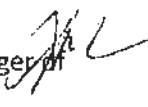


MEMORANDUM

TO: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

FROM: Max Royle, City Manager 

DATE: July 22, 2021

SUBJECT: Resolutions: 21-24, to Amend the City Commission Policies and Procedures Manual for Use of City Meeting Room by Public; 21-25, to Adopt the Updated City Commission Policies and Procedures Manual; and 21-26, to Adopt the Safety and Risk Management Manual

Below is a brief explanation of each of these three resolutions:

- a. Resolution 21-24, Policies for Use of the Use of the City Meeting Room by the Public

At your July 6th meeting, you approved charging all groups that want to use the room and the hours for when the room can be used.

- Hours: 9:00 a.m. to 11:00 a.m., 1:00 p.m. to 3:00 p.m., Monday through Friday
- No use of the room during evenings, Sundays, and holidays
- Weekend use only on Saturdays from 9:00 a.m. to 11:00 a.m.
- Charges: \$52 for a meeting that doesn't require a City employee to work overtime
- \$88 when overtime must be worked by an employee

Resolution 21-24, which will amend the Policies and Procedures Manual to adopt the above changes, is attached as page B.

- b. Resolution 21-25, to Adopt Updated Policies and Procedures Manual

From time to time, the Commission's Policies and Procedures Manual is amended. Eventually, the City Clerk determines that the Manual needs to be updated to include all the amendments. The last time an updated annual was approved was in March 2007. Attached as page C is a memo from Ms. Raddatz explaining the need for the update now. Resolution 21-25 (page D) and the Manual are behind her memo.

- c. Resolution 21-26, to Adopt the Safety and Risk Management Manual

The City's Safety and Risk Management Manual was adopted by the Commission in January 2011. Ms. Raddatz has prepared a draft with updated provisions. Attached as page E is a memo in which she explains the reasons for the new draft. Resolution 21-26 (Page F) and the Manual are behind her memo.

ACTION REQUESTED

The three resolutions are on the Consent Agenda for your August 11th meeting. The action requested is that you approve the resolutions by a single motion and vote.

RESOLUTION 21-24

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY
FLORIDA**

**RE: TO AMEND THE CITY COMMISSION'S POLICIES
AND PROCEDURES MANUAL TO ADOPT
REGULATIONS AND FEES FOR THE USE OF CITY
MEETING FACILITY**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the City has in its City Hall a room for use by the members of the public for their meetings; and

WHEREAS, the City Commission has decided that all groups or individuals desiring to use the room should pay a fee for such use to cover expenses for lighting, air conditioning, and cleaning; and

WHEREAS, the City Commission should adopt regulations and the fees for the use of the meeting room.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, includes in its Policies and Procedures Manual the following policies and fees for the use of the City's public meeting room:

1. The use will be in two-hour time blocks for a maximum of four (4) hours a day.
2. The time blocks are 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday.
3. The use of the room during evenings, Sundays, and holidays is not permitted.
4. Weekend use is permitted only for a two-hour period, 9:00 a.m. to 11:00 a.m., on Saturday mornings.
5. Groups using the room must adhere to the posted occupancy limit and any other regulations that the City may adopt or forfeit future use of the room.
6. The fees charged shall be \$52 for a meeting that doesn't require a City employee to work overtime and \$88 for a meeting when overtime must be worked.
7. The fee shall be paid in advance by all groups or individuals who want to use the room.

RESOLVED AND DONE, this 11th day of August 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager



CITY OF ST. AUGUSTINE BEACH

Date: July 6, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: City Commission's Policies and Procedures Manual

Background:

The City Commission's Policies and Procedures Manual concerning various activities of the City Government was last updated in 2016. To keep the Manual updated and comprehensive, staff has made changes and asked for adoption of Resolution 21-25.

Budget Analysis:

None.

Recommendation:

It is the recommendation of staff to approve the proposed Resolution 21-25.

RESOLUTION 21-25

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY, FLORIDA**

**RE: TO ADOPT UPDATED CITY COMMISSION
POLICIES AND PROCEDURES MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the City has policies and procedures concerning various activities of the City Government which are not in ordinance form, but are adopted by resolution; and

WHEREAS, these policies and procedures had been codified in a booklet titled "City Commission's Policies and Procedures Manual"; and

WHEREAS, in order to keep the Manual comprehensive and updated, it is necessary to edit and recodify it.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, adopts an updated City Commission Policies and Procedures Manual.

RESOLVED AND DONE, this 11th day of August 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager



CITY OF ST. AUGUSTINE BEACH

Date: July 6, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *B.R.*

Subject: Safety and Risk Management Manual

Background:

The last Safety Manual was adopted in 2011 and was outdated for the current safety concerns that are being done currently. This Safety and Risk Management Manual has been brought up to date with the current recommendations from Florida League of Cities and Florida Municipal Trust Insurance, who the City has for their workers compensation coverage. There are several forms that will help to ensure equipment is being checked before the employee uses it.

Analysis:

Staff will be more protected with these new safety measures.

Budget Analysis:

When the employees follow this Safety and Risk Management Manual it should reduce the number of injuries or illnesses, which should reduce the costs of the City's insurance for workers compensation.

