

Risk Management New Hire Orientation



WEST PALM BEACH

- Safety Starts With You!
- From the start of your career today, to the day you retire, safety must come first.



- Never be afraid to ask questions.
- Never assume, always ask if your unsure.

City's Safety Responsibilities



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- Provide employees with a safe work environment
- Provide employees with proper PPE
- Provide Safety Training to all employees.
- Address safety issues and/or concerns.
- Make the City safe for residents and visitors



Employee Safety Responsibilities



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- Follow all City safety rules and regulations.
- Properly use the PPE that has been issued to you.
- Report unsafe acts **IMMEDIATELY** to a supervisor.
- Make a commitment to making safety a priority.



Employee PPE



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- PPE (personal protective equipment) is issues to all City employees whose job requires it.
- PPE must be used when the work being performed requires it.
- If PPE becomes damaged or worn out notify your supervisor and get replacement PPE.
- Never start a job without the proper PPE.
- Failure to use PPE can result in discipline action up to and including termination.



PPE Facts



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- Did you know PPE is your last line of defense not your first?
- PPE can include gloves, safety shoes, eye protection, hearing protection, hard hats, high visibility clothing and much more.
- Eliminate the hazards when ever possible!



- **HAZCOM** (hazard communication) is an information and training standard relating to the use of hazardous chemicals in the workplace. Its purpose is to reduce chemically related injuries and illnesses.
- Every employee is responsible to review SDS (safety data sheets) of every chemical that they will be handling or may come into contact with.
- The time to review SDS sheets is before the handling of chemicals. It's very hard to read when a chemical gets in your eyes and you can't see.

Occupational Heat Exposure



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- Heat is a way of life in Florida, make sure you're aware of the signs and symptoms of heat related illness.
- **Heat Stroke** - Requires immediate medical attention. Can lead to death or serious injury if not treated immediately.
- **Heat Exhaustion** - Increase fluid intake, move person to cool area. Can escalate to heat stroke if not properly treated.
- Take breaks and Hydrate with **WATER** often. Limit your exposure when ever possible.



Occupational Heat Exposure



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- Avoid drinking soda, tea, energy drinks, coffee and other items high with caffeine.
- Avoid direct exposure to sunlight whenever possible.
- Wear lightweight, light colored, loose fitting clothes whenever possible.
- High visibility shirts should be long sleeve and a minimum of SPF 30.
- Monitor your body, pay attention to the warning signs.
- **Remember Heat Can Kill!!!!**



Emergency EGRESS



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- EGRESS stands for - **Emergency Global Rescue, Escape and Survival System.**
- All Doors and pathways leading to emergency exits must be clear at all times.
- All EGRESS doors/exit points must be unlocked during working hours.
- Make sure you are familiar with the EGRESS routes in areas you are working. Know where to go if a problem arises.
- Report blocked exit routes immediately to a supervisor.

- Smoking is authorized in designated areas only.
- Smoking is prohibited in all City buildings as well as City vehicles, this includes the use of E-Cigs and Smokeless Tabaco.
- Fire extinguishers are located throughout all City buildings.
- Extinguishers are intended for small fires or for the use of adding in EGRESS.
- You must be properly trained on the use of a fire extinguisher before use.
- Extinguishers must be inspected annually by a 3rd party vendor.

Fire Prevention



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- The City has two types of extinguishers that are used ABC and Water extinguishers.
- The ABC extinguisher can be found throughout all City buildings. The Water extinguishers can be found in Parks (kitchen area) and Fire Department.



OPERATING YOUR EXTINGUISHER



PULL THE PIN



AIM AT THE BASE
OF THE FIRE



SQUEEZE THE LEVER



SWEEP FROM SIDE
TO SIDE

City Motor Vehicle Standards



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- City vehicles should be used for official use only.
- **Seat belts must be worn at all times.**
- Cell phones are permitted with the use of a hands free bluetooth device only.
- CDL helpers / CO drivers are not permitted to use cell phone unless done with a hands free blue tooth device.
- Operators of City vehicles are responsible to pay tickets or any toll fees.
- Employees who operate City vehicles must complete the City Defensive Driving Class.

Accident / Injury Reporting



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- Report all accidents, incidents, property damage(s), and near-misses to your supervisor immediately regardless if seeking treatment.
- Complete the appropriate electronic accident/incident form for the type of incident taking place.
- If seeking treatment for a work related injury supervisor will escort to medical provider.
- Immediate medical attention dial 911
- All paperwork must be sent to Risk Management.



Worker's Compensation



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- You are covered as of today for any work related injury or illness.
- City provides you no cost medical care, prescriptions, rehab, education & training for any work related injury or illness.
- Follow any restrictions given by doctor.
- You must keep all scheduled appointments.
- Update Risk and your Adjuster on progress.
- All treatment except for emergency or after hours must be authorized in advance.
- You will be responsible for any unauthorized medical bills.

Drug Free Workplace Testing



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- The City of West Palm Beach complies with the **Drug Free Workplace Act of 1988.**
- Drug testing is completed for the following;
 - ***Pre employment***
 - ***Post accident testing***
 - Workers compensation
 - Motor vehicle accidents (regardless of fault)
 - Driver (always)
 - Passenger if seeking treatment.
 - Property damages (City or private property)

A yellow rectangular sign with the words "DRUG FREE" on the top line and "WORKPLACE" on the bottom line, both in bold, blue, sans-serif capital letters.

- ***Radom drug testing***
 - Sworn police officers
 - Certified fire fighters
 - Parks and Recreation employees
 - CDL operators
 - Safety sensitive positions
- ***Reasonable suspicion testing***
- Failure to comply with drug testing, altering or tampering with a testing sample will result in termination of employment.

EAP for Substance Abuse



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- If you need assistance for a drug or alcohol problem you can get confidential counseling through the employee assistance program.
- Employee must step forward before being asked to submit to a drug test if needing help.
- Employees that get treatment through EAP for substance abuse will be subject to testing for three years.
- If an employee receives a positive test during the three year period the employee will be immediately terminated.

Employee Responsibility



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- If you believe a City employee is using or used drugs or alcohol in violation of City policy, you must report the person to a Supervisor, Risk Management, or Employee Relations. Failure to notify Risk Management or Employee Relations will result in disciplinary action up to and including termination.
- Any City employee who is arrested or convicted of a violation of a criminal drug nature must notify Risk Management and Employee Relations in writing of such arrest or conviction immediately but not later than five (5) calendar days.

SEE SAY
SOMETHING SOMETHING

2019 Safety Training



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- **Active Shooter Training**
- **NSC Defensive Driving**
- **Heat Stress Prevention Class**
- **Accident / Incident Investigation Class**
- **Confined Space Training**
- **Forklift Training**
- **Bloodborne Pathogens Training**
- **CDL Defensive Driving**
- **And many more....**

Final Recap



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- All accidents/incidents, regardless of how minor something may seem, must be reported to your supervisor immediately.
- PPE shall be worn at all times when the job requires it.
- Employees shall not report to work under the influence of drugs or alcohol; This includes the taking of someone else's prescription.
- Employees must report any employee who believed to be; using drugs or alcohol in violation of City Policy.
- If you need assistance for substance abuse you can do so through the EAP.

Risk Contact Information



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