

Florida Fish and Wildlife Conservation Commission



WORKPLACE SAFETY AND LOSS-PREVENTION MANUAL

November 2017

TABLE OF CONTENTS

Guiding Authority

Statement of Safety Policy and Responsibility

Safety and Loss Prevention Program Goals and Targets

Section 1: Program Organization and Responsibility

- A. Safety Program Coordinator (SPC)
- B. Safety Program Manager (SPM)
- C. Safety Advisory Board (SAB)
- D. Agency Safety Team (AST)

Section 2: Program Guidelines

- A. Health and Safety Related Information
- B. General Employee Safety Guidelines

Section 3: Health and Safety Training

- A. Purpose
- B. Training
- C. Training Records

Section 4: First Aid and Emergency Treatment

- A. First Aid Training
- B. Minor First Aid Treatment
- C. Non-Emergency Medical Treatment
- D. Emergency Medical Treatment
- E. Blood-Borne Pathogen Exposure-Control Plan
- F. Emergency Contact Information

Section 5: Emergencies and Fire Safety

- A. Floor Warden Coordinator
- B. Floor Wardens
- C. First Observer
- D. Fire Prevention and Protection

Section 6: Reporting Accidents and Incidents

- A. Accident 'vs' Incident
- B. Incident Review Process
- C. Recordkeeping

Section 7: Loss Prevention Management Plan

- A. Loss Control Management Goals

Section 8: Facility Inspections

Section 9: Job Safety Analysis (JSA)

- A. Conducting the JSA

Acronyms and Abbreviations

Attachments

GUIDING AUTHORITY

The Legislature has directed state agencies to dedicate resources to ensure the health and safety of its employees. This authorization is in Florida Statute (F.S.) and states, in part:

[Section 284.50, Florida Statute](#) *Loss prevention program; safety coordinators; Interagency Advisory Council on Loss Prevention; employee recognition program.*

(1) The head of each department of state government, except the Legislature, shall designate a safety coordinator. Such safety coordinator must be an employee of the department and must hold a position which has responsibilities comparable to those of an employee in the Senior Management System. The Department of Financial Services shall provide appropriate training to the safety coordinators to permit them to effectively perform their duties within their respective departments. Each safety coordinator shall, at the direction of his or her department head:

- a) Develop and implement the loss prevention program, a comprehensive departmental safety program which shall include a statement of safety policy and responsibility.*
- b) Provide for regular and periodic facility and equipment inspections.*
- c) Investigate job-related employee accidents of his or her department.*
- d) Establish a program to promote increased safety awareness among employees.*

This Workplace Safety and Loss Prevention Manual is written under the authority in Sections [284.50](#) and [440.02](#), F.S., and Rule [69H-2.007](#), Florida Administrative Code (F.A.C.). In this manual, the term "employee" includes volunteers, pursuant to Section [110.503](#), F.S.

STATEMENT OF SAFETY POLICY AND RESPONSIBILITY

This policy statement serves to express management's involvement and commitment to providing our employees a safe and healthy workplace. This workplace safety program will be incorporated as the standard practice for the Florida Fish and Wildlife Conservation Commission (FWC). FWC is committed to on-going Loss Prevention Management/Health and Safety activities, which include promoting safety committee participation, providing health and safety education and training, and reviewing and updating workplace safety rules.

FWC's policy will include the following:

- A safe and healthy work environment will be provided to ensure the protection of its most vital resource— its employees. Employee safety is of the greatest importance to all levels of management and supervision, ranking in importance above production, quality, costs, and service. Personal safety will not be compromised for any reason.
- While the responsibility for safety begins, and ends with the Executive Director, FWC employees also have responsibility for their safety. Employees at every level, share responsibility for their own safety and for the safety of those with whom they work.
- Employees are to perform all work tasks in the safest manner possible.
- When an accident or safety-related incident occurs, immediate attention will be given to ill or injured individual(s).
- Employees must report all accidents, incidents, injuries, and unsafe conditions to their supervisors as soon as possible. Employees will not be subject to retaliation, penalty, or other disincentives.
- Management will develop and communicate clear goals and objectives, provide the financial resources and authority necessary to correct unsafe conditions and implement changes to improve workplace safety.
- It is the basic philosophy of FWC that all incidents are preventable, when the causes are known. Managers and supervisors are responsible for ensuring employees are aware of workplace hazards and are trained to work safely.
- Employee recommendations to improve health and safety conditions will be given full consideration by management.
- Management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in suspension or termination of employment.
- Senior management will be actively involved with employees in establishing and maintaining an effective safety program.
- The agency will develop and provide targeted training and certification to cover situations where such training is not readily available outside the agency.

