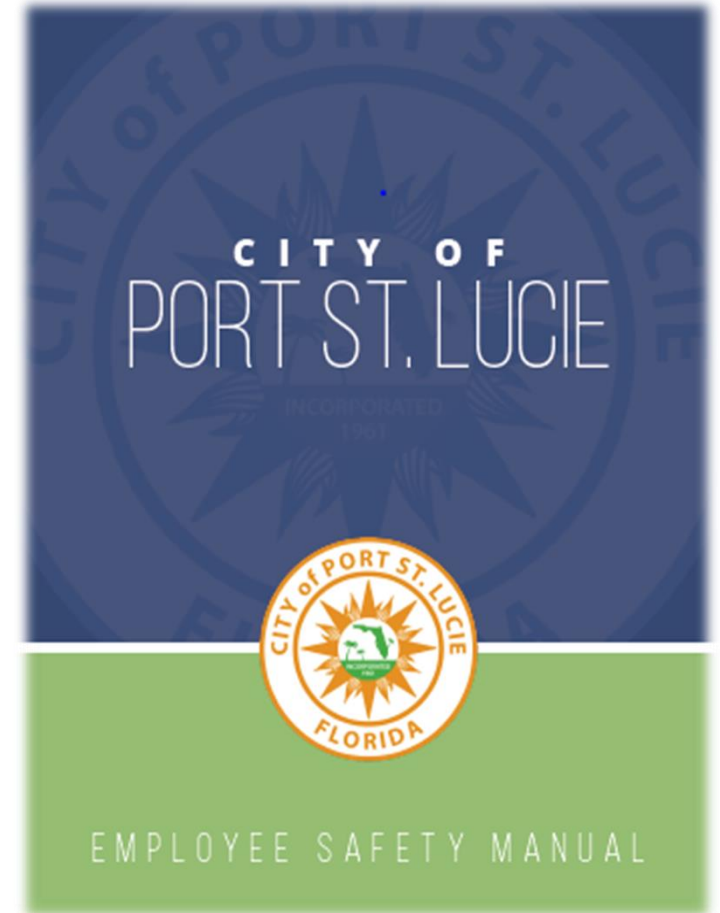


2022 EMPLOYEE SAFETY MANUAL

The Safety & Loss Control Program of The City of Port St. Lucie

Presentation To The City Council – 07/25/2022

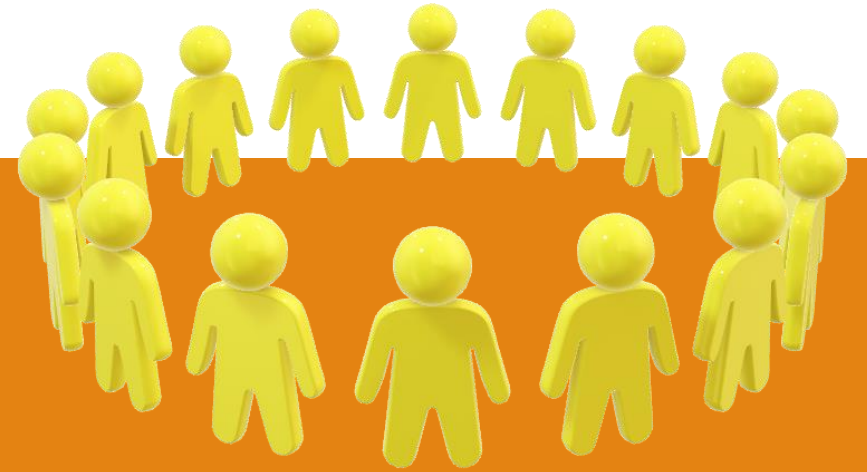


This manual aligns with goals outlined in the City's Strategic Plan:
A Safe, Clean and Beautiful City and High-Quality Infrastructure and Facilities.

OBJECTIVES

The objectives of the safety and health loss control program are to:

1. Reduce employee injuries
2. Reduce workers' compensation claims
3. Reduce property losses
4. Reduce self-insurance funding requirements
5. Reduce incurred losses and resulting insurance premiums
6. Reduce the impact of losses on the operating budget





Review of changes
to the
City of Port St. Lucie
safety manual from
December 1989 to
the present.



