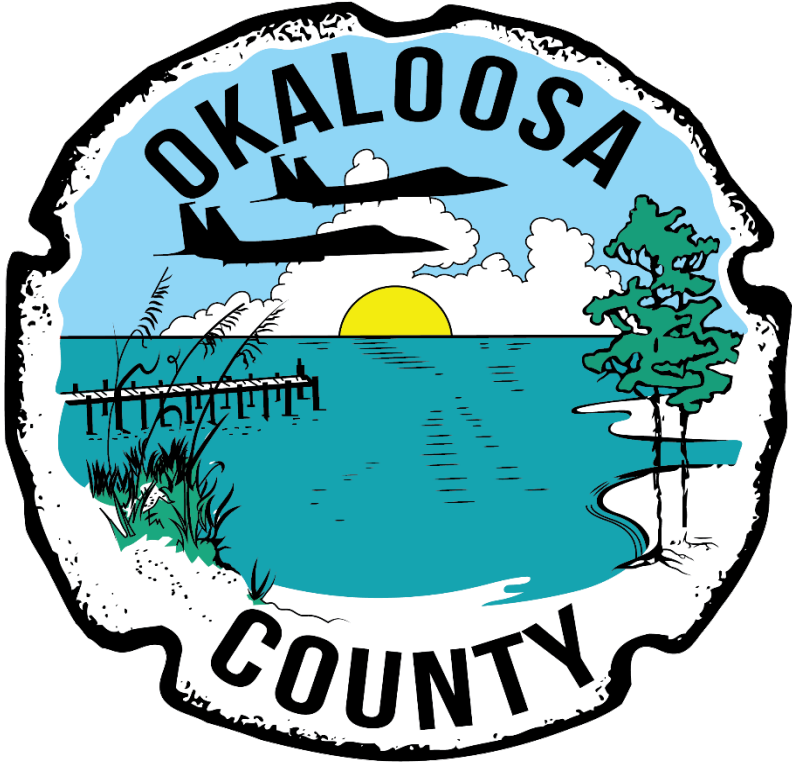


# **OKALOOSA COUNTY SAFETY & HEALTH MANUAL**



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# I GENERAL PROVISIONS

## A. Purpose and Scope

1. The purpose of this manual is to provide written guidelines to employees of Okaloosa County to ensure a safe and healthy working environment which will safeguard its employees, equipment, property and assets.
2. It is the intent of this manual to address safety, health, and operational issues which apply county wide. In cases of operations unique to only a single department or entity, the affected organization is expected to take the lead in formulating appropriate options, solutions and operating procedures.
3. Procedures not addressed in this manual or which require clarification will be resolved by the Risk Manager, or designated representative.
4. The provisions of this manual are not intended to be comprehensive nor all-inclusive, but they are to be the minimum standards by which employees are held. Other statutes, laws, or standards may provide further guidelines and/or regulation of County activities.

## B. Definitions

Department – refers to any County department or office for which this policy manual has application.

Employee – refers to any persons who are regular, part-time, temporary, term, relief, intermittent, provisional, grant-funded, student assistant or volunteer.

Hepatitis – is the inflammation to the liver caused by viral infections, toxins, heavy alcohol use, certain medications and certain medical conditions. There are 5 types: A, B, C, D & E.

IDLH – Immediately Dangerous to Life and Health

PPE – (Personal Protective Equipment) such as safety glasses, gloves, safety shoes, etc. worn to minimize exposure to hazards which may result in injury or illness.

Risk Management – refers to the County Department of Risk Management, which encompasses Safety & Health.

Vehicle – applies to any automobile, truck, or other type of motorized equipment, whether licensed or not.

C. Applicability

Provisions of this manual apply to all Okaloosa County Board of County Commissioners (“BCC”) employees and to all activities accomplished by them in the regular performance of their duties. Additionally, the provisions established will also be applicable to certain non-BCC employees if their property, vehicles or activities are insured by Okaloosa County.

D. Amendments & Waivers

1. Under certain conditions, directives issued under this manual may not permit accomplishment of a particular department function. In such cases, a Risk Assessment shall be performed and a variance may be allowed by the issuance of an exception or waiver to existing policy. Such waivers must be requested in writing by the Department Director for approval by the County Administrator, and with the concurrence of the Risk Manager. Risk Assessments shall be conducted or approved by Risk Management office.
2. Any request for waiver must address the standard or policy which is to be waived and explain why the waiver is necessary. Additionally, the request must describe the modified procedures in sufficient detail so as to assure adequate safety is provided to all personnel and equipment.
3. A current copy of all waivers will be maintained by the Risk Manager.

E. Safety Directives

1. The Risk Manager will have the authority to issue safety directives to departments on issues of safety and health, as an interim measure, until those directives can be incorporated into the next revision of this manual.
2. Safety Directives are regulatory, and the provisions are subject to inspection for compliance.

**II RESPONSIBILITIES**

A. Okaloosa County Board of County Commissioners (BCC)

The BCC is the approving authority for the implementation of this manual as well as approval of policy revisions, when deemed necessary.

B. Risk Management will:

1. Monitor the effectiveness of safety and health programs/policies within Okaloosa County. Review and evaluate departmental programs/policies. Ensure county-wide compliance with all applicable standards.
2. Ensure the applicable sections of this manual remain in compliance with current Workers' Compensation laws (Chapter 440, Florida Statutes) and that departments provide prompt service to their employees under those laws.
3. Monitor current applicable laws and standards and revise this document when necessary. Provide safety training to County employees as required or upon request. Investigate all accidents/incidents involving County employees or property with the focus on cause and prevention. Conduct safety and health inspections of County vehicles, equipment and facilities.