Recommendation:

It is the recommendation of staff to approve the proposed Resolution 21-26.

RESOLUTION 21-26

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY, FLORIDA**

**RE: ADOPTION OF SAFETY AND RISK MANAGEMENT
MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on Wednesday, August 11, 2021, resolves as follows:

WHEREAS, the City of St. Augustine Beach is very conscious of the safety and welfare of its employees and that of the general public; and

WHEREAS, the City recognizes its obligation to ensure the safest possible workplace for its employees and a safe environment for the, public it serves; and

WHEREAS, a Safety and Risk Management Manual will provide a system for the prevention of occupational injuries and illnesses and set minimum safety requirements for City employees and City property.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, affirms the adoption of a Safety and Risk Management Manual.

RESOLVED AND DONE, this 11th day of August 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

ATTEST:

Margaret England, Mayor

Max Royle, City Manager

POLICIES AND PROCEDURES
ADOPTED BY CITY COMMISSION
REVISED 9/26/16

AGENDA FORMAT

1. The City Commission has adopted the following format for the agenda of regular Commission meetings.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES
- V. ADDITIONS OR DELETIONS OF THE AGENDA
- VI. CHANGES TO ORDER OF TOPICS ON THE AGENDA
- VII. PRESENTATIONS
- VIII. PUBLIC COMMENTS
- IX. PUBLIC HEARINGS
- X. CONSENT
- XI. OLD BUSINESS
- XII. NEW BUSINESS
- XIII. COMMISSIONER / STAFF COMMENTS
- XIV. ADJOURNMENT

2. The "ADDITIONS OR DELETIONS OF THE AGENDA" section of the agenda to allow the Commission to add or delete items on the agenda which should be postponed, have a time urgency, or need more information before being heard.
3. The "CHANGES TO ORDER OF TOPICS ON THE AGENDA" is to allow the Commission to move items within the agenda due to the public, speaker, or Commission's request.
4. "Presentations" are for City employee service awards, proclamations, special recognitions, and public or organization presentations.
5. Upon receipt of a request by a member of the public or an organization to place a presentation upon the agenda, the office of the City Manager shall advise such member of the public or the organization that presentation is limited to ten minutes in length and must pertain to the City of St. Augustine Beach or its residents. Requests for greater length of time shall be addresses to the discretion of the Presiding Officer of the City commission.
6. "Commission / Staff Comments" is to allow the Commission and staff to give an update to the public on what meetings they have attended outside of the City, what topics they would like to discuss, and any items pertinent to the City.

Upon receipt of a request by a member of the public or an organization to place a presentation upon the agenda, the office of the City Manager shall advise such member of the public or the organization that presentations are limited to ten minutes in length and must pertain to the City of St. Augustine Beach or its residents. Requests for greater length of time shall be addressed to the discretion of the Presiding Officer of the City Commission.

(Res 16-13)

APPOINTMENTS

1. All appointments to St. Augustine Beach boards and committees shall be for three (3) years. External committees may be established in accordance with applicable external rules on a case-by-case basis.
2. The Commission will not make appointments to the Comprehensive Planning and Zoning Board without first meeting the person to be appointed.
3. The Commission will use the following guidelines in appointing members of the Comprehensive Planning and Zoning Board:
 - A. Selection of Alternates
 - 1) Previous experience on an appointed or elected board in St. Augustine Beach or another city; or experience as a staff person in another public agency or private firm in comprehensive planning and uses of land.
 - 2) Participation in civic and/or non-profit organizations in the City, St. Johns County, or elsewhere, or other activities which demonstrate a commitment to community improvement.
 - 3) Any other criteria which the Commission decides will help it appoint as alternates persons who will serve the City well on the Comprehensive Planning and Zoning Board.
 - B. Selection of Regular Members
 - 1) The person who has served the longest as an alternate on the Comprehensive Planning and Zoning Board shall be appointed as a regular member.
 - 2) If no alternates are available for appointment, then persons shall be considered who have had previous experience on an appointed or elected board in St. Augustine Beach or another city; or experience

as a staff person in another public agency or private firm in comprehensive planning and uses of land.

- 3) Persons who have participated in civic and/or non-profit organizations in the City, St. Johns County, or elsewhere, or other activities which demonstrate a commitment to community improvement.
 - 4) Any other criteria which the Commission decides will help it appoint as regular members those persons who have the experience, background, and commitment to the community that the Commission believes is necessary for effective service on the Comprehensive Planning and Zoning Board.
4. Candidates for all regular or special or temporary boards and committees shall be required to submit their request to serve on the standardized forms that are attached as Exhibit A and Exhibit B. Exhibit A is for boards/committees not involved in land use matters. Exhibit B is for boards/committees that are involved in land use matters.
 5. No person may serve on more than one City board or agency at the same time.

A person may resign from being a member of a City board or agency to accept the appointment to another City board or agency. The prohibition is not such that a person is required to resign to apply for another board or agency. Rather, a person currently serving on one board or agency is required to resign immediately upon being appointed to another City board or agency. Should a person fail to resign from their current position, the appointment to their new position shall be automatically voided.
 6. The term of the chairman shall be limited to two (2) consecutive terms.
 7. For regular members, no more than three (3) consecutive, unexcused absences are allowed before the chairman is to notify the Commission in writing that the replacement process is to begin.

