



The City of Alachua Experience: Implementing and Sustaining a Culture of Safety

FMEA

Energy Connections Conference & Trade Show

Thursday, October 25th, 2018



2015

City of Alachua Commission committed to a shared vision and the financial resources to implement a new culture of safety

2016

Safety Specialist hired

A collaborative effort was initiated to establish a new culture of safety at the City of Alachua. A comprehensive and continuing evaluation of the Safety Program was established leading to major modifications of the existing program



- ❑ The Safety Manual developed into a separate stand alone document from Personnel Policies & Procedures

- ❑ The Safety Program was removed from the Code of Ordinances and created as a living document by order of the City Manager

- ❑ The new Safety Program emphasizes the commitment of management to enhance the culture of workplace safety and allows for timely administrative updates rather than City Commission action



- ❑ Each employee signs a receipt of Safety Manual and accepts personal responsibility for safety of self and others
- ❑ The safety motto is “One looking out for all, all looking out for one”



- ❑ Safety training for all City employees based on risk and needs assessments by all. The safety award program will be talked about later
- ❑ Demonstrated skill deficiency vs careless disregard for established safe working procedures. Both require training
- ❑ Key safety stakeholders are identified in all areas and carry a huge responsibility for the success of the Safety Program
- ❑ “New Hire” safety orientation training for all on first day – job specific and generalized



Safety Committee

- ❑ Safety Committee created to provide knowledgeable assistance for accomplishing safe work and health related conditions. Committee members must be leaders by example

- ❑ Convince all employees through awareness and training they are primarily responsible for the prevention of workplace accidents and reducing the risks of workplace injuries and accidents. Evaluation and risk assessment in all areas is continuous

- ❑ Employee Workplace Safety Suggestion Award

- ❑ Safety Program and Wellness connection

Safety Teams

- ❑ Celebrating Successes / Safety Lunches / Team Building



Accident Reporting Process

☐ Accident Investigation

1. 121. Accident Investigation and Initial Report (IR)

A. Accident is defined as an incident, within or without municipal limits, on public or private property, where city or private property is damaged, an employee or non employee is injured, and an employee, in an official capacity or city property may somehow be alleged to be related to damage to property or injury.

B. All Accidents are to be documented immediately after the occurrence.



Accident Reporting Process cont.

- ❑ Do not discuss the accident, liability, fault, damages or City insurance coverage details
- ❑ Identify and refer all questions to Safety Specialist
- ❑ Photographs
- ❑ Post-accident drug screening



Accident Reporting Process cont.

Accident Review Panel (ARP) – (fact finding, not fault finding)

- a. Not an accident
- b. Preventable
- c. Non-Preventable
- d. No finding
- e. Exception



Personal Protective Equipment (PPE)

- ❑ Education and Training (Compliance)
- ❑ Monthly safety focus – City Newsletter, safety boards, leadership, team meetings, global emails
- ❑ Workers Compensation



Motor Vehicle Operations

- ❑ Training and ongoing risk assessment for accident prevention

Vehicle Inspections

- ❑ Weekly inspection / documentation with monthly reporting / accountability
- ❑ Use of technology for Vehicle Inspections



Safety Program Improvements

- ❑ Bloodborne Pathogens Exposure Plan and Training
- ❑ Emergency Operation Plan (EOP) / City Facilities
- ❑ Hurricane Preparedness
- ❑ Safety and Health Training for City Sponsored Special Events (July 4th Celebration)
- ❑ Florida League of Cities Resources (FLC)



Safety Programs Improvements cont.

- Ongoing Networking, Research and Training (Get better everyday)
- Annual Inspection of City Facilities and Parks
- AHA Heartsaver CPR AED and First Aid Training
- Sustain the Culture of Safety by Modifying and Updating the Safety Program and Policies for continuous improvement



Connecting Wellness with Workplace Safety

- ❑ Continuing to develop a culture of Safety and Wellness with Florida Municipal Insurance Trust (FMIT) Group Health and Risk Management specialists and managers is a prominent part of discussion throughout every policy year
- ❑ Recognized Safety Program and Drug Free Workplace are responsible for a reduction in Workers Compensation premiums
- ❑ FMIT Safety Grant is maximized
- ❑ 2018/2019 83% of City of Alachua employees participated in the wellness program
- ❑ Annual Health Fair includes Immunization, Health Screening and wellness vendors



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