C. Department Directors/Managers will:

1. Require all employees under their jurisdiction to comply with all applicable safety and health policies and safe practices.
2. Have the full authority and responsibility to maintain safe and healthy working conditions for their employees. They are responsible for the compliance by their employees with all applicable federal, state, or local laws, standards and policies.
3. With coordination of the County Safety Coordinator develop and maintain Safety Operating Procedures (SOP's) applicable within their department. All tasks which are determined to be critical or necessary to the safe and/or continued operation of the department will be detailed in a departmental SOP. Copies of departmental SOP's will be reviewed by the Risk Manager prior to implementation and should meet all federal, state, or local laws, standards and policies.
4. Ensure all employees are properly oriented and trained **before** assuming duties within the department. Orientation and training will be documented, and a copy of all training records must be sent to the Human Resource Department to be placed in the employees' file.
5. Provide necessary safety and protective equipment for County employees and require mandatory usage when performing hazardous tasks.

6. Ensure regular safety meetings are conducted for all employees with a record of attendees, and topics discussed.
7. Ensure prompt corrective actions are taken following all accidents, injuries, or safety violations. Discipline may be implemented in accordance with the County's Disciplinary Policy contained in the Human Resources Manual. Employees who display a pattern of unsafe work practices should be monitored closely, counseled when necessary, and removed from safety-sensitive positions if appropriate.
8. Take prompt corrective or disciplinary action toward any employee or supervisor who knowingly fails to report an accident or injury.

D. First-Line Supervisors will:

1. Assume responsibility for the actions of the employees under their direction, whether physically with them or not. Supervisors will provide instruction and guidance to employees in sufficient detail so as to give them a clear understanding of what is expected, even in the absence of the supervisor.
2. Immediately report to the Department Manager or designee and Risk Management for the following; accident/incident involving the damage of County, private property, injury or death of a County employee or any other person. After reporting submit a completed Property Damage/Loss Report and a Supervisor's Accident/Incident Investigation Report.
3. Investigate all accidents/Injuries and provide viable corrective actions to prevent future recurrence.
4. Ensure employees are properly trained before assuming duties or performing hazardous operations, and maintain records of that training.
5. Inspect all tools and equipment before and after a job or task to ensure they are in a safe and serviceable condition. If broken or unsafe tools are identified, they are to be removed from service immediately.
6. Maintain protective devices and safety equipment and require proper use.
7. Anticipate and identify potentially hazardous tasks, environments, and work areas, taking appropriate preventive measures, to include the use of personal protective equipment.
8. Train employees on the procedures for reporting accidents, incidents and injuries.

9. Utilize the “buddy” system for tasks which involve hazardous operations or place an employee at risk. Never send an employee alone to work in hazardous conditions such as extreme heat, chemical exposure, equipment hazard, etc.
10. Ensure employees sent to remote sites have a “buddy” and/or positive two-way radio or telephone communication at all times.
11. Promptly act to correct all unsafe conditions brought to their attention.

E. Employees will:

1. Complete all new hire safety training and job specific training. All employees will be required to complete scheduled and ongoing safety training.
2. Report all unsafe conditions and acts to their supervisor.
3. Immediately report **all** on-the-job injuries or illnesses to their supervisor.
4. Promptly report to their supervisor damage to County property or damage caused by the County to property belonging to others.
5. Never engage in horseplay or activity which will distract another employee, or cause injury to another employee.
6. Never remove safety devices without approval.
7. Never operate County vehicles or equipment while under the influence of alcohol or drugs, including prescription medication, which carries appropriate warnings.
8. Never wear jewelry or loose clothing around machinery or equipment.
9. In order to prevent long hair or beards from becoming entangled in moving or rotating equipment or machinery, employees must secure hair properly.
10. In accordance with the County’s Tobacco-Free Workplace Policy employees should refrain from using tobacco or tobacco products to include vaping in any County buildings, workspaces or vehicles, to include common areas such as hallways, corridors, entryways and water fountain areas.
11. Never operate equipment upon which they have not been properly trained.



12. Never enter confined spaces without prior coordination with the County Safety Coordinator or without proper training.
13. Always wear required Personal Protective Equipment (PPE).
14. Always ask your supervisor for clarification if tasks or instructions are not completely understood.
15. Always exercise care of County-owned property. An employee who willfully or wantonly damages or destroys property may be subject to disciplinary action, up to and including termination, in accordance with the County's Disciplinary Policy.

### **III SAFETY & HEALTH INSPECTIONS**

#### **A. Authority and Standards**

Safety and health inspections will be accomplished at a frequency sufficient to ensure hazards are kept at a minimum and safe work practices are enforced. Inspections shall utilize best practices adopted from Occupational Safety and Health Administration (OSHA) Standards as well as any other federal, state, or local adopted authority and will be conducted by Risk Management.

#### **B. Facility Inspections**

1. Facility inspections will be conducted periodically by the County Safety Coordinator throughout the County as directed by the County Risk Manager.
2. The County Risk Manager will work closely with the Department Directors to ensure any discrepancies from the inspections are promptly addressed and corrected. For those discrepancies that require time to order parts or complete another project, provisions will be made to provide adequate protection for employees and the visiting public until the discrepancy is repaired, replaced or removed.
3. The County Risk Manager will work closely with the Facilities Maintenance Director to ensure any discrepancies from inspections on county parks or properties are promptly addressed and corrected.
4. Directors will continue to be responsible for the safety and health of the work areas within their control and notify the Risk Manager of any/all safety hazards identified.

