

# **Risk and Safety Management**

Program and Services

# Meet the Team:

## Risk and Safety Management



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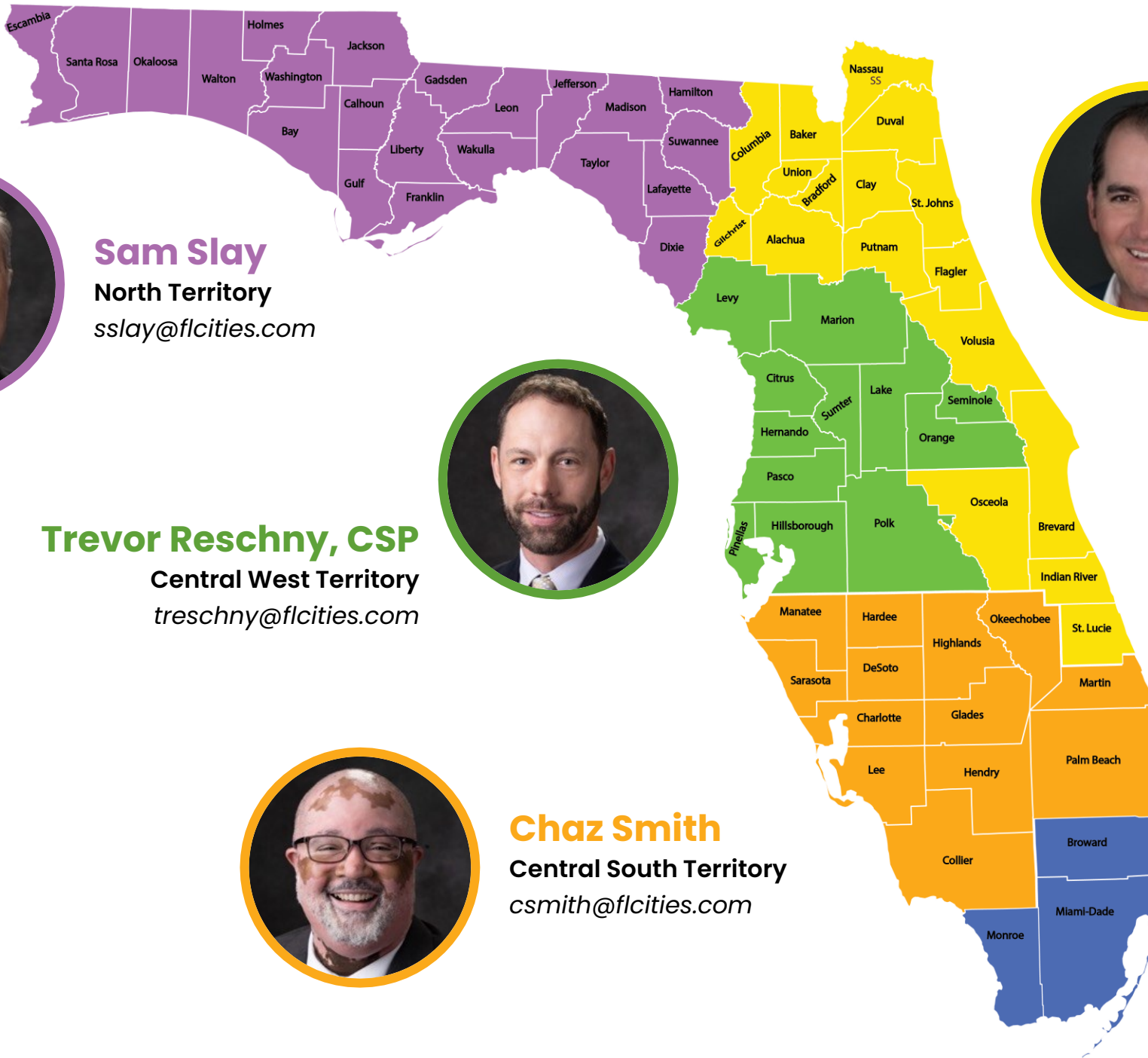
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# Agenda

- 01** FMIT Safety Excellence Initiative
- 02** On-Site Safety and Risk Services
- 03** Employee Training
- 04** Safety Grant Program
- 05** Law Enforcement Advisory Panel (LEAP)
- 06** Employment Law Advisor (ELA)

# **Safety Excellence Initiative (SEI)**

## Premise of the Safety Excellence Initiative

A meaningful and well-implemented safety management system will lead to a reduction in losses, injuries, and illness.

