

## **WORKPLACE SAFETY AND LOSS CONTROL MANAGEMENT PROGRAM**

1. Purpose

Establish Department of Environmental Protection (DEP) policy in the areas of employee safety and loss control management, create a Department Safety Advisory Board (SAB) and Division/District/Office Safety committees, and create a Department Diving Safety Advisory Board (DSAB). Set forth authority for the development and implementation of a Safety and Loss Control Management Program in an effort to prevent employee injuries and equipment losses and reduce the Department's auto, civil rights, workers' compensation and general liabilities claims.

2. Authority

Section 284.50, Florida Statutes (F.S.)

3. Scope

The Department will ensure a safe working environment for its employees, implement safety requirements, promote increased safety awareness among its employees and develop an organizational structure to ensure compliance with the Department's Health and Safety Program and Occupational Safety and Health Administration (OSHA) standards.

4. Safety and Loss Control Management Program

The Secretary will appoint a Department Safety Program Administrator (SPA) who will be responsible for the development, implementation and administration of the Department's Safety and Loss Control Management Program. Loss control management involves prevention, reduction and control of occupational injury and illness, property damage (including fire and explosion), security breaches (thefts), liability (auto, general, civil rights and workers' compensation), exposures (heat, noise, chemicals and hazardous materials) and recognition and elimination of hazards through safety awareness.

The Department SPA shall also serve as the Department Diving Safety Officer (DSO). In addition, the SPA will serve as the Department's representative on the Interagency Advisory Council on Loss Prevention, as Chairperson of the Department's SAB and member of the DSAB.

5. Department Safety Program Administrator

- a. The Department SPA, in accordance with the Department's safety and injury prevention program, has been designated as the responsible safety officer and has the responsibility, under the authority and supervision of the Secretary, to do the following in the name of the DEP:
- (1) review policies of safe practices for each function within the Department;
  - (2) ensure that safe operating policies for use of equipment is consistent with manufacturer's recommendations and specifications;
  - (3) develop and implement a system to encourage employees to report unsafe conditions immediately;
  - (4) ensure that a thorough review of each accident, whether or not it results in an injury, is conducted to determine the cause of the accident and to prevent recurrence;
  - (5) ensure that Safety Program Managers (SPMs) instruct supervisors in safety responsibilities;
  - (6) ensure that a program of employee safety education is implemented;
  - (7) conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions, and stop hazardous operations where life threatening or major property damage is imminent;
  - (8) ensure that training records, periodic inspections, corrective actions and investigations are maintained as required by law;

- (9) establish a Department SAB and DSAB and conduct, at a minimum, quarterly meetings of these committees; and
- (10) pursuant to Section 284.50, Florida Statutes, (F.S.) report annually to the Governor by the 15<sup>th</sup> of January any actions taken to prevent job-related employee accidents, together with suggestions for safeguards and improvement.

6. Department Safety Advisory Board

- a. The SAB will consist of the Department's SPA and one or more SPM appointed by each Division/District/Office to represent that Division/District/Office.
- b. The SAB will develop a written DEP Health and Safety Manual (Attachment I) to be approved by the Secretary, that establishes criteria for safe working conditions and practices for all Department employees, enhances occupational safety and health conditions for employees and promotes education in the frequency and severity of work-related incidents, injuries and illnesses. The DEP Health and Safety Manual will include, but not be limited to:
  - (1) a policy statement defining management's commitment and involvement;
  - (2) responsibilities and duties of management, the SPA, the SAB and the Safety Committees;
  - (3) recommended health and safety training;
  - (4) first aid procedures;
  - (5) record-keeping procedures;
  - (6) injury/illness reporting procedures; and
  - (7) safety rules, policies and procedures for Department activities.