C. Okaloosa County Safety Committee

The Safety Committee has been developed to assist Risk Management in relaying valuable legislative and regulatory information relating to safety to all departments within the County. One representative designated by their Director from select departments will attend meetings where safety concerns are addressed to support a safety culture throughout the county. The Safety Committee will work together in developing and implementing: safe work practices, relaying safety information to their respective department, assist in safety training, conducting workplace inspections and safety audits.

D. Safety Committee Policy

1. Purpose - This policy establishes the duties, functions and goals of the Safety Committee.
2. General - The Safety Committee is solely established and governed by Risk Management as an important part of the safety management effort. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. All managers, supervisors and employees are to fully support the efforts of the Safety Committee. Meetings will be regularly scheduled and may be conducted monthly, but no less frequently than quarterly.
3. Goals and Objectives of the Committee:
  - a. Lower the rate and severity of accidents, injuries, and illnesses
  - b. Maintain a safe workplace environment
  - c. Broaden safety education
  - d. Involve employees in safety management
4. Duties and Functions:
  - a. Risk Management shall:
    - i. Schedule, coordinate, and chair the Safety Committee
    - ii. Maintain a written, audio, or video record of each meeting in accordance with Okaloosa County records retention procedures.
  - b. Safety Committee members shall:
    - i. Establish and communicate procedures for conducting internal safety walk throughs of their workplace for the purpose of evaluating the effectiveness of engineering, administrative, and personal protective control measures provided by the department to protect employees.

- ii. Evaluate the effectiveness of and recommend improvements to department safety rules, policies, and procedures for accident and illness prevention programs.
- iii. Communicate to departments new policies implemented by Risk Management as well as changes to existing safety policies.
- iv. Assist as needed in the investigation of workplace accidents, incidents, property damage, injuries, illnesses, diseases, and fatalities.
- v. Provide or coordinate safety training for their respective department.
- vi. Provide safety budget data and forecasting input as required.
- vii. Communicate to Risk Management safety needs, goals, or accomplishments in their respective departments.

E. Safety Enforcement

- 1. **All** employees are expected and required to comply with all applicable safety rules and procedures while at work.
- 2. All employees, particularly those in a supervisory capacity, will report safety violations committed or observed in their areas to their immediate supervisor. If the violation is of a serious nature, employees and their immediate supervisors shall abate the hazard to the greatest extent possible, report the violation to the Department Director, and notify Risk Management immediately.

F. Employee Reports of Unsafe/Unhealthy Working Conditions

- 1. Timely detection and prompt correction of unsafe or unhealthy working conditions are essential to the County's Safety Program. The following procedures shall be used for submission of employee reports of unsafe or unhealthy conditions in the workplace:
  - a. All employees have a duty to report unsafe or unhealthy working conditions to their immediate supervisor and/or Risk Management. The supervisor or Risk Management shall promptly investigate the situation and take appropriate corrective action.

- b. All Immediately Dangerous to Life and Health (IDLH) conditions shall be investigated within 24 hours. Potentially serious situations shall be investigated within 3 days. All other situations shall be investigated within 7 days.

G. Fire Safety

1. Fire and emergency evacuation plans shall be developed and posted in each County facility, and reviewed periodically by the occupying department on an annual basis.
2. Damaged, unserviceable, or discharged fire extinguishers shall be removed from service immediately and reported to Facilities Maintenance.
3. Building exits shall be clearly marked and never blocked or locked so as to prevent egress in the event of an emergency.
4. Flammable or combustible materials such as paint, oil, solvents shall not be left unattended and shall be stored in a flame-proof cabinet as required.
5. Risk Management may conduct fire drills in County facilities.

H. Electrical

1. Extension cords and power strips must be manufactured sufficiently to safely carry intended electrical loads and shall be placed so as not to produce a trip hazard to employees.
2. Locally manufactured or hand-made extension cords and “gang boxes” are prohibited.
3. Power cords which have been cut, sliced, or damaged shall be removed from service immediately
4. Power cords shall not be “daisy chained” together, i.e. used as permanent wiring or connected to each other or a power strip.
5. Electrical repairs or modifications to cords or equipment shall be made by authorized personnel only.
6. Any electrical appliance which overheats or whose cord overheats shall be removed from service.

7. Electrical panels shall have all cut-outs in place with a legend on the door that clearly indicates the purpose of each switch or circuit breaker.
8. Space Heaters utilized in offices shall have tip-over protection which shuts heater off automatically if unit tips over. All heaters must have Manual Reset Over-Temperature Safety Cutoff. (Automatically turns heater off if overheating occurs.) Heaters constructed with metal cabinets must be equipped with a grounded (3 blade) plug for use on 110-120 volts AC. (Failure to use the heater without a properly grounded outlet could result in an electrical shock hazard.)

I. Space Heaters

The following are important operating instructions for your office space heaters:

1. To avoid burns, do not let bare skin touch hot surfaces. Use handle when moving. Keep combustibles such as waste baskets, papers, boxes, and furniture at least 3 feet from front of heater and at least 1 foot from the sides.
2. Turn off the space heater if it will be left unattended. Always unplug heater when not in use for longer periods of time.
3. Do not operate heater with a damaged cord or plug. If heater has been dropped or damaged in any way do not use.
4. Do not run the space heater power cord under carpeting or cover the cord with throw rugs, or runners. Route the cord away from traffic areas, and if the cord is run under a desk ensure it will not get caught on your foot or create a tripping hazard for others.
5. Do not insert or allow foreign objects to enter any ventilation or exhaust openings.
6. To prevent possible fire, do not block air intakes or exhaust in any manner.
7. A heater has hot and electrically arcing parts inside. Do not use it in areas where flammable materials are used or stored.
8. **DO NOT** plug a space heater into an extension cord or an UPS battery backup because it may overheat and cause a risk of fire.
9. Do not remove grille guard or allow heater to be operated without grille guard properly in place.
10. Use on the floor only.

