

ATTACHMENT A

Civil Service Committee Directive

Safety & Accident Prevention Manual Rebuild Project

Item	Description
Prepared for	Civil Service Committee and City Manager
Purpose	Direction document to attach to the existing Safety & Accident Prevention Manual
Status	Working directive for committee review and recommendation
Meeting date	June 30, 2026

1. Purpose of This Attachment

This attachment establishes the scope, process, deliverables, and reporting expectations for rebuilding the City of Madeira Beach Safety & Accident Prevention Manual. The intent is to move from a legacy safety-rule booklet to a current safety management program that can be implemented, trained, documented, and audited across City departments.

2. Reason for Rebuild

- The current manual contains useful baseline rules, but it needs modernization, current terminology, current internal contacts, forms, training requirements, and department-specific procedures.
- The manual should be rebuilt around actual City risk exposure: Public Works, facilities, vehicle and equipment operations, right-of-way work, special events, marina and waterfront work, storm response, chemical handling, administrative office safety, and public-contact risks.
- The rebuild should distinguish between policy, procedure, training, forms, and technical appendices. Mixing all of these into one undifferentiated manual will make the final product harder to maintain and enforce.
- The committee should not merely retype or edit the existing manual. The expected product is a structured replacement manual with appendices and an implementation plan.

3. Guiding Objectives

- Protect employees, residents, visitors, contractors, and City property.
- Create a consistent Citywide safety framework while allowing department-specific procedures where needed.
- Improve incident, near-miss, vehicle accident, and property-damage reporting.
- Reduce workers' compensation exposure, vehicle claims, operational downtime, and preventable injuries.
- Create clear supervisor accountability for inspections, training, corrective action, and follow-up.
- Build a manual that can be reviewed annually and updated without recreating the entire program.

4. Required Review Areas

At minimum, the rebuild shall evaluate and address the following areas. The committee may combine topics, but each area must be considered and either incorporated, assigned to a department appendix, or documented as not applicable.

Review Area	Expected Coverage
Program governance	Policy statement, roles, Safety Committee, annual review, recordkeeping, enforcement, employee acknowledgement.
Incident reporting	Injury, illness, first aid, near miss, property damage, vehicle accident, supervisor investigation, corrective action, return-to-work coordination.
Emergency action and fire prevention	Evacuation, accountability, fire prevention, extinguishers, severe weather, hurricane response, generators, fuel storage.
Hazard communication/SDS	Chemical inventory, Safety Data Sheets, labeling, secondary containers, storage, spills, contractor chemicals.
PPE, respiratory, hearing, and exposure controls	PPE hazard assessment, issuance, training, respirators, hearing protection, bloodborne pathogens, biological exposure.
Fleet and mobile equipment	Driver eligibility, distracted driving, backing, spotters, trailers, utility carts, pre-trip inspections, post-accident procedures.
Right-of-way and traffic control	Temporary traffic control/MOT, flagging, cones, signage, high-visibility apparel, pedestrian protection, night work.
Excavation and trenching	Competent person, utility locates, cave-in protection, access/egress, spoil placement, barricades, inspection.
Confined space	Space inventory, permit classification, atmospheric testing, ventilation, attendants, rescue planning, contractor coordination.
Lockout/tagout and electrical safety	Hazardous energy control, equipment-specific procedures, panels, generators, pumps, shop equipment, energized work restrictions.
Tools, ladders, shops, and facilities	Machine guarding, hand/power tools, ladder selection, housekeeping, storage, maintenance, shop inspections.
Heat, weather, and storm work	Heat illness prevention, hydration, shade, acclimatization, lightning, flooding, debris, fatigue, post-storm field risks.
Contractor safety	Pre-work safety submittals, site orientation, permit coordination, incident reporting, stop-work authority, insurance/risk coordination.
Workplace violence and public contact	De-escalation, threatening behavior, field visits, code/enforcement situations, law-enforcement support, reporting.

5. Recommended Rebuild Process

Phase	Target	Committee Work Product
ACTION ITEM		Choose committee Lead to speak with department heads one on one
Phase 1: Organize and Inventory	Weeks 1-2	Project calendar, departments to interview, current forms, current training records, incident/claim history categories, equipment lists, chemical lists, and high-risk operations. <i>*Committee Lead to work with Asst. to City Manager on project calendar and interviews.</i>
Phase 2: Department Hazard Review	Weeks 2-4	Interview directors and supervisors. Walk key work areas. Document tasks, hazards, current controls, training gaps, and procedures that are missing or outdated.
Phase 3: Gap Matrix and Priorities	Weeks 4-6	Prepare a risk-ranked gap matrix (see below sec. 6). Identify immediate interim controls and items requiring HR, legal, carrier, or budget review.
Phase 4: Draft Framework	Weeks 6-8	Prepare the replacement table of contents, section ownership, and first set of forms/checklists.
Phase 5: Technical Review	Weeks 8-10	Route the draft to HR/Risk, City Attorney, workers' compensation/risk carrier, Department Directors, and subject-matter reviewers.
Phase 6: Final Committee Recommendation	Weeks 10-12	Submit a recommendation package to the City Manager with redline issues, unresolved decisions, priority implementation schedule, and training needs.
Phase 7: City Implementation	Weeks 12-14	City Manager will finalize the recommended package from Civil Service Committee. HR will issue new policy to all employees and will schedule meetings with each department to go over the new policy.

6. Gap Matrix Template

Item	Observed Gap	Risk Level	Affected Areas	Owner	Recommended Action
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Example	Hazard Communication section still uses legacy terminology and needs current SDS/labeling/chemical inventory structure.	Medium	Citywide	HR/Risk + Departments	Update section; build chemical inventory; confirm SDS access points; train affected staff.

