SECTION 4

ACCIDENT PREVENTION

A. Fundamentals of Accident Prevention

1. Accidents are Preventable

Unfortunately, many people, either through ignorance or misunderstanding, believe that accidents are the inevitable results of unchangeable circumstances, fate, or a matter of bad luck.

It must be emphasized that accidents do not happen without cause, and the identification, isolation and control of these causes are the underlying principles of all accident prevention techniques.

No person can be effective in accident prevention unless he or she fully believes that accidents can be prevented and constantly strives to do so.

There are many methods of determining the causes of accidents. Below is one that is used by the National Safety Council.

2. Causes of Accidents

Causes of accidents can be divided into three major categories:

a. Unsafe acts of people.

b. Unsafe physical or mechanical conditions

c. Acts of God (floods, hurricanes, etc.)

According to National Safety Council statistics, **88%** of all accidents are a result of unsafe acts of people. **Approximately 10%** of all accidents are caused by unsafe equipment or unsafe surroundings. The other **2%** of all accidents are caused by Acts of God. Therefore, elimination of unsafe acts of people will be the main thrust of any effective safety program.

a. Unsafe Acts of People

- Some causes of unsafe acts include:
- Failure to follow a proper job procedure.
- Cleaning, oiling, adjusting or repairing equipment that is moving, electrically energized or pressurized.

- Failure to use appropriate personal protective equipment such as gloves, goggles, hardhats, seat belts.

- Failure to wear safe personal attire.

- Failure to secure or warn.

- Improper use of equipment.

- Improper use of hands or body parts.

- Making safety devices inoperative.

- Taking unsafe position or posture.

- Unsafe placing, mixing, or combining of materials.

- Using tools or equipment know to be unsafe.

- Driving errors.

- Horseplay.

Unsafe acts can usually be attributed to one of the following:

- Lack of knowledge, skill, coordination or planning.

- Improper attitude.

- Physical or mental defects.

- Lack of safety awareness.

b. <u>Unsafe Physical or Mechanical Conditions</u>

- Most unsafe or hazardous conditions can be grouped into one of the following classifications:

- Defective or unsuitable tools, machinery, equipment or materials.

- Sloppy housekeeping.

- Unsafe or lack of methods or procedures.

- Employee not mentally or physically compatible with job requirements.

c. **Acts of God** (floods, hurricanes, etc.)

3. Control of Accident Causes

There are three main methods utilized to control accident causes. They are engineering, education and training, and enforcement. These three methods are sometimes referred to as the **"three E's of safety**, and they are outlined below.

a. **engineering.** Causes of accidents, or unsafe conditions, can sometimes be eliminated through the application of engineering controls. When an operation is mechanically and physically safe, it is unnecessary to be as concerned about the uncertain behavior of people. Machines are less apt to fail than people. It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts. Design of machine guards, automobile bakes, traffic signals, pressure relief valves, and hand rails are varied examples of safety engineering at work.

b. **Education and Training.** Just as safety engineering is the most effective way of preventing accident causes, safety education is the most effective tool in the prevention of human causes. Through adequate instruction, personnel gain useful knowledge and development of safe attitudes. Training is particularly important accident prevention control; it gives each employee a personal safety tool by developing habits of safe practice and operation.

c. **Enforcement.** Usually, accidents can be prevented through adequate safety engineering and education. However, there are some people who are a hazard to themselves and others because of their failure to comply with accepted safety standards. It is these persons for whom the strict enforcement of safety practices is necessary, backed by prompt corrective action. No organized accident prevention effort can be successful without effective enforcement because accidents are frequently the direct result of violations of safety principles. To be completely effective, accident prevention controls cannot be applied "hit or miss". All engineering, education, training, supervision and enforcement measures will be directed toward the solution of specific problems. These are based on the collection of facts relating to unsafe acts or unsafe conditions.

4. Elimination of Unsafe Conditions

One of the most effective means of preventing accidents is the ilimation of unsafe conditions. To stress safety while permitting unsafe conditions to exist is bound to create an obstacle to the cooperation required from employees. Employees are encouraged to report any unsafe conditions to their supervisors. The supervisor must take the initiative to abate unsafe conditions and protect employees and the public without the need for instruction from upper management. If abatement is beyond the supervisor's scope of authority, the matter must be brought to the attention of management, the director, and/or Risk Management.