11. Do not use if ground prong on the power cord has been broken off of plug.

J. Housekeeping

1. Work areas shall be kept clean, neat, and orderly at all times.
2. Air conditioning closets and mechanical rooms shall not be used for storage of any materials or supplies except for air filters.
3. Nothing is to be placed within 36 inches of any electrical panel or circuit breaker panel.
4. Liquids spilled on floors or walking surfaces shall be cleaned up and dried immediately.
5. Rags or cloths soaked with oil or other flammable liquid must be disposed of in a flame-proof container.
6. Cords, cables, and hoses shall not extend across walkways if they create a trip hazard.

K. Personal Protective Equipment

1. All Personal Protective Equipment (PPE) must meet applicable Occupation Safety & Health (OSHA), National Institute for Occupational Safety & Health (NIOSH), American National Standards Institute (ANSI) or other applicable standards.
2. Employees shall wear the required PPE when performing duties which require it's use. **Any injury sustained as a result of the failure to employ issued PPE may result in a reduction in Workers' Compensation Benefits in accordance with section 440.09- (5) Florida Statutes.**
3. Supervisors shall be responsible for issuing and accounting of County-owned PPE.
4. Proper eye protection shall be worn any time there is potential for injury.
5. Hearing protection must be worn at all times when noise levels exceed 85 decibels or prolonged exposure to below such levels.
6. Employees shall be responsible for inspecting and maintaining PPE in a serviceable condition at all times.
7. Provision and maintenance of County-issued PPE will be at the County's expense.

L. Emergency Eyewash Facilities

Departments shall provide emergency eyewash facilities in all areas where the employees' eyes may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need. Departments shall only use self-contained eyewash units:

- on a temporary basis at remote locations where water is not readily available, or
- until permanent emergency eyewash facilities are installed.

Maintenance on eyewash facilities shall be performed as follows:

1. Quarterly inspection and function test by the department safety representative. Inspections may be required more frequently if the department's safety representative determines it is necessary to ensure proper functioning and performance of the eyewash station.
2. Departments shall service pressurized and non-pressurized self-contained eyewash units quarterly or per the manufacturer's recommendations, whichever is more frequent.
3. "Plumbed" eyewash units should be activated weekly for a minimum of three minutes to flush the line and verify operation.
4. Quarterly maintenance shall include cleaning of the unit, replacement of water (if applicable), and checking for proper operation. Where an additive is used in a self-contained eyewash unit, departments shall use additives specified by the manufacturer, and change fluid at an interval recommended by the manufacturer of the additive.
5. Departments shall maintain written, dated and signed maintenance tags.

## **IV INVESTIGATIONS**

A. General

Risk Management will perform accident investigation procedures for injuries, motor vehicles, loss or damage to County property, public involvement and near-miss incidents. Risk Management is responsible for ensuring that accident investigation reports are completed and corrective actions are addressed.

B. Definitions

Accident - An unplanned event that results in personal injury or property damage.

Incident - A definite, distinct occurrence, an event that is subordinate to another. A situation where personal injury or property damage could occur if not investigated and proper corrective actions are not taken.

C. Accident Investigations

Risk Management will investigate vehicular accidents, public involvement claims, occupational diseases, employee injuries involving unsafe conditions, and any potential liability that may be incurred by the County. The purpose of accident investigations is to:

1. Implement temporary control measures to prevent any further injuries to employees or the public or damage to property.
2. Review the equipment, operations, and processes to gain an understanding of the accident situation.
3. Investigate unsafe conditions and unsafe acts
4. Provide recommendations for corrective actions to prevent future occurrence.
5. Indicate the need for additional or remedial safety training.
6. Anticipate litigation and provide information to the County Attorney.

D. Motor Vehicle & Heavy Equipment Accidents

1. All motor vehicle accidents/incidents involving County property must be reported according using the Accident/Incident Reporting Procedures.
2. The Risk Management designee conducting the investigation will serve as the County's official representative. Department personnel will serve as support to Risk Management who will ensure that a thorough investigation is completed by following these procedures:
  - a. Contact the Risk Manager.
  - b. Complete the Property Damage Loss Report, (including a diagram of the scene when applicable).



- c. Obtain names, phone numbers, and witness statements from anyone involved.
- d. Take photographs of all vehicles and property involved.
- e. Provide information to law enforcement authorities, as appropriate.
- f. Follow up with departments to obtain Supervisor's Accident/Incident Investigation Report.
- g. Obtain appropriate law enforcement reports.
- h. Contact the County Attorney or designee to provide all information, which may be work-product in anticipation of litigation.
- i. The County Administrator, Risk Manager, County Attorney, and Public Information Officer shall determine if media coverage is appropriate.

E. Near Miss

A "near miss" is a situation in which no accident or injury has yet occurred but where an accident or injury has the potential to occur. These incidents serve as an opportunity to identify potential safety hazards; therefore, any near miss must be reported using the Near Miss Form, to Risk Management for investigation. At the conclusion of the investigation, corrective actions will be recommended to prevent future incidents from occurring.

