

STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION



HEALTH AND SAFETY MANUAL

MAY 2006

## TABLE OF CONTENTS

<b>Policy Statement</b>	
<b>Loss Control Management</b>	<b>1</b>
<b>Safety Program</b>	<b>3</b>
<b>Health and Safety Training</b>	<b>8</b>
<b>First Aid and Emergency Treatment</b>	<b>10</b>
<b>Reporting Incidents</b>	<b>12</b>
<b>Safety Rules, Policies and Procedures</b>	<b>14</b>
<b>Self Inspections</b>	<b>16</b>
<b>Emergencies and Fire Safety</b>	<b>17</b>
<b>Job Safety Analysis</b>	<b>19</b>
<b>Division/District Policies and Procedures</b>	<b>20</b>
<b>DEP Directives Covering or Related to Safety Issues</b>	<b>20</b>
<b>List of Acronyms and Abbreviations</b>	<b>21</b>
<b>Attachments</b>	<b>22</b>
Employee Safety Training Record	
Incident Review Report	
Notice of Unsafe Condition/Work Practice	
General Code of Safe Work Practices	
Sample Self-Inspection Checklists	
Employee Job Safety Analysis	

## **Policy Statement**

*The management of the Department of Environmental Protection (DEP) is committed to providing its employees with a safe and healthful workplace. It is the policy of this Department that:*

- *A safe and healthy work environment will be provided for the protection of its most vital resource—its employees. Employee safety is of the greatest importance to all levels of management and supervision, ranking in importance above production, quality, costs, and service. Personal safety will not be compromised for any reason.*
- *While the responsibility for safety begins and ends with the Secretary, all DEP employees share that responsibility. All employees, at every level, are fully responsible for their own safety and for the safety of those with whom they work. It is the Department's basic philosophy that all incidents are preventable, when the causes are known.*
- *Employees are to perform all work tasks in a safe manner.*
- *When an incident occurs, immediate attention will be arranged for the ill or injured individual.*
- *Employees must report all incidents, injuries, and unsafe conditions to their supervisors, and will not be subject to retaliation, penalty, or other disincentive.*
- *Management will develop and communicate clear goals and objectives, and provide the financial resources and authority necessary to correct unsafe conditions and implement changes to improve workplace safety.*
- *Managers and supervisors will be held accountable for ensuring employees are aware of workplace hazards and are trained to work safely.*
- *Employee recommendations to improve health and safety conditions will be given full consideration by management.*
- *Management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.*
- *Senior management will be actively involved with employees in establishing and maintaining an effective safety program.*

*The primary responsibility for the coordination, implementation, and maintenance of our workplace Loss Control Management/Safety Program has been assigned to:*

**Name: Donald L. Trussell**

**Title Safety Program Administrator**

**Telephone: (850) 245-2312**

*The Department is committed to on-going Loss Control Management /Health and Safety activities, which include promoting safety committee participation, providing health and safety education and training, and reviewing and updating workplace safety rules. This policy statement serves to express management's commitment to, and involvement in, providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this Department.*

**Approved by the Deputy Secretary  
Planning and Management  
Department of Environmental Protection**

**Date: May 2006**

## LOSS CONTROL MANAGEMENT PROGRAM

Loss control management is the application of professional management skills to the control of loss from the risks of doing business. 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, discrimination), exposures (heat, noise, chemicals, hazardous materials), and recognition and elimination of hazards through safety awareness. The Department's Loss Control Management Program is a comprehensive approach designed to provide for a safe and healthful work environment in direct support of management's Loss Control Management policy.

### Loss Control Management goals include:

- The identification of all loss exposures through a Self Inspection Checklist based on risk inventories and reviews of all Department activities.
- The evaluation of the risk(s) of each exposure through a Risk Assessment.
- The development and implementation of a comprehensive Health and Safety Plan to reduce the number and costs of injuries, occupational illnesses, and property damage related to incidents.
- The monitoring of the Loss Control Management Program.
- The implementation of a methodology to address and reduce the following "costs" to the Department that occurs as a result of incidents.
  1. **Direct costs**, including:
    - Wages paid to absent employees
    - Workers' compensation benefits
    - Life insurance and survivor benefits.
  2. **Indirect costs**, which are "hidden", uninsured costs that can also cause a disruption of the workplace, including:
    - Hiring new personnel
    - Re-training of injured employees
    - New training costs
    - Production delays or interruption
    - Reduced work quality and productivity
    - Clerical time
    - Reduced employee morale
    - Property damage
    - Physical and vocational training.