The following unsafe conditions must not be permitted to exist:

a. Obstacles and impediments to the safe movement of personnel, vehicles or machines, such as blocked fire exits.

b. Unsafe working and walking surfaces.

c. Worn, damaged or misused tools.

d. Failure to provide proper equipment and rigging for the hoisting and movements of heavy objects.

e. Operation of equipment with guards for moving parts of machinery removed and/or defeated.

f. Allowing employees to work without using required protective equipment such as goggles, gloves, hardhats, adequate foot wear or seat belts.

g. Worn and/or damaged or unguarded electrical wiring, fixtures and power cords.

h. Absence of required signage warning of particular hazard in the area.

The important factor in eliminating unsafe conditions is doing so before an accident occurs. Near-miss occurrences need to be investigated and corrected as they are a warning of a condition that may eventually lead to an accident. A near-miss occurrence is an example of an incident resulting in neither an injury nor property damage. However, a near-miss occurrence has the potential to inflict injury or property damage if its cause is not corrected.

All employees are to search out hazardous conditions and eliminate them before they bring about any injuries or cause work interruption. To often an unsafe condition is allowed to exist simply because it has not caused an accident…..yet.

5. Reporting Unsafe Conditions

All City employees are to keep alert for unsafe conditions.

If an unsafe conditions is identified, it is to be reported to a supervisor.

The supervisor will evaluate the risk of personal injury, public liability and damage to property or equipment. The supervisor will initiate steps for immediate correction of the unsafe condition.

If the problem is not corrected in a timely manner or the hazard is not secured, the employee is to call **Risk Management/Safety Office** to report the unsafe condition.

6. Correcting Unsafe Actions

Regardless of the degree of safety built into a job, unsafe actions on the part of employees will always be a cause of injuries. Teaching employees safe work habits means showing them how to do their tasks with less risk to themselves, and less damage to equipment. Much of this instruction can be boiled down to a few simple principles or job rules. By concentrating on these safe habits, by showing "why" as well as the "how" of safety and by constantly supervising employees safe work habits, they will become the accepted method for the employee to perform tasks.

Actual demonstration of the right way of doing tasks should be conducted, accompanied by the basis for preferring one work habit to another. Equally important as this initial instruction, is the review of subsequent performance. When the right way has been presented and agreed to by individual worker, it is essential that failure to comply be noted and corrected. Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action. No matter how skillful an employee may be in performing their duties, if the employee does not perform them safety, that employee is placing themselves and others at risk.

B. Job Safety Analysis

By performing a Job Safety Analysis, job tasks are evaluated to identify the hazard involved.

PROCEDURES FOR A JOB SAFETY ANALYSIS ARE AS FOLLOWS:

1. List sequence of job steps – the job is broken down into basic steps, describing what is to be done in a logical sequence.

2. Search for and list potential hazards – each step is analyzed for hazard that may cause an accident. The objective is to identify as many hazards as possible.

3. Decide on a recommendation action or procedure. When the risks and potential hazards associated with each step are identified and their causes understood, then methods of eliminating them should be outlined. There are four basic methods by which this can be accomplished.

a. **Substitution:** Eliminate the process or operation and provide a substitute action.

b. **Isolation:** Isolate the process or operation in order to eliminate or minimize the hazard.

c. **Protection:** Provide mechanical guards to control access to hazards.

d. **Personal Protective Equipment:** Provide and enforce use of personal protective equipment to reduce the possibility of injury.

4. The data collected from all of the steps is used to create department specific safety policies and procedures. These are to be distributed to all affected employees. The policies and procedures assist supervisors in instructing employees in how to perform their job safely.

5. A continuing job safety analysis is conducted for existing or newly acquired job functions. The purpose of this program shall be to define all possible safety hazards involved in the performance of the job, to establish safe work procedures and rules, and to determine if safety protective equipment or clothing is necessary for the employee performing the job.

C. Safety Inspections

Every employee is responsible for maintaining a safe working environment.

The objective of a safety inspection program are to:

- maintain a safe work environment through hazard recognition and removal.

- ensure that employees are following proper safety procedures while working.

- Determine which operation meet or fail to meet acceptable safety standards.

Complete walk through and detail inspections of equipment, work areas, and employee operating procedures should be performed on a regular basis. Inspections should be documented and all unsafe condition, procedures and practices corrected. Employee will inspect their work area and equipment before each shift to identify unsafe conditions. In addition to self-inspections, the City of Miami Beach is inspected by other governmental agencies and commercial insurance carriers. All employees are required to cooperate with these agencies at the time of the inspection.

