CITY OF MADEIRA BEACH

Citywide Safety and Accident Prevention Manual

Working Draft 0.1 · for Management, Department Director, HR/Risk, City Attorney, and Carrier Review · September 2026

Item	Description
Document	Citywide Safety and Accident Prevention Manual, Working Draft 0.1. This is the rebuilt replacement for the 2015 Safety Operations Manual.
Status	Draft for management, HR/Risk, City Attorney, Department Director, and carrier review. Not final, adopted, or enforceable until approved by the City Manager.
Issuing Authority	City Manager, under Personnel Policy Section XIX.2 (Ordinance 2025-01). Violations are handled under Personnel Policy XI, as XIX.3 already provides.
Project Lead	Human Resources Director, as the City Manager's designee (Safety Manual Rebuild Committee Directive, June 30, 2026).
Structure	Citywide rules live here. Department procedures live in departmental appendices, issued under Personnel Policy XXV.A. Task procedures stay in department SOPs. The evidence: forms, permits, logs. Is in Appendix B.
Bracketed Items	Every *[bracketed]* item is a fact a Department Director will verify or supply during the interviews. Nothing bracketed survives into the adopted manual.
Companion Documents	Authority Crosswalk Workbook (Excel); Director Interview Instructions; Rebuild Project Timeline; the department manuals (Public Works, Marina, Parking, Recreation) and Fire SOPs.
Review Path	Department Directors first, then HR/Risk, then PGIT / Public Risk Underwriters loss control, then the City Attorney, then the City Manager. And only then the Civil Service Commission, for review and comment.
Distribution	Department Directors, HR/Risk, PGIT loss control, City Attorney.

How to Read This Draft

This is Draft 0.1 of the rebuilt citywide manual: a working draft built to be marked up in the director interviews, not a finished document. Three things to know before you start reading. First, wherever another policy already governs a subject: the Personnel Policy, City Code, state law, the Emergency Operations Plan, or one of your own SOPs. This manual points to it and stops. It does not restate what another document already says, and it never modifies one. Second, every *[bracketed]* item is a question for you: a name to supply, a location to confirm, a cadence to set. We will resolve every one of them in the interviews, and nothing bracketed survives into the adopted manual. Third, every rule that says "shall" has been screened against a simple test: can the City name an owner, train it, document it, supervise it, fund it, and enforce it? Where the honest answer was "not yet," the draft says so plainly and states the decision that has to be made. A rule the City adopts but does not follow is worse than no rule at all; it becomes evidence against the City the day something goes wrong.

Contents: Sections 1–14 (Purpose · Roles · Incident Reporting · Hazard Communication · PPE · Tools and Ladders · Vehicles · Right-of-Way and Traffic Control · Excavation · Confined Spaces · Heat, Weather, and Storm Operations · Workplace Violence and Public Contact · Contractor Safety · Emergency Action), then Appendices A through E (authorities index, forms index, training summary, department appendix index, and the interim-controls register).

1. Purpose, Authority, and Scope

1.1 This manual sets the citywide safety rules for the City of Madeira Beach. It exists for three reasons: to keep people from getting hurt, to protect the vehicles and property the City is responsible for, and to put in one place, in writing. The safety rules the City can stand behind. It gives supervisors a single, consistent set of rules to train, document, and enforce.

1.2 The City Manager issues this manual under Section XIX.2 of the Personnel Policy (Ordinance 2025-01), which authorizes the City Manager to develop and publish a Madeira Beach Safety Manual. It is an administrative publication; the Personnel Policy itself needs no amendment.

1.3 Violations are handled through the discipline procedures in Personnel Policy XI, exactly as XIX.3 already provides. This manual creates no separate disciplinary system of its own. *[City Attorney: confirm the discipline interface and any Charter Section 5.7 implications.]*

1.4 The order of authority runs: City Charter, then Code of Ordinances, then Personnel Policy, then this manual, then departmental appendices and SOPs, then forms, checklists, permits, and logs. One rule shapes every page of this document: where a higher authority already governs a subject, this manual cites it and moves on. It never restates a controlling policy, and it never modifies one.

1.5 This manual applies to all City employees. *[Whether it extends to interns, seasonal staff, and volunteers; including volunteer firefighters; is a question for the City Attorney and PGIT before adoption.]* Contractors and vendors are covered in Section 13. PCSO deputies are not City employees; Section 12 deals with coordination, not with the Sheriff’s own policies.