The primary responsibility for the coordination, implementation, and maintenance of our Workplace Safety and Loss Prevention Program has been assigned to:

Chief Operations Officer
Telephone: 850-617-9641

APPROVED BY:

Eric Sutton
Executive Director

November 9, 2017
Date

SAFETY AND LOSS PREVENTION GOALS

- Minimizing risk and maximizing safety of tasks through Job Safety Analysis.
- Performing accident investigations and incident reviews to determine root causes and prevent or minimize risk of reoccurrence.
- Performing formal and informal safety inspections of facilities and equipment to identify hazards.
- Taking corrective action to eliminate or minimize hazards to an acceptable level.
- Developing and instituting safety training for high risk activities and work-related duties.
- Ensuring all levels of leadership are committed to a culture of safety.
- Implementing a Loss Prevention Management program to minimize risk of loss throughout FWC.

Section 1 – SAFETY AND LOSS PREVENTION PROGRAM ORGANIZATION AND RESPONSIBILITIES

A: Safety Program Coordinator (SPC), Chief Operations Officer

[Section 284.50\(1\), F.S.](#), provides that the head of each department (agency) of state government, except the Legislature, shall designate a safety coordinator.

Responsibility for the overall implementation of FWC’s Safety and Loss Prevention Program is assigned to the SPC. The SPC has the responsibility, under the authority and supervision of the Executive Director, of ensuring the following:

- Establish FWC’s Safety Advisory Board (SAB) and conduct, at a minimum, quarterly SAB meetings.
- Ensure scheduled and unscheduled inspections are completed to identify and correct unsafe working conditions, giving special attention to detecting serious concealed dangers.
- Authority to advise Divisions and Offices (DO) to stop hazardous operations where jeopardy of life or major property damage is imminent.

B: Safety Program Manager

The Safety Program Manager (SPM) is the person delegated by the SPC to implement and maintain FWC’s Safety and Loss Prevention Program. The SPM shall:

- Ensure safety information and assistance is provided to all DO.
- Establish, maintain and communicate safety policies and procedures, directives and guidelines.
- Assist in establishing and maintaining a healthy and safe working environment free from unacceptable risks, complying with federal and state health and safety guidelines; and in compliance with applicable standards, best practices, codes, and regulations.
- Review various reports and statistical analyses and make recommendations to the Safety Advisory Board.
- Recommend general safety education and training programs.
- Coordinate and schedule safety trainings (i.e., ATV, Airboats, Watercraft, Trailer Operations, and Swamp Buggies), and communicate their availability to FWC employees.

- Assist with job safety analysis, which includes providing training, determining needs for protective equipment, and assessing job-related health and safety issues.
- Maintain the FWC Safety Portal.

C: Safety Advisory Board (SAB)

- FWC's Business Leadership Team will serve as the SAB per Internal Management Policies and Procedures (IMPP) 5.2 Workplace Safety and Loss Prevention Program.
- The SAB shall establish a Workplace Safety and Loss Prevention Manual. This manual establishes safe working conditions and practices for all FWC employees, enhances occupational safety and health conditions for employees and promotes education and awareness.
- The SAB shall meet at least quarterly, review identified safety issues, and establish or approve policies, procedures and training to help improve safety for FWC personnel.

D: Agency Safety Team (AST)

An Agency Safety Team (AST) will be established when the need arises to develop Job Safety Analyses for new, complex and high-risk tasks. In addition, an AST may be formed to develop or revise current safety trainings, policies and procedures. The AST shall consist of subject matter experts related to the task or training being reviewed as well as the SPM. Upon completing the assigned task, the AST will present its recommendations to the SAB for final review and approval.

The AST shall:

- Create and review Job Safety Analyses for new, complex and high-risk tasks.
- Form when the need arises for a team of subject matter experts related to safety training development or curriculum review.

Although the AST does not establish policy, it is tasked with the responsibility of providing recommendations to the SAB regarding employee/volunteer/guest/visitor health and safety. Recommendations requiring approval shall be submitted to the SAB who should issue a response to each written recommendation of the AST.