1. Required Inspections

a. Monthly inspection of all fire extinguishing, prevention, alarm and detection systems.

b. Annual inspection of all elevators and escalator.

c. Annual and periodic inspection of all lifting or hoisting equipment, including cranes and boomed equipment (fixed or mobile).

d. All Risk Management Loss Control Inspection Reports are to be responded to in writing detailing corrective measures to be implemented. Written responses shall be forwarded to the Risk Management Division within ten **(10)** working days from the date of the report.

e. All State of Florida, commercial insurer, and local fire department inspection reports are responded to in writing detailing corrective measures to be implemented. Written responses shall be forwarded to the Risk Management Division within ten **(10)** working days from the date of the report, or by the required date stated in the report, whichever is sooner.

2. Standards Compliance

It is the responsibility of every Division to insure that all Federal, State, County, and local standards and ordinances are complied with.

a. All electrical equipment has been approved by Underwriters Laboratories or Factory Mutual Laboratories.

b. Electrical installations are in compliance with the National Electrical Safety Code.

c. All fire protection and prevention devices meet the requirements set forth in the appropriate standards as adopted by the National Fire Protection Association.

d. All chemicals and flammable liquids are handled and stored in accordance with the requirements of the National Fire Protection Association.

e. All city facilities and operations are in compliance with **OSHA** and **EPA** standards.

f. Department of Transportation Regulations for traffic control for work areas are adhered to.

g. Required permits are obtained prior to beginning new construction or remodeling.

D. Personal Protective Equipment

IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO USE PERSONAL PROTECTIVE EQUIPMENT.

1. Eye Safety

It is important to keep flying objects, dusts, rust, vapors, heat and liquid splashes out of the eyes. Safety glasses, goggles or face shields are required whenever there is danger of exposing the eyes to flying particles, caustic substances or harmful light rays. Eye and face protection must be used whenever there is a probability of something entering the eye. All eye protection must meet **ANSIZ87.1** regulations. Welders are required to use proper shaded lenses for the type of work they are performing. (**See welding eye safety).**

In areas that are designated for eye protection, everyone must wear eye and face protection, including employees performing the job, those working nearby and visitors.

Safety glasses, goggles or face shields must meet the following requirements:

- Provide adequate protection against particular hazards for which they are designed;
- Be reasonably comfortable when worn under the designated conditions;
- Fit snugly without interfering with the movements of the wearer;

- Be durable;
- Be capable of being disinfected;
- Be easily cleanable; and
- Be kept in good repair.

If you wear prescription eyeglasses to correct your vision, you must wear safety glasses with safety lenses that meet **ANSI** requirements. Safety glasses/spectacles require special frames. Combinations of normal street wear frames with safety lenses are not in compliance.

Safety goggles/glasses worn over regular glasses must be comfortable and not disturb the adjustment of corrective lenses. All employees should check their safety glasses before each wearing.

- The brow protector should fit against the face. This helps protect against particles entering the eye from above the glasses.
- The glasses should fit snugly, not tightly, without eyelashes hitting the lenses.
- If there is a headband, it should fit snugly. Headbands that are slack should be replaced.
- Lenses should be clean. Clean with water or with special cleaning solution for eyeglasses.
- The brow and side protectors should be in good condition.
- Glasses used by different employees should be disinfected before being used by another employee.

Contact lenses are not a substitute for safety glasses. Contact lenses pose a special threat. Hazardous dusts, gases, vapors or liquids can get trapped between lenses and eyes.

Contact Lenses:

- Must not be worn in hazardous atmospheric conditions.
- Must not be worn under respirators.

According to **OSHA 1910.151**, where a person's eyes or body may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Welding Eye Safety:

Workers or other persons adjacent to the welding areas must be protected from the rays by noncombustible of flameproof screens or shields or they must wear appropriate welding safety goggles.

- Helmets or hand shields must be used during all welding or cutting operations.

- Helpers or attendants must be provided with the proper eye protection.

- All filter lenses and plates must meet **ANSI Z87.1** standards for transmission of radiant energy.

2. Head Protection

Head protection equipment (hard hats) should be worn where there is a possible danger of head injuries from overhead impact or falling objects. Hard hats must meet **ANSI Z89.1** standards. Hard hats must be worn in designated hard hat areas.

- Wear your hard hat on your head!

- The shell and the suspension of the hard hat should be checked daily to see if their in good condition.