In the event the chairman is the member with more than three (3) consecutive, unexcused absences, then the vice chairman is to notify the Commission in writing that the replacement process is to begin.
 8. Prospective members for a board/committee are to be interviewed by the City Commission.
 9. Two months before the term of a regular member expires, the City Commission is to interview the alternates, as well as any citizen with an application on file for the board/committee and the regular member whose term is expiring.

10. When a regular member leaves the board/committee during his/her term, the senior alternate shall be appointed by the City Commission to fill the remainder of the unexpired term; and the junior alternate if any, shall automatically be moved to the position of senior alternate.
11. At board/committee meetings when the roll call of regular members is done, the board/committee's alternates are to be included in the roll call.
12. Alternates are subject to automatic reappointment every year to the position of alternate.

AWARDS

A. Awards to Organizations:

1. That the award to organizations will be a "Medal of Honor" which will feature the City seal.
2. That the award is to be given only to civic, neighborhood or other non-profit organizations and groups to recognize them for providing programs and other activities that benefit the public.
3. That the giving of the award is to be done only with prior Commission approval.
4. That only the Mayor or a Commissioner designated by the Commission can present the award. (Res. 15-15)

B. Distribution of Keys to the City

1. That the City's Mayor shall normally be the only City official authorized to present the Key to the City, though an exception to this policy may be made by the Commission to authorize one of its members besides the Mayor to present the Key.
2. That the City Key can be given to an individual, not an organization.
3. That the City Commission must approve in advance the Mayor presenting the Key to the City to an individual.
4. That the Key can be presented only to a person who has provided service or some other benefit to the public.
5. That the Key cannot be used for commercial purposes. (Res. 15-11)

BEAUTIFICATION

1. Beautification and/or maintenance of subdivision entrances will be considered on a case-by-case basis.

BILLING NOTICES

1. Notices for contractors' compliance permits and occupational license renewals are to be sent thirty (30) days prior to due date.

BUILDING

1. Building contractors are liable for subcontractors being licensed. Contractor to give a list of all subs to the Building Official.

CAPITAL OUTLAY

1. One thousand dollars (\$1,000) is the dollar threshold limit as to what can be classified as capital outlay.

CITY ADMINISTRATION

1. The St. Augustine Beach City administration is divided into two (2) departments: Police Department, to be under the direction of the Police Chief; and the remaining City functions to be under direction of the City Manager.

CITIZEN INITIATED PROJECTS

When citizens propose projects that will benefit the City and its residents, the following procedures shall be followed:

1. The project must be presented to the City Commission at a public meeting for approval.
2. If the Commission approves the project, then the City Manager will be directed to have a department head or another staff member assigned to oversee and monitor the implementation of the project.
3. When the project is finished, the department head or staff member will certify to the City Manager that the project has been done in accordance with the Commission-approved plan.

CITY COMMISSION

1. City staff shall open mail addressed to Commissioners except in the following

instances:

- A. When the mail does not include the Commissioner's or the Mayor's official title.
 - B. When the mail has been addressed in handwriting.
 - C. When the mail is from a State senator or representative, a member of the U.S. Congress, the Governor of Florida or another state, or from the White House.
2. All City Commissioners shall be authorized to sign checks in the following order:
- Mayor
Vice Mayor
First seniormost Commissioner
Second seniormost Commissioner
Third seniormost Commissioner
3. All motions by the City Commission for any purpose shall be decided by a voice vote taken by the recording secretary of each Commissioner, including the Mayor.

CITY FACILITIES

1. Any person or organization applying to use a City facility must sign a hold harmless agreement.
2. The use of the meeting rooms without charge is limited to non-profit charitable, civic or non-profit organizations based in St. Augustine Beach, and/or which provide services of benefit to society. Other groups and individuals may use the meetings rooms subject to a fee schedule set by the City Manager.
3. Examples of such organizations include neighborhood/civic associations based in the City, Alcoholics Anonymous, the American Association of Retired Persons, associations of condominiums located in St. Augustine Beach, sports groups which include residents of St. Augustine Beach, etc.
4. The Commission prohibits smoking in City offices.
5. Information may be displayed in City buildings and on City property only from charitable, civic or non-profit and non-religious organizations registered in Florida, and from governmental agencies based in the United States.
6. Use and/or Rental of City Buildings