**Elements of the Loss Control Management Program include, but are not limited to:**

- Identification of loss exposures
- Risk Assessment
- Comprehensive Health and Safety Plan
- Loss Control Awareness
- Loss Control Action Plan
- Loss Control Incentives
- Management Commitment
- Written Framework for Health and Safety Policies and Goals.
- Formal or Informal Safety Inspections
- Safety Advisory Board, Safety Committees and Safety Meetings
- Medical Monitoring
- Safety Training
- Incident Review
- Workers' Compensation Claims Management

**Targets of a Loss Control Management Program:**

- On/Off the Job Injury and Illness
- Fire & Explosion
- General Property Damage
- Shrinkage & Theft
- Absenteeism
- General & Administrative Liability
- Product Liability
- Alcohol & Other Drug Abuse
- Natural Catastrophic Loss
- Violation of Legislation
- Environmental Abuse
- Disorder
- Wasteful Behavior
- Other Avoidable Wastes
- Management & System Inadequacies

## SAFETY PROGRAM ORGANIZATION

### Safety Advisory Board

A Safety Advisory Board (SAB) has been established (DEP 710) to recommend improvements to the workplace health and safety program and to identify corrective measures needed to eliminate or control recognized hazards. The SAB consists of one representative from each Division/District along with the Department's Safety Program Administrator (SPA) who shall act as Chair of the SAB. The following is a list of the Divisions/Districts represented:

Division of Administrative Services	Office of the General Counsel
Division of Air Resources Management	Office of the Inspector General
Division of Law Enforcement	Office of the Secretary
Division Resource Assessment & Management	Office of Beaches & Coastal Systems
Division of Recreation and Parks	South Florida District Office
Division of State Lands	Northeast District Office
Division of Waste Management	Central District Office
Division of Water Resource Management	Northwest District Office
Office of Coastal & Aquatic Managed Areas	Southwest District Office
Office of Greenways and Trails	Southeast District Office

**Member Selection Process.** The SAB should comprise the employee representatives who either volunteer or are selected by their Division/District Director. The number of supervisory representatives should not exceed the number of non-supervisory representatives. The establishment of the SAB is in accordance with the existing collective bargaining agreement.

**Meetings.** Meetings shall be held during normal working hours. A majority of the members shall be present for any issue that requires official action. The SPA shall submit the notification of the scheduled date, time and location of each committee meeting to the Division/District Safety Program Managers who will post it in a conspicuous place where employees normally gather. The minutes of all meetings shall be distributed and posted in a similar fashion.

### **Responsibilities. The SAB shall:**

- Establish and communicate procedures for evaluating the effectiveness of control measures used to protect employees from health and safety hazards in the workplace.
- 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.
- Evaluate employee injury and incident records, identifying trends and patterns, and formulate corrective measures to prevent reoccurrence.
- Participate in safety training and assist management in monitoring workplace safety education and training to ensure it is established, effective, and documented.
- Prepare and maintain the Department's Health and Safety Manual and other documents that relate to safety.

Although the SAB does not establish policy, it is tasked with the responsibility of providing recommendations to management regarding employee/volunteer/guest/visitor health and safety. Recommendations requiring Department approval shall be submitted to the Deputy Secretary of Planning and Management who should issue a written response to each written recommendation of the SAB within 30 calendar days of receipt.

### **Safety Program Administrator**

Responsibility for the overall implementation of the Department's Health and Safety Program is assigned to the Division of Administrative Services. The SPA has the responsibility, under the authority and supervision of the Secretary, to do the following in the name of the Department of Environmental Protection:

- Establish a Department SAB and conduct, at minimum, quarterly SAB meetings.
- Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions, giving special attention to detecting serious concealed dangers.
- Stop hazardous operations where life jeopardy or major property damage is imminent.