F. Citizen (Non-vehicular) Incidents

1. Risk Management will follow the procedures identified in Section D (2)a-j above to investigate citizens' incidents alleging bodily injury and/or damage to private property.
  - a. Bodily Injury Claims: Such accidents may include slips, trips, falls, etc. For accidents occurring outdoors, it is critical to determine the exact location of the accident during the investigation.
  - b. Private Property Damage: Accidents of this nature may include fallen trees, damage to private vehicles due to road conditions, etc.

G. Lost, Stolen and Vandalized County Property

1. All incidents involving lost, stolen and vandalized County property exceeding \$1,000 must be reported to the proper law enforcement agency and Risk Management. Risk Management must also be notified if a pattern exists whereby items less than \$1,000 are lost or stolen (e.g. lawn equipment). Risk Management will conduct an investigation following the procedures in Section D (2)a-ii.
2. Employees found to be negligent through willful, wanton or gross negligence may be subject to discipline in accordance with the County's Disciplinary Policy.

H. Accident/Incident Reporting Procedures Involving County Vehicles and Equipment

1. If injuries have occurred, call **911** immediately.
2. **Contact** your supervisor and Risk Management Department (850-689-5977) immediately.
3. **Contact** law enforcement for every vehicle-related incident in which a non-County vehicle is involved or if non-County property is damaged.
4. Risk Management or a Supervisor shall respond to the scene to investigate accidents that involve \$1,000 or more in property damage and/or injury requiring medical treatment. The County Administrator, Risk Manager, and the Public Information Officer shall be notified in the event of a fatality. The Media Policy will govern.
5. If a County vehicle must be towed, call Fleet Operations Department during working hours at 850-689-5775. After hours, call 850-428-4166.
6. Be sure to obtain an Exchange of Information Form or Accident Short Form from the investigating law enforcement officer.
7. Cooperate fully with law enforcement officials.
8. **Do not** admit fault for an incident.
9. **Do not** volunteer information or discuss the incident with anyone other than law enforcement or County investigators and attorneys. If contacted by private investigators, attorneys, insurance companies, etc., refer them to Risk Management. All requests for media coverage shall be referred to the Public Information Office.

10. Following the investigation at the scene and/or any emergency medical treatment, the County employee's supervisor or designee assigned by the supervisor shall escort the employee to the appropriate facility for drug and/or alcohol testing.

11. The responsible supervisor shall complete the Supervisor's Accident/Loss Investigation Report. The report must then be signed by the Department Director/Manager and forwarded to Risk Management within three (3) working days of the accident/ injury. Reports received without Department Director/Manager's signature will be returned

I. Accident/Incident Forms

The following forms can be located on the Risk Management webpage and the County Employee Intranet.

1. Supervisor's Accident/Incident Investigation Report
2. Property Damage/Loss Report
3. Near-Miss Form



## SUPERVISOR'S ACCIDENT / INCIDENT INVESTIGATION REPORT

### PART I: BASIC INFORMATION

1. Name of Employee Involved:	2. Job Title:	3. Department:
4. Phone Number:	5. Email Address:	6. How Long Worked in Present Job:
7. Location of Incident:	8. Date of Incident:	9. Time of Incident:
10. Any Injuries Sustained: <input type="checkbox"/> Yes (list below) <input type="checkbox"/> No	11. Type of Medical Treatment Required: <input type="checkbox"/> First Aid <input type="checkbox"/> Emergency Services <input type="checkbox"/> N/A	
12. Employee Wearing PPE: <input type="checkbox"/> Yes (list below) <input type="checkbox"/> No	13. Environmental Conditions (weather, visibility, etc.):	

### PART II: NAMES OF OTHER EMPLOYEES INVOLVED


### PART III: WITNESSES

1. List (Print) Names of Any Witnesses & Phone Numbers:	2. Employee(S) Involved Drug Tested: <input type="checkbox"/> Yes <input type="checkbox"/> No
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### PART IV: SUPERVISOR NOTIFICATION & COST

1. Name (Print) of Supervisor:	2. Date & Time Supervisor Was Notified:	3. Estimated Cost of Damage / Loss:
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### PART V: INCIDENT DESCRIPTION & DETAILS

**Note:** For vehicle accidents/incidents, attach a copy of the Florida Traffic Accident Report.

1. Description of What Occurred:
2. What Unsafe Act, Equipment, or Property Contributed to This Incident:
3. What Steps or Changes Have Been Made to Prevent a Similar Incident from Occurring in the Future:

### PART VI: MANAGEMENT REVIEW / APPROVAL

1. Site Supervisor:  Name (Print): _____  Signature: _____ Date: _____	2. Department Director:  Name (Print): _____  Signature: _____ Date: _____
--	--

Please submit this completed form to the Risk Management / Safety Coordinator Office. For questions contact the Safety Coordinator at (850) 689-5979.



# PROPERTY DAMAGE / LOSS REPORT

## PART I: BASIC INFORMATION

1. Name of Employee Involved:		2. Department:	
3. Phone Number:	4. Location of Incident:	5. Date of Incident:	6. Time of Incident:
7. Description of the Property or Equipment & Asset Number:			

## PART II: NAMES OF OTHER EMPLOYEES INVOLVED


## PART III: WITNESSES

1. List (Print) Names & Phone Numbers of Any Witnesses:	3. Employee(s) Involved Drug Tested: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

## PART IV: SUPERVISOR NOTIFICATION & COST

1. Name (Print) of Supervisor:	2. Date & Time Supervisor Was Notified:	3. Estimated Cost of Damage / Loss:
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## PART V: INCIDENT DESCRIPTION & DETAILS

**Note:** For vehicle accidents/incidents, attach a copy of the Florida Traffic Accident Report.

1. Description of What Occurred:
2. What Unsafe Act, Equipment, or Property Contributed to This Incident:
3. What Steps or Changes Have Been Made to Prevent a Similar Incident from Occurring in the Future:

## PART VI: MANAGEMENT REVIEW / APPROVAL

1. Site Supervisor: Name (Print): _____ Signature: _____ Date: _____	2. Department Director: Name (Print): _____ Signature: _____ Date: _____
--	--

Please submit this completed form to the Risk Management / Safety Coordinator Office. For questions contact the Safety Coordinator at (850) 689-5979.



