

CITY OF MADEIRA BEACH

Rebuilt Citywide Safety Manual: Table of Contents

Working Draft 0.1 · the structure at a glance · September 2026

Item	Description
Prepared for	Department Directors, HR/Risk, the City Attorney, the carrier, and the Civil Service Commission: the full review audience
Source	Draft_Citywide_Safety_Manual_v0.1.docx, Working Draft 0.1, September 2026
Status	Draft for management, HR/Risk, City Attorney, Department Director, and carrier review: not final, adopted, or enforceable
Page numbers	Deliberately omitted. The working draft is not paginated; numbers arrive with the adopted manual
Companions	The draft manual itself; Director Interview Instructions; Project Timeline

How to read this page. Part I is the citywide manual itself: fourteen sections, thin by design, holding only the rules that apply to every employee and that the City can realistically train, document, supervise, fund, and enforce. Part II is the layer underneath: the cross-reference index that keeps this manual out of the Personnel Policy's way, the twelve forms that prove the rules are followed, the training summary, the department appendix index, and the interim-controls register that bridges today to adoption. Two conventions carry over from the draft: facts a director must confirm appear there in [brackets]. None survive to adoption, and the department appendices are built from the interview results now underway.

Part I. Citywide Manual: Fourteen Sections

1. Purpose, Authority, and Scope

- 1.1 Why this manual exists: people, property, and the City's defenses
- 1.2 Issued by the City Manager under Personnel Policy XIX.2
- 1.3 Violations run through Personnel Policy XI discipline: no separate system
- 1.4 The order of authority: Charter, Code, Personnel Policy, this manual, appendices, forms
- 1.5 Who it covers. All City employees; interns, seasonal staff, and volunteers to be confirmed
- 1.6 OSHA, NFPA, and MUTCD as adopted standards of care, not automatic law
- 1.7 Controlling authority wins on any conflict

2. Safety Roles and Responsibilities

- 2.1 City Manager: issues, funds, and sustains the program
- 2.2 Human Resources Director: the designee and day-to-day program owner
- 2.3 Department Directors: compliance, appendices, competent persons
- 2.4 Supervisors: daily compliance and the Job Hazard Analysis
- 2.5 Employees: follow the rules, wear the PPE, complete the training, report
- 2.6 Safety committee. Deliberately deferred; no invented "Safety Coordinator" role

3. Incident Reporting and Investigation

- 3.1 Injury reporting per Personnel Policy VII.H; workers' comp through PGIT and PGCS
- 3.2 The chain: employee to supervisor to HR/Risk, same working day, direct
- 3.3 Two tracks. Employee injuries vs. participant and patron incidents
- 3.4 Near-miss cards, the same day
- 3.5 Motor vehicle accidents. This section plus Personnel Policy XXVI; PCSO on road scenes
- 3.6 Supervisor investigation: what happened, why, what prevents it
- 3.7 The four forms behind the section
- 3.8 Records retention per the state schedule

4. Hazard Communication (Chemical Safety)

- 4.1 Rebuilt with Safety Data Sheets and GHS labeling
- 4.2 Written chemical inventories, by department
- 4.3 SDS access within reach during the shift
- 4.4 Labeling: original labels intact, secondary containers labeled
- 4.5 Training at hire and whenever a new chemical hazard arrives
- 4.6 Marina fuel handling and the Ship Store: Marina appendix

5. Personal Protective Equipment

- 5.1 Written PPE hazard assessments, task by task
- 5.2 City-provided at no cost; every issuance recorded
- 5.3 No required PPE, no task
- 5.4 Uniforms and attire. Personnel Policy XXIV and XXV.B, cross-referenced
- 5.5 High-visibility apparel near the traveled way
- 5.6 Department-specific PPE in each appendix

6. Tools, Ladders, and Shop Equipment

- 6.1 The 2015 manual's three tool sections merged; detail to the appendices
- 6.2 Inspect before use; damaged items tagged out of service
- 6.3 Ladders: the right ladder, inspected, three points of contact
- 6.4 Machine guards in place; equipment de-energized before service
- 6.5 Housekeeping prose replaced by the inspection checklist
- 6.6 Manufacturer instructions as the adopted standard

7. Vehicles and Mobile Equipment

- 7.1 Personnel Policy XXVI governs use; this section is the operational rules
- 7.2 Pre-trip walk-around; defects reported before use
- 7.3 Seat belts: every occupant, every trip, all positions
- 7.4 Backing: one citywide spotter standard, aligned with Fire SOP 6.5
- 7.5 CDL positions per FMCSA requirements
- 7.6 Crash reporting under Section 3
- 7.7 Fueling. Engines off; the marina dock under its appendix and NFPA 30A
- 7.8 Department-specific vehicle rules in each appendix

