the safety budget; create appropriate records on safety and forward to Risk Management; participate in the Action Plan process; participate in training; post notices of safety meetings and summary reports; and contribute ideas to the safety program.
6. SAFETY RULES Safety rules are posted in each worksite in a conspicuous place. Safety rules may be amended by the Safety Committee, Human Resources, or the Department Director. Employees are required to be aware of and observe all safety rules and practices. A 25% reduction in Workers Compensation benefits is taken if an injured employee did not follow safety rules and practices. The City's Safety Manual consists of all workplace safety policies, procedures, and rules; it is updated as changes in the workplace occur.

7. WORKERS COMPENSATION The City complies with all Florida Workers Compensation laws. Employees who sustain an compensable injury or illness are required to notify their supervisor and Risk Management immediately. Risk Management guidelines for Workers Compensation prevail.
8. TRAINING Initial employee training begins with orientation by the supervisor's careful review of job specific safety information with the employee. Employee refresher training is conducted annually for mandatory topics with identified employees; general safety training is conducted periodically for all employees. Safety Committee Representatives monitor their respective workplaces to ensure that training is in place, that it is effective, and that it is documented.

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9. FUNDING The Safety Committee recommends items for the safety budget. Human Resources and the Financial Management departments share responsibility for proposing and managing respective safety budgets to address projected needs. Personal protective safety equipment should be funded through individual departments as a priority. Unforeseen safety needs should be brought to the Safety Committee for resolution.
10. EMPLOYEE RIGHTS AND RESPONSIBILITIES Employees are expected to follow safe work practices, observing safety rules and guidelines and using safety equipment. When work is considered as unsafe, the employee must report the condition to the supervisor immediately. Supervisors should identify the hazard and take action to reduce, control or eliminate the hazard. If a valid safety concern remains, the departmental Safety Committee Representative must be notified by the supervisor. Human Resources and/or the Safety Steering Committee members are also available for assistance.
11. RECORDS Records of the Safety Program and supporting elements are maintained by Financial Management/Risk Division. Copies of departmental progress should be forwarded to Risk. Original Employee Injury or Property Damage forms should be forwarded to Risk for processing and retention within the established time limits. Records are maintained in accordance with State requirements.
12. PROGRAM EVALUATION Annual evaluations are conducted by the Safety Committee to review progress and safety program successes. The Steering Committee will review evaluations and facilitate changes based upon findings.

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Michael S. Levinson  
City Manager

Date

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