## NEAR-MISS REPORTING FORM

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, however, given a slight shift in time or position, damage or injury could have occurred. Near-misses also may be referred to as close calls, near accidents, or injury-free events. To provide a safe work environment, the county requires that all employees report and correct any potential hazards immediately. Please use this form to report near-misses and assist in preventing future incidents and making the county a safer place to work.

1. Department:

2. Building / Work Area:

3. Date of Near-Miss:

4. Time of Near-Miss:

5. Witnesses:

6. Was Your Supervisor Notified of Near-Miss:  Yes (if Yes, fill in information below)  No  N/A

a. Supervisors Name (Print):

b. Date Supervisor Was Notified:

6. Type of Near-Miss:

- Near-Miss
- Safety Concern
- Safety Idea / Suggestion
- Other (please describe):

7. Type of Concern:

- Unsafe Act
- Unsafe Condition of Area
- Unsafe Condition of Equipment
- Unsafe Use of Equipment
- Safety Policy Violation
- Other (please describe):

8. Describe the Potential Incident / Hazard / Concern and Possible Outcome (be detailed):

9. Were Safety Procedures Violated:  Yes (if Yes, please describe below)  No

### NAME OF PERSON REPORTING NEAR-MISS (OPTIONAL)

1. Name (Print):

2. Phone Number:

3. Department

4. Signature:

5. Date:

### RISK MANAGEMENT / SAFETY COORDINATOR OFFICE NOTIFICATION

1. Name:

2. Signature:

3. Date:

Please submit this completed form to the Risk Management / Safety Coordinator Office. For questions or cases deemed immediately dangerous call the Safety Coordinator at (850) 689-5979.

## V WORKPLACE INJURY AND ILLNESS REPORTING PROCEDURES

### A. General

A work-related injury or illness is an injury or illness arising out of, and in the course of, employment. It also includes any injury by the willful act of a third person directed against an employee because of his or her employment. In the event of a medical emergency, severe injury, or death, the following steps are to be taken:

1. FOR ALL MEDICAL EMERGENCIES, CALL 911 IMMEDIATELY
2. Administer First Aid or CPR (cardiopulmonary resuscitation), if qualified, as necessary until help arrives.
3. The injured person's supervisor or rescue personnel will, when possible, advise the hospital emergency room of the nature of injuries for the patient being sent to them.
4. Fatalities and injuries within this emergency category shall be reported to the County Administrator and/or the Risk Manager immediately after the emergency is under control. Provide the name(S) involved, when, where and how the accident occurred.  
**THIS DOES NOT ELIMINATE THE NEED FOR WRITTEN REPORTS.**

### B. Injuries Not Constituting an Emergency but Requiring a Physician's Care

1. These injuries and illnesses will be initially treated by an approved urgent care facility. Treatment subsequent to the initial visit must be authorized by Risk Management or the third-party administrator/insurance carrier. Risk Management shall maintain an updated list of approved medical providers on the County Intranet page.
2. Upon notification that an employee has been injured or becomes ill on the job, the supervisor or co-workers shall ensure that:
  - a. First Aid is administered as applicable and if qualified to do so.
  - b. If treatment by a physician is required, the employee should be referred to an approved urgent care facility. The third-party administrator/insurance carrier and/or Risk Management will provide assistance if required.
  - c. The injured employee is to be taken to the physician. At no time shall an injured employee drive themselves to a medical treatment facility.
  - d. Risk Management or third-party administrator/insurance carrier must authorize any subsequent treatment.

C. First Aid Treatment in The Field or Office

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., shall be treated in the field or office when an employee qualified to administer first aid is present and first aid supplies are available.

D. Establishing a Workers Compensation Claim

It is not necessary to have a physician treat an injury in order to validate an on-the-job injury or illness claim. As long as the injury is reported to the supervisor and recorded on the First Report of Injury or Illness, the employee may be fully covered for medical treatment if the need should arise. **The First Report of Injury must be sent to Risk Management to file the Workers Compensation Claim.**

E. Reporting Procedures

On-the-job injuries or illnesses shall be reported immediately but no later than seven (7) days from occurrence. **Reporting is mandatory.** Ensuring full employee benefits under Workers' Compensation law with no delay is dependent upon proper reporting. It is the responsibility of each employee to report all incidents in accordance with this section.

1. When an employee is injured on the job he or she must report the injury to their supervisor immediately.
2. When the injury does not require medical attention by a doctor, the personnel representative or supervisor must complete a First Report of Injury and submit it to Risk Management.
3. When the injury does require medical attention, the supervisor shall comply with the Workers' Compensation Reporting Procedures located on the Risk Management intranet site.
4. If the employee refuses medical treatment, a signed Notice of Refusal of Treatment is required.

