


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE	IMPP
	Workplace Safety and Loss Prevention Program	5.2
		EFFECTIVE DATE
		11/08/2017
	APPLICABILITY	RESCINDS/AMENDS
	All Employees	02/02/2009

REFERENCES:

AUTHORITY: SECTION 284.50 FLORIDA STATUTE; SECTION 441.1025, FLORIDA STATUTE; 69H-2.007, FLORIDA ADMINISTRATIVE CODE; EXECUTIVE DIRECTOR

IMPP OWNER: FINANCE AND BUDGET OFFICE, GENERAL SERVICES SECTION

POLICY

The Florida Fish & Wildlife Conservation Commission (FWC) will ensure a safe working environment, implement safety requirements, promote safety awareness among its employees and develop a network to promote a Workplace Safety and Loss Prevention Program.

- Contents:
- 5.2.1 Workplace Safety and Loss Prevention Program
 - 5.2.2 Safety Advisory Board
 - 5.2.3 Workplace Safety and Loss Prevention
 - 5.2.4 Violation of Safety Procedures

5.2.1 WORKPLACE SAFETY AND LOSS PREVENTION PROGRAM

- A.** The Executive Director will appoint an FWC Safety Coordinator responsible for development, implementation and administration of FWC’s Workplace Safety and Loss Prevention Program. The Safety Coordinator will serve as Chairperson of the FWC Safety Advisory Board (SAB) and as the FWC’s representative on the Interagency Advisory Council on Loss Prevention.
- B.** Loss Prevention is comprised of prevention, reduction and control of occupational injury and illness, property damage, security (theft), liability (auto and general), exposures (sun, chemicals, hazardous materials) and recognition and elimination of hazards through safety awareness

5.2.2 SAFETY ADVISORY BOARD

- A.** FWC’s Business Leadership Team (BLT) will serve as the SAB.
- B.** The SAB shall develop a FWC Workplace Safety & Loss Prevention Manual. The manual will define and establish safe working conditions and practices for FWC employees with the goal of ensuring occupational safety and health conditions for employees. The SAB will also initiate and promote safety education and awareness.
- C.** The SAB shall meet at least quarterly to identify safety issues, develop policies and

procedures, and establish training to improve the safety of FWC personnel.

5.2.3 WORKPLACE SAFETY AND LOSS PREVENTION MANUAL

A. The Workplace Safety and Loss Prevention Manual will address:

- Responsibilities and duties of management, the Safety Coordinator, Safety Program Manager, and the SAB
- Safety & Health Training
- First Aid Procedures
- Accident and Incident Investigation and reporting procedures
- Safety rules, procedures and safe equipment operational work practices
- Record keeping
- Facility & Equipment Inspections
- Additional safety related information may be included as deemed appropriate by the SAB.

B. FWC employees will be given safety training as defined in the FWC Workplace Safety and Loss Prevention Manual. The Safety Program Manager will ensure that training courses, technical assistance and resources are made available to help supervisors fulfill training responsibilities. The employee's supervisor will ensure that each employee receives specific safety training related to that employee's job duties. An employee who has not received required safety training is not allowed to perform any duties for which such training is required.

5.2.4 VIOLATION OF SAFETY PROCEDURES

Employees may be disciplined in accordance with [IMPP 6.1 Standards for Disciplinary Actions](#), when causing injury or damage because of failure to follow established safety protocol; or because of negligent or reckless behavior.

FORMS

FORM NUMBER	FORM TITLE
None	None

Approved: Eric Sutton Date: 11/08/2017
Nick Wiley, Executive Director or Designee

History: Est.: 07/19/1973; Rev. 01/01/1979, 07/01/1981, 01/01/1987, 01/01/1989, 01/01/1990, 01/01/1994, 01/01/1998 07/01/2000, 02/02/2009, 11/08/2017