1.6 Florida municipal employees are not covered by federal OSHA, and Florida runs no state plan for public-sector workers. So when this manual cites OSHA, NFPA, the MUTCD as FDOT adopts it, or a manufacturer’s instructions, those are benchmarks the City has chosen to hold itself to. Its adopted standard of care, not laws that automatically bind every employee. Every such citation is subject to City Attorney and carrier review. *[City Attorney: confirm this framing.]*

1.7 If any provision of this manual conflicts with a controlling authority, the controlling authority wins and the provision is read out to that extent. The rules are written to be observable: each one says what a person does, and who verifies it.

2. Safety Roles and Responsibilities

2.1 City Manager. The City Manager issues this manual, funds it, and keeps it alive, directing enforcement through the chain of command and sponsoring the rebuild itself.

2.2 Human Resources Director (the City Manager's designee and project lead). The HR Director runs the program day to day: the annual January review of this manual, citywide training and its records, the incident and near-miss log, the Authority Crosswalk, the Commission update materials, and the working relationships with the City Attorney and the carrier.

2.3 Department Directors. Directors own their departments' compliance. They keep the departmental appendix current, put the competent persons required by Sections 9 and 10 in writing, make sure the department's training actually happens and gets recorded, budget for the PPE and equipment their people need, report incidents under Section 3, and check their crosswalk rows at each annual review.

2.4 Supervisors. Safety rules live or die at the supervisor level, so this manual gives supervisors the concrete duties: supervise compliance daily; require a Job Hazard Analysis before the high-risk tasks listed in Section 11.3 and in the departmental appendix; complete and route incident reports; issue PPE and record it; run and document tailgate training; and stop any work that presents imminent danger, pending the Director's confirmation. *[City Attorney: confirm stop-work authority language for supervisors.]*

2.5 Employees. Employees follow the rules that apply to their work, wear the required PPE, complete their training, and report hazards, near-misses, and incidents immediately through the chain in Section 3. An employee who reports in good faith is protected for doing it. *[City Attorney: confirm retaliation-protection language and its interaction with Personnel Policy XII.]*

2.6 Whether to stand up a permanent safety committee is a management decision this draft deliberately leaves open. *[Deferred. The 2015 manual invented a "Safety Coordinator" nobody could point to, and this rebuild will not recreate a role the City cannot staff. If the City wants a committee, it should be chartered as a management body; never as a Civil Service Commission body.]*

3. Incident Reporting and Investigation

3.1 Injury reporting is governed by Personnel Policy VII.H. "As soon as possible." Workers' compensation itself runs through the City's agreement with the Preferred Governmental Insurance Trust, with claims reported straight to PGCS (Preferred Governmental Claim Solutions): 800-237-6617, answered 24 hours a day; online at pgcs-tpa.com; or wcclaims@pgcs-tpa.com, with hurricane-period claims going to Hurricane@pgcs-tpa.com. AmeriSys handles medical management and return-to-work. This section doesn't touch any of that. It adds the City's internal reporting chain and the forms.

3.2 Here is the chain: the employee tells the immediate supervisor right away, and the supervisor gets it to HR/Risk the same working day. Direct. Never through the Sheriff's Office or anyone else. After hours, use *[after-hours contact procedure and number; to be confirmed by HR/Risk, replacing the 2015 loose-leaf list]*. A few things cannot wait for the chain: a fatality, an in-patient hospitalization, an act or threat of violence, or a structural collapse goes to the City Manager's office immediately.

3.3 Keep the two tracks straight. An employee injury is a workers' compensation matter. An incident involving a participant, patron, visitor, or contractor is a liability matter. Different forms, different routing. Nobody files a participant incident on a workers' compensation form, and nobody files an employee injury as a patron incident. Recreation has run its manual this way for years; the rest of the City is adopting the pattern.

3.4 A near-miss, something that could have hurt someone or broken something but didn't. Goes on the Near-Miss Card to the supervisor the same day. Supervisors log them and pass them to HR/Risk. *[Monthly near-miss review by the designee; cadence to confirm.]*

3.5 Motor vehicle accidents follow this section and Personnel Policy XXVI, which governs. If it happened on the road, PCSO works the scene (Section 12.4), and the internal report is still filed.

3.6 The supervisor investigates every incident, with the designee joining when it warrants, answering three questions: what happened, why, and what keeps it from happening again. Corrective actions go on the incident report with a name and a due date attached to each. If the incident exposed a gap in a procedure, the JHA or the appendix gets updated.