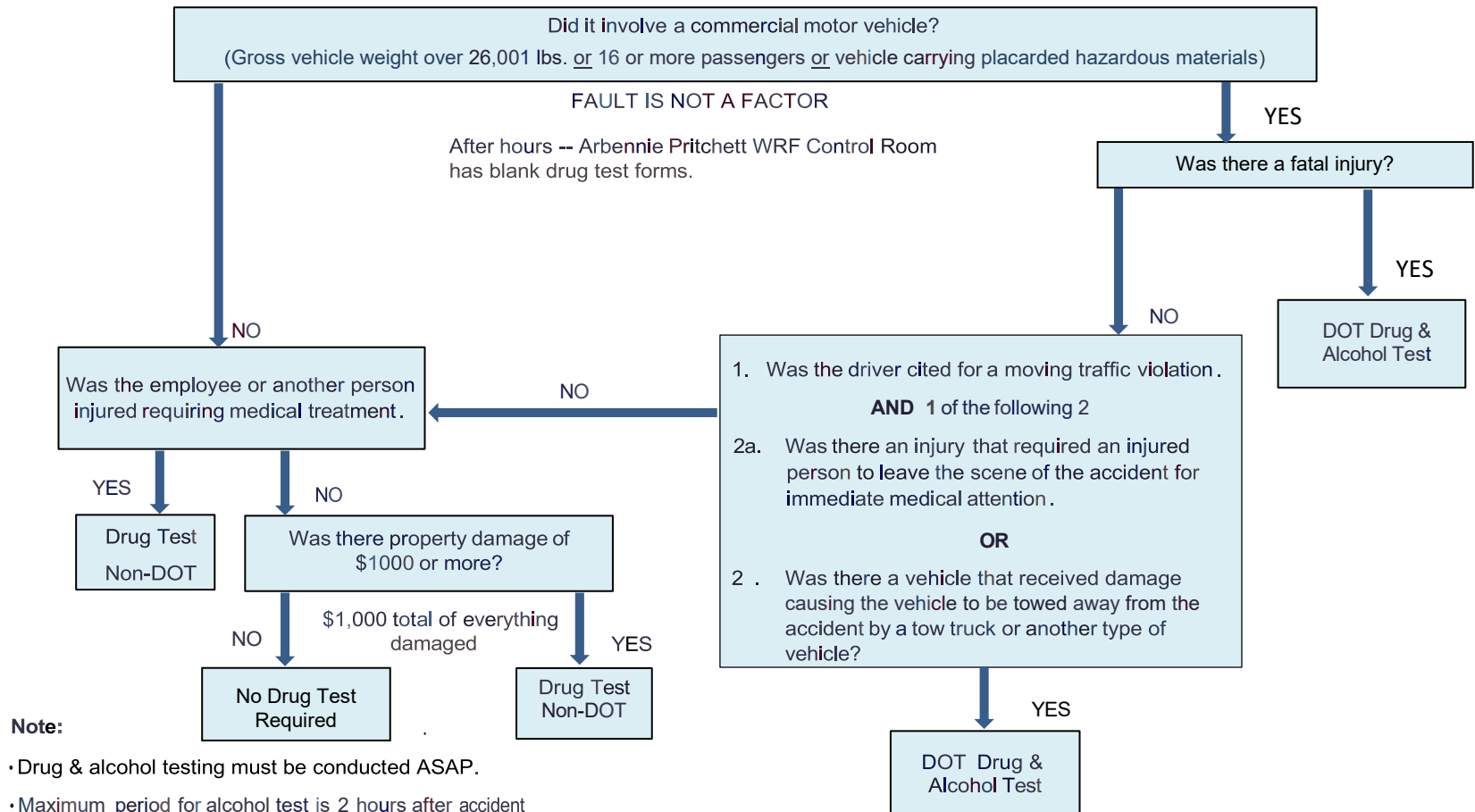
## VI **POST-ACCIDENT/POST INJURY DRUG AND ALCOHOL TESTING**

Please refer to the post-accident drug and alcohol testing flow chart on the next page for when employees are required to have a drug and alcohol screen.



## Okaloosa County Guidelines for Determining When a Post-Accident Drug or Alcohol Test is Necessary

*Accident? - Call Risk Management 689-5977*



**Note:**

- Drug & alcohol testing must be conducted ASAP.
- Maximum period for alcohol test is 2 hours after accident
- Maximum period for drug test is 32 hours after accident
- If the accident occurs after hours, go to the nearest emergency room for treatment and/or drug test. Otherwise, the drug test can be conducted at the office of the treating physician at White Wilson Clinic, or the LabCorp laboratory in Crestview or Fort Walton Beach.
- There are specific County forms that need to be used for the drug test, so please identify the patient as a County employee and request the County forms.

- A. All Non-CDL licensed employees must be drug tested using the NON-DOT testing form. Alcohol testing for non-DOT employees may be administered by a blood test.
- B. All CDL licensed employees must comply with the following to determine which drug testing form to use:

At the time of the accident, was the employee driving a vehicle that meets at least one of the following criteria?

- Vehicle's weight is 26,001 lbs. or greater
- Vehicle holds 15 passengers plus driver
- Vehicle has HAZMAT placard

If none of these criteria are met, follow the non-DOT procedures as outlined in "A" above. If any of these conditions are met, continue:

- Was there a fatality?
- Was there bodily injury requiring medical attention away from the scene?
- Did the driver receive a citation and any bodily injury?
- Did the driver receive a citation and any vehicles towed away?

If the accident meets any of the above criteria, the employee should be tested using the DOT procedures. If none of these criteria are met, follow the non-DOT procedures as outlined in "A" above.