- Do not carry anything in your hard hat, do not use it as a bucket or step stool.

- Do not paint the shell. Solvents in the paint may soften the shell material.

3. Hand Safety

Appropriate hand protection will be required where employees are exposed to injurious chemicals or abrasive materials that have the potential for hand injuries. Gloves of an appropriate type shall be worn when handling rough, sharp, and/or hot materials, as well as chemically active substances.

There are three types of hand injuries:

- Traumatic injury following an accident.

- Contact with substances that damage the skin.

- Repetitive motion problems caused by overuse of specific muscle groups in the hands.

Types of Gloves

- Rubber, vinyl, or neoprene gloves are for use with caustic chemicals such as acids, cleansers, and petroleum products.

- Leather gloves protect against sparks, rough surfaces, and scraping objects. The design depends on the job.

- Metal mesh gloves protect hands from knives, blades, or other sharp instruments.

- Plastic-film gloves protect against contact in injury from mild substances.

- Cloth gloves provide traction for holding slippery objects, insulate to protect against moderate heat or cold, and protect hands from sharp edges.

- Aluminized fabric or other special materials protect hands against the intense heat or molten material.

- Insulated gloves are often made of rubber and worn underneath leather gloves as protection against electrical shock and burns.

Other Hand Protection

- Hand Pads protect against rough materials when fine finger movement is not needed.

- Barrier creams protect against corrosive substances and can make cleanup easier, but are not substitutes for gloves.

- Forearm cuffs made of cloth or special fabrics protect against heat and keep sleeves out of the way.

- Wash hands frequently.

- Keep hands away form face when working with chemicals.

- **Don't** use hands for feeding materials into saw and other machinery.

- Don't use hands to sweep up metal or wood chips.

- Rotate task to give hands a rest, where possible.

4. Foot Protection

Safety shoes must be worn where they are required. The Safety Officer and the Division will determine which operations require foot protection. Safety shoes must meet **ANSI Z41.4** standards.

- There are different types of safety shoes for different jobs.

- Wear shoes that fit properly.

- Steel toed shoes are required where employees work with heavy objects or machinery that could cause foot injury.

- Safety shoes with sole protection may be required-in certain applications.

STANDARDS

All safety shoes/boots purchased must meet or exceed **OSHA 29 CFR 1910.136/ANSI (American National Standards Institute) standard Z41/1/**

- Electricians should wear electrical hazard safety footwear.

- If the job does not require safety shoes, select sturdy work shoes that will give sufficient support.

- Inspect shoes regularly for damage such as: dampness or embedded metal that might impair electrical protection; cuts; cracks, etc. which might expose feet to danger.

- **Never** wear defective footwear on the job.

- Employees should not repair their own safety shoes, i.e., never repair non-sparking footwear with metal nails.

5. Clothing

Employees will wear appropriate clothing for the type of work they are performing. The Director will determine acceptable attire.

- Read and follow the manufactures instructions.
- Check for tears, leaks, punctures or signs of wear and tear before putting on.
- Be sure the clothing is not contaminated from the last use.
- Contaminated clothing should be decontaminated or discarded as soon as feasible.
- When operating machinery or working with machinery, make sure all clothing fits correctly. Loose fitting clothing can contribute to accidents.
- Beware of heat sickness. Clothing that keeps water and vapors out usually also keeps them in. Avoid dehydration.

6. <u>Respirators</u>

OSHA CFR Part 1910.134 on Respiratory Protection standard requires employers to establish and maintain a respiratory protective program whenever respirators are necessary to protect the health of employees.

Respirators will be worn when working with chemicals or products that pose health hazards when inhaled or ingested in the form of dusts, vapors or mists. Each affected Division is responsible to have a written respiratory protection program. Requirements for a minimal acceptable program are specified in **OSHA 1910.34 (b) (1). See specialized training section.**

A MINIMAL ACCEPTABLE RESPIRATOR PROGRAM SHOULD INCLUDE THE FOLLOWING:

- Written Operating Procedures
- Proper Selection of the Respirators
- Training and Fitting
- Cleaning and Disinfecting
- Storage
- Inspection and Maintenance

- Work Area Surveillance

- Inspection/Evaluation of Program

- Medical Examinations

- Approved Respirators

- Standard procedures must be developed for respirator use. These should include all information and guidance necessary for their proper selection, use and care. Possible emergency use and routine use for the respirator should be anticipated and planned for. The correct respirator must be specified for each job.