SECTION 2.0 - Program guidelines

A: Health and Safety-Related Information

The following safety-related posters (available through HR) should be maintained on bulletin boards in all FWC Facilities:

- Notice of Workers' Compensation Carrier
- First Aid Kit/AED Locations
- High Risk Exposure Notice

B: General Employee Safety Guidelines

The following safety guidelines have been prepared to assist FWC employees in their daily work activities. These guidelines have been designed to raise awareness and increase understanding of potential dangers in the work place. Employees should review safety guidelines often and exercise good judgment in the performance of their duties. New employees will be introduced to IMPP 5.2 Workplace Safety and Loss Prevention as well as the Workplace Safety and Loss Prevention Manual as part of required training.

Employees should take a proactive role in the following:

- Practicing established workplace safety procedures at all times.
- Proper use of required clothing and personal protective equipment.
- Taking initiative for his/her own health and safety and the health and safety of co-workers.
- Identifying and reporting potential unsafe conditions and work practices to their supervisor or chain of command immediately.
- Complying with procedures contained in this manual and other rules, policies and procedures identified by the respective Division/Office and operating unit.
- Updating their emergency contact information in People First and work area.
- Following FWC's IMPP 5.2 and Workplace Safety Loss and Prevention Manual.
- Knowing where fire alarms, fire extinguishers and first aid kits are located near their work area.

Employees are encouraged to report all hazardous workplace conditions utilizing the [Web-Based form](#) located on the Safety Portal. All submissions will be reviewed by SPM and the Facilities Director for FWC. Issues or concerns will be forwarded to the appropriate personnel or supervisor.

All employees, particularly those with specific safety-related responsibilities established in this manual, should be familiar with the following policies that are associated with safety matters:

- IMPP 5.2 Safety and Loss Prevention
- IMPP 5.3 Use of Commission Vehicles, Vessels, Equipment, and Aircraft
- [Workers' Compensation Claims](#)

DO's may develop additional safety guidelines based on work procedures (i.e., ergonomics, use of power tools, exposures to biohazards, chemical safety, etc). Supervisors may contact the SPM for assistance.

Required Programs

Airboat
ATV
Watercraft
Trailer
Diving/Snorkeling
Facility Inspection
Respiratory Protection
Blood Borne Pathogen
Lock Out/Tag Out
Fire Prevention
Chainsaws

Recommended Programs

Emergency Action Plan
Distracted Driving
General Office Safety
Hearing Conservation
Powered Industrial Trucks/Forklifts
CPR/First Aid
Ergonomics

SECTION 3.0 - HEALTH AND SAFETY TRAINING

A: Purpose

Health and safety training is a required component of the FWC safety plan offered to all employees. The objectives of this training include:

- Familiarization with FWC safety policies and workplace practices
- Decreasing the potential for incidents and injuries in the workplace
- Minimizing operating costs and maximizing productivity
- Achieving compliance with federal and state regulations

B: Training

Supervisors are responsible for ensuring employees receive health and safety training, which includes general safety procedures training, job-specific training, periodic retraining and updated training as required by process changes, or technological developments. Supervisors are responsible for ensuring employees receive required training in specific areas of job duties (i.e. Trailer Training, ATV Training, etc.).

Safety orientation for all new employees and transfers shall be completed within the first month of employment and shall include, but not be limited to instruction on:

- General safety rules applying to all employees using this manual and other resources.
- Expectations of each employee in the event of workplace emergencies.
- Importance of using safety equipment and devices.
- Procedures for reporting unsafe conditions, and incidents.

Before working unsupervised, employees shall be provided job-specific training to include:

- Safe performance of specific work activities.
- Safe operation and maintenance of all associated tools and equipment.
- Training on all equipment they will be using per IMPP 5.3 Use of Commission Vehicles, Vessels, Equipment, and Aircraft.
- Relevant state and federal regulations.

Retraining will be provided to all affected employees when FWC makes policy changes, when regulations governing the work are changed, when the standardized practice for the industry is modified or after the purchase of new equipment.

C: Training Records

Training records should be kept on employees for the duration of their employment. This includes, but is not limited to: Trailer Training, ATV Training, Swamp Buggy Training, Airboat Training and Watercraft Training. Records should be maintained by Human Resources and the SPM.

SECTION 4.0: FIRST AID AND EMERGENCY TREATMENT

A: First Aid Training

All staff are encouraged to receive training on first aid procedures. Employees who are First Aid/CPR certified are highly encouraged to take the FWC [Blood Borne Pathogen Exposure Control Plan](#) training.

Supervisors may also provide other safety training based on employee requests and information supported by data from injuries and incidents.

