

## INTRODUCTION

# OCCUPATIONAL SAFETY AND HEALTH MANUAL

### **PURPOSE:**

The purpose of the Occupational Safety and Health Manual is to establish a uniform loss prevention program to minimize the number and severity of work-related injuries to employees and damage to materials and property; establish uniform operational safety plans; and define responsibilities for maintaining a safe working environment for all employees of the Department.

### **AUTHORITY:**

Section 20.23 (3) (a) and Section 334.048 (3), Florida Statutes (F.S.)

### **REFERENCES:**

Chapter 284.50, F.S.

The ***Governor's Executive Order, No. 2000-292***, directed all State agencies in Florida to voluntarily comply with Subparts C through T and Subpart Z of the ***Occupational Safety and Health (OSHA) standards, 29 CFR Part 1910***, as revised July 1, 1993. The Department also requires employees to comply with the most current OSHA standards found in ***29 CFR Parts 1926***, and ***1928.51***.

### **SCOPE:**

This **Occupational Safety and Health Manual (*Manual*)** applies to all employees and operations of the Department.

### **GENERAL:**

- (1) The Department's loss prevention program will be implemented through safety manuals and guidelines promulgated by the State Occupational Safety and Health Office based upon the requirements set forth by the state and federal agencies having such authority and jurisdiction.
- (2) The Department's facilities will be planned with the intent of providing each employee a place of employment that is free from recognized hazards. This

- commitment requires that safety be considered in all phases of operations.
- (3) The State Occupational Safety and Health Office shall provide the leadership and technical assistance to develop implementation strategies and policies to promote safety awareness, hazard recognition and correction, and reporting within the Department.
  - (4) Supervisors shall be held accountable for maintaining a safe work environment and for ensuring that employees perform their work in a safe manner.
  - (5) Employees are responsible for performing their work in a safe manner and for following established procedures and safe work practices.
  - (6) Employees shall be provided initial indoctrination and the necessary training to enable them to perform their assigned tasks in a safe manner.
  - (7) Employees shall be accountable for reporting work related injuries, incidents, incidents, and hazardous conditions, and shall not be subject to retaliation or penalty for reporting such incidents and events.

## **DISTRIBUTION:**

The **Manual** is available at the following addresses:

On the Internet at:

<http://www.dot.state.fl.us/safety/IndustrialSafety/SLPM.pdf>

The Department State Safety Office website at:

<http://www.dot.state.fl.us/safety/IndustrialSafety/SLPM.pdf>

## **QUESTIONS, SUGGESTIONS, or COMMENTS:**

Any questions, suggestions, or comments concerning the **Manual** should be addressed to the State Safety Office at (850) 414-4176, or by e-mail to Keith.Myhre@dot.state.fl.us

## **REVISIONS AND ADDITIONS:**

All revisions to the Manual will be coordinated with the Department Policy and Process Management Unit in accordance with the Department's **Standard Operating System Procedure, No.025-020-002**.