- Submit the **Loss Prevention Annual Report** to the Governor by January 15, pursuant to Chapter 285.50, F.S., summarizing any actions taken to prevent job-related employee incidents, including suggestions for safeguards and improvements. The Division/District SPMs should be responsible for compiling, coordinating, and submitting this information to the SPA no later than December 15 of each year.

## **Safety Program Manager**

The SPM is the person in each Division/District who has been delegated the authority to implement and maintain the Department's Health and Safety Program. The SPM shall:

- Provide management at all levels with the information, advice, and assistance needed to formulate the Division/District's Health and Safety policies, directives, procedures, and standards.
- Assist management at all levels in establishing and maintaining a healthy and safe working environment free from unacceptable risks, in conformance with federal and state health and safety guidelines and in compliance with applicable standards, codes, and regulations.
- Review statistical analyses (i.e., Dept. of Financial Services tracking reports, internal tracking systems, trend analyses), First Report of Injury/Illness, incident investigations, property damage, and vehicle incident reports.
- Recommend general safety education and training programs.
- Assist supervisors in providing training, determining needs for personal protective equipment, and assessing job-related health and safety issues as requested.
- Maintain or have access to a library that contains copies of codes, standards, safety manuals, and reports that regulate the Division's/District's Health and Safety Program and copies of records and reports regarding Division health and safety issues.

Some of these functions may be delegated in whole or in part to staff, but it is the responsibility of the SPM to ensure the functions are performed properly and completely.

## **Division/District Safety Committees**

Each Division/District should establish a Safety Committee to be responsible for the following:

- Review the Health and Safety Program and provide comments to the SAB.
- Implement the DEP Health and Safety Plan.
- Establish and communicate procedures for conducting employee internal safety self-inspections of the workplace.
- Establish and communicate procedures to review and analyze causal factors related to workplace close-calls, incidents, safety-related incidents, injuries, illnesses, diseases, and fatalities in order to eliminate hazards or reduce their potential reoccurrence.
- Evaluate the effectiveness of and recommend improvements to the Department's safety rules, policies, and procedures for incident and illness prevention in the workplace.
- Establish and communicate guidelines for the safety training of all employees and for training records.
- Distribute agendas and minutes for all meetings to all Division/District operating units.

Employees are encouraged to communicate with their supervisors, as well as with the Safety Committee, regarding ways to improve safety in the workplace.

Depending on the size and scope of operations, Divisions and Districts may need to establish additional safety committees for geographical areas and/or individual operating units. The size and number of safety committees will be determined by the Division/District in consultation with the SPA based on operational needs.

## **Supervisors**

The responsibilities for all supervisors include but are not limited to the following:

- Implement and enforce safety rules/procedures;
- Apply incident/incident prevention;
- Ensure that JSAs are completed;
- Ensure that safety training is provided for employees under their supervision;
- Make the safety of all employees an integral part of regular management functions;
- Take a proactive approach to identify and eliminate, or substantially reduce, situations that may cause incidents/incidents;

- Inspect work areas for compliance with health and safety guidelines (self-inspections);
- Report and review incidents/incidents;
- Conduct safety meetings and promote safety awareness;
- Encourage the speedy return to work of any injured employee under their supervision;
- Make safety a permanent agenda item for meetings at all levels.

## Health and Safety Training

### Training Purpose

Health and safety training is a specific required component of the DEP safety plan offered to all employees. The purposes of this training are to:

- Familiarize the employee with DEP safety policies and workplace practices;
- Decrease the potential for incidents and injuries in the workplace;
- Minimize operating costs and maximize productivity; and
- Achieve compliance with federal and/or state regulations.

### Training Focus

Supervisors are responsible to ensure that employees receive health and safety training including orientation training, general safety procedures, job-specific training, periodic retraining, and updated training as required by process changes, technological developments, or the Department's injury experience. Supervisors and managers are responsible for obtaining training to analyze potential job hazards and evaluate work processes that are conducted under their supervision.