3.7 Four forms carry this section: the Employee Incident Report, the Participant/Patron Incident Report, the Near-Miss Card, and the Motor Vehicle Accident Report. Appendix B lists who owns each, how often it is used, and where the record lives.

3.8 Incident records are kept per the state records schedule, and the incident log lives with HR/Risk. *[Retention series; to be confirmed.]*

4. Hazard Communication (Chemical Safety)

4.1 This section rebuilds the 2015 manual's chemical-safety rules with current terminology. Safety Data Sheets (SDS) and GHS labeling, retiring the old "MSDS" vocabulary for good.

4.2 Every department keeps a current written inventory of the chemicals it uses or stores, in its facilities and its vehicles. *[Inventory record location and annual review date; each department to confirm.]*

4.3 SDSs have to be within reach during the shift: electronically where the department has devices, and in a physical binder *[location(s); each department to confirm]* where it doesn't. A new chemical does not go into use until its SDS is on file and the affected employees know about it.

4.4 Original labels stay intact and legible. Secondary containers get labeled with the product name and its main hazard. An unlabeled container is not used and is not stored.

4.5 Hazard-communication training happens at hire and whenever a new chemical hazard comes in, and it goes on the training roster.

4.6 Fuel handling, spill thresholds, and regulatory notification at the marina fuel dock belong to the Marina appendix. The Ship Store's chemical inventory and SDS location are *[Marina Manager to confirm]*.

5. Personal Protective Equipment

5.1 Each Director completes and keeps a written PPE hazard assessment for the department's operations: task by task, what PPE is required. *[Assessment completion date; to be set by each Director, and updated whenever operations change.]*

5.2 The City provides required PPE at no cost to the employee. Every issuance goes on the PPE Issuance Record, and damaged or worn PPE gets replaced.

5.3 Employees wear the PPE specified for the task, and supervisors verify it. An employee without the required PPE does not do the task until it is provided. That is the whole rule.

5.4 Uniforms, footwear, and attire generally are governed by Personnel Policy XXIV and XXV.B: cross-referenced here, not restated. Where a task needs specific protective footwear or clothing beyond that policy, the requirement lives in the departmental appendix. *[Safety-toe footwear allowance; management decision, budget item.]*

5.5 Anyone working in or next to the traveled way wears high-visibility apparel meeting the adopted standard. See Section 8.

5.6 PPE beyond the citywide baseline: eye, hand, foot, and hearing specifics, dock work, inspection gear. Is listed in each departmental appendix. *[Each department to list.]*

6. Tools, Ladders, and Shop Equipment

6.1 The 2015 manual spent three sections (XI through XIII) on this subject. They are merged here into what every department shares; the tool-by-tool detail belongs in the appendices.

6.2 Inspect tools and equipment before use. Damaged items come out of service, get tagged "DO NOT USE," and get reported to the supervisor. *[Tag stock and disposition; department to confirm.]*

6.3 Ladders: the right ladder for the task, inspected before use, on secure footing, three points of contact while climbing. Nobody stands on a stepladder's top cap or top step, and nobody reaches so far that the ladder's balance depends on it. *[Roof-access and inspection ladders; Code/Building appendix.]*

6.4 Machine guards stay in place while equipment runs, and equipment gets de-energized before anyone services or adjusts it. *[Energy-control (lockout/tagout) written procedure for the Public Works and Facilities shops; still to be documented. Until it exists, nobody services energized equipment except qualified personnel under the Director's written direction.]*

6.5 The old manual's housekeeping prose: window ledges, makeshift seating, toe boards. Reads well and proves nothing. It is replaced by the Facility and Shop Inspection Checklist: work areas, walkways, storage, and egress kept clear, with the checklist completed *[monthly; cadence to confirm]* by *[facility supervisor; owner to confirm]*, and deficiencies logged and corrected.

6.6 Tools and equipment get used the way their manufacturers say to use them. The instructions are an adopted standard of care under Section 1.6, and the manuals are kept *[location; department to confirm]*.

7. Vehicles and Mobile Equipment

7.1 Personnel Policy XXVI governs who uses which vehicle and how; that policy controls, and this section does not repeat it. What follows are the operational safety rules that sit on top of it.