- c. The SAB will meet quarterly or at the call of the SPA to evaluate circumstances related to reported incidents and to address safety concerns presented by the Division/District/Office SPM.
- d. The SAB will make written recommendations to Department management regarding policy changes necessary to promote a safer work environment, including policy changes to the DEP Health and Safety Manual. The SAB will also make recommendations to the Divisions/Districts/Offices to effect specific changes to create a safer work environment and ensure compliance with policy changes approved by the Department.
- e. The SAB will establish and communicate procedures for evaluating the effectiveness of control measures used to protect employees from health and safety hazards in the workplace.
- f. The SAB will evaluate employee injury and incident records identifying trends and patterns, and formulate corrective measures to prevent recurrence.
- g. The SAB will review and update workplace safety rules based on incident review findings, inspection findings, employee reports of unsafe conditions or work practices, and address suggestions and concerns.

7. Safety Program Manager

- a. The SPM will assist supervisors in providing training and technical assistance, determining needs for personal protective equipment, and assessing job-related health and safety issues as required.
- b. The SPM will maintain or have access to a library that contains copies of codes, standards, safety manuals, and reports that regulate the Division/District/Office Health and Safety Program and copies of records and reports regarding health and safety issues.
- c. The SPM will review statistical analyses (Department of Financial Services reports), First Notice of Injury or Illness, incident investigations, property damage, and vehicle incident reports.

- d. The SPM will assist management in establishing and maintaining a healthy and safe working environment and provide management with the information, advice, and assistance needed to formulate the Division/District/Office Health and Safety policies, directives, procedures, and standards.
- e. The SPA and Division/District /Office SPM will attend appropriate training sessions to become familiar with safety and loss control management and prevention techniques and recommend general safety education and training programs.

8. Safety Committees

- a. Each Division/District/Office will appoint a SPM to represent the Division/District/Office at the SAB quarterly meetings for an initial period of one year. Each SPM will assemble a team of employees within that Division/District/Office known as the Division/District/Office Safety Committee. For the second and subsequent years, any member of the Safety Committee may represent the Division/District/Office at SAB meetings. Larger, more geographically dispersed Divisions/Districts/Offices may appoint additional SPMs to actively promote the Department's commitment to safety.
- b. Each Division/District/Office Safety Committee will:
  - (1) review and comment on the DEP Health and Safety Manual and provide comments to the SAB;
  - (2) implement the DEP Health and Safety Manual;
  - (3) establish and communicate procedures for conducting employee safety and health inspections of the workplace;
  - (4) establish and communicate procedures to investigate and analyze causal factors related to workplace "close call", incidents, safety-related incidents, injuries, illnesses, diseases and fatalities in order to eliminate hazards or reduce their potential recurrence;

- (5) evaluate the effectiveness of and recommend improvements to the Department's safety rules, policies and procedures for incident prevention and wellness programs in the workplace; and
- (6) establish and communicate guidelines for the safety training of all employees on a continuing basis.

9. Employees and Supervisors

- a. All current and new Department employees will be given safety training as defined in the DEP Health and Safety Manual. The employee's supervisor will ensure that each employee required to take specific safety training related to that employee's job duties does so in a timely manner and that an employee who has not received required safety training is not allowed to perform any duties for which such training is required.
- b. When an employee or volunteer sustains a job-connected life-threatening injury or illness during normal work hours, on job-related travel or while working special events, call 911 immediately. For all other non-life-threatening emergencies, the incident should be reported as soon as possible to his/her supervisor or the supervisor on duty and request first aid or medical treatment if needed. It is the supervisor's responsibility to follow set procedures for [reporting an on-the-job injury or illness](#) with the workers' compensation carrier (Attachment II). The actual knowledge of any injury should be reported by the SPM to the SPA.
- c. If a job-connected injury or illness results in the death of an employee, the supervisor in charge shall notify the Workers' Compensation Coordinator in the Bureau of Personnel Services (BoPS) by telephone or e-mail immediately. Florida law requires that the death be reported to the Department of Financial Services, Division of Risk Management, Workers' Compensation Section, within 24 hours by telephone at (850) 413-1601 or fax (850) 921-2572. Death claims should also be reported to the Medical Case Management Provider just like any other claim. Additionally, the BoPS will ensure the Department SPA is notified of such an event.
- d. The SPM will ensure that procedures are established for the supervisor to conduct an incident investigation into the circumstances surrounding all safety incidents and "close call" incident. A "close call" is a serious incident

where an injury did not occur but the potential was present for it to occur. A representative of the Safety Committee will be prepared to discuss findings and recommend corrective measures to the SAB at the quarterly meetings.