Orientation for all new employees and transfers shall be completed within the first month of employment and shall include but not be limited to instruction on:

- General safety rules that apply to all employees using this manual and other resources;
- Expectations of each employee in the event of workplace emergencies
- Specific tasks;
- Importance of using safety equipment and devices; and
- Procedures for reporting unsafe conditions, incidents and "close calls".

Before working unsupervised, employees shall be provided job-specific training to include:

- Safe performance of specific work activities;
- Safe operation and maintenance of all associated tools and equipment;
- Interfacing of the job-specific activity as it relates to other tasks performed by other employees;
- Specific state and federal regulations, (*i.e.*, those requiring written compliance programs and job-specific training);
- Supervising or managing the safety of employees (*i.e.*, training specifically for supervisors and managers);

General safety procedures that apply to all employees will be provided through new employee orientation, basic supervisor training and by the employee's supervisor. Job-specific training shall include verbal instructions on safely performing the job, demonstrating safe performance, observation of the performance for proper procedures and having employees explain the procedure back to the supervisor to ensure understanding.

Retraining shall be provided to all effected employees when the Department makes changes in policy, when regulations require retraining or when regulations governing the work are changed, when the standardized practice for the industry is modified, or when new equipment or processes are purchased or adopted in the workplace.

Supervisors shall also provide other safety training based on employee requests and information supported by data from injuries and "close calls".

### **Training Records**

Employees and supervisors should discuss the relevance of the Department's Health and Safety Program to actual job assignments. To that end, training records will be kept for the duration of the employment of applicable staff, in accordance with applicable safety standards. Attachment I of this document is a sample Employee Safety Training Record.

## FIRST AID AND EMERGENCY TREATMENT

### Minor First Aid Treatment

First aid kits should be accessible to all employees and be kept in work areas, vehicles, vessels, and aircraft. Employees who sustain an injury or are involved in an incident requiring minor first aid treatment, should take the following steps in the order that is appropriate for the situation:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the Incident Review Report.
- Provide details for the completion of the *First Report of Injury or Illness* and Incident Review Report.

### Non-Emergency Medical Treatment

For non-emergency work-related injuries or illnesses requiring professional medical assistance, beyond first aid treatment, employees should do the following:

- Inform your supervisor.
- Proceed to the medical facility as instructed by the workers' compensation carrier. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the *First Report of Injury or Illness* and the incident review report.

### Emergency Medical Treatment

For severe work-related injuries requiring emergency treatment, employees should do the following:

- Call for help and seek assistance from a co-worker.
- In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.
- Inform your supervisor and provide details for the completion of the *First Report of Injury or Illness* and the Incident Review Report.

### Emergency Contacts

Emergency phone numbers shall be posted in conspicuous places in all operating units.

## **First Aid Training**

All field staff should receive training and instructions on first aid procedures. Each employee who is trained and designated to provide first aid should be trained in the universal precautions to minimize or eliminate exposure to bloodborne pathogens. DEP Directive 457 is the **Bloodborne Pathogen Exposure Control Plan**.

## REPORTING INCIDENTS

At a minimum, all employees are required to report to their supervisor all job-related incidents as described below:

- Injury, occupational illness, or death associated with the performance of work duties by employees. DEP Directive 450, **Workers' Compensation Claims**, addresses these reporting requirements.
- Public injury, death, and/or property damage related to DEP operations or facilities. DEP Directive 355, **Insurance Coverage**, addresses these reporting requirements.
- DEP property that is damaged by incident, whether or not it is to be repaired or replaced, and regardless of whom caused the damage. DEP Directive 630, **Reporting of Incidents Involving State Owned Motor Vehicles/Watercraft**, addresses reporting requirements of incidents involving state vehicles/watercraft.

Supervisors should report all major incidents through the appropriate management levels as soon as possible. Management should report major incidents to the Division/District SPM who will notify the SPA.

### Incident Review Process

The purpose of an incident review is to identify the cause of the incident, thereby allowing the development of remedies to prevent reoccurrence. Every incident or "close call" shall be considered an incident and shall be thoroughly reviewed. A "close-call" is an undesirable incident that under similar circumstances could have caused injury or damage.