7.2 Before the first trip of the day, operators walk around the vehicle: tires, lights, leaks, damage, load securement, and report defects before using it. A vehicle with a safety defect stays parked until it is repaired. *[Inspection form or application; PW Fleet to confirm.]*

7.3 Seat belts: every occupant, every trip, all positions, including the slow moves around the yard.

7.4 Backing is where a fleet does its damage, so the standard is one standard citywide: a trained spotter when one is available, using the hand signals Fire standardized in SOP 6.5 (cross-referenced here, not duplicated). When there is no spotter, the operator stops, gets out, and walks the backing path before moving. Utility carts follow the same rule. *[Cart-specific rules; Parking and Recreation appendices.]*

7.5 CDL positions follow the FMCSA requirements (49 CFR 382 and related), as Personnel Policy XX already cross-references, with records kept under those rules.

7.6 Any crash involving a City vehicle, on the road or in a facility. Is reported under Section 3. On-road crashes get PCSO on scene per Section 12.4, and the internal report is still filed.

7.7 Engines off during fueling. The marina fuel dock runs under its own appendix and NFPA 30A as the adopted standard.

7.8 Department-specific vehicle rules: take-home arrangements, cart routes, trailer backing. Live in that department's appendix. Where they collide with XXVI, XXVI wins.

8. Right-of-Way Work and Traffic Control

8.1 Work in or next to the traveled way follows the MUTCD as FDOT adopts it for public roads. The City's adopted standard of care. *[Gulf Boulevard corridor: coordination requirements with FDOT and Pinellas County; PW Director to confirm.]*

8.2 No street-adjacent work starts until the traffic control for that task is confirmed in place, and the Traffic-Control Setup Checklist is completed before the work does. (IC-04 is in force now.)

8.3 Everyone exposed to traffic wears high-visibility apparel, per Section 5.5.

8.4 Employees who direct traffic are trained before they do it, *[refresher cadence; PW to confirm]*, and flagger stations conform to the MUTCD.

8.5 Lane closures and permits: *[closure notification and permit coordination points; PW Director to confirm with FDOT and the County.]*

8.6 Evening and night right-of-way work needs its own rules: *[lighting and vehicle strobe standards, to be set with the PW Director.]*

9. Excavation and Underground Utilities

9.1 Before anyone digs, the locate happens: Sunshine 811, Chapter 556, Florida Statutes: dial 811 or file through *[ticket system in use; PW to confirm]*. The disconnected 1-800 number that lived in the 2015 manual is gone. Tickets stay current and get filed with the work order. *[Ticket record location; PW to confirm.]*

9.2 The Director puts in writing who the competent person is: the person who classifies soil, inspects the excavation, and directs the protective systems. *[Public Works; name to be provided; Facilities; name to be provided.]* That person inspects at the start of the shift, after rain or anything else that changes conditions, and as needed thereafter.

9.3 Nobody enters an excavation five feet or deeper, or one with hazard potential, until cave-in protection is in place: sloping, shoring, or shielding per the adopted standard, with spoils and equipment kept back from the edge, a ladder or ramp within 25 feet of anyone in the trench, and utilities located before digging.

9.4 Excavation is on the JHA-required list (Section 11.3; IC-03).

10. Confined Spaces

10.1 The rule in force today: no employee enters a permit-required confined space. That prohibition stays until every piece of this section is real: a written entry procedure, calibrated atmospheric testing, trained entrant/attendant/entry supervisor roles, and a rescue plan. (IC-05.)

10.2 Each department writes down the confined spaces it controls and classifies them. *[Public Works: the stormwater structures and lift stations; inventory to be completed. Facilities: any* *building spaces; to confirm. Marina: any; to confirm. Others: none anticipated.]* The list, with locations, lives in the departmental appendix.

10.3 When the program is funded and running, each entry gets a completed Confined-Space Entry Permit (Appendix B) posted at the space; atmospheric testing before entry and as scheduled, on calibrated instruments *[meters; budget item, TIPS matching-grant candidate]*; the roles trained per the Training Matrix; non-entry rescue planned for the specific space; and Fire Rescue's role confirmed in advance *[Fire Chief to confirm capability and response]*.