- e. Each on-the-job injury or illness must be recorded by the Division/District/Office SPM. The SPM or designee is responsible for the incident report(s) and related backup documentation. All documentation will be uploaded to the Division of Administrative Services' safety drive and maintained for three calendar years. The safety drive will be used to store and communicate safety information with SAB members.

10. Department Diving Safety Officer

The SPA, serving as the Department DSO will:

- a. be the official representative of the Department in matters concerning diving;
- b. have day-to-day authority over all Department diving activity;
- c. review and approve Department dive plans and safety checklists submitted by Unit Diving Safety Officers (UDSOs) or Designated Diving Supervisors (DDS);
- d. review and approve training records submitted by UDSOs or DDS;
- e. review and approve the certification and qualification documents of Department divers seeking recertification;
- f. review and approve certification and qualification documents of non-Department divers seeking reciprocity or volunteers status within the Department dive program;
- g. periodically review the safety records of UDSOs and divers;
- h. conduct diving safety training;

- i. certify and qualify Department divers;
- j. participate in Department diving operations deemed to be necessary;
- k. delegate diving safety oversight to be carried out by a qualified Department diver, except for the responsibility for the safe conduct of the diving activity of the Department; and
- l. suspend diving operations considered to be unsafe or unwise.

11. Department Diving Safety Advisory Board

- a. The DSAB will consist of the Department SPA acting as the Department DSO and one or more diving safety advisors. Diving safety advisors will be appointed by each Division/District/Office that uses diving in support of the Department's mission to represent that Division/District/Office. A majority of DSAB members must be active divers with the Department.
- b. The DSAB shall:
  - (1) implement the Department diving safety policies and guidelines in accordance with OSHA standards in 29 CFR 1910, Subpart T.
  - (2) develop a written DEP Underwater Operations Manual (formerly the DEP Diving Safety Manual) to be approved by the Secretary that shall include at a minimum:
    - (a) a set of diving standards;
    - (b) safety procedures for diving operations authorized by the Department specific to the Programs;
    - (c) procedures for emergencies, including emergency care (first aid), evacuation, recompression and medical treatment;
    - (d) responsibilities of the SPA related to Department diving as set forth in DEP 710;

- (e) responsibilities of the DSO as set forth in DEP 710;
- (f) responsibilities of the UDSOs as set forth in DEP 710;
- (g) responsibilities of the dive team members;
- (h) equipment use and maintenance procedures;
- (i) record keeping procedures;
- (j) incident, injury and illness reporting procedures; and
- (k) training and qualifying requirements (including medical examinations).

c. The DSAB will:

- (1) meet quarterly or at the call of the SPA to evaluate circumstances related to reported diving incidents and to address safety concerns presented by the Division/ District/Office UDSO;
- (2) meet semi-annually or at the call of the SPA to review and propose changes to the DEP Underwater Operations Manual. This review will be to allow for continuing evaluation of current diving industry standards and shall include consideration of recommendations for amendments and changes necessary to promote a safer work environment;
- (3) make written recommendations to Department management regarding policy changes needed to promote a safer work environment;
- (4) communicate in writing to the Division/District/Office regarding changes approved by the Department to create a safer work environment;
- (5) establish criteria for equipment selection and use and recommend new equipment or techniques;
- (6) recommend issue, reissue or revocation of diving privileges;

- (7) assure adherence to the policies and procedures set forth in the DEP Underwater Operations Manual;
- (8) make recommendations to the SPA to suspend or prohibit diving operations which are considered by the DSAB to be unsafe or unwise;
- (9) recommend disciplinary action for unsafe practices to operations management;
- (10) evaluate circumstances related to reported incidents and address safety concerns presented to the DSAB;
- (11) sit as a member of a board of investigation to inquire into the nature and cause of diving incidents or violations of the DEP Underwater Operations Manual; and
- (12) sit as a member of a board of appeal to consider diver-related and diving-related problems.