Whenever possible, the immediate supervisor or designee will conduct an incident review at the location where the incident occurred. Management is responsible for seeing that the incident review reports are being completed properly and that the recommendations are being addressed. Supervisors shall use the following investigation procedures:

- Implement temporary controls to prevent any further or potential injuries.
- Where possible, preserve the site of the incident and quickly gather evidence that is likely to change or move.
- Make sketches and take measurements/photos from several different angles.

- Identify and interview not only each witness but anyone else who might provide clues to the causes of the incident.
- Review the equipment, operations and processes to gain an understanding of the situation.
- After investigating all information carefully for unsafe conditions and unsafe acts, make conclusions based on facts.
- Within seven days from date of incident, complete a written report that shall include recommendations for corrective action.

Attachment II of this document is a sample Incident Review Report that can be used by Divisions/Districts to develop a specific form or format for incident review reports to accommodate their operational needs.

### **Recordkeeping Procedures**

Each Division/District will develop procedures to control and maintain all employee incident, illness and injury records for the current calendar year, plus the past three calendar years, to include:

- Incident Review Reports
- *Workers' Compensation Notice of Injury Reports* DWC 1
- *Log & Summary of Occupational Injuries and Illnesses*, OSHA Record Keeping Requirements
- Safety Committee Meeting Minutes and Records

## **SAFETY RULES, POLICIES, AND PROCEDURES**

### **Health and Safety Information**

The Department is required to post certain health and safety-related information. The following safety-related posters should be maintained on bulletin boards in all sections/units:

- Public Sector Job Health and Safety Protection
- Right to Know (Hazard Communication)
- Heimlich Maneuver (for food service establishments)
- Notice of Workers' Compensation Carrier

### **General Employee Safety Rules**

The following general safety rules have been prepared to assist our responsible employees in their professional efforts to work safely. These rules have been designed to support the safety efforts and attitudes of all personnel in the performance of daily assignments and duties. As with all organizational guidelines, employees should review safety rules often, and use good professional judgment while continuing to work safely.

Responsible employees understand and respect potential dangers, and adhere to appropriate safe behaviors that apply to the areas in which he/she is assigned, working, or visiting. The responsibilities for all employees include but are not limited to the following:

- Practicing established safety procedures
- Properly using required clothing and personal protective equipment
- Taking initiative for his/her own health and safety and that of co-workers
- Identifying and, where appropriate, correcting unsafe conditions and work practices
- Reporting unsafe/unhealthful conditions or operations
- Complying with procedures contained in this manual and other rules, policies and procedures identified by the respective Division/District and operating unit.

Attachment III of this document is a sample form for reporting unsafe conditions and work practices.

## **Specific Safety Rules, Polices, and Procedures**

Specific safety rules can help employees keep safe in their work, if they are followed. Specific rules are helpful because they warn employees and increase awareness about real-life work hazards leading to incident prevention. Specific rules, policies, or procedures may be technical in nature and describe equipment or processes that are unique to certain jobs or industries. For further information, consult the General Code of Safe Work Practices listed as Attachment IV of this document.

Divisions/Districts and individual units/sections should develop additional safety rules based on work procedures (*i.e.*, ergonomics, use of power tools, exposures to biohazards, chemical safety, and off-site shipping of DOT-regulated materials). Supervisors should contact the Division/District SPM for assistance.

## SELF INSPECTIONS

Effectively managed and well-conducted self-inspection programs constitute one of the most important blocks on which to build a successful health and safety program. The purpose of the self-inspection program is two-fold:

- Systematically identify conditions and or practices, which have the potential to cause injury/illness to employees and cause significant property damage
- Implement effective corrective action, that will eliminate or reduce unacceptable conditions and or practices.

Supervisors are responsible for safety self-inspections of their areas or facilities. Informal self-inspections should be conducted on a daily basis by all staff simply by observing hazardous conditions. Hazardous conditions should be corrected and reported to the appropriate supervisor immediately.

Formal self-inspections should be conducted on a regular basis. Safety checklists shall be developed for the purpose of conducting routine formal inspections and should include all conditions and hazards to be examined. The safety checklists shall be developed for each Unit/Section's specific needs. Formal self-inspections should be conducted semiannually or more often if needed for certain facilities or equipment. Some inspection items may be incorporated in the daily, weekly or monthly maintenance schedules.