B: Minor First Aid Treatment

First aid kits will be accessible to all employees and be kept in work areas, vehicles, watercraft and aircraft. Employees who sustain an injury or are involved in an incident requiring minor first aid treatment, should take the following steps in the appropriate order for each situation:

- Inform your supervisor or chain of command.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used indicate usage on the Incident Review Report.
- Provide details for the completion of the First Report of Injury or Illness through the Agency's Workers Compensation Provider.
- Be prepared to assist with an Incident Investigation.

C: Non-Emergency Medical Treatment

Employees who sustain non-emergency work-related injuries or illnesses requiring professional medical assistance, beyond first aid treatment, will do the following:

- Inform your supervisor or chain of command immediately.
- Proceed to the medical facility as instructed by the workers' compensation carrier.
- Supervisors/Co-Workers should assist worker to medical facility if needed.
- Provide details for the completion of the First Report of Injury or Illness through the Agency's Workers Compensation Provider.
- Be prepared to assist with an Incident Investigation.

D: Emergency Medical Treatment

Employees who sustain work-related injuries requiring emergency medical treatment, should do the following:

- Call 911 immediately.
- Supervisors/Co-Workers should assist the injured or ill employee.
- Ensure there are no immediate dangers that pose risk of injury to additional employees.
- Provide First Aid/CPR only if qualified.
- Inform your supervisor, or chain of command of the situation.
- Provide details for the completion of the First Report of Injury or Illness through the agency's Workers Compensation Provider.
- Be prepared to assist with an Incident Investigation.

E: Blood-Borne Pathogen Exposure Control Plan

All employees will complete [Blood-Borne Pathogen Exposure control training](#).

F: Emergency Contacts

Emergency phone numbers should be posted in conspicuous places in all work locations. Emergency Contact information should be reviewed quarterly for currency and accuracy.

SECTION 5.0: EMERGENCIES AND FIRE SAFETY

During an emergency that demands immediate action an organized effort should be made to protect personnel from injury and to minimize property damage. Each supervisor will know emergency protocol for their area and ensure that their employees understand their roles in an emergency. Emergencies include natural disaster, bomb threats, fire, active shooter, large-scale environmental damage, and other threats to FWC staff safety.

A: Floor Warden Coordinator

Each facility, whether FWC owned or leased, shall have at least one appointed Floor Warden Coordinator to manage the facilities Floor Warden Program. The coordinator works with DO leadership to appoint floor wardens and alternate floor wardens. The number of floor wardens needed is based on the size of the work area.

Floor Warden Coordinator responsibilities include, but are not limited to:

- Working with DO leadership to appoint primary/alternate Floor Wardens.
- Determining evacuation routes and rally points.
- Maintaining a master copy of facility employee roster.
- Ensuring Floor Wardens are knowledgeable of evacuation routes and rally points.
- Ensuring Floor Wardens conduct roll call immediately after facility evacuation and prior to releasing staff back to work.
- Ensure that Fire Drills are conducted at least annually.
- Take note of any program deficiencies and work with SPM to resolve as soon as possible.

B: Floor Wardens

Floor Warden Responsibilities include, but are not limited to:

- Training in emergency evacuation procedures and fire prevention techniques.
- Ensuring employees in their assigned area know the evacuation routes and rally points.
- Responsible for assisting employees and visitors evacuating during emergencies and drills.
- Maintaining an Employee Evacuation Checklist containing the name of each employee located in his/her assigned area in order to take roll during each evacuation. The checklists are to be posted in a conspicuous location close to the main exit so roll calls can be taken even if the warden and alternate are not in the office. Completed checklists are to be turned in to the Floor Warden Coordinator after each evacuation.

C: First Observer

When encountering a medical emergency, the employee who discovers the emergency should:

- Dial 911 for Emergency Services or have a co-worker call.
- Proceed with First Aid or attempt to control the accident/incident **only if** (1) properly trained in First Aid or the emergency response necessary to control the accident/incident, and (2) using medical gloves and other personal protective devices or appropriate barriers if exposure to body fluids is likely (in accordance with Blood-Borne Pathogen Control Plan)
- Direct first responders to where the accident/incident occurred, inform them of any hazards within the area, provide any other information to help avoid further injuries, and do as the first responder requests.
- Report the emergency immediately to a supervisor, including a description of what happened, the specific location, and description of injuries.