- A. The Commission prioritizes its offer of long-term use of the buildings to county, state, and federal agencies that offer direct, continuous programs and/or services to both City and County residents.
- B. The buildings are to be offered for use only by governmental or non-profit organizations that provide programs that are of benefit to large segments of the community, such as senior citizens, public school students, the disabled, etc.
- C. The City Commission approves the following policies for the holding of "town hall" meetings by individual Commissioners:
 - 1) That the Commissioner be allowed to use the small public meeting room in City Hall, or, if that is being used by another group, the building adjacent to the City Hall parking lot that was formerly used as a post office.
 - 2) That the Commissioner holding the town hall meeting not be required to sign a hold harmless agreement.
 - 3) That the Commissioner holding the town hall meeting begin the meeting by stating that opinions expressed are his/her own and not those of the Commission.
- D. In the event of competing proposals from governmental or non-profit organizations to rent City buildings, the Commission will use the greatest benefit standard by which to evaluate the proposals: i.e., which organization will provide the greatest benefit to the greatest number of persons.
- E. The City will require organizations interested in renting a City building to provide a written, detailed outline of the programs and/or services that the organizations will provide. Included in the outline should be such details as a mission statement, the source of the organization's funding, staffing, hours and days of operations, etc.
- F. The Commission will consider allowing the use of a building by more than one organization, if such is agreed to by both.
- G. The City will charge rent for the building of an amount sufficient to pay the monthly utilities and to put money in a reserve for maintenance and repair and for such significant costs as roof and heating/air conditioning replacement.
- H. The Commission will require an interlocal agreement, memorandum of understanding, or rental contract which will have terms concerning the rent

amount, when due each month, and responsibilities of the tenant and of the City as to insurance and maintenance.

- I. The City Commission may modify any of the above policies or use other criteria which it believes is in the City's best interest for determining which organizations are to be granted the use and/or rental of City buildings.

COMMISSION MEETINGS

1. Reading of ordinances at Commission meetings is to be done by title only, unless otherwise requested or directed by a City Commissioner.
2. Reports from City departments and City boards are to be put in writing and included with the City Manager's report in the agenda packet for the Commission's regular meeting each month.
3. Commission meetings are to begin at 7:00 p.m.
4. Special Meetings: Topics for the agendas for special meetings will be determined in advance by the City commission, and no additional topics may be added to the agenda unless the topic or topics are of an urgent or emergency nature.

"Urgent" shall be defined as an unexpected or overlooked action that needs to be taken care of prior to the next regular meeting.

"Emergency" shall be defined as a reasonable, unforeseen breakdown of machinery, development of a dangerous condition, threatened termination of an essential service, or the development of an unforeseen circumstance which could result in curtailment or reduction of an essential service or cause possible liability or harm to the public, the City or its employees.

5. Attendance at City Commission meetings by employees other than the City Manager/Police Chief:

The City Manager shall decide when and which employees under his direction are to attend Commission meetings: regular, special or workshop.

The Police Chief shall decide when and which employees under his direction are to attend Commission meetings: regular, special or workshop.

This policy shall also apply to meetings of other City boards or committees.

6. Commissioners absent from meeting can participate by telephone due to extraordinary circumstances as determined by the sitting Commissioners by a

simple majority vote of such Commissioners.

7. The City Commission can determine at the time of an absence if the absence is excused or unexcused based on the information relayed to the Commission.

The Commission can amend its decision if information about the absence is forthcoming within two (2) months after the absence.

8. Meetings of the City Commission are to be conducted in a manner as agreed upon by a majority of the Commission and by these rules and regulations. In cases where no agreement can be reached, resort shall be had with "Roberts Rules of Order".
9. PRESIDING OFFICER: Shall preserve strict order and decorum at all regular and special meetings of the Commission. He shall state every question coming before the Commission, announce the decision of the Commission on all subjects and decide all questions of order, subject, however, to an appeal by a member to the Commission, in which event a majority vote of the Commission shall govern and conclusively determine such question of order.

10. RULES OF DEBATE:

- A. Getting the Floor – Improper References to be Avoided. Every member of the City Commission desiring to speak shall address the Chair, and upon recognition by the Presiding Officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
- B. Interruptions – A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question or order can be determined, and, if in order, he shall be permitted to proceed.
- C. Privilege of Closing Debate – The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of making final comments on the motion.

11. ADDRESSING THE COMMISSION AFTER A MOTION IS MADE: After a motion is made by the Commission, and seconded, no person shall address the Commission without first securing the permission of the Presiding Officer to do so. Discussion by the Commission. NO MEMBER OF THE PUBLIC CAN INTERRUPT THE COMMISSION'S DELIBERATIONS. Commission directs questions to the staff. Public invited to comment. Vote called for by the Mayor.
12. MANNER OF ADDRESSING COMMISSION – TIME LIMIT: Each person addressing the Commission shall step up to the microphone, shall give his name

and address in audible tone of voice for the records, and unless further time is granted by the Presiding Officer, shall limit his/her address to three (3) minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof. Only the Commission and the person having the floor shall be permitted to enter into any discussion, except with the permission of the Presiding Officer. A question shall be asked a Commissioner only through the Presiding Officer.

13. DECORUM:

- A. By the Commissioners and the Public – While the Commission is in session, order and decorum must be preserved and any person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any person while speaking or refuse to obey the orders of the Commission or its Presiding Officer, except as otherwise herein provided. Boisterous, impertinent or irrelevant, personal or general remarks directed to or against any individual shall not be considered orderly or decorous. Any person who shall become disorderly or who shall fail to confine remarks to the identified subject or business shall be forthwith, by the Presiding Officer, cautioned and given the opportunity to complete remarks on the subject in a decorous manner. Any person failing to comply as cautioned shall not be allowed to continue the remarks unless permission to continue be granted by a majority vote of the Commission.
- B. Upon Failure of the Presiding Officer to maintain decorum within the context of this section, a call for "Point of Order" by a member of the Commission shall cause all proceedings to cease until a decision is made by the majority of members.
- C. Enforcement of Decorum – The Chief of Police or a member of the Police Department whom he may designate shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Commission meeting. Upon instructions of the Presiding Officer, it shall be the duty of the Chief of Police, or his designee, to either escort back to his/her seat, or remove from the meeting, any individual who violates the order and decorum of the meeting.