A corrective action plan shall be developed upon completion of all safety inspections including a time frame for completing the correction. Supervisors are responsible for keeping appropriate reports and records on self-inspections and sharing information as appropriate.

Each Unit/Section will need to develop checklists based on the unique nature of its operations. Each Division/District may also develop general guidelines based on the industry standards for its work categories. Attachment V of this document contains a generic self-inspection checklist.

## EMERGENCIES AND FIRE SAFETY

The Department requires that during every emergency, or unexpected occurrence of a serious event that demands immediate action, an organized effort should be made to protect personnel from injury and to minimize property damage. All of the Department's resources should be made available to respond to an emergency. Each supervisor should know what to do during an emergency in his or her area and should be certain that his or her employees understand their roles. Emergencies include natural disaster, bomb threats, fire, large-scale environmental damage, and other damage or threat to DEP staff safety. ***The sounding of a fire alarm means immediate evacuation by the nearest assigned exit.***

### Supervisor Responsibilities

During an emergency, it is the supervisor's responsibility to do the following:

- Ensure that those under his or her supervision are familiar with the Emergency Evacuation Plan for the building, particularly the recommended exit routes and how to report an emergency. Supervisors should be responsible for their employees in the event of an evacuation of the building.
- Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
- Know the location and use of all safety equipment in his or her section.
- Keep employees from reentering an evacuated area until reentry is safe.

### First Observer Responsibilities

During an emergency, the employee who discovers the emergency should do the following:

- Report the emergency immediately to the immediate supervisor, SPA, or the SPM, including a description of what happened, the specific location, and whether anyone was injured.
- Proceed with First Aid or attempt to control the accident/incident ***only if*** (1) properly trained in First Aid or the emergency response necessary to control the incident/incident, and (2) using latex gloves and other personal protective devices if exposure to body fluids is likely.

- Show the ranking emergency-response officer where the incident/incident occurred, inform him or her of the hazards associated with the area, provide any other information that should help avoid injuries, and do as the officer requests.

## **Fire Prevention and Protection**

Each Unit/Section will establish procedures for fire prevention and protection using NFPA and State Fire Marshall Standards. It is the responsibility of the SPM to assure that the procedures are properly implemented in each Division/District. These procedures should include the following:

- The installation, inspection and maintenance of fire extinguishers, smoke detectors, and other applicable fire protection features performed and documented according to NFPA Standards.
- Fire prevention and emergency response training and drills conducted by location, as appropriate (*e.g.*, Twin Towers, District Office, Park Location).
- A written protection plan that shall include site specific procedures for emergency action and fire safety.

All employees must conduct their duties in such a way as to minimize the possibility of injury. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials.

Supervisors should ensure that their personnel are properly instructed regarding: (1) potential fire hazards involved in their work and around their workplaces, (2) the proper precautions to minimize fires, and (3) the procedures in case of fire. The SPM should schedule formal courses and training materials on fire prevention and response.

## **JOB SAFETY ANALYSIS**

A well-prepared and effectively implemented Job Safety Analysis (JSA) program will reduce incidents. A JSA is a procedure, which provides for integration of accepted health and safety principles and practices into a particular operation.

It is the responsibility of each SPM to oversee the JSA program in each Division/District. The SPM shall assure that supervisors select the jobs in the office that should be analyzed, and assure that the JSA is properly implemented.

### **Conducting the JSA**

In order to conduct a JSA, each step of the job or task is broken down and examined to identify potential hazards. Once the hazards are identified, steps must be taken to eliminate or reduce each hazard.

There are many stages in conducting a thorough JSA, but the four most common are:

- Select the job to be analyzed
- Break the job down into its basic sequence of steps
- Identify each potential hazard associated with the job
- Determine preventative measures that prevent or reduce the hazards

### **Selecting the Job to Be Analyzed**

Ideally, all jobs should be subjected to a JSA. However, this may not always be possible. Therefore, consideration should be given to prioritizing all critical jobs. Attachment VI of this document contains a sample employee job safety analysis (JSA).