D: Fire Prevention and Protection

All DOs will ensure the following occurs:

- The installation, inspection and maintenance of fire extinguishers, smoke detectors, and other applicable fire protection features are performed and documented by appropriate personnel.
- Fire prevention and emergency response training/drills to be conducted at each FWC facility, at least annually via the Floor Warden Program.
- A written protection plan to include site-specific procedures for emergency action and fire safety (Emergency Action Plan).

Employees shall conduct their duties in such a way as to minimize the possibility of injury. This means applying general housekeeping and hazardous material storage rules such as; keeping combustibles (paper, accelerant chemicals, gasoline and other solvents, etc.) separate from ignition sources (matches, electrical connections, heaters, etc.), using designated smoking areas and avoiding accumulation of combustible materials.

Supervisors will ensure their personnel are properly instructed regarding:

- Potential fire hazards associated with work/work areas.
- Precautions for minimizing fire hazards in and around work areas.
- Emergency Procedures in the event of a fire.

SECTION 6.0: REPORTING INCIDENTS

A: Identifying an Incident versus an Accident

Per [s. 440.02, F.S.](#) – “Accident” means only an unexpected or unusual event or result happening suddenly.

An accident is:

- When an injury to or loss of FWC employees occurs.
- When damage to or loss of FWC property occurs.

All accidents are required to be investigated per [Section 284.50\(1\)\(c\), F.S.](#)

An incident is described as:

- A "close-call" that did not, but could have, caused injury or damage to FWC property.
- An occurrence of seemingly minor importance that could lead to serious consequences.
- Something happening not in the usual course of things, not relating to the main design and not according to expectation.

Employees are required to report all job-related accidents/incidents to their supervisor. Formal incident reporting requirements are described below:

- Workers’ Compensation Claims addresses the following reporting requirements: Injury, occupational illness, or death associated with the performance of work duties by employees.
- Insurance Coverage addresses the following reporting requirements: Public injury, death, and/or property damage related to FWC operations or facilities.
- Internal Reporting through Property Analysts and Supervisors addresses the following: FWC property that is damaged by accident, whether it is to be repaired or replaced, and regardless of whom caused the damage.

Supervisors will report all major incidents and accidents through their Section Leader as soon as possible. Management will report major incidents or accidents to SPM, Human Resources, and specific DO Executive Leadership.

B: Incident Review Process

The purpose of an incident review is to identify the cause and circumstances of the incident, thereby allowing the development of remedies to prevent reoccurrence. Every incident will be closely reviewed by supervisors and SPM.

Whenever possible, the immediate supervisor or designee should conduct an incident review at the location where the incident occurred. Management is responsible for seeing the incident review is conducted, reports are being properly completed and any recommendations are being addressed. Supervisors may use the following investigation procedures:

- Implement temporary controls to prevent any further or potential injuries.
- Where possible, preserve the site of the incident and quickly gather evidence likely to change or move.
- Document the area (i.e. photograph).
- Identify and interview not only each witness, but anyone else who might provide insight into the causes of the incident.
- Review the equipment, operations and processes to gain an understanding of the situation.

- After analyzing all the relevant information carefully, including unsafe conditions and unsafe actions, make informed conclusions based on the evidence.
- Within seven days from date of incident, complete a written report to include recommendations for corrective action.
- Submit report to SPM and DO safety officer (if in place).

Attachment II of this document is a standard [Incident Review Report](#).

C: Recordkeeping Procedures

Human Resources will be responsible for maintaining all employee incident, illness and injury records for the current calendar year, plus the past three calendar years, to include:

- Incident Review Reports
- Workers' Compensation Notice of Injury Reports

SECTION 7.0: LOSS PREVENTION MANAGEMENT PROGRAM

Loss prevention management is the application of professional management skills to control loss from the risks of doing business. Loss prevention management involves prevention, reduction and control of occupational injury and illness, property damage (including fire and explosion), security breaches (thefts), liability (auto, general, civil rights, discrimination), exposures (heat, noise, chemicals, hazardous materials) and recognition and elimination of hazards through safety awareness. FWC's Loss Prevention Management Program is a comprehensive approach designed to provide for a safe and healthful work environment in direct support of management's Loss Control Management policy.