**TRUE**



**FALSE**



# SEI: Overview

## Part 1: Accreditation

This is a VOLUNTARY Safety Accreditation.

Accreditation requires development and implementation of a safety management system. Once accredited, benefits include:

- ▶ A “Certificate of Safety Recognition”
- ▶ Peer recognition
- ▶ Reduced losses

# SEI:

## Overview

(cont.)

### Part 2: Award (Optional)

This is an optional monetary award where your designated Risk & Safety Consultant will assist you in applying for funds online based on your accreditation level:

- ▶ Level 1 (Bronze)
- ▶ Level 2 (Silver)
- ▶ Level 3 (Gold)

# **Resources to assist you with**

## **Part 1: Accreditation**

Filter <input type="text" value="Enter filter text"/> <a href="#">Filter</a>							
Document Number	Name	Doc. Type	Broad Classification	Subclassification	Topic	Description	Download Link
A5	A5 Risk and Safety Management System Shell		Template	NA	NA	Use this document to assemble any applicable written programs into a single manual.	<a href="#">Download</a>
C2	C2 AED Monthly Status Checklist		Checklist	Safety Management	AED	Use this checklist to document your monthly AED inspections	<a href="#">Download</a>
C1	C1 AED Management Plan		Written Program	Safety Management	AED	This program provides members with a framework to manage their AED's	<a href="#">Download</a>
C3	C3 AED Tracking Form		Worksheet	Safety Management	AED	Use this form to keep track and assign responsibility to manage each AED	<a href="#">Download</a>
C4	C4 Aerial Lift-Scissor Lift Program		Written Program	Equipment Operation	Aerial Lift	This program provides members with a framework to manage their Aerial lifts	<a href="#">Download</a>
C5	C5 Aerial Lift Operator Evaluation		Operator Evaluation	Equipment Operation	Aerial Lift	Use this checklist to evaluate the skills of your Aerial Lift Operators	<a href="#">Download</a>
	C6 Aerial Lift Daily Inspection Form		Form	Equipment Operation	Aerial Lift		<a href="#">Download</a>
C7	C7- Anti harassment Policy and Complaint Procedure		Written Program	Safety Management	Harassment	This is a sample Anti harassment policy that can be modified based on each members needs.	<a href="#">Download</a>
CT77	CT77 ATV Operator Program		NA	NA	ATV	This program can be used and modified to manage your ATV operations.	<a href="#">Download</a>
CT79	CT79 ATV Daily Inspection Form		Form	Equipment Operation	ATV	This is a sample ATV inspection form that is used to document daily inspections.	<a href="#">Download</a>
CT78	CT78 ATV Operator Evaluation		Operator Evaluation	Equipment Operation	ATV	This form can be used to evaluate ATV operators and serves as a record of training and hands-on evaluation.	<a href="#">Download</a>