Factors to be considered in assigning a priority for a job hazard analysis include the following:

- Incident frequency and severity—jobs where frequent incidents occur or disabling injuries result.
- Potential for severe injuries—the consequence of an incident is potentially severe.
- Newly established jobs—due to lack of experience in these jobs, hazards may not be obvious.
- Modified jobs—new hazards may be experienced with changes in job procedures.
- Infrequently performed jobs—workers may be at greater risk when undertaking non-routine jobs.

## Division/District Policies and Procedures

Divisions/Districts shall adopt other policies and procedures as necessary to ensure a healthy and safe work environment based on operational needs. Likewise, individual units/sections shall adopt rules and regulations necessary to comply with standard safety rules and regulations based on operational needs.

### Required Programs

Boating Safety\*  
Confined Space  
Diving\*\*  
Emergency Action Plan  
Emergency Response Plan  
Fire Prevention  
Hazard Communication  
Hearing Conservation  
Laboratory Chemical Hygiene  
Lockout/Tagout  
Respirator Program

### Recommended Programs, such as:

Auto Fleet Maintenance/Inspection  
Driving Safety  
Ergonomics  
Facility Inspection  
General Office Safety  
Indoor Air Quality  
Powered Industrial Trucks/Forklifts  
Return-To-Work  
Slips/Trips/Falls  
Snorkeling\*\*  
Workplace Violence

\* Department-required program

\*\* Dive Control Board activity

All units/sections should develop specific written safety plans and procedures that will be approved by the Division/District SPM. To assist in the development of these plans and procedures, the SPM will provide operating units/sections with information on standards and assist in developing-site specific plans and procedures.

## DEP DIRECTIVES COVERING OR RELATED TO SAFETY ISSUES

All employees, particularly those with specific safety-related responsibilities established in this manual, should be familiar with the following DEP Directives that are associated with safety matters:

DEP 355 - **Insurance Coverage**

DEP 450 - **Workers' Compensation Claims**

DEP 457 - **Bloodborne Pathogen Exposure Control Plan**

DEP 477 - **Medical Monitoring**

DEP 620 - **Motor Vehicles/Water Craft Assignment and Utilization**

DEP 630 - **Reporting of Incidents Involving State Owned Motor Vehicles/Watercraft**

DEP 710 - **Workplace Safety and Loss Control Management Program**

## LIST OF ACRONYMS AND ABBREVIATIONS

ANSI	American National Standards Institute
CPR	Cardiopulmonary Resuscitation
dBA	Decibels
DEP	Department of Environmental Protection
F.A.C.	Florida Administrative Code
F.S.	Florida Statutes
FDLES	Florida Department of Labor and Employment Security
HP	Horsepower
JSA	Job Safety Analysis
MSDS	Material Safety Data Sheet
MSHA	Mine Safety and Health Administration
NEC	National Electric Code
NIOSH	National Institute for Occupational Health and safety
NFPA	National Fire Protection Association
OSHA	Occupational Health and safety Administration
PPE	Personal Protective Equipment
PSI	Pounds per Square Inch
RPM	Revolutions per Minute
SAB	Safety Advisory Board
SPA	Safety Program Administrator
SPM	Safety Program Manager

This **Health and Safety Manual** is written under the guidance of the Federal Occupational Safety and Health Administration at OSHA 29 CFR 1910. It includes authority in Sections 284.50, 334.044 and 440.56 Florida Statutes (F.S.), 4H-2.007, Florida Administrative Code (F.A.C.), and the Workers' Compensation Rule Chapter 38F-43 F.A.C. In this manual, the term "employee" includes volunteers, pursuant to Chapter 110.503, F.S.

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

Attachments:      Attachment I  
[Employee Safety Training Record](#)

Attachment II  
[Incident Review Report](#)

Attachment III  
[Notice of Unsafe Condition/Work Practice](#)

Attachment IV  
[General Code of Safe Work Practices](#)

Attachment V  
[Sample Self-Inspection Checklists](#)

Attachment VI  
[Employee Job Safety Analysis](#)