14. MOTIONS: Any member of the City Commission, including the Mayor, shall be entitled to make a motion and shall likewise be entitled to second a motion.

15. AGENDA:

- A. The Agenda which is sent to all Commissioners and posted at City Hall for the public, shall be the normal operating procedure, but the Presiding

Officer shall have the authority, during any meeting, and after approval by the City Commission, to change the order of business and the Agenda if the circumstances so warrant.

- B. That any item to go on the Agenda must be submitted by Wednesday 12:00 noon, preceding the next monthly meeting. This is to be directed to the City Manager in writing. Inclusion of any item for the Agenda will depend upon the completeness of information and on the time element for the meeting.
16. ADJOURNMENT: The City Commission shall adjourn its regular meetings promptly at 10:30 p.m. Should the Commission so elect, it may go to 11:00 p.m., but then must adjourn.
17. COMMUNICATIONS:
- A. All communications to the Commission, when read into the record, shall be considered, received and filed without the necessity of a motion.
 - B. No member of the Commission shall speak more than twice on one question without first obtaining permission of the Mayor, or Presiding Officer, nor more than once until the other members have spoken, if they desire to speak, nor shall any member be permitted to speak longer than ten minutes on one occasion, but the Mayor or Presiding Officer may extend member's time for five minutes longer.
 - C. The Mayor may extend the courtesies of the floor to any person he may see fit, at any time during the deliberations of this Commission, unless there be an objection. It shall not be necessary for a member of the Commission to move that the courtesies of the floor be extended. It shall be sufficient if the Commissioner makes the request and the Mayor shall grant such request unless there be objections. Any person addressing the Commission shall do so from the podium and name and address must be presented.
18. TEMPORARY SUSPENSION OF RULES:
- A. Any provision of this division may be temporarily suspended for special reasons by a vote of the majority of the members of the Commission present, but no permanent alteration shall be made without notice specifying the purpose of the change given at the previous meeting.
 - B. In all cases involving points of parliamentary law, "Robert's Rules of Order" shall be the book of reference, and its rules, so far as they are applicable and not in conflict with the provisions of the Charter, ordinances, or of the rules in this division, shall be the rules of the

Commission.

- C. While the Commission is in session, the Presiding Officer shall preserve order and decorum, and a Commissioner shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, or refuse to obey the orders of the Commission or its Presiding Officer.
- D. No Commissioner shall speak on any question or discuss any matter, nor interrupt another, nor make a motion without first addressing the Presiding Officer and obtaining his/her recognition. When two or more Commissioners desire to speak at once, the Presiding Officer shall name the Commissioner who is first to speak. No Commissioner shall be interrupted by another without the consent of the Commissioner who has the floor, except by rising to a question of order. Every Commissioner, in speaking on any matter, shall confine himself to the question, shall not use unbecoming, abusive or unparliamentary language, and shall avoid personalities.
- E. Any person, not a Commissioner, making personal, impertinent or slanderous remarks or who shall become boisterous while the Commission is in session, shall forthwith be barred from further audience before the Commission by the Presiding Officer at his/her discretion. No demonstrations of approval or disapproval from the audience shall be permitted. The Presiding Officer shall call upon the Chief of Police to enforce directions given by the Presiding Officer for any violation of this rule.

CONDITIONAL USE PERMITS

RULES RELATING TO CONDITIONAL USE PERMITS

The following rules shall be applicable to conditional use permits:

- 1. At a hearing held by the City Commission for the granting of a conditional user permit, any party shall have the right to:
 - A. Present his case or defense by oral and documentary evidence.
 - B. Submit rebuttal evidence and conduct such cross examination as may be required for a full and true disclosure of the facts.
 - C. Submit proposed findings and conclusions and supporting reasons therefor.

- D. Make offers or compromise or proposals of adjustment.
 - E. Be accompanied, represented and advised by counsel or represent himself.
 - F. Be promptly notified of any action taken by the City Commission concerning his request for the granting of a conditional use permit or any decisions concerning procedures for the granting of such a permit.
2. At a hearing held by the City Commission for the granting of a conditional user permit, unless otherwise directed by the Mayor, the following procedure shall be followed:
- A. A member of the City staff, or the Chairperson of the Comprehensive Planning and Zoning Board shall report to the City Commission on the recommendation by the Comprehensive Planning and Zoning Board.
 - B. The applicant shall present his case.
 - C. Persons having comments upon or opposing the grant of the conditional use permit shall be allowed to present their case.
 - D. After hearing all public comment, the Mayor shall declare the presentation of evidence and public comment to be closed, and the City Commission shall immediately deliberate and make a decision in open session. If a decision cannot be reached in the initial meeting, the City Commission shall adjourn and reconsider the matter as soon as possible at a time and date certain. The decision shall contain findings of fact, conclusions of law, and shall state the affirmative relief, if any, granted by the City Commission.
 - E. The decision shall be announced as an oral order of the City Commission and shall be reduced in writing within thirty (30) calendar days.
3. The office of the City Manager shall maintain a separate list of all requests for conditional use permits, identifying each request by the name of the applicant, the disposition of the request and the street address of the property.
4. The tape recording of the City Commission hearing on any conditional use permit shall be preserved by the office of the City Manager, and the orders granting or denying conditional use permits shall be kept in a separate book or file.