8. Right-of-Way Work and Traffic Control

- 8.1 The MUTCD as FDOT adopts it: the City's adopted standard
- 8.2 Traffic control confirmed before street-adjacent work begins
- 8.3 High-visibility apparel for everyone exposed to traffic
- 8.4 Trained flaggers; flagger stations per the MUTCD
- 8.5 Lane closures and permit coordination
- 8.6 Evening and night work: lighting and strobe standards

9. Excavation and Underground Utilities

- 9.1 Sunshine 811 before anyone digs
- 9.2 A named competent person, in writing
- 9.3 Cave-in protection before entry: five feet or hazard potential
- 9.4 Excavation on the JHA-required list

10. Confined Spaces

- 10.1 Entry prohibited today, until the program is real
- 10.2 Written inventory and classification, by department
- 10.3 The permit system once funded: permits posted, air tested, rescue planned
- 10.4 If the program is not funded: contract the entries, keep the prohibition

11. Heat, Weather, and Storm Operations

- 11.1 Citywide heat rules: water, rest-and-shade cycles, emergency response
- 11.2 Thunderstorms: outdoor work stops until the storm passes
- 11.3 The JHA-required task list
- 11.4 The Emergency Operations Plan runs the storm; this manual covers the workers
- 11.5 Inspecting storm-damaged structures: Code/Building appendix

12. Workplace Violence and Public Contact

- 12.1 Personnel Policy XXIII and XIII are the policies; this section is the procedure
- 12.2 Same-day threat documentation and routing
- 12.3 Hostile public contact: de-escalate, disengage, withdraw, call, document
- 12.4 PCSO coordination: assistance, threats, accident scenes, animal bites
- 12.5 Field visits: pre-visit notice of known hostile properties
- 12.6 Front counters: a working panic and communication method
- 12.7 Lone work. Check-in standards; after-hours work by advance approval
- 12.8 Body-worn cameras, not in use; the September 2026 decision documented
- 12.9 Domestic violence and stalking at work. Personnel Policy VII.I cross-referenced
- 12.10 City events: pre-event safety briefings per the Recreation SOPs

13. Contractor and Vendor Safety

- 13.1 Contractors follow the law that applies; contracts can adopt the City's standards
- 13.2 What the City can impose: City Attorney to confirm
- 13.3 Project-contact coordination; shared work areas get a JHA
- 13.4 Stop-work authority: scope and mechanics to confirm

14. Emergency Action and Fire Prevention

- 14.1 Posted evacuation routes and assembly points, learned at hire
- 14.2 Extinguishers per NFPA 10, tags current
- 14.3 First-aid kits, AEDs, and training cadence
- 14.4 One current emergency-contact list: replacing the colored loose-leaf
- 14.5 Facility fire procedures with the Fire Department's pre-plans
- 14.6 A fresh look every January, with the manual review

Part II. Appendices: The Evidence and Department Layer

Appendix A, Controlling Authorities: Cross-Reference Index

Fifteen subjects governed elsewhere: discipline, drugs, harassment, vehicle use, and the rest, each pointing to the authority that owns it. The 2015 manual's duplicative sections retire accordingly.

Appendix B: Forms, Permits, and Logs Index

Twelve forms, each naming its owner, its cadence, and where the record lives:

- Employee Incident Report
- Participant / Patron Incident Report
- Near-Miss Card
- Motor Vehicle Accident Report
- Job Hazard Analysis form
- Traffic-Control Setup Checklist
- Confined-Space Entry Permit
- Facility and Shop Inspection Checklist
- Chemical Inventory / SDS Location Log
- Training Roster and Acknowledgment
- PPE Issuance Record
- Interim-Controls Log

Appendix C: Training Matrix (Summary)

Eleven employee groups: topics, cadences, owners, and records; the full matrix is the TrainingMatrix sheet of the workbook.

Appendix D: Departmental Appendix Index

Every department gets an appendix or explicit citywide coverage:

- Public Works: from the PW manual's safety content
- Marina: fueling, spills, docks, the Panic File
- Parking: expanded from the current manual
- Recreation. Exists today; the model the others follow
- Fire Rescue: cross-reference layer to the Fire SOP system
- Administration / City Hall: new and short

- City of Madeira Beach | Safety Manual Rebuild: Draft Manual Table of Contents
- Code Enforcement / Building: new and short

Appendix E: Interim Controls Register

IC-01 through IC-09, each with owner, status, and sunset. The status column is filled at the director interviews and reported September 22.

Working Draft 0.1 · September 2026 · Owner: Human Resources Director, as the City Manager's designee · Prepared for the director interviews and technical review · Page numbers arrive with the adopted manual.