- If the respirator has an air or oxygen cylinder, make sure it is fully charged according to the manufacturer's instructions.

- Respiratory protective devices fall into three classes:

- Air-purifying; atmosphere or air supplying;

- Combination air-purifying and air supplying.

a. **<u>Proper Selection</u>**

- Respirators must be selected on the basis of hazards to which the worker is exposed.

- The respirator type is usually specified in the work procedures by a qualified individual supervising the respiratory protective program.

- The individual issuing them must be adequately instructed to insure the correct respirator is issued.

- Respirators must meet the guidelines of **ANSI Z88.2-1969.**

- OSHA recognizes an approved respirator if it has been jointly approved by National Institute of Safety & Health **(NIOSH)** and the Mine Safety and Health Administration **(MSHA)**. **NIOSH/MSHA** Approval for supplied-air and air-purifying respirators is valid only in atmosphere containing greater than 19.5 percent oxygen.

- If oxygen deficiency is not an issue, then the contaminates(s) and their concentrations must be determined.

b. Training and Fitting

- The user must be instructed and trained in the selection, use and maintenance of the respirator.

- Every respirator user must receive fitting instruction including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

- Respirators must have a good seal around the face to prevent contaminated air form getting in.

- Beards and sideburns that interfere with the facial seal are prohibited.

- The face piece fit must be checked by the wearer each time the respirator is put on.

- Corrective glasses with long temple bars may interfere with the seal.

- Wearing of contact lenses in contaminated atmosphere is not allowed.

A GOOD FIT AND SEAL INCLUDE:

- Fits securely but not too lightly around the chin;

- Doesn't pinch the nose;

- Doesn't slip;

- Leaves room to move the head and to talk.

c. Cleaning and Disinfecting

- Respirators must be regularly cleaned and disinfected.

- Respirators should be inspected during cleaning.

- Respirators issued for the exclusive use of one worker should be cleaned after each day's use or more often if necessary.

- Routinely used respirators must be collected, cleaned and disinfected as frequently as necessary to insure that proper protection is provided for the wearer.

d. Storage

- Respirators must be stored in a convenient, clean, and sanitary location.

- Store in such manner as to protect against dust, harmful chemicals, sunlight, excessive heat and moisture.

e. Inspection and Maintenance

- Respirators used routinely must be inspected before each use.

- Worn or deteriorated parts must be replaced.

- Respirators for emergency use such as **SCBA** must be thoroughly inspected after each use.

- According to **OSHA** regulations, **SCBA's** must be inspected every thirty days. A signed and dated inspection form must be kept by the **SCBA** to show the inspection record.

- Check for holes, cracks or any sign that the respirator may not be providing the best protection.

- The employee will refer to the information on the product label or the Material Safety Data Sheet for specific information as to what type of respirator and/or appropriate chemical cartridge is required for protection.

- Respirators will be worn when working with chemicals or products that pose health hazards when inhaled or ingested in the form of dusts, vapors, or mists.

f. Medical Program

Employees should not be assigned tasks requiring use of respirator unless it has been determined that they are physically able to perform the work and use the equipment.

A physician must determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically, usually annually.

7. Hearing Protection

Noise is more than just a nuisance, it is a hazard. Hearing can be damaged temporarily or permanently. **Frequency** is the pitch (high or low) of a sound – the number of complete sound wave cycles each second. **Intensity** is the loudness of a sound, it is measured in decibels.

There are three Basic Types of Hearing Protection:

1. Earplugs

- Formable earplugs
- Pre-molded earplugs
- Disposable
- Universal type
- Semi-Disposable
- Multi-size type

2. Canal Caps – made of a soft, rubber-like substance

3. Earmuffs

- Hearing protection must be worn in designated areas.
- Any type of approved hearing protection should have a noise reduction rating (NRR) expressed in decibels. This indicated the amount of noise reduction that the device provides.
- Ear plugs and ear muffs provide important protection against noise.
- Proper fit is essential!
- Cotton balls should not be used for hearing protection.
- Employees are not permitted to operate machinery while using personal listening devices, i.e., walkman, etc.

8. Vests, Lifelines and Safety Nets

In jobs involving potential fall hazards, safety belts, buoyant work vests, lifelines, body harnesses, and/or lanyards must be used.

- If there is a danger of falling into water while working, a Coast Guard-approved life jacket or buoyant vest must be used.

- Personal flotation devices must be maintained in a safe condition. They must be taken out of service when they are damaged so as to affect buoyancy or fastening capability.