DEED RESTRICTIONS

1. The City is not to be involved with enforcing deed restrictions.

FENCES IN ALLEYS

The following procedures will be used for evaluating requests from property owners to put fences in alleys:

1. The City must notify in writing all the owners of property adjacent to an alley within a block where a request for a fence permit has been made.
2. The City must provide time for the adjacent property owners to respond in writing as to whether they are in favor or opposed to the permit.
3. The adjacent property owners must be given the date of the Commission meeting when the permit application will be discussed so that the owners will have an opportunity to speak in favor or against the permit.

GRANT POLICY

1. Purpose.

To establish policies, procedures, and guidelines to ensure that the administration of all grants received by the City of St. Augustine Beach meets established standardized guidelines and regulations, and complies with all program requirements.

2. Applicability.

This Policy applies to all Departments in the City of St. Augustine Beach.

3. Background.

The City of St. Augustine Beach recognizes that grants are an attractive form of funding for projects and/or items and frequently come with specific requirements that need to be followed. These requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. There are negative consequences if the grant requirements are not met.

4. Grants identification and application.

Prior to applying for a grant, the City Manager or Chief of Police must notify the Finance Director in writing so that the effects on the City, such as budget, financial reporting and compliance requirements can be reviewed and understood. ~~Any grant above \$50,000 or requiring a 50% match that exceeds the allocated budget amount must have approval of the Commission.~~

5. Strategic alignment.

The City has adopted a strategic plan, therefore any grant that is applied for should be in line with the goals outlined within the plan. When notifying the appropriate authority, a statement should be included on the way the grant would further the City's strategic goals.

6. Funding analysis.

An analysis should be completed to include matching funds (where they are to come from, and if they need to be set aside) and, direct costs. Additionally, indirect costs should be explored to include overhead, in-kind, close-out costs and costs that would be incurred by the City after the grant period i.e. asset maintenance.

7. Evaluation.

Outcome measures should be put in place prior to applying for a grant and applied to the grant-funded program or asset prior to renewing a grant. The established outcome measures and actual costs associated with the grant-funded program or asset will be used to determine if the desired benefits have been achieved.

8. Administrative and operational support.

The City will obtain a detailed understanding of the grant terms and conditions and how they will be monitored. The City will establish procedures to include:

- a. Project plan development
- b. Training for employees responsible for grants
- c. System developed to accurately track expenses to charge against the grant.
- d. Designate personnel responsible both in the administration and the police departments to carry out the requirements of the grant and ensure that proper resources are available. (Res 14-02)

INSURANCE

1. Coverage for all vehicles is to be at least five hundred thousand dollars (\$500,000).
2. Liability insurance limits are to be at least five hundred thousand dollars (\$500,000).

LEGAL ADS

1. The City Manager is to pay for legal ads.

PLAZAS

1. There are 52 plazas located in the City. The plazas are widened portions of the street right-of-way created by the recording of subdivision plats.
2. The plazas may be developed for uses suitable for street right-of-way and/or parks. Such uses include:
 - A. Paved roadway
 - B. Parking
 - C. Beautification
 - D. Utility lines
 - E. Drainage
 - F. Sidewalks/bike paths
 - G. Passive recreation / greenspace
3. Plazas developed for parking should be open to public use and should not be restricted to the exclusive use of any business.
4. The duration and times of parking in plazas may be regulated by the City. When time limits are to be enforced by traffic citations, the time limits need to be established by ordinance.
5. All plazas used for parking should be posted in a suitable manner to indicate that parking is available for all members of the public.
6. Plazas may not be used by any business for the purpose of meeting the number of parking spaces required for the business under the City's Land Development Code.
7. No plaza may be used by any business or residence for a driveway in lieu of a driveway on the premises of the business or residence.
8. Businesses may want to improve and beautify plazas adjoining their premises in order to enhance the appearance of the property adjoining the business premises and to allow parking for customers or patrons. Any such business must recognize that the business does not acquire any ownership interest or exclusive right to the use of the plaza. A contract between the City and the business should be required. The terms of the contract will be determined by the City Commission and may include the following provisions:
 - A. The location of the plaza, the improvements to be made, the time frame the improvements are to be made, and by whom the improvements will be made.