10.4 And if the City decides not to fund the program? Then the tasks that require entry get contracted out under Section 13, and the manual keeps the prohibition, which the City can enforce. Instead of a program it cannot staff. *[Management decision with the budget cycle; flag to PGIT loss control.]*

11. Heat, Weather, and Storm Operations

11.1 Every outdoor crew, citywide, works under the same heat rules. Drinking water at the work site. Supervisors schedule rest-and-shade cycles when it is hot *[trigger and shaded locations; each department to confirm; NIOSH and OSHA heat guidance as the internal benchmark]*. New employees and people back from time off get acclimatized over *[the first 14 working days; to confirm]*. Crews use the buddy check for heat-illness signs. And everyone on every crew knows the emergency: confusion, collapse, hot dry skin. Call 911 and cool the person immediately. (IC-07 is in force now.)

11.2 When a thunderstorm is overhead or obviously coming, outdoor work stops, and it stays stopped until *[30 minutes after the last thunder; to confirm]*. Recreation's facilities follow the ThorGuard protocol in that appendix; the marina shelters per its own. *[Watch and warning monitoring method; to confirm.]*

11.3 A Job Hazard Analysis precedes the tasks that earn one: storm response, excavation, confined-space work, hot work, right-of-way work, and anything a departmental appendix adds to the list. The JHA names the task, its hazards, the controls, the PPE, and the supervisor who briefed it. (IC-03 is in force now.)

11.4 The Emergency Operations Plan and the county plan run the storm itself (Chapter 252, Florida Statutes). Cross-referenced. This manual covers the people doing the work while the EOP runs: every downed line is treated as energized until the utility says otherwise; generators sit away from occupied spaces (carbon monoxide) and only qualified personnel make electrical tie-ins; chainsaw and debris work is for trained employees wearing the required PPE *[PPE list; PW to confirm]*; and shift length and rest get managed during activation *[limits; to be set with the Directors]*. Emergency pay is Personnel Policy IV.D. Cross-referenced.

11.5 Inspecting storm-damaged or condemned structures is its own hazard, and the Code/Building appendix carries the precautions: structure stability confirmed before entry, PPE for mold and contamination *[list; Community Development to confirm]*, and no solo entry into anything posted unsafe.

12. Workplace Violence and Public Contact

12.1 Personnel Policy XXIII (Workplace Violence and Threats) and XIII (Harassment) are the policies. This section is the procedure. How those policies actually play out in the field and at the counter. The employee-safety concerns the Commission raised in April 2026: harassment reporting, threat documentation, stalking, public-contact risk: are required content here, not commentary.

12.2 Every threat, hostile contact, or stalking concern involving an employee gets documented on the incident report the same day and routed per Section 3, with HR/Risk keeping the record. Threats of violence also go to PCSO. *[Threat-log method; HR/Risk to confirm.]*

12.3 How the City handles a hostile member of the public, citywide: stay professional, de-escalate, disengage, withdraw somewhere safe, call for assistance, and write it down. No employee physically detains, pursues, or blocks anyone: Parking's no-detention rule, adopted citywide for enforcement and field roles. No parking citation, code violation, or fee dispute is worth a physical confrontation.

12.4 PCSO is the City's contracted law-enforcement agency, and this section is about working with them: how to request assistance (emergency and non-emergency lines *[numbers; to be confirmed with the PCSO liaison]*); how threats and criminal incidents get reported; who handles traffic-crash scenes; and what to do about animal bites. *[PCSO reviews this section before adoption; liaison contact; City Manager's Office to confirm.]*

12.5 For anyone whose job includes visiting private property: Code Enforcement, Building inspection, Parking: pre-visit notice of known hostile properties *[flag method; to be set with each Director]*; check-in and check-out with the supervisor when working alone *[radio, citation device, or phone; method by department]*; and two-person visits whenever a threat flag is active *[criteria; HR/Risk and Directors to set.]*

12.6 The counters (City Hall, Community Development, the Ship Store, the recreation desks), need a working panic or emergency-communication method *[method and test cadence by facility; to be confirmed]*, de-escalation training per the Training Matrix, and counter and sightline arrangements reviewed by *[Facilities; to confirm]*.

12.7 Departments name their lone-work tasks in their appendices and set the check-in standard (Section 12.5). After-hours lone work takes the Director's advance approval *[approval method; to confirm]*.

12.8 Body-worn cameras are not in use, and the City decided in September 2026 not to deploy them. A decision reached after evaluating the April 2026 employee-safety concerns. The Parking department's current manual describes cameras as "under implementation"; that note is outdated, and the rebuilt Parking appendix states the decision. The employee-protection concern behind the camera question is answered by the rest of this section. Threat documentation (12.2), hostile-contact response (12.3), and PCSO coordination (12.4). If the City ever reconsiders, a standalone body-worn camera policy governing use, data, and privacy would be adopted first and cross-referenced here, not embedded in this manual.