# Resource Library

Available to all FMIT members

Nearly **700** cutting-edge documents, programs, forms, and checklists

All can be easily edited, branded, and customized for your needs

# ▼ Self-Evaluation Checklists

## Organizational Safety and Risk Management Self-Assessment:

### Section 1: Commitment to Safety and Health

Question		Possible Score	Score	Notes	Recommendations
1.	Does the organization have a written Health and Safety Management Policy?	1			Organizations need to produce a climate, which promotes health and safety, and emphasize that deviation from safety standards, at whatever level, is not acceptable.  Sample Municipal Safety Policies: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EJ5G7F9wGe1OIVGOlug9x5g8Bblu1QNRliSVIUWEJtb0miQ?e=SUxvIR">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EJ5G7F9wGe1OIVGOlug9x5g8Bblu1QNRliSVIUWEJtb0miQ?e=SUxvIR</a>
2.	Is the policy signed, approved, or endorsed by the current executive or commission?	1			Producing such a climate requires clear visible management commitment to safety from the most senior levels in the organization. This commitment should not be just the formal statement but be evident in the day-to-day activities so that it is readily known and understood by all employees.
3.	Have managers and supervisors been assigned specific responsibilities for their department's safety performance?	1			The Health and Safety Management policy sets the direction for health and safety, but on its own it is limited without the means to deliver it. Managers, supervisors must be assigned specific and measurable responsibilities and they must take responsibility for the safety performance of their department.  Sample Roles and Responsibilities: <a href="https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EJ5G7F9wGe1OIVGOlug9x5g8Bblu1QNRliSVIUWEJtb0miQ?e=SUxvIR">https://floridaleague-my.sharepoint.com/:f:/g/personal/treschny_flcities_com/EJ5G7F9wGe1OIVGOlug9x5g8Bblu1QNRliSVIUWEJtb0miQ?e=SUxvIR</a>
4.	Is someone within the organization appointed as being responsible for the overall administration of the safety/risk management process?	1			Someone within the organization should have the primary function for safety. The program administrator should be tasked with managing and coordinating the safety process instead of enforcing the rules. In no way should the overall administrator be the "safety cop", or the "enforcer" of safety.
5.	Does this person effectively coordinate the safety and risk management efforts with the staff and management?	1			

FMIT offers self-evaluation checklists for each accreditation path:

- ▶ City
- ▶ Law Enforcement
- ▶ Fire Department

## Example: Forklift

# Forklift Operator Program

Purpose:  
 The **purpose** of this video on forklifts to load, unload, and move stock and other materials. This written program establishes guidelines to be followed whenever our employees work with forklifts.

The rules established in this program are to be followed to:

- Provide a safe working environment,
- Ensure operator use of forklifts,
- Ensure proper care and maintenance.

This Program Applies to the Forklift Operator

Overall Responsibilities:  
 The **Forklift Operator** Manager, in which parts of the program are:

Current Operator Responsibilities:

- Operator
- Operator
- Operator
- Operator
- Operator
- Operator

Training and Initial Training:  
 After the operator has completed the on-the-job training on the written program.

Hands on Practice:  
 After an operator has completed the on-the-job training in this program, by another qualified forklift operator or managers.

## Written Program

Performance Evaluation:  
 When the operator is ready, an authorized **operator** will evaluate the operator's performance and will be trained on the equipment they will be using.

The operator will be evaluated on the following:

- Operator
- Operator
- Operator
- Operator
- Operator
- Operator

### Daily Forklift Inspections:

1. Before the operator is allowed to operate the forklift, the operator must inspect the forklift prior to the beginning of each shift.

2. The operator's inspection is to be completed by completing the forklift inspection which is found on page 2 of this program.

3. If the forklift is found to be unsafe, the operator is to:

- Remove the forklift from the powered machine.
- Report the problem to the forklift manager.
- Wait for the forklift to be repaired.
- Use the forklift until the problem has been identified and fixed.
- Use the forklift until the problem has been identified and fixed.

4. The manager, in which the forklift is used, is responsible for ensuring the daily inspection checklist is a valid one.

### Related Forms:

- Daily Forklift Inspection
- Forklift Guard and Evaluation


[illegible][illegible]A graphic for a forklift safety training program. It features a background image of a yellow forklift. Overlaid on the left is the logo for FMIT (Florida Municipal Insurance Trust), which includes a stylized sun icon and the text "FMIT FLORIDA MUNICIPAL INSURANCE TRUST". To the right of the logo, the text "Forklift Safety Awareness" is written in a bold, sans-serif font. At the bottom, a dark blue banner contains the words "Training Program" in a large, white, serif font.

