

Chapter 1

RESPONSIBILITIES

1.1 DEPARTMENT

The Department shall furnish a work environment that is safe for its employees and shall adopt measures reasonable and necessary to protect the life, health, and safety of its employees.

1.2 DISTRICT SECRETARIES AND THE CENTRAL OFFICE

Each District Secretary, or designee, and a representative from the Central Office shall maintain the Department's safety and loss prevention program that includes, at a minimum, the program elements specified in this chapter. These individuals shall ensure that program and processes identified in this manual are implemented and a process is in place to assure each employee is in compliance.

1.3 UNIT MANAGERS/COST CENTER MANAGERS

1.3.1 A Unit Manager/Cost Center Manager is an individual who exercises direction and control over one or more cost centers.

1.3.2 Each Unit Manager/Cost Center Manager is responsible for enforcing all safety rules and regulations and for implementing loss prevention programs. They are also responsible for ensuring their employees are provided with required safety training in accordance with **Chapter 12** of this Manual.

1.3.3 Unit Manager/Cost Center Manager responsible for promulgating procedures shall ensure that such procedures address safety-related issues and responsibilities in compliance with applicable federal, state, and other regulations and industry standards.

1.3.4 The Unit Manager/Cost Center Manager may designate and assign specific safety responsibilities to an employee to assist them in implementing the requirements of this manual.

1.4 IMMEDIATE SUPERVISORS

1.4.1 The immediate supervisor is an individual who exercises direction and

control over the work activity of one or more employees.

1.4.2 The immediate supervisor in charge of any work activity is responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are trained. No employee will be required to do a job using unsafe equipment or that violates safe work practices.

1.4.3 The immediate supervisor is responsible for notifying employees to be responsible for their own safety and the safety of their peers. They are also responsible for assessing and reducing work related risks.

1.5 SAFETY AND HEALTH MANAGERS AND SPECIALISTS, OR DESIGNATED SAFETY REPRESENTATIVE

1.5.1 Safety and Health Managers or Other Designated Representative

The Safety and Health Managers or designees are the focal point for coordination of his/her District safety and health programs. Their responsibilities include: implementation of loss prevention programs, identifying appropriate training programs for employees, and providing technical assistance and guidelines for District operations of Safe Work Practices.

1.5.2 Safety and Health Specialists or Designated Safety Representative

Safety and Health Specialists or designated safety representatives function as technical support staff for District Safety and Health Managers or designee and Unit Managers in implementing and monitoring compliance with safety and health programs in their assigned units or areas of responsibility. They may be assigned to field offices or for individual District departments or divisions. Their main functions are to coordinate safety meetings and conduct self-inspections of their areas of responsibility (this may not apply to each District.) While they may have a designee, the Unit Manager/Cost Center Manager is responsible for the requirements of section 1.3.

1.5.3 Central Office

All references to Districts in this document also apply to the Central Office. The State Occupational Safety and Health Office provides oversight of the Department's Occupational Safety and Health Program as it relates to technical, procedural assistance, training guidelines, statistical data, awareness materials, policies, and other resources as identified in **Section 1.7** of this Manual.

1.6 EMPLOYEES

- 1.6.1 It is the responsibility of each employee to comply with established policies, procedures, and safe work practices.
- 1.6.2 Employees shall immediately report to their immediate supervisors any unsafe work practices or unsafe conditions, either verbal or in writing, such as:
- (A) Unsafe condition(s) of motor vehicles, equipment, facilities, shops, or property owned, leased, or operated by the Department where conditions may jeopardize the safety of the employee, other employees, or the public;
 - (B) Any practice or operation being carried on by Department employees that may jeopardize the safety of the employee, other employees, or the public;
 - (C) Any practice or operation being carried on by non-Department employees that may jeopardize the safety of Department employees while performing their assigned work.
- 1.6.3 Employees shall immediately report any work-related incident resulting in personal injury or illness, including any crash or incident involving a Department vehicle, to their supervisor or other employees designated by the Unit Manager/Office Head.
- 1.6.4 Employees who report unsafe acts or conditions to their immediate supervisor shall not be harassed for fulfilling their reporting responsibilities.

1.7 STATE OCCUPATIONAL SAFETY AND HEALTH OFFICE

- 1.7.1 The State Occupational Safety and Health Office shall establish procedures, standards, and training requirements concerning the Department's safety and loss prevention program, in accordance with **Section 284.50, F.S.**
- 1.7.2 The State Occupational Safety and Health Office shall review procedures promulgated by other Department offices to ensure that safety-related issues and responsibilities have been addressed in a manner that follows applicable regulations and industry standards, and to ensure compatibility with the provisions of this manual.

1.7.3 The State Occupational Safety and Health Office shall be responsible for the development of safe work practices that must be observed by all employees in performing their duties. The State Occupational Safety and Health Office will update the manual as needed. The State Occupational Safety and Health Office will provide guidelines for training on safe work practices when appropriate.

1.7.4 The State Occupational Safety and Health Office may conduct periodic quality assurance reviews to assess the progress of loss prevention programs and to monitor the achievements to reach desired goals and/or objectives. Results of the review shall be furnished to the respective Unit Manager/Cost Center Manager.

1.7.5 The State Occupational Safety and Health Office shall provide technical assistance and guidelines for training to the Districts and Central Office in developing and implementing their programs.

1.8 HAZARD REPORTING SYSTEM “HOTLINE”

1.8.1 Hazard recognition and reporting are integral parts of an effective loss prevention program and are the responsibility of all Department employees.

1.8.2 All Department employees are encouraged and expected to report any suspected hazard to supervisors or appropriate unit personnel, or by utilizing the Hazard Reporting System Hotline. The “Hotline” is available to all Department employees who believe that an immediate hazard exists, and/or who may wish to report such hazards while remaining anonymous.

1.8.3 Hazards can be reported by calling the “Hotline” at (850) 414-5255. Any hazard reported utilizing the “Hotline” shall receive immediate action, and will remain confidential.