ORDINANCE 89-135

12/11/1989 Employee Safety Manual

INDEX

- Responsibilities
- How to manage an unsafe condition
- Driving rules & regulations
- General
- Procedure for reporting accidents and/or breakdown of city vehicles
- Safety equipment
- Training
- Use of hard hats
- Accident, injury, and incident reporting on-the-job injury procedures
- Operations in the public way
- Office safety
- Ladders and scaffolding
- Specific prohibited actions
- Safety review board

ORDINANCE 89-135	
AN ORDINANCE ADOPTING THE EMPLOYEE SAFETY MANUAL FOR THE CITY OF PORT ST. LUCIE, PROVIDING FOR AN AMENDMENT TO THE PERSONNEL RULES AND REGULATIONS FOR THE CITY OF PORT ST. LUCIE BY REFERENCING TO THE EMPLOYEE SAFETY MANUAL, CREATING AN EFFECTIVE DATE.	
THE CITY OF PORT ST. LUCIE HEREBY ORDAINS:	
Section 1.	Pursuant to Section 16.03, Port St. Lucie City Charter, the City Council hereby adopts and approves the Employee Safety Manual as an addition and amendment to the personnel rules previously adopted and approved by City of Port St. Lucie Ordinance 87-37, as amended. A copy of the Employee Safety Manual hereby approved is attached hereto and incorporated herein as Exhibit "A".
Section 2.	That the City of Port St. Lucie Personnel Rules and Regulations, as adopted by Ordinance 87-37, as amended, are further amended by adding a section to be numbered 16.07, which said section reads as follows:
16.07	<u>The Employee Safety Manual, approved and adopted by the City Council of the City of Port St. Lucie, shall be considered as a part of these Personnel Rules and Regulations and compliance with the Employee Safety Manual by all City employees shall be required as though the Employee Safety Manual was set forth in its entirety herein.</u>
Section 3.	This Ordinance shall become effective ten (10) days after its final adoption.

SAFETY AND HEALTH LOSS CONTROL MANUAL	
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21.00	Employee Accident/Injury Investigation Report
22.00	Accident
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26.00	First Aid
27.00	General Safety Rules
28.00	Housekeeping
29.00	Office Safety
30.00	Lifting Safety
31.00	Personal Protective Equipment
32.00	Hand Tools Safety
33.00	Power Tool Safety
34.00	Ladder Safety
35.00	Hoisting and Climbing
36.00	Crane and Equipment Safety
37.00	Fire Training and Chain Saw Safety
38.00	Electrical Safety



INDEX OF THE SAFETY AND HEALTH - LOSS CONTROL MANUAL – 10/19/2001

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- Safety policy statement
- Safety program responsibility
- Safety committee
- Safety meetings
- Employee safety training
- Accident reporting and investigation
- Safety observations and audits
- First aid
- General safety rules
- Motor vehicle guidelines
- Lockout/tag out
- Confined space/vessel entry
- Hazard communication/right to know
- Respiratory protection program
- Emergency action plan

SAFETY AND HEALTH LOSS CONTROL MANUAL

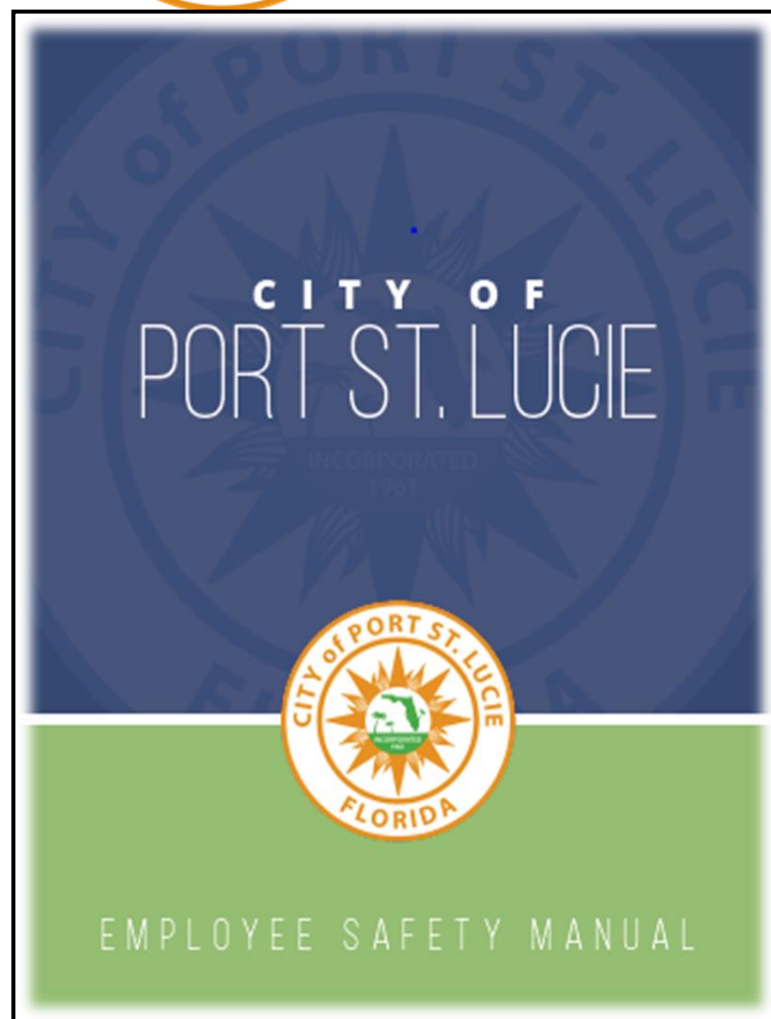
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2022 EMPLOYEE SAFETY MANUAL