- Where working surfaces at river banks slope so steep that an employee could slip or fall into the water, the outer perimeter of the working surface must be protected by posting or other portable protection such as roping off. Employees must wear an approved personal floatation device.

- Flagmen and night workers who might be struck by moving vehicles, need suits or vests designed to reflect light.

- Always inspect lifelines and safety belts carefully before each use. Check for signs of deterioration such as torn fibers. Inspect lifeline attachments carefully.

- If lifelines are used where they may be cut or damaged accidentally, such as by contact with sharp edges, they must be padded or protected.

- Body harnesses are recommended for fall arrest systems.

- Lanyards must be at least ½ inch nylon or the equivalent and should be short enough to allow of less than six feet. They must be firmly secured above the working surface.

- Nets should be used when a lifeline or a safety belt is not practical. Forged steel, safety hooks, or shackles should be used to fasten a net to its supports. The mesh should be no larger than 6 inches by 6 inches.

- The nets should extend beyond the edge of the work surface. Safety nets should be tested to ensure that they are tight enough to prevent an employee form making contact with any surface or structure.

- Rope should have a strength of 5,400 pounds.

ALWAYS WEAR THE REQUIRED PROTECTIVE GEAR – EVEN IF THE JOB WILL "ONLY TAKE A MINUTE" ** <u>NEVER TAKE SHORTCUTS!!!</u>

E. Motor Vehicle Safety and Inspection

General Safe Practices

1. Each driver is responsible for the safe and proper operation of his/her vehicle and shall check the following items daily before putting the vehicle into service.

- fuel
- water
- oil
- turn and stop lights
- windshield wipers
- horn
- tires
- bakes
- cargo
- housekeeping

2. Keep safety above expediency.

3. Comply with all traffic ordinance and safe driving practices

4. Ensure the safety of the public and City employees

5. Drive to prevent accidents in spite of the incorrect actions of others and adverse conditions.

6. Where there are two employees in or assigned a vehicle, one employee shall be stationed where the driver can see and hear to direct the driver while backing.

7. Should a backing accident occur when there are two employees assigned to that vehicle, both employees will be charged.

8. No City employee shall operate a motor vehicle while wearing a headset, headphone or other listening device, other than a hearing aid or instrument for the improvement of defective human hearing.

9. No City employee driving or in charge of any motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, engaging the parking brake and removing the key.

10. Vehicle must comply with **Florida Statute 316.228** which requires a 12 inch square red flag or light on all loads extending 4 feet beyond the rear of a vehicle.

11. Operators of city owned vehicles are responsible for checking all safety devices before leaving the vehicle. Any defects found shall be reported to the immediate supervisor and the vehicle shall not be operated until made safe.

12. No city vehicles and equipment will be used for transport of employees unless they are designed equipped to safely carry personnel.

13. All employees shall ride in the driver's compartment or cab with sufficient seating and seatbelts.

14. Tailgates shall be closed when the vehicle is in operation and not transporting long loads.

15. Bodies of dump trucks shall be secured in the down position or the hoist lever secured in the lock position when the vehicle is in motion.

16. Employees shall not ride on the top of side rails, top of cabs or running boards of any vehicles. Each operator and passenger must have all necessary safety equipment.

17. Drivers of emergency vehicles are not exempt from the duty to drive with due regard for the safety of all persons using the roadway.

18. When a vehicle is towing a trailer or semi-trailer by means of a trailer hitch, safety chains from the trailer or semi-trailer to the vehicle shall also be attached. Safety chains shall be connected to the towing vehicle by crossing the chains under the tongue or the trailer. These safety chains shall be of sufficient strength to maintain connection of the trailer or semi-trailer to the pulling vehicle under all conditions while the trailer or semi-trailer is being towed by the vehicle. The provisions of the subsection shall not apply to trailers or semi-trailers using a hitch known as a fifth wheel.

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

DRIVER:_____

ADDRESS:_____

DATE:_____ TIME:_____ A.M._____ P.M._____

VEHICLE NO._____ ODOMETER READING_____

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS".