## Forklift Quiz and Evaluation

Name \_\_\_\_\_

Date \_\_\_\_\_

1. It is very easy to tip over on ramps and sloped areas whenever the forklift is loaded or unloaded.
  - a. True
  - b. False
2. When driving on a steep ramp with a loaded forklift, you should keep the load uphill, even if it means driving in reverse down the ramp.
  - a. True
  - b. False
3. Because a forklift weighs more, it is much easier to break to a stop than a truck.
  - a. True
  - b. False
4. A forklift driver must always look:
  - a. in the mirrors
  - b. forward and to the side
  - c. in the direction of travel
  - d. forward
5. What should you do when you approach an intersection?
  - a. Slow down and sound the horn.
  - b. Stop for a moment to listening out of the cab.
  - c. Turn slowly and smoothly.
  - d. Get through as quickly as possible.
6. To tip a person using a forklift, the operator must:
  - a. lift people with bare hands.
  - b. use a pallet to provide a platform.
  - c. move a person's feet used for fall protection.
  - d. none of the above.
7. When forward visibility is obstructed or blocked:
  - a. Look around the bend.
  - b. Proceed forward slowly and with due caution.
  - c. Drive in reverse.
  - d. None of the above.
8. When of the following is a warning sign that the forklift may need to be taken out of service and repaired?
  - a. Leaking fuel from fuel system.
  - b. A brake pedal that feels spongy.
  - c. Loose front tires that make you feel hot.
  - d. All of the above.
9. A forklift is "intended" when:
  - a. The operator is within 25 ft. from the truck.
  - b. The operator is further than 25 ft. from the truck.
  - c. The operator is within view of the truck.
  - d. A and C combine.
10. Forward armbrakes can reduce the normal capacity of your truck.
  - a. True
  - b. False



**Forklift**

# Forklift Quiz and Evaluation

---

Employee Name: \_\_\_\_\_

Date of Training: \_\_\_\_\_

---

**DRIVER ELIGIBILITY**

1. Safety: Have all of the following physical attributes and skills been evaluated and found to be acceptable?

- ☐ 1. Not over age (your province) that are not consistent to physical standards
- ☐ 2. Not physical conditions that would limit safe operation
- ☐ 3. Not wearing anything that would limit safe operation
- ☐ 4. Not wearing hearing protection that is not consistent to hearing specs

2. Driver Eligibility: \_\_\_\_\_

1. Driver Eligibility

2. Driver Eligibility

3. Driver Eligibility

4. Driver Eligibility

5. Driver Eligibility

**HANDS ON TRAINING & EVALUATION**

Rating: Please Mark as Good, Not Good, or Needs Improvement

Trainee Name: \_\_\_\_\_

Rating	Area of Evaluation	Rating	Area of Evaluation
	1. Pre-trip inspection		1. Safety and use of personal protective equipment
	2. Load capacity		2. Safe operation of forklift
	3. Safe operation		3. Safe operation of forklift
	4. Safe operation		4. Safe operation of forklift
	5. Safe operation		5. Safe operation of forklift
	6. Safe operation		6. Safe operation of forklift
	7. Safe operation		7. Safe operation of forklift
	8. Safe operation		8. Safe operation of forklift
	9. Safe operation		9. Safe operation of forklift
	10. Safe operation		10. Safe operation of forklift

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**CERTIFICATE**



## Florida Municipal Safety Excellence Initiative

### Certificate of Safety Recognition

is presented to

**TOWN OF ST. LEO - LEVEL 1**

by the Florida League of Cities, administrator of the Florida Municipal Insurance Trust, in recognition of outstanding achievements in safety excellence on June 6, 2022.

Ron Peters  
Director of Risk and Safety Management

Jeannie Garner  
Executive Director/CEO



PROTECTING THE COMMUNITIES WE CALL HOME

# Certificate of Safety Recognition

Congratulations to the **38**  
members that have earned  
their Certificate of Safety  
Recognition.