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Further sections may be added as required

Published September 30, 2021

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INTRODUCTION

1. A comprehensive Safety Program is an essential management tool to provide standards for reducing accidental losses. With adequate utilization, this program should provide some relief from the high direct and indirect costs that accidents generate and their subsequent impact on the operating budget.
2. The purpose of this Safety and Health Loss Control Manual is to provide a program which aligns with goals outlined in the City's Strategic Plan: A Safe, Clean and Beautiful City and High Quality Infrastructure and Facilities.
3. The expected results of this manual will be to eliminate the underlying causes of accidents and incidents which result in injury to employees or the public; damage to property, facilities, and equipment; or damage to the environment and natural resources. These positive results will be accomplished by providing:
 - A) Safe and healthy working conditions for all employees.
 - B) A work environment conducive to good physical and mental health.
 - C) An environment which fosters safe and healthy attitudes and procedures.
 - D) Compliance with all applicable, relevant, and associated local, state, and Federal regulations.
 - E) Minimum standards of loss control for all members of management.

SCOPE AND PURPOSE

1. The development and implementation of the City of Port St. Lucie Safety and Health Loss Control Program and its assigned responsibilities are in accordance with best practices, the Occupational Safety and Health Act, as well as applicable additional standards as defined by the Occupational Safety and Health Administration (OSHA), and other state and federal regulations. The City of Port St. Lucie, however, is a governmental entity, and as such is not regulated by OSHA.
2. The justification to these guidelines and requirements is essential for a Safety and Health Loss Control Program to complete its primary objective of reducing the frequency and severity of bodily injuries to employees, the general public, damage to property, and liability losses. Inherent in the guidelines and requirements is the charge to provide a safe and healthful work environment in which to pursue.

OBJECTIVES

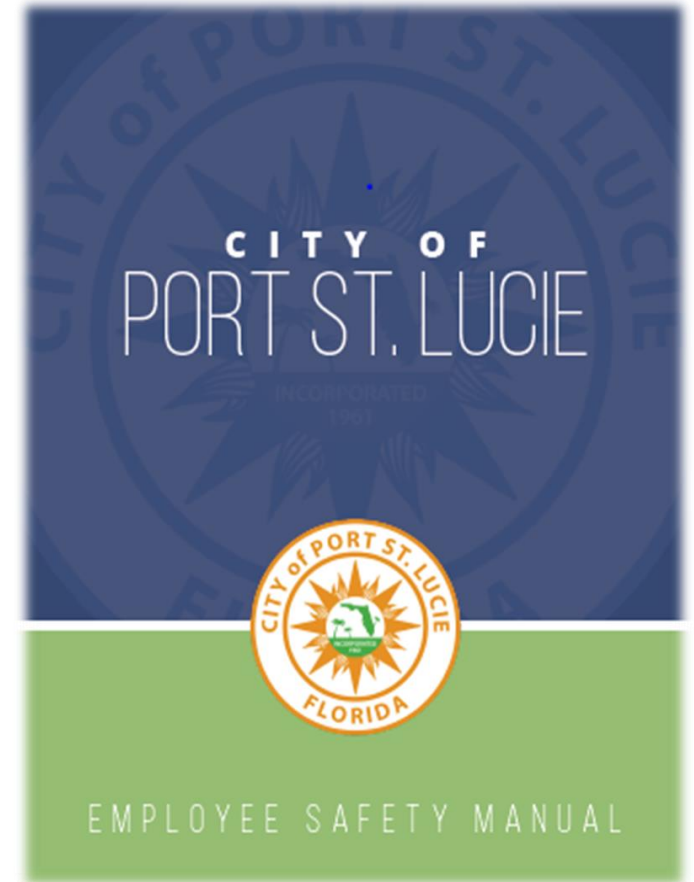
1. The objectives of the Safety and Health Loss Control Program are:
 - A) Reduce employee injuries.
 - B) Reduce Workers' Compensation claims.
 - C) Reduce property losses.
 - D) Reduce self-insurance funding requirements.
 - E) Reduce insured losses and resulting insurance premiums.
 - F) Reduce the impact of losses on the operating budget.

2022 EMPLOYEE SAFETY MANUAL

QUESTIONS?

This Presentation is Part of The Safety & Loss
Control Program of The City of Port St. Lucie

Presentation To The City Council – 07/25/2022



This manual aligns with goals outlined in the City's Strategic Plan
A Safe, Clean and Beautiful City and High-Quality Infrastructure and Facilities.