7. Immediate Interim Controls to Consider

The committee should identify items that should not wait for full manual adoption. These should be reported to the City Manager as interim controls or temporary directives.

- Update emergency contacts, workers' compensation reporting instructions, approved medical provider list, and after-hours reporting procedure.
- Confirm that all departments have current Safety Data Sheet access and current chemical inventories.
- Require Job Hazard Analysis for non-routine, high-risk, storm-response, excavation, confined-space, hot-work, and right-of-way work until the manual is replaced.
- Confirm current traffic-control/MOT expectations before any work in or adjacent to active public streets, parking areas, sidewalks, or pedestrian routes.
- Confirm no employee enters a permit-required confined space without a current written procedure, trained roles, atmospheric testing, ventilation, and rescue planning.
- Confirm excavation/trenching work is supervised by a competent person and that cave-in protection and safe access/egress are addressed before work begins.
- Confirm heat illness prevention expectations for outdoor crews, including water, shade/recovery, acclimatization, and emergency response.

8. Standards and Reference Materials to Verify

The committee shall not rely on memory or legacy language. It shall verify current requirements and recommended practices using authoritative sources and City-specific reviewers. At minimum, the committee should review:

- Existing City of Madeira Beach Safety & Accident Prevention Manual and any department-specific safety procedures currently in use.
- Florida workers' compensation reporting requirements and the City's current workers' compensation carrier procedures.
- Florida workplace safety program requirements used for workers' compensation ratesetting and program adequacy.
- Current OSHA standards and guidance as an internal benchmark for municipal safety practices, subject to City Attorney and risk-carrier review regarding applicability.
- Current Hazard Communication/Safety Data Sheet requirements and chemical labeling expectations.
- FDOT/MUTCD temporary traffic-control requirements applicable to work in public rights-of-way.
- Risk carrier/loss control recommendations, applicable NFPA references, manufacturer instructions, and department equipment manuals.

9. City Manager Update Format

At each Civil Service Committee meeting where this item is discussed, the committee update to the City Manager should use the following format:

Update Item	Expected Content
Progress since last meeting	Completed interviews, documents reviewed, hazards inventoried, draft sections prepared.
Key findings	High-risk gaps, outdated provisions, duplicated/conflicting policies, missing forms, training gaps.
Decisions needed	Items requiring City Manager, HR, legal, risk carrier, or department director decision.
Interim safety concerns	Issues that require action before the full manual is completed.
Next steps	Work to be completed before the next committee meeting.

10. Final Recommendation Package

The committee’s final recommendation should include the following items in one package:

- Committee transmittal memorandum to the City Manager.
- Current manual condition assessment.
- Risk-ranked gap matrix.
- Proposed replacement table of contents.
- Form and checklist package.
- Implementation schedule and estimated resource needs.
- List of unresolved decisions requiring City Manager, HR, legal, risk carrier, or budget review.

11. Approval Path

1. Civil Service Committee completes review and recommendation package.
2. City Manager reviews scope, priorities, implementation sequence, and budget/resource impacts.
3. HR/Risk reviews workers' compensation, return-to-work, personnel, training, and recordkeeping language.
4. City Attorney reviews legal sufficiency, discipline, drug-free workplace cross-references, contractor requirements, and employee acknowledgement language.
5. Workers' compensation/risk carrier reviews loss-control recommendations and safety-program adequacy.
6. Department Directors review operational feasibility and assign section owners.
7. Final manual is issued by City Manager or other appropriate approval authority, followed by employee training and acknowledgements.

Appendix A - Committee Interview Questions

The following questions should be used when interviewing Department Directors, supervisors, and affected employees:

- What tasks in your department present the highest injury, vehicle, property damage, or public-interface risk?
- Which safety procedures are currently followed but not written down?
- Which existing manual sections are useful and should be retained?
- Which sections are outdated, unclear, impractical, or not followed?
- What training do employees currently receive, and where are the records kept?
- What forms, checklists, permits, or logs are currently used?
- What equipment, vehicles, chemicals, confined spaces, or field conditions require specific procedures?
- What contractor activities create safety exposure for City staff or the public?
- What incidents, near misses, or recurring concerns should the revised manual address?
- What immediate safety controls should be considered before the final manual is adopted?

Appendix B - Training Matrix Template

Employee Group	Training Topics	Frequency	Owner	Record
Public Works Field Staff	HazCom/SDS; PPE; heat illness; traffic control; excavation awareness; tools/ladders; vehicle safety; storm response	Initial and refresher TBD	Department + HR/Risk	Sign-in sheet; LMS record; acknowledgement
Supervisors	Incident investigation; JHA; corrective action; confined-space roles; excavation competent-person where applicable; contractor coordination	Initial and refresher TBD	Department + HR/Risk	Training roster; competency record
Administrative Staff	Office safety; emergency action; fire prevention; incident reporting; workplace violence/public contact	Initial and refresher TBD	HR/Risk	Acknowledgement
Marina/Waterfront Staff	PPE; slip/trip/fall; marine/dock hazards; weather/lightning; public contact; chemical/fuel handling if applicable	Initial and refresher TBD	Department	Training roster
All Employees	Safety policy; reporting; emergency procedures; hazard recognition; employee responsibilities	At hire and annual refresher	HR/Risk	Acknowledgement

Appendix C - Document Control Template

Control Item	Required Entry
Manual owner	HR/Risk or other City Manager designee
Technical section owners	Assigned by department and topic
Review cycle	Annual review, plus interim updates after major incidents, law/standard changes, new equipment, or new operations
Revision log	Date, section changed, reason, reviewer, approval authority
Employee distribution	Electronic location, department posting location if applicable, employee acknowledgement process
Record retention	Coordinate with City Clerk, HR/Risk, and applicable retention schedules