

SECTION 1

INTRODUCTION: CITY OF MIAMI BEACH SAFETY PROGRAM

A. Purpose and Objectives of Program

The purpose of the City of Miami Beach Safety Program are to protect the safety and health of City employees, assist in preventing accidents and injuries, increase efficiency of operations, and reduce the cost to the taxpayers of the City of Miami Beach. A successful safety program must provide not only for the safety of City employees but also protect the public by preventing unsafe acts or conditions that exists during the City operations.

This manual is designed to provide a general reference guide for Departments and Division Directors, Supervisors and Employees by outlining their duties and responsibilities in the daily safe performance of their tasks.

An effective safety program must come from the "**TOP**" in each Department, Division or section. If a director or supervisor appears to be **unconcerned** about the safety program, that attitude will be adopted by the employees they supervise.

All city employees have the responsibility to insure the efficient utilization of each tax dollar spent for City operations.

To be successful, the safety program must have the continuous and active support of all employees.

B. Concept of the Safety Program

Safety/Loss Control is based on analysis, identification, and the proper handling of the hazards which may cause serious injuries and/or material losses. The objective of Safety/Loss Control is to concentrate on specific corrective actions required to neutralize all factors interfering with the safety of an operation.

C. Background

Loss prevention techniques, when consistently incorporated with other management skills, can have a dramatic effect on the reduction of on-the-job injuries, property damage, and production loss. It is a fallacy that accidents are inevitable in certain operations. A properly trained and supervised employee is less likely to be involved in an accident. The objectives of this program are focused upon this goal. A low experience of accident losses in any organization indicates top quality leadership at the managerial and supervisory levels.

The Loss Control objectives are in accordance with Federal and State Occupational Safety and Health Rules and Regulations.

D. Elements of Our Safety Program

Our safety program includes, but is not limited to, the following functions and responsibilities:

- Holding the individual responsible to act in a safe and prudent manner thereby avoiding injury to themselves, others, and damage to equipment.
- Assigning responsibilities to individuals or committees for safety activities. Designating one person in each Division as a safety liaison person.
- Ensuring equipment, work areas, and working methods are safe.
- Assigning personnel to jobs which they are qualified to safely perform.
- Identifying hazards and eliminating them.
- Encouraging employees to be interested in performing their duties in a safe and efficient manner.
- Correcting unsafe work habits by adequate and effective supervision.
- Providing proper protective equipment, training employees in its use, and making its use mandatory.
- Educating and training employees to recognize the specific hazards of their jobs.
- Investigating accidents to determine cause and implementing follow-up action to reduce accident recurrences. Preparing and maintaining proper and complete accident records.
- Adopting and enforcing safety rules, policies and procedures.

E. Application and Responsibility

Each employee shall carefully study the safety rules applying to their duties. Safety rules shall be followed and ignorance will not be accepted as an excuse for their violation. If an employee is assigned a job which they consider hazardous and for which they are not properly protected, that employee shall inform the supervisor before commencing work. If questions arise, interpretation and responsibility rests with the supervisor.

Due to the wide diversity of city operations, as well as the variations in departmental organization structures, it is fully realized that certain terminology and specific procedures are not contained in this manual. Therefore, Department Directors are required to formulate and implement safety policies and procedures specific to their operations and objectives. The rules set forth in this program are the minimum standard requirements that apply to everyone within the City of Miami Beach.