

Chapter 7

SAFETY AWARENESS

7.1 PURPOSE

Creating and maintaining employee interest in safety is a necessary element in the Department's loss prevention program, and is consistent with the requirements of **Section 284.50, Florida Statutes**. Employees should be motivated to actively participate in the loss prevention program.

7.2 OBJECTIVES

7.2.1 A safety awareness program should:

- (A) Develop safe work habits and attitudes among employees.
- (B) Focus attention to specific causes of incidents.
- (C) Create opportunities for employees to participate in program activities.
- (D) Provide a channel of communication between employees and management.

7.3 PROGRAM ACTIVITIES

7.3.1 Each Unit Manager/Cost Center Manager shall ensure that:

- (A) An employee awareness program is promoted to develop and maintain an ongoing interest in safety among employees;
- (B) Adequate facilities including classrooms, equipment, and supplies necessary to effectively conduct the program are made available.

7.3.2 The following activities shall be given consideration for an awareness program:

- (A) **Safety Meetings:** Both on and off-the-job safety related subjects may be topics for safety meetings (see paragraph **7.3.2A (2)** of this Manual). Safety themes provided for each month in the Department's "Safety Advisor" may also be used as topics for the meetings.
 - (1) Meetings will be conducted by the supervisor or any other employee that the Unit Manager/Cost Center Manager may designate. All field employees or those employees whose job is a predominantly field work shall attend a safety meeting at least once each month. All other employees shall attend a safety meeting at least once each

- quarter. Adequate time should be allotted at the safety meeting for safety and health related topics, usually 30 minutes. Unless, when operational requirements arise that cannot be rescheduled, employees are required to attend the safety and health meetings.
- (2) Topics for safety and health meetings may include but are not limited to potential job hazards, crash/injury reviews, safety inspection or any appropriate safety or health subject.
 - (3) Safety and Health Specialists/designated safety persons will, when requested, assist those who will conduct the meetings by helping in the selection of videos, safety materials, and other visual aids.
 - (4) Documentation of topics and employees' attendance shall be maintained for one year (12 months) at the unit level. **[Retention Schedule GS1-S (33)]**
- (B) **Safety Committees:** Employee membership and participation in safety committees should be encouraged. (**See Chapter 6** of this Manual for details)
 - (C) All FDOT offices and field offices shall have safety and health bulletin boards. The boards shall be accessible to all employees during working hours. The items placed on the boards shall be limited to safety and health related topics only. Some examples are: safety publications, safety meeting minutes, safety training opportunities and safety recognition recipients.
 - (D) **Newsletter(s):** The Safety Advisor, published by the State Safety Office, should be distributed and made available to all employees. They may also be available in facility reception areas and break rooms. Other safety related publications may also be utilized (such as safety training announcements, safety posters, etc.).
 - (E) **Employee training:** Short training courses will increase employees' safety awareness. There are lists of short training videos available from the Industrial Safety Section of the State Safety Office, MS 53.
 - (F) **Employee Recognition Program No. 250-000-007:** The Employee Recognition Program's objective is to encourage and motivate employees to strive for superior work results, higher levels of productivity, and creativity. Recognition must be in accordance with **Procedure No. 250-000-007, Employee Recognition Program.**
 - (G) **Safety observation:** Employees should be encouraged to report unsafe conditions and unsafe work practices. (**See Section 1.8, Hazard Reporting System "Hotline"** of this Manual).

- 7.3.3** District Safety and Health Managers/designated safety persons shall ensure safety awareness programs are actively promoted. The State Safety Office shall ensure that the Central Office has safety awareness programs.