

MANAGEMENT COMMITMENT AND INVOLVEMENT

- (a) “The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority and provide the financial resources to correct unsafe conditions. Similarly, 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 termination of employment.”
- (b) “The primary responsibility for the coordination, implementation and maintenance of our workplace safety program has been assigned to: Mark Yawberg, Maintenance Foreman, (941) 756-7177.
- (c) “Senior management will be actively involved with employees in establishing and maintaining an effective workplace safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department’s employee representative in ongoing safety and health program activities, which include: promoting safety committee participation; providing safety and health education and training; and reviewing and updating workplace safety rules, policies, and procedures.”

SAFETY COMMITTEE

- (a) “A safety committee has been established to recommend improvements to our workplace safety and health program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization: Mark Yawberg, all Maintenance employees and the Maintenance Trustee of the board of Trustees.
- (b) “The safety committee shall determine the schedule for evaluation the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.”
- (c) “The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation

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findings, and inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.”

- (d) “The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.”
- (e) “The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.”
- (f) “The safety committee will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that is effective, and that it is documented.”
- (g) “The minutes of meetings revealed the following: Date, time and location of meeting; Persons attending meeting (NAME OF ALL PERSONS IN ATTENDANCE); Action items from the previous safety committee meeting; Review of accidents since the previous meeting; Recommendations for prevention; Recommendations from anonymous employees; Suggestions from employees; Recommended update to safety program; Recommendations from accident investigation report; and Safety training recommendations.:

SAFETY AND HEALTH TRAINING

- (a) “Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to copy of this safety and health manual, through his or her supervisor, for review and future reference, and will be given a personal copy of safety rules, policies, and procedures pertaining to their job. Supervisors will ask questions of employees and answer employees’ questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. Employees will receive instructions from their supervisor that compliance with the safety rules described in the workplace safety manual is required.”
- (b) Supervisors will initially train employees on how to perform assigned job tasks safely.

Supervisors will carefully review with each employee the applicable, specific safety rules, policies, and procedures that are described in the workplace safety manual.

Supervisors will observe employees performing the work. If necessary, the

supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before employees are permitted to do the work without supervision. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

Supervisors will review safe work practices with employees before permitting new, non-routine, or specialized procedures to be performed.

- (c) “All employees will be retrained periodically on safety rules, policies, and procedures and when changes are made to the workplace safety manual. Individual employees will be retrained after a work related injury caused by an unsafe act or work practice occurs and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.”

FIRST AID PROCEDURES

- (a) “First aid kits are kept in the large kitchen, janitor room, back of large hall, maintenance building, woodshop, maintenance closet in the activity center, pool deck, pool equipment room, office and eye wash equipment is kept in the maintenance office. All golf carts have a small first aid kit. If you sustain an injury or are involved in an accident requiring minor first aid treatment, inform your supervisor and administer first aid treatment to the injury or wound. If a first aid kit is used, indicate usage on the accident investigation report. Provide details of the accident to your supervisor for the completion of accident investigation report. For non-emergency work related injuries you sustain an injury requiring treatment other than first aid, inform your supervisor and proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary. If you sustain a severe injury requiring emergency treatment call for help and seek assistance from a co-worker. Employees should use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.”
- (b) “Each employee will receive training and instructions on our first aid procedures. Employees should wash minor cuts and abrasions with mild soap and water and cover with a clean dressing from the first aid kit. For larger wounds, stop bleeding by pressing directly on the wound using a bandage or cloth and have co-worker use the posted emergency telephone numbers to call for medical assistance.
- (c) “Employees may obtain medical and emergency assistance by using the telephone in your work area and dialing the safety coordinator, Mark Yawberg, (941) 756-7177; or Manatee Memorial Hospital, (941) 745-5111; or Fire Department, 911; or ambulance, 911; or Police, 911.

ACCIDENT INVESTIGATION

- (a) “Accident investigations will be performed by the supervisor of the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will implement temporary control measures to prevent any further injuries to employees. The supervisor will review the equipment, operations, and processes to gain an understanding of the accident situation. The supervisor will identify and interview each witness and any other people who might provide clues to the accidents causes. The supervisor will investigate causal conditions and unsafe acts and make conclusions based on existing facts. The supervisor will complete the accident investigation report, provide recommendations for corrective actions, and indicate recommended changes or additions to the workplace safety rules. The supervisor will indicate the need for additional or remedial safety training.”

- (b) “Name (NAME OF INJURED EMPLOYEE); Time (TIME OF INJURY); Date (DATE OF INJURY); Accident description; Location of Accident; Age (AGE OF INJURED EMPLOYEE); Job Title; Length of Experience on job; Length of Service with Company; Area Supervisor; Nature of Injury; Body Part Affected; Cause of Accident; Unsafe Acts or Conditions; Safety Training Provided; Interim Corrective Action Taken to Prevent Recurrence of Accident; Recommendations for Follow-Ups and Long-Term Corrective Action; Safety Training Conducted or Requested; Follow-up Taken by Safety Coordinator.

RECORDKEEPING

- (a) “The safety coordinator will give the office manager all employees accident and injury records and they will be maintained and filed by the office manager. Completed accident investigation records, notice of injury forms, and log and summary of occupation injury and illness forms will be maintained by the office manager for three years.

SAFETY RULES, POLICIES, AND PROCEDURES

- (a) “The following general job-specified safety rules apply to

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