☐ Air Compressor	☐ Fire Extinguisher	☐ Reflectors
☐ Air Lines	☐ Front Axle	☐ Safety Equipment
☐ Battery	☐ Fuel Tanks	☐ Flag-Flares-Fuses
☐ Body	☐ Generator	☐ Starter
☐ Body Damage	☐ Head Lights	☐ Steering
☐ Brake Accessories	☐ Horn	☐ Stop Lights
☐ Brakes, Service	☐ Level	☐ Suspension System
☐ Brakes, Parking	☐ Mirrors	☐ Tachograph
☐ Check Oil	☐ Mud Flaps	☐ Tail Lights
☐ Clutch	☐ Oil Pressure	☐ Tarpaulin
☐ Coupling Devices	☐ Other	☐ Tires
☐ Defroster/Heater	☐ Placards	☐ Transmission
☐ Drive Line	☐ Radiator Fluid	☐ Turn Indicators
☐ Engine	☐ Radiator	☐ Wheels and Rims
☐ Exhaust	☐ Rear End	☐ Windows
☐ Fifth Wheel	☐ Reflective Triangles	☐ Windshield Wipers

TRAILER (S) NO. (S). _____

Brake Connections	Doors	Suspension
Brakes	Hitch	SystemTarpaulin
Coupling Devices	Landing GearLights - All	Tires
Coupling (King) Pin	Other	Wheels and Rims

Remarks:_____

_____

_____

_____

_____

☐ **CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY**

DRIVER'S SIGNATURE:_____ DATE_____

BELOW TO BE COMPLETED BY FLEET MANAGEMENT AS REQUIRED

☐ ABOVE DEFECTS CORRECTED

☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

☐ WORK ORDER NUMBER REQUIRED_____

FLEET REPRESENTATIVE SIGNATURE _____ DATE_____

DRIVER'S SIGNATURE:_____ DATE_____

POLICE AND FIRE MAY USE THIS FORM OR A REVISED FORM SPECIFIC PER THEIR DEPARTMENT S.O.P.

F. Driver License Record Review

This will be conducted annually. All employees having the need to drive on City business will:

- Have a valid Florida State Driver License.
- Be authorized by Risk Management and Human Resources after review of driver license record.
- Attend Risk Management's Defensive Driving Course once every three years. This applies to non-sworn personnel only.
- Be trained and authorized to operate City vehicles, special purpose vehicles and trucks.
- Not be certified as an authorized driver to operate a truck or special purpose vehicle until that employee has satisfactorily demonstrated complete familiarity with its functions. It is mandatory the employee thoroughly understand the manufacturer's operating instructions, vehicle limitations, emergency procedures, and be able to successfully pass an operator's check-out test to the satisfaction of the supervisor.
- Be knowledgeable and understand City vehicle operating rules and safety regulations before driving a city vehicle.
- Inspect assigned vehicles daily for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have all repairs related to the safety and reliability of vehicles made as soon as possible.
- Not drive a vehicle if it is found to be unsafe. The employee will report it to his/her immediate supervisor.

G. Use of Seat Belts

- Wear a seat belt at all times while driving or riding in a city vehicle or driving their personal vehicle on city business.
- **Failure to wear a seat belt will subject the employee to disciplinary action up to and including termination.**

- **Note:** Any employee who sustains a bodily injury as a result of a vehicle accident and it is determined the employee was not wearing vehicle safety belts, may forfeit supplemental and partial workers' compensation benefits.

- **EFFECTIVE OCTOBER 1, 1990, FLORIDA LAW HAS BEEN AMENDED TO SPECIFY THAT FAILURE TO USE A SEAT BELT WHEN REQUIRED MAY BE CONSIDERED AS EVIDENCE OF COMPARATIVE NEGLIGENCE IN A CIVIL ACTION.**

- Report to their supervisor if evidence of accident damage is found, before leaving. Otherwise, the employee may be charged with the responsibility for an accident they did not have.

- Call police to investigate **any** accident involving city vehicles and report accident details to immediate supervisor and Risk Management as soon as possible.

H. Suspension of Driver Authority

1. A city employee's authority to operate a vehicle on City business will be suspended by the **Safety Officer** any time the employee does not possess a **valid** State of Florida driver's license. Authority to drive a vehicle may be suspended when evidence is documented of a physical, medical or mental condition that could affect the employees ability to drive safely; or at any time their City or State driving record reflects one or more of the following conditions:

- Driving while intoxicated.

- Driving under the influence.

- U.B.A.L. **(Unlawful Blood Alcohol Level).**

- Failure to report an accident while driving on city business.

- Medical/legal evidence of alcohol or drug abuse.

- Misuse or abuse of a city vehicle.

- Any number of traffic violations and/or accidents determined to be excessive by the city Safety Officer.