12. Unit Diving Safety Officers

- a. Each Division/District /Office that has diving activities shall appoint a UDSO. The UDSO must be a Department employee, an experienced diver and qualified as a Department diver according to the DEP Underwater Operations Manual. The UDSO may serve as a member of the DSAB.
- b. The DSO delegates the authority for the safe conduct of diving operations to the UDSO; including conducting training, approving dive plans, maintaining dive records, ensuring compliance with the DEP Underwater Operations Manual and DEP 710. This does not apply to sworn Law Enforcement officers responding to emergency situations.
- c. The UDSO:
  - (1) may permit portions of the diving activity oversight to be carried out by a qualified delegate, except for the responsibility for the safe conduct of the diving activity; and

- (2) shall suspend diving operations that he or she considers to be unsafe or unwise.

13. Designated Diving Supervisor

- a. A Department diver, approved by the UDSO or DSO, shall serve as the DDS and will be in charge of all aspects of the diving operation related to, but not necessarily limited to dive planning, coordination, record keeping, and proper response to any diving emergency, as well as knowledge of the applicable governmental regulatory agency requirements (Title 29 CFR, Part 1910, Subpart T, Paragraph 1910.410 (c) (1)).
- b. The DDS for each diving operation shall be specified in writing using a DEP Dive Supervisor's Log form and will be approved by the UDSO or DSO by filing the DEP Dive Plan prior to the commencement of any diving operation.
- c. The DDS shall suspend diving operations that he or she considers to be unsafe or unwise.

14. Diving Equipment

- a. Department divers shall not use personal diving equipment while participating in a DEP diving operation unless authorized in writing by the DSO or designee.
- b. Personal diving equipment authorized by the DSO for use by a Department diver participating in a DEP diving operation must meet the inspection and maintenance requirements of the DEP Dive Program.
- c. Department divers shall not use state owned equipment while participating in non-work related diving operation or after work hours. All Department property is owned by the State of Florida. Any employee who misuses State property shall be subject to appropriate disciplinary action.
- d. Diving equipment used as a part of a DEP diving operation must be visually inspected by the DDS or UDSO immediately prior to the scheduled operation. Equipment that does not meet the inspection and maintenance requirements of the DEP Dive Program, or that is not deemed suitable for

any reason by the DDS or UDSO, shall not be used for the scheduled diving operation.

- e. In the event that a Department diver is not able to participate in a scheduled diving operation because of unusable diving equipment and the diver is needed in order to meet the minimum safety requirements for that diving operation, the diving operation shall be suspended.

- f. The Department may supply the following diving equipment to departmental divers as needed for use while performing their duties:

Diving Mask

Fins

Snorkel

Thermal protection (wet or dry suit)

Hood

Gloves

Booties

Weight belt with appropriate weights

Regulator with two second stages or Air 2

SCUBA cylinders

Cylinder valves

Submersible pressure gauge

Depth gauge

Underwater timing device (water resistant watch, bottom timer or dive computer)

Underwater compass

Buoyancy control device

Dive knife or cutting tool

Safety sausage

Redundant air system (spare air)

Safety harness with releases

Surface whistle

Dive bag

Other diving equipment may be supplied as needed for specialized diving operations (e.g., protective gear for use in contaminated waters, underwater lights, camera with water resistant housing, flotation bags, etc.).

This directive supersedes DEP 710 which was effective November 29, 2004. Revisions are necessary to add/update language related to the duties and responsibilities of SAB and DSAB members, Safety Committees, the Dive Safety Officer, Unit Diving Safety Officers, Designated Diving Supervisor, Safety Program Managers, diving equipment and reporting injuries.

Responsible Office:            Division of Administrative Services  
   Office of Safety and Loss Control Management

Attachments:

Attachment I

[DEP Health and Safety Manual](#)

Attachment II

[Workers' Compensation Procedures](#)