

## Section 3

### Safety and Loss Control Miscellaneous

#### **Purpose**

In general, safety and loss control investigations are implemented to identify, analyze, and eliminate hazards, which may result in personal injury to employees, public liability, or loss or damage to property and equipment.

Securing County property and equipment from loss due to fire, theft, and vandalism is the responsibility of every County employee. Risk Management will investigate losses, that are deemed serious or where there is major property damage (e.g. greater than \$1,000.00) and all serious vehicle accidents, and make recommendations to prevent future occurrences. All County employees will cooperate fully with loss investigations.

#### **Post-Employment Physicals**

Applicants who have been offered employment with Orange County are given a post-employment physical at the County designated medical facility.

Medical history records are maintained at the medical facility.

The medical facility gives a complete physical examination to applicants and will provide a statement of the applicant's physical fitness.

An applicant may be required to furnish additional information to the medical facility concerning a current or preexisting medical condition to provide a current evaluation of his or her condition.

Should any expense be incurred in providing this information, it will be at the applicant's expense.

#### **Purchasing Procedures**

To ensure that materials or equipment purchased or made by County employees are in conformance with State of Florida and Orange County requirements, the following procedures will be followed:

- (a) Purchase orders, purchase contracts, or requests for bids shall contain the following statement: "The articles covered by this (Purchase Order, Contract, or Request for Bid) must equal or exceed safety requirements and regulations addressed under OSHA or be in compliance with all applicable standards."

- (b) A request to Purchasing and Contracts for orders of chemicals or hazardous materials will have the following statement: “On or before the first shipment of a hazardous chemical or material an MSDS will be sent to the receiving department and Risk Management for review.”
- (c) It is recommended that the Risk Management Division be contacted whenever there is doubt as to whether a contemplated purchase, design, or work order conforms to safety regulations and requirements.
- (d) Whenever possible, anyone with responsibility for equipment purchases will use safety and ergonomics as criteria in the selection of new equipment or the upgrading of old equipment. For assistance contact the Risk Management Safety Section.

## **Inspections**

Self-inspection  
checklist

Employees shall inspect their work area and equipment before each shift to identify unsafe conditions. Risk Management will perform, at a minimum, annual inspections of the facilities and work sites.

[Exhibit I](#)

## **Reporting Unsafe Conditions**

All Orange County employees shall keep alert for unsafe conditions. If an unsafe condition is identified, it is to be reported to a supervisor. The supervisor shall evaluate the risk of personal injury, public liability, and damage to property or equipment, and initiate steps for correction of unsafe condition.

If a supervisor is not available and the problem is not corrected in a timely manner, the employee shall follow departmental chain of command to make sure that appropriate management personnel are informed of the problem. Any employee may call the Risk Management Safety Section to report the unsafe condition if adequate and timely corrective action has not been taken. (See [Exhibit B](#) for important numbers.)

## **Safety Training**

Safety Training  
offered by Risk  
Management

All employees shall be trained and capable of carrying out assigned tasks in a safe manner. Training for basic safety, inspection procedures, the correct use of personal protective equipment, hazardous chemicals handling, safety sensitive position requirements, etc., shall be conducted prior to an employee starting operations. Employees shall remain under close supervision until they have demonstrated competency. They shall then be monitored periodically, as needed.

All employee safety training shall be documented and these records retained in the department. All training documentation shall be readily accessible for review by Risk Management and regulatory agencies. (Assistance in training can be sought from Risk Management.)

## **Orange County Safety Committees**

In general, safety committees are members from a mix of supervisors, management, and employees. All members actively participate in accident prevention, make recommendations for the improvement of the safety and health programs and promote safety and health in the workplace. Committee members shall be volunteers (management cannot choose members) and on a rotational schedule. The committee must not have authority. They must take recommended actions to management.

### **Safety Committee Objectives:**

The committee objectives should include, but are not limited to:

- (a) Reducing work-related injury/illness losses to the County.
- (b) Promoting safety awareness. Communicating safety objectives, goals and accomplishments to all employees.
- (c) Providing safety training, including prescribing guidelines for and assist in facilitating the training.
- (d) Increasing interdepartmental knowledge about the various safety issues that different departments must address.
- (e) Reviewing injury/illness cases to recommend corrective and preventive action.
- (f) Aid in establishing procedures for investigating workplace accidents/illnesses.
- (g) Evaluating accident prevention programs.

The safety committee members become points of contact for their department's employees, providing minutes of the meetings to the employees and management upon request and posting schedules of the meetings in places available to employees. (Meetings must be at least once a quarter.)

## **Medical Surveillance Program**

As required, certain County employees will receive annual physical examinations and related medical testing. Employees are placed in this program according to their job classification and potential exposure to hazards such as high noise levels, chemical spraying, and other operations that require respiratory protection. These examinations, testing, etc. are performed at the County designated medical facility.

## **Required Inspections**

Each department is responsible for compliance with all required inspections set forth in applicable regulations or standards.

All State of Florida, local fire department, and insurance company inspection reports shall be responded to in writing detailing corrective measures to be implemented. Written responses shall be sent to the issuing agency according to their instructions or according to Risk managements instructions, with a copy sent to the Risk Management Division. Division/Department's should contact Risk Management for assistance at any time, especially to help prevent injury/loss and further enforcement action.

## **Standards Compliance**

It is the responsibility of every department to comply with all applicable federal, state, county, and local standards and ordinances.

When developing procedures to comply with the standards, departments should include at least the following:

- (a) Conduct a Risk Assessment and evaluate engineering and administrative controls
- (b) Train all employees on the standards compliance including supervisors and management.
- (c) Budget for the implementation of the standards.
- (d) All required protective equipment/clothing should be budgeted for, procured, issued to and utilized by the employees performing job assignments requiring their use.

## **First Aid**

Each department shall review their ability to render adequate and appropriate first aid.

It is required that the departments have the ability to respond and start to administer first aid within three to four minutes in areas where accidents can be expected to result in serious physical harm. For example, for an employee whose eyes and body may be exposed to injurious corrosive materials, a safety shower or eye wash station should be in close proximity.

Where serious physical harm is an unlikely outcome of an accident, a 15-minute response time is adequate.

The department should assess the need for first aid training if it is likely that emergency assistance cannot be received or the employee cannot get to a clinic or hospital within the times mentioned previously.

Examples of serious physical harm are: amputation; concussion; crushing, fractures, burns or scalding (chemical, physical and electrical), significant bleeding and electric shock.

**First Aid Kits:**

- (a) Departments shall determine the contents of first aid kits based on the needs arising from the department's operations and professional medical advice when appropriate.
- (b) Divisions/Departments should dispense only medicines, etc. that are medically necessary for administering first aid and not such items as pain relievers, cough drops, ear drops, etc.
- (c) Dispensing of topical medicines such as burn cream and antibacterial cream/ointment will be by single use packages.

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