- C. When testing an employee under the DOT procedures, the DOT form for the drug test shall be used and the DOT Alcohol Testing memo. If a Blood Alcohol Test (BAT) technician is not available to perform a breath analysis, document such unavailability on the Supervisor's Report. The employee must then be administered a blood alcohol test.
- D. Alcohol testing must be administered within 2 hours of the accident/incident. If the employee has not submitted to an alcohol test within 2 hours, the supervisor must document the reason why the test wasn't properly administered. After 8 hours, cease attempts to administer alcohol testing and document. Continue attempts of drug testing up to 32 hours.
- E. Although it is recommended that employees refrain from safety-sensitive work while awaiting drug-test results, the utilization of the employee during that period of time is at the discretion of the Department Director/Manager and Risk Management.
- F. A supervisor or designee shall accompany an employee when referred for drug or alcohol testing.

## **VII VEHICLE SAFETY**

### **A. General Driving Safety**

1. County employees and contract employees shall operate County vehicles in a safe, courteous manner at all times.
2. Drivers must consider road and atmospheric conditions (i.e., rain, fog, darkness) when operating the vehicle, making special allowances for the weight and size when stopping.
3. Any citation issued by law enforcement is the full responsibility of the employee.
4. Drivers are fully responsible for the safety of the vehicle. A vehicle deemed unsafe by the driver or maintenance person shall not be operated until the unsafe condition is corrected. Discrepancies shall be reported to supervisor or designee.
5. All required safety devices shall be fully functional before operating the vehicle, to include lights, mirrors, warning signals, and speedometers.
6. County employees and contract employees driving non-emergency vehicles shall complete a County-approved Defensive Driving or Drivers' Safety course within two weeks of hire date. Record of this training shall be maintained by the department, safety coordinator, and a copy shall be placed in the employee's file in Human Resources.
7. County employees who operate emergency vehicles shall be Emergency Vehicle Operations Course (EVOC) qualified before assuming driving duties, and shall attend refresher training as prescribed by the Department Director of Public Safety.

### **B. Driver Qualification**

1. Drivers of County-owned vehicles shall be employees of the County or contracted by the County and are subject to the provisions of the County Vehicle Policy. Persons outside these categories are not authorized to operate County vehicles.
2. Any employee or contract employee authorized to drive County vehicles/equipment shall, at all times, be in possession of a valid driver's license. If for any reason the employee's license is suspended or revoked, their supervisor must be notified and operation of County vehicles/equipment shall cease until the license is restored.
3. Management may, at any time, suspend an employee's or contract employee's privilege to operate County vehicles/equipment if they have displayed unsafe driving habits or a pattern of driving which would place the County at risk.

4. Prospective employees or contract employees who are expected to drive County vehicles/equipment shall undergo a pre-employment driver's license check prior to assuming duties. This includes those who will drive their personally owned vehicle for County purposes.
5. A driver's license check of all employees and contract employees who drive County vehicles shall be conducted on an annual basis by Risk Management. Departments will, upon request, verify the accuracy and completeness of their list of approved drivers. Any employee or contract employee found to be in violation of County driving policies during the period being checked is subject to disciplinary action, up to and including termination.

C. Backing

1. Drivers are encouraged to park vehicles in a manner in which they don't have to back up to leave when at all possible. Back into parking places when possible so they can make their first move forward. Never back into diagonal parking places.
2. When required to back up, it is incumbent on the driver to assure it can be done safely.
3. For vehicles with restricted or less than 360-degree visibility from the driver's seat (i.e., heavy trucks, ambulances, fire trucks, animal control trucks, panel vans, busses, etc.), a spotter is required to assist the backing process.
4. Any time a vehicle is left unattended for any reason, the driver shall conduct a walk-around inspection of the vehicle to assure a safe environment before operating the vehicle.
5. If a vehicle is equipped with an audible back-up alarm device, the device must be working properly before the vehicle is operated.

D. Transportation of Oversized Equipment

1. Drivers are responsible for the operation of their vehicle and for properly securing all loads in accordance with Department of Transportation safety standards.
2. Before moving an oversized load, the Department Manager shall discuss with the driver the route to be traveled and any other safety considerations, such as enroute hazards, escort vehicles, and coordination with local traffic control agencies.

E. Security

1. Non-emergency vehicles shall be locked at all times when unattended. Emergency vehicles shall comply with department policy.
2. Equipment that is not returned to a County facility at the end of a workday shall be taken to an area where it is considered secure, i.e. lighted, observed.
3. Departments shall establish an effective key control system for fleet vehicles which will allow for the positive tracking and driver assignment of each vehicle.
4. Supervisors are responsible for the security of all vehicles assigned under their control, as well as for the vehicles of any drivers for whom they are accountable.
5. Heavy equipment shall be locked and the ignition system disabled when left unattended.

**VIII SAFETY OPERATING PROCEDURES (SOP's)**

A. Scope

1. Internal SOP's have been developed by Risk Management and tailored to each County department's specific operational needs. At a minimum, all dangerous or hazardous tasks shall require documentation to be filled out which is located at the end of each SOP. Any other task which requires established procedures to be followed should also be developed into an SOP or referenced in another document or publication and readily available for use.

B. Procedures

1. Additional SOP's developed in coordination with Risk Management by Department Directors/Managers shall be submitted to the Risk Manager for review prior to implementation in order to insure the proposed SOP does not conflict with any other safety-related policy or standard. This will provide a central location for the compiling of all County SOP's, allowing departments to share information more readily.
2. All Internal SOP's shall be maintained by each department in a central location and made available to employees at all times. A list of all county Safety Operating Procedures (SOP's) is available online at the Okaloosa County Intranet Risk Management page: <http://intranet/RiskMgmt/risk.html> .