- B. An acknowledgment that the plaza is and shall remain public property and the business does not acquire any ownership interest in the plaza or any right to the exclusive use of all or any portion of the plaza.
- C. A prohibition against the use of the plaza or any advertising signs related to the business or any other structures not related to public use.
- D. An acknowledgment that the City has the right to regulate times of parking and days of parking and to terminate use of the plaza for parking at any time in the sole discretion of the City.
- E. A prohibition against the posting of any signs by the business on or off the plaza indicating that the plaza is available for use as parking for the business.
- F. If there is not a barrier to vehicular passage between the plaza and the driveway or parking area of the business, the agreement shall provide that the owner of the business will hold harmless and indemnify the City from any loss, damage or expense with respect to any accident occurring on the premises of the business.
- G. If there is not a barrier to vehicular or pedestrian traffic between the plaza and the business premises, the business may be required to maintain the beautification (such as shrubs and flower beds) for so long as there is no barrier preventing vehicular traffic or pedestrian access between the plaza and the business premises.
- H. The City reserves the right at any time in the future to construct a fence or other barrier preventing pedestrian or vehicular access across the boundaries between the plaza and business premises.
- I. The term of the agreement. The term will usually be for no more than five years.
- J. The agreement shall be binding upon the heirs, successors and assigns of the business and the property on which the business is situated, and a notice thereof shall be recorded in the public records.
- K. The standard for plaza maintenance shall consist of an annual inspection in the late fall by the Public Works ~~Director~~ Department for the removal of all dead trees, and tree limbs ~~as identified and confirmed by the Beautification Advisory Committee~~. Also, vines that are threatening the tree canopy ~~could be removed as much as necessary to protect the existing trees~~.

PARKING REGULATIONS: GUIDELINES

1. The posting of parking regulations on streets shall be done only in response to citizen complaints and/or because a City official requests the regulations.
2. When a complaint or request for regulation of parking on a street or streets is received, the Police Department and Public Works Department shall review the complaint or request and provide a recommendation to the City Commission Manager as to whether the complaint or request is valid, and if valid, what regulations the Departments recommends be posted, such as no parking anytime, parking on pavement only, parking on unpaved shoulder, and so on.
3. Parking may be regulated on particular streets because of the following conditions:
 - Narrowness of the pavement and/or right-of-way.
 - Lack of sufficient space for parking on one or both sides because of drive-ways, hydrants, etc.
 - Street ends in a cul-de-sac and no parking should be permitted because of safety and public service needs.
 - Lack of regulation prevents residents on the street from enjoying the peace and quiet normally expected in residential neighborhoods.
 - Lack of regulation creates congestion, noise and/or litter on the street.
 - Damage to vegetation within rights-of-way or adjacent property.
 - Impacts to roadside drainage systems.

PROFESSIONAL SERVICES

ADMINISTRATIVE PROCEDURES FOR SELECTING AND CONTRACTING FOR PROFESSIONAL SERVICES

Section 1. Policy

1. The City Manager shall be responsible for supervising the awarding of all contracts for professional services covered by this Administrative Regulation (AR).
2. For the purpose of this AR, the term "professional services" shall mean those services within the scope of practice of architecture, professional engineering or registered surveying.

3. In contracting for professional services, the City shall comply fully with Chapter 287.055, laws of Florida, also known as the "Consultants' Competitive Negotiation Act", which requirements include the following provisions:
 - A. The project must be publicly advertised.
 - B. Professionals in this field must be encouraged to submit qualifications and performance data to the City on a periodic basis.
 - C. The City must certify as qualified those firms or individuals to carry out specific types of consultant work.
 - D. The City must adopt administrative procedures for the evaluation and selection of the firms or individuals to provide these services.
 - E. The qualifications and past performance of the firms or individuals submitting proposals must be evaluated and interviews held with no less than three (3) of the firms or individuals submitting proposals.
 - F. The proceedings of the selection process must be open to the public.
 - G. No less than three (3) consultants, in order of preference, must be selected and ranked in numerical preference.
 - H. A contract must then be negotiated with the most qualified consultant at compensation which is considered fair, competitive and reasonable. If a contract is not reached between the City and the firm, negotiations must then be initiated with the second ranked firm. This procedure is followed until a mutually acceptable contract can be negotiated.
 - I. Each contract for professional services shall contain a prohibition against contingency fees.

Section 2. Procedure

- A. The City Manager shall, by means of public announcements and advertisement, encourage firms interested in professional services to the City to submit a Consultants' Qualifications Form with a request for notification whenever the City is seeking services for which the firm is qualified.
- B. Each firm or consultant must annually submit an updated Consultants' Qualification Form which includes a summary of the consultant's professional qualifications and experience. Upon reviewing and accepting the Qualification Form, the City shall certify the firm as qualified to provide

certain types of consulting services.

- C. The City Manager shall maintain a file on all architects and engineers who have been qualified and requested that they be notified when the City is planning to hire consultants.
- D. The City Manager shall announce in a uniform and public manner, including legal advertisement, when professional services are needed by the City. This ad shall provide a brief summary of the services to be performed and invite any firm interested in the project to submit a Standard Form 254 to the City manager stating the firm's interest and qualifications. The ad also shall request applications to be certain that current information about their firm is on file with the City.
- E. For evaluating the proposals received pursuant to Paragraph II(d), the City Commission may delegate this responsibility to a committee or the Commission may itself do the evaluating. Whoever does the evaluating shall follow Paragraphs f. through h. below.
- F. No less than three (3) qualified firms, in order of preference, after considering such factors as the ability of professional personnel, past performance, willingness to meet time and budget requirements, location, current and projected workloads of the firms, and the volume of work previously awarded to the firm by the City.
- G. The City Commission or the committee shall assure itself that the individual or firm under consideration to perform professional services is certified by the necessary state licensing boards.
- H. After the evaluation of the proposals, the firms shall be ranked in order of preference (first, second, third, etc.) based upon the firms' qualifications.
- I. The Commission will then enter into contract negotiations with the firm ranked as first. These negotiations should be based upon a clear and detailed description of the services which the City expects the firm to provide and which have been previously established for the project.
- J. If the City Commission is unable to negotiate a contract with the firm ranked first in the selection process, negotiations with that firm shall be formally terminated. The City Commission shall then undertake negotiations with the firm ranked as the second most qualified, and so on, until a satisfactory contract is obtained.