12.9 When domestic violence or stalking follows an employee to work, Personnel Policy VII.I governs the leave. Cross-referenced, and *[a workplace-safety accommodation procedure; HR/Risk to develop with the City Attorney]* covers what the City does about it.

12.10 City events run on pre-event safety briefings per the Recreation event SOPs (cross-referenced), with crowd management and evening lighting and coverage handled *[John's Pass Village specifics; Recreation appendix]*.

13. Contractor and Vendor Safety

13.1 Contractors and vendors working on City property or in the City right-of-way follow the law that applies to them; where a contract incorporates the City's adopted standards of care, those apply too.

13.2 What the City can actually impose on contractors is a legal question first: *[City Attorney to confirm; certificate of insurance; a safety plan for high-risk work (traffic control, excavation, confined space, hot work, marine operations); subcontractor flow-down.]*

13.3 The City project contact coordinates high-risk contractor work with the departments it touches. Where City employees and contractors share a work area, the JHA gets exchanged before the work starts.

13.4 *[Stop-work authority for City staff directing contractor work; City Attorney to confirm scope and mechanics.]*

13.5 Marina contractor work: haul-out, fuel systems, construction. Follows the Marina appendix.

14. Emergency Action and Fire Prevention

14.1 Every City facility has posted evacuation routes and an assembly point, and employees learn them at hire. *[Routes and assembly points by facility; each Director to confirm: City Hall, the Public Works yard and shops, recreation facilities, the marina, the fire stations.]*

14.2 Extinguishers are maintained and inspected per NFPA 10 as the adopted standard, with tags current *[inspection vendor and cadence; Facilities to confirm]*. The training rule is simple: evacuate and call 911. Only a trained employee facing a small, incipient fire with a clear way out uses an extinguisher.

14.3 First-aid kits at *[locations by department]*; AEDs at *[City Hall and recreation facilities; to confirm]*; first-aid and CPR training cadence per the Training Matrix.

14.4 The emergency-contact list, the corrected one from IC-01, is a single current list kept by HR/Risk, electronic and posted, replacing the colored loose-leaf that quietly rotted in the 2015 binder. *[Posting locations; HR/Risk to confirm.]*

14.5 Facility fire procedures coordinate with the Fire Department's pre-plans *[Fire Chief to confirm]*.

14.6 Emergency arrangements get a fresh look every January, together with the manual review.

Appendix A, Controlling Authorities: Cross-Reference Index

Where another authority governs, this manual points to it. That is the whole list. The 2015 manual's duplicative sections are retired accordingly, with the full detail in the workbook's RemovalsCrossRefs sheet.

Subject	Governing Authority	Where Cited
Discipline	Personnel Policy XI	Sections 1.3, 2.5
Drugs and alcohol; Drug-Free Workplace	Personnel Policy XX; F.S. 440.101–.102	Not restated; cross-referenced
Harassment	Personnel Policy XIII	Section 12.1
Workplace violence and threats (policy)	Personnel Policy XXIII	Section 12.1
Injury reporting and benefits	Personnel Policy VII.H	Section 3.1
Vehicle use	Personnel Policy XXVI	Section 7.1
Uniforms and attire	Personnel Policy XXIV; XXV.B	Section 5.4
Emergency pay	Personnel Policy IV.D	Section 11.4
Domestic violence leave	Personnel Policy VII.I	Section 12.9
Ethics	Personnel Policy X	Not restated
Employee complaints	Personnel Policy XII	Section 2.5
Workers' compensation procedure	Personnel Policy VII.H; PGIT agreement; PGCS channels	Section 3.1
Storm response	City EOP; Pinellas County plan; F.S. Ch. 252	Section 11.4
Utility locates	F.S. Ch. 556 (Sunshine 811)	Section 9.1
Indoor smoking	F.S. 386.201	Not restated; 2015 content retired

Appendix B: Forms, Permits, and Logs Index

Twelve forms carry the evidence layer. Each one names its owner, its cadence, and where the record lives. A form missing any of the three is decoration.