A: Loss Prevention Management Goals:

- The identification and evaluation of all loss exposures through self-inspection based on reviews of all Commission activities.
- Development and implementation of a comprehensive Safety and Loss Prevention plan to reduce the number and costs of injuries, occupational illnesses and property damage related to incidents.
- The implementation of a methodology to address and reduce the following "costs" to the Commission that occurs as a result of incidents:
 1. **Direct costs**, include:
 - Wages paid to absent employees
 - Workers' compensation benefits
 - Life insurance and survivor benefits
 2. **Indirect costs**, which are "hidden". Uninsured costs may cause a disruption of the workplace, including the following:
 - Hiring and firing personnel
 - Re-training of injured employees
 - New training costs
 - Production delays or interruption
 - Reduced work quality and productivity
 - Clerical time
 - Reduced employee morale
 - Property damage
 - Physical and vocational training

SECTION 8.0: Facility Inspections

Facility self-inspection programs constitute one of the most important blocks on which to build a successful health and safety program.

The purpose of the facility self-inspection program is two-fold:

- Systematically identifying conditions and or practices, which have the potential to cause injury/illness to employees and the public or cause significant property damage.
- Implementing effective corrective action to eliminate or reduce unacceptable conditions and or practices.

DO's are responsible for self-inspections of their areas and facilities. Informal self-inspections should be conducted daily by all staff simply by observing conditions in their work environment (situational awareness). Hazardous conditions should be corrected and immediately reported to the appropriate supervisor.

Formal self-inspections will be conducted on a periodic per [Section 284.50\(1\)\(b\), F.S.](#) A general [Facility Inspection Checklist](#) can be found on the [Safety Portal](#), however some DO's may require additional inspection criteria based on unique facility needs. DO's will be responsible for developing checklists for any additional criteria required. These checklists will be submitted to SC/SPM for approval. Formal self-inspections will be conducted semi-annually, or more often if needed, for certain facilities or equipment. Some inspection items may be incorporated in the daily, weekly or monthly maintenance schedules.

A corrective action plan shall be developed upon completion of all safety inspections, including a time frame for completing the correction. DO's are responsible for submitting appropriate reports and records on self-inspections and sharing information as appropriate.

Access to the [Facility Inspection Checklist](#) is available through the [Safety Portal](#).

SECTION 9.0: JOB SAFETY ANALYSIS (JSA)

A well-prepared and effectively implemented JSA will provide for integration of accepted health and safety principles and practices into a particular operation, as well as reduce or prevent workplace injuries and illnesses. FWC's JSAs will be centrally located on the [Safety Portal](#) for ease of access to all agency employees.

A: Conducting the JSA

To conduct a JSA, each step of the job or task is broken down and examined to identify potential hazards. Once the hazards are identified, steps identified to eliminate or reduce each hazard. There most common stages in conducting a thorough JSA are:

- Select the job to be analyzed.
- Break the job down into its basic sequence of steps.
- Identify each potential hazard associated with the job.
- Determine preventative measures that prevent or reduce the hazards.

Access to the [JSA Database](#) is available through the [Safety Portal](#).

Factors to be considered in assigning a priority for a job hazard analysis include the following:

- **Incident frequency and severity** - Jobs where frequent incidents occur or disabling injuries result.
- **Potential for severe injuries** - The consequence of an incident is potentially severe.
- **Newly established jobs** - Due to lack of experience in these jobs, hazards may not be obvious.
- **Modified jobs** - New hazards may be experienced with changes in job procedures.
- **Infrequently performed jobs** - Workers may be at greater risk when undertaking non-routine jobs.

ACRONYMS AND ABBREVIATIONS

| | |
|--------|---|
| AST | Agency Safety Team |
| CPR | Cardiopulmonary Resuscitation |
| FWC | Florida Fish and Wildlife Conservation Commission |
| F.A.C. | Florida Administrative Code |
| F.S. | Florida Statutes |
| IMPP | Internal Management Policies and Procedures |
| JSA | Job Safety Analysis |
| NFPA | National Fire Protection Association |
| OSHA | Occupational Health and safety Administration |
| PPE | Personal Protective Equipment |
| SAB | Safety Advisory Board |
| SPC | Safety Program Coordinator |
| SPM | Safety Program Manager |

ATTACHMENTS:

| | |
|----------------|---|
| Attachment I | <u>SAMPLE EMPLOYEE SAFETY TRAINING RECORD</u> |
| Attachment II | <u>INCIDENT REVIEW REPORT</u> |
| Attachment III | <u>NOTICE OF UNSAFE CONDITION</u> |
| Attachment IV | <u>Facility Self-Inspection</u> |
| Attachment V | <u>EMPLOYEE JOB SAFETY ANALYSIS</u> |

PORTAL SITES:

- [FWC Safety Portal](#)
- [FWRI Safety Portal](#)
- [FWC Online Learning](#)