## Part 2: SEI Award (optional)

## Part 2: SEI Award (Optional)

To earn SEI Award funding, complete these three steps:

1. Complete the SEI accreditation process
2. Apply for funding
3. Receive funding
  - ▶ Bronze (Level 1) – 50% match
  - ▶ Silver (Level 2) – 75% match
  - ▶ Gold (Level 3) – 100% match

A trophy with continuous improvement levels will be presented.

# On-Site Safety and Risk Services

# Site Safety Surveys



Assist you with identifying areas to reduce potential or existing exposures



Times and days that are convenient for you



Feedback is provided via report with photos if requested



FLORIDA LEAGUE OF CITIES DEPARTMENT OF INSURANCE SERVICES • RISK AND SAFETY MANAGEMENT DEPARTMENT  
P.O. Box 530065 • Orlando, FL 32853-0065 • (407) 425-9142 • Toll Free Phone: (800) 445-6248 • Fax (407) 425-9378 • [www.floridaleagueofcities.com](http://www.floridaleagueofcities.com)

Rick Alley  
City of San Antonio  
[cityclerk@sanantonioflorida.org](mailto:cityclerk@sanantonioflorida.org)  
RE: Site Safety Survey


## 1 Site Survey Scope:

On 3/22/2021 Trevor with the Florida League of Cities conducted a site safety survey of the City facilities including:

- City Hall/ Water Tower (Outside only)
- Old fire station/ attached sheds
- The recreation facilities located across the street from City Hall
- Pump Houses (Outside only)
- Railroad Depot Museum (Outside only)
- Pier and park are adjacent to the pier

The focus of the site safety survey included both worker and public safety issues including slip/trip/falls, electrical safety, life safety, and fire prevention.

## 2 Site Survey Findings:

#	Item Description, Location and Recommendations	Item Picture (if necessary)	Date Corrective Action Taken
1.	In the old fire hall there are number of plastic gas cans. These gas cans should be replaced with metal UL rated fire cans.		
2.	The fire extinguishers in the old fire hall have not been re-certified since 2012.	NA	
3.	Most of emergency lights and exit lights in the old fire hall are not functional.	NA	

By accepting FLC Risk and Safety Services (Services), Member acknowledges and agrees: Services are solely intended to assist Member to reasonably identify, assess and address sources of potential exposure to liability, claims, losses or damages. Member remains responsible for maintaining the safety of its property and operations for itself and others; and for all Services provided, FLC does not warrant or guarantee: the safety of any Member property; that additional risks will not result or materialize at Member property or elsewhere; or that any suggested or recommended measures implemented by Member will prevent exposure to liability, claims, losses or damages.

# Site Safety Survey Examples



Parks and playgrounds



Recreation centers



Office buildings








Public works



Water treatment plants



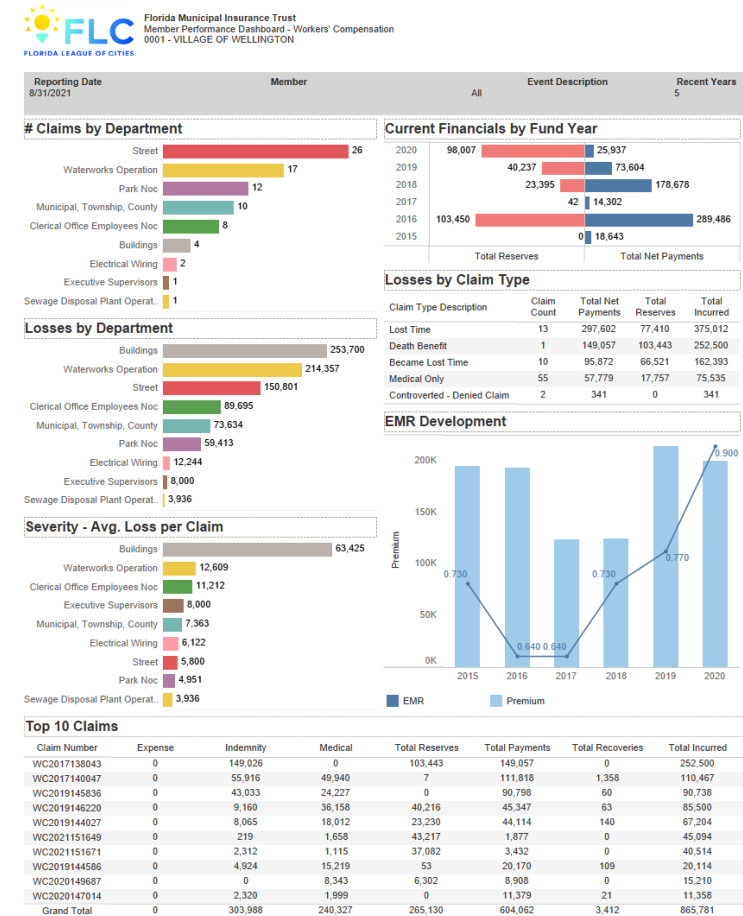
Anything else!