Form / Record	Owner	Cadence	Record Location
Employee Incident Report	Supervisor, routed to HR/Risk	Per incident	*[HR/Risk file; confirm]*

Participant/Patron Incident Report	Facility supervisor	Per incident	*[Department; confirm]*
Near-Miss Card	Employee, routed to supervisor	Per event	*[Near-miss log, HR/Risk; confirm]*
Motor Vehicle Accident Report	Operator, routed to supervisor	Per incident	*[PW Fleet / HR; confirm]*
Job Hazard Analysis form	Task supervisor	Before listed high-risk tasks	*[Department file; confirm]*
Traffic-Control Setup Checklist	Crew lead	Before right-of-way work	*[PW; confirm]*
Confined-Space Entry Permit	Entry supervisor	Per entry, once the program is live	*[PW; confirm]*
Facility and Shop Inspection Checklist	Facility supervisor	*[Monthly; confirm]*	*[Department; confirm]*
Chemical Inventory / SDS Location Log	Department	*[Annual; confirm]*	*[Department; confirm]*
Training Roster and Acknowledgment	HR/Risk with departments	Hire, annual, per event	*[HR/Risk; confirm]*
PPE Issuance Record	Supervisor	Per issuance	*[Department; confirm]*
Interim-Controls Log	HR Director (designee)	While interim controls are in force	*[HR/Risk; confirm]*

Appendix C: Training Matrix (Summary)

The full matrix: eleven employee groups, topics, cadences, owners, and records. Is the TrainingMatrix sheet of the workbook. The cadences in brief: citywide safety training at hire plus an annual refresher; Public Works runs monthly tailgates on the sanitation crews' existing safety meetings; CDL requirements follow FMCSA; marina UST operators recertify on their own cycle; recreation briefs before every event; and supervisors take annual modules on incident investigation and JHA. Directors confirm their cadences in the interviews.

Appendix D: Departmental Appendix Index

Every department gets either an appendix or explicit citywide coverage. Recreation's manual is the pattern the others follow: cross-reference first, department content second, own forms third, and each appendix issues under Personnel Policy XXV.A.

Department	Appendix	Status	Owner
Public Works	From the PW manual's safety content (PPE, heat, falls, excavation, MOT, CDL, monthly meetings)	To develop in Phase 5	PW Director
Marina	From the Marina P&P (fueling, spills, dock fire, Panic File) plus new SDS and FDEP chain	To develop in Phase 5	Marina Manager

Parking	Expanded from the current manual (field safety, no-detention, carts, heat; corrects the manual's outdated camera note)	To develop in Phase 5	Parking Manager
Recreation	Exists: adopted as the model for all departments	Complete	Recreation Director
Fire Rescue	Cross-reference layer only; Fire programs stay in Fire SOPs	Confirm scope with Chief	Fire Chief
Administration / City Hall	New and short: front counter, panic communication, incident documentation	To develop in Phase 5	HR Director
Code Enforcement / Building	New and short: field visits, hostile contacts, storm-damaged structures	To develop in Phase 5	Community Development Director

Appendix E: Interim Controls Register

Each control's status gets confirmed at the interviews and reported at the September 22 Commission meeting. And each control dies when its section goes live, nothing interim outlives the manual.

ID	Interim Control	Status	Sunset
IC-01	Emergency contacts, WC reporting instructions, approved provider list, after-hours procedure	*[To confirm]*	Sections 3 and 14.4
IC-02	SDS access and chemical inventories current in every department	*[To confirm]*	Section 4
IC-03	JHA required before storm response, excavation, confined space, hot work, right-of-way work	*[To confirm]*	Section 11.3
IC-04	Traffic-control confirmation before any street-adjacent work	*[To confirm]*	Section 8.2
IC-05	Permit-required confined-space entry prohibited pending the program	*[To confirm]*	Section 10
IC-06	Excavation under a named competent person with cave-in protection	*[To confirm]*	Section 9
IC-07	Heat-illness prevention for all outdoor crews	*[To confirm]*	Section 11.1
IC-08	Utility-locate reference corrected to 811 in every digging procedure	*[To confirm]*	Section 9.1
IC-09	Marina hazmat-vendor verification and spill-notification chain	*[To confirm]*	Section 4.6 / Marina appendix

Working Draft 0.1 · September 2026 · Owner: Human Resources Director, as the City Manager's designee. Prepared for the director interviews and technical review under the June 30, 2026 Safety Manual Rebuild Committee Directive. Draft for management, HR/Risk, City

Attorney, Department Director, and carrier review. Not final, adopted, or enforceable until approved by the City Manager.