2. All moving traffic violations citations received while driving on City business or any suspension or revocation of any employee's driver's license must be reported to the employee's supervisor immediately. Failure to do so may result in disciplinary action.

I. Reinstatement Procedures for Driving Privilege Suspensions

A two-step reinstatement procedure must be implemented before an employee with a suspended driving authority will be allowed to operate a vehicle on City business.

- For driving privileges to be reinstated, the employee must provide proof to Risk Management that they have received clearance from the authority initiating the suspension such as:

- State of Florida, Division of Driver License
- Risk Management Division

- The department and employee **must** receive written approval from the Risk Management Division prior to physically operating a vehicle on city business.

J. Motor Vehicle Accidents

Vehicular accident and property damage is defined as any accident occurring between a city vehicle (or private car when employee is on official City business) and another vehicle, pedestrian, animal or fixed object.

Although police are called to investigate all City vehicle accidents, it is incumbent upon the employee to insure that all facts are obtained with respect to the other driver. Under no circumstance should **ANY** City employee make any statement relative to guilt.

Vehicle Accident Reporting Procedures and Guidelines

- Offer first aid or call for medical assistance, if necessary.

- Notify Supervisor.

- Always call the police.

- Call Risk Management as soon as possible at **305-673-7014.** Weekends, holidays and after hours call the police department at **305-673-7911**.

- Don't argue with anyone.

- Don't admit to any guilt.

- Describe other vehicle, i.e.: 2-door, 4 door, make, color, etc.

- Carefully examine all damages to other vehicle, be specific, i.e. scratch, small dent right front fender, door, etc.

- Observe other parties for extent of injuries.

- Be able to identity the other driver and passengers.

- Only discuss the **facts** with the police officer, if asked.

- Do not discuss this accident with any insurance investigator **except** a City of Miami Beach Risk Management authorized personnel and only sign papers for them after confirmation of their identity.

- Submit required paperwork to Risk Management within twenty-four **(24) hours. (See your supervisor for required forms.)**

K. Minimum Mandatory Corrective Actions for Preventable Vehicle Accidents

In instances where a motor vehicle accident is determined to be preventable, the Safety Officer shall make recommendations to the employee's department director in accordance with the appropriate **Minimum Mandatory Corrective Action** guidelines.

These guidelines reflect the **MINIMUM** corrective action to be taken for **PREVENTABLE** vehicle accidents.

Preventable vehicle accidents will follow progressive corrective action within these guidelines.

FAILURE TO COMPLY AND DISCIPLINARY ACTIONS

20.1. The use of a City vehicle is a privilege and a benefit and not an automatic right. Failure to comply with any portion of the City of Miami Beach vehicle/equipment use policy may result in disciplinary action.

20.2 Disciplinary actions imposed may start with a written warning for minor first offenses. Additional violations may result in suspension and/or permanent removal up to and including termination from use of a City vehicle. In addition disciplinary action up to and including termination may be taken against an employee as indicated in the employee personnel rules.

20.3 The methodology used to identify the responsible party for found damage will be based on the last employee who accessed the vehicle or equipment, especially in the absence of missing documentation.

20.4 If an employee requires transportation and is no longer authorized to use a city vehicle, he or she may exercise their option to use their personal vehicle in order to continue meeting the requirements of their employment. Mileage reimbursement can be requested as identified in 20.5.

20.5 Employees who elect the option identified in 20.4 will retain appropriate insurance coverage as required by Florida Statutes and will be compensated based on a mileage reimbursement rate established by the City.

Under certain circumstances, the administration reserves the right to impose harsher penalties to replace those imposed in this policy.

Termination, new hires and driver/operator changes shall be reported within 48 hours to Fleet Management in order to keep driver information current and accurate.

Supplemental workers' compensation benefits may be denied where the employee is injured and loses time form work due to a **PREVENTABLE** accident or in any instance where the employee was not wearing a seat belt.

L. Employee Appeal

An employee shall have the right to appeal the ruling of the Safety Committee with reference to their case within **14** calendar days. The appeal must present substantiated facts, material or evidence which have a bearing on the case and which was not presented to the committee at the time of their ruling.

If this criteria is met, the **Safety Officer** will present the case to the Safety Committee for re-evaluation.

In the even that the appeal is denied, the original ruling of the Safety Committee will stand. In instances where the appeal is upheld by the Committee, all personnel files shall be corrected to reflect the final recommendation by the Committee.