4.	Check all electrical cords to make sure they are in good condition. Several cords had visible damage and should be replaced.		
5.	In the electrical panel there are several blanks/breakers missing which will allow the energized bus bar to be contacted. It's recommended to install a filler plate such as these: 		
6.	The fuel tank had several issues. <ul style="list-style-type: none"><li>• The tank is not Grounded.</li><li>• The tank is not marked as the contents.</li><li>• No smoking signs are not present.</li><li>• Spill clean up equipment is not present.</li></ul>		
7.	The surface material around the merry-go-round is inadequate for the potential fall hazard. See note 1 at the end of this report for more information.		

# Claims Analysis

To help:

- ✓ Identify areas of concern based on losses, claims counts, and severity
- ✓ Determine incident root causes and trends where possible
- ✓ Develop measures that will help reduce the likelihood of recurring losses



# Emergency Planning



**We can assist in the development of your emergency plans:**

- ✓ Emergency Response Program
- ✓ Operational Continuity Plans
- ✓ Hurricane Preparedness Plans
- ✓ Lightning Strike Mitigation Program
- ✓ Hurricane/Disaster Self-Assessment Tool

**Review existing plans to identify gaps**

# 03 Training

# Education Menu



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Hometown Health is an employee health promotion program for municipalities that have group health insurance with the Florida Municipal Insurance Trust.

**PROTECTING THE COMMUNITIES WE CALL HOME**

[Click Here to log in to FMIT Dashboard/Report a Loss](#)

[Click here to log in to FMIT Community Connection](#)

# Events Calendar



FLORIDA  
MUNICIPAL  
INSURANCE TRUST


HOME

COVERAGES

SERVICES

RISK & SAFETY

EDUCATION



REQUEST QUOTE

EVENT CALENDAR


April 2024


4/8 - 4/13


Southeast Loss Control Group 2024 Conference

All Day Event

Add event to:








4/16 - 4/17


City of Perry TTC (MOT) 16 Hour Intermediate Course


7:30 AM to 3:30 PM

Perry, FL

Add event to:








18


FMIT Safety Webinar - Ladders and Fall Protection: Ensuring Safety at Heights


10:00 AM to 11:00 AM

WEBINAR

Add event to:








18


FMIT Safety Webinar: Facility Security Assessments for Municipalities


2:00 PM to 3:00 PM

WEBINAR

Add event to:








4/24 - 4/25


Cape Coral TTC (MOT) 16 Hour Intermediate Course


8:00 AM to 4:00 PM

Cape Coral, Florida

Add event to:







May 2024


5/8 - 5/9


Cape Coral TTC (MOT) 16 Hour Intermediate Course


8:00 AM to 4:00 PM

Cape Coral, Florida

Add event to:








9


FMIT Safety Webinar: Building Resilience: Effective After Storm Response Strategies for Municipalities


10:00 AM to 11:00 AM

WEBINAR

Add event to:







9

FMIT Safety Webinar: Incident Reporting and

5/14 - 5/15

Casselberry TTC (MOT) 16 Hour Intermediate Course



1. On the FMIT website under the **EDUCATION** tab
2. Events Calendar has all scheduled webinars for policy year and registration links

# Live Monthly Webinars:

For employers and supervisors



## Two webinars per month

- ▶ Employee training
- ▶ Supervisor/manager training



## Registration link for each webinar

- ▶ Register for all or just the ones you want to view



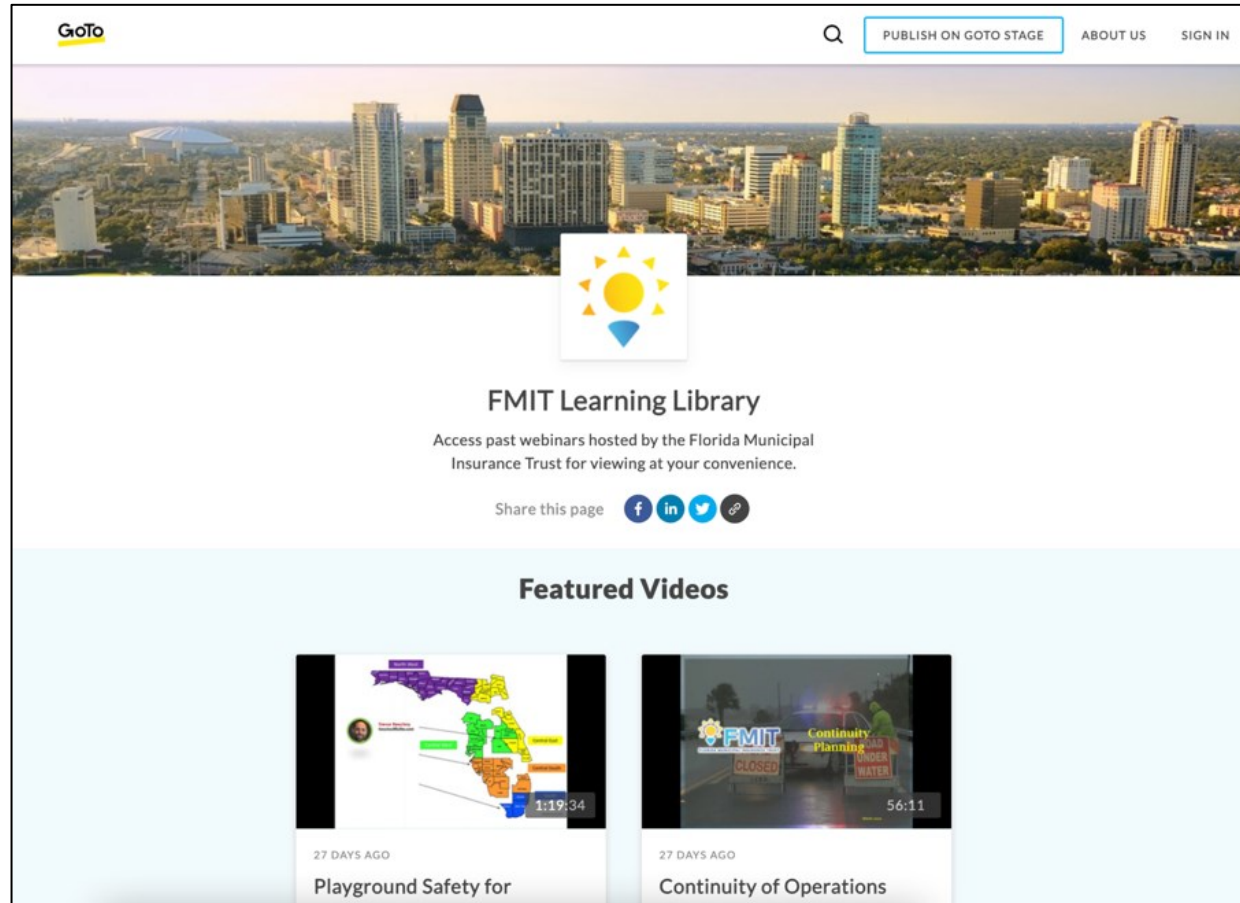
## Can be used for:

- ▶ Individual training
- ▶ Group training



## No cost, no limit

# FMIT Learning Library



◀ All webinars available to view at a later date

FMIT-specific topics presented by the Risk/Safety Team

Can be used for:  
**Individual training**  
**Group training**

No cost, no limit

# On-Site Training Programs

## **We offer world-class training courses:**

- ✓ Specifically developed for Florida municipal operations
- ✓ We come to your site
- ✓ Can be used for internal training (Train-the-trainer options)

**Most free of charge  
(Exception: TTC/MOT)**

# Train-the-Trainer Options



## **For equipment-related operation classes**

Forklift, utility vehicle, skid steer, excavator, etc.



## **Work with your key employee/supervisor to become the trainer for your department**



## **We provide:**

Written program/policy, hands-on evaluation checklists, PowerPoint/videos, quizzes

# **Safety Grant Program**

# Train-the-Trainer Options



Available to assist FMIT members' safety expenses



Can be used for expenses related to **Worker Safety** and **Public Safety** based on your insurance coverage and premium amount



You can submit applications quarterly up to the maximum amount allowed (*some submit once a year*)

## Safety Grant Program

Since the program's inception in Policy Year 2005–2006, the program has awarded **1,164 Safety Grants**, totaling nearly **\$2.6 million** in **funds**.

## Amounts Available

Premium Range	One Line of Coverage	Two Lines of Coverage
< \$25,000	\$500	\$1000
\$25,000 – \$49,999	\$750	\$1500
\$50,000 – \$74,999	\$1000	\$2000
<b>\$75,000 – \$99,999</b>	<b>\$1500</b>	<b>\$3000</b>
\$100,000 – \$200,000	\$2500	\$5000
> \$200,000	\$3000	\$6000

# **Law Enforcement Advisory Panel (LEAP)**

# What is LEAP?

The Law Enforcement Advisory Panel (LEAP) is a membership organization consisting of Florida law enforcement chief executive officers, law enforcement executives, risk and safety professionals, and subject matter experts.

## **Their goals are:**

- ▶ To work together to foster a spirit of cooperation within the law enforcement community
- ▶ To recognize that risk management is a key factor in reducing injury and tragedy within our ranks through training and policy review

They also provide their perspective to the Florida Municipal Insurance Trust, administered by the Florida League of Cities, to affect best practices in pursuit of reducing risk.

## Vision of LEAP



LEAP's vision is to foster a spirit of cooperation within the law enforcement community



To recognize that risk management is a key factor in reducing injury and tragedy within the ranks



Through training, policy review, and providing perspective to the Florida Municipal Insurance Trust, we can affect best practices to pursue a reduction of risk



More information  
[fmitleap.org](https://fmitleap.org)



**Sam Slay**  
Risk & Safety Consultant - North West

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407.367.1815

# Employment Law Advisor (ELA)

## What is ELA?

Access to a Florida-based attorney with significant public-sector employment law experience

**NO COST** if you have liability coverage for employment practices



# Why Use ELA?

Employment law is complex

Many staff attorneys are not experts on this topic  
**(May need a second opinion)**

Employment law mistakes can be costly

- ▶ Equal Employment Opportunity Commission (EEOC) data: The average out-of-court settlement for employment discrimination claims is about **\$40,000**
- ▶ Studies of verdicts have shown that about 10% of wrongful termination cases result in a verdict of **\$1 million or more**

# When and How to Use ELA?

Hiring

Discipline

Promotion/Demotion

Transfer

Reassignment

Layoff

Termination

Complaints of unfair treatment, discrimination, harassment, etc.



Call Monday–Friday  
(9:00 a.m.–5:00 p.m. ET)

888.368.FMIT (3648)

# Questions?