**PROCEDURES FOR EVALUATING FIRMS
FOR PROVIDING AUDIT SERVICES**

The City Commission adopts Section 218.391, Florida Statutes.

PUBLIC RECORDS

1. The City Manager shall establish official email accounts for each member of the City Commission, the Comprehensive Planning and Zoning Board, and Beautification Advisory Committee. In sending emails relating to official business of the City or matters which may reasonably be anticipated to come before the Board on which an individual is a member, the official email account shall be the only account used. Such email account shall be so arranged that all messages thereon shall be cached on a City server.
2. All members of the City Commission or any City board shall forward any emails relating to City business received by such member on a private email account to the City to be cached on a City server.
3. All members of any City board as a part of an application for appointment shall sign a statement provided by the City acknowledging receipt of this policy.

PROCESSING OF PUBLIC RECORDS REQUESTS

Objective: The objective of this policy is to establish standard procedures for efficient and timely processing of public records requests and to ensure that public records requests are processed in accordance with the requirements of Chapter 119, Florida Statutes, also known as the Public Record Act.

Policy Statement

Under Florida Law, any material prepared in connection with official business that is intended to perpetuate, communicate or formalize knowledge, is a public record. Included are: documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristic, made or received in connection with the transaction of official business by the City of St. Augustine Beach.

Also, Florida law requires agencies to furnish public records in the format requested if they already exist in that format. If not, the law does not require agencies to convert them to another format to fulfill a public records request. For example, if the records exist only on paper and you are requested to email them, you are not required to scan them in order to email them. Conversely, if they exist only in electronic format and photocopies are requested, you are not required to print them in order to copy them.

Public records may be inspected and examined by any person desiring to do so at any reasonable time, under reasonable conditions and under the supervision of the custodian or designee. Reasonable conditions mean that inspection must be done during normal business hours of the City, excluding identified City holidays. **Custodians of public records are not required to compile or create a new record**, just to make the requested existing records available. In addition, **the Public Records Act does not require the custodian of the record to provide explanations of documents.**

Procedure for Processing Public Records Requests:

Public records requests, other than "readily available documents" described above, will be coordinated by the City Clerk using the following steps:

1. All public records will be directed to the City Clerk's attention for logging.
2. The City Clerk will acknowledge receipt of the request in person, or by email or telephone to the requestor as soon as possible indicating that the request has been received and is being processed.
3. The City Clerk determines the appropriate department or custodian of the record and sends the request to the designated person in that department.
4. The department provides the public records to the City Clerk for further review, redaction if required, calculation of fees, if any, and legal review.
5. If the nature or volume of public records requested to be inspected, examined, or copied require extensive use of information technology resources or extensive clerical or supervisory assistance by City employees, the City Clerk shall have the option of requiring payment from the requestor prior to fulfilling the request.
6. If the nature of the records require legal review, the City Clerk will forward the record to the City Attorney for approval prior to releasing the documents. The City Clerk will inform the requestor of the status of the request.
7. If approval is granted by the Legal Department, the record is then provided to the requestor and additional fees collected or overpayment refunded, as appropriate.

Exempt Records:

Certain public records are exempt from the public records law and, are therefore, not subject to public inspection. Requests for documents which may contain information that are exempt from disclosure under Florida law may be delayed until the records can be reviewed and redacted by the City Clerk, as necessary. In addition, upon request, the custodian of the record must state in writing and with particularity the reasons for the conclusion that the record is exempt from inspection. (FS 119.07(1)(F)).

The legislature has often amended the public records law, making some materials exempt from public inspection that were not exempt previously, and removing the exempt status from certain materials that were previously considered exempt. Therefore, when in doubt as to what is or what is not exempt, check with the City Clerk or the City Attorney.

All public records requests pertaining to any matter for which litigation is pending must be copied for the City Attorney. City staff should also contact the City Attorney if they cannot determine if a matter is in litigation or if they are genuinely uncertain as to whether a particular record is or is not a public record or is a public record exempt from

disclosure. In all cases where a determination is made not to release a document, the City Attorney must be consulted prior to a final denial of a request.

Guidelines for providing a public record:

Florida law notes that every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf. Requests to view public records do not have to be in writing and may be made by telephone. Florida law provides that a custodian of public records has no right to require a person to state the reason why an individual desires to inspect or copy a public record.

A person requesting a public record does not have to fill out a form to do so. Even though it cannot be required of them, all requestors should be encouraged to put their records requests in writing. This should assist staff in clarifying the exact scope of the request. Requestors should be asked to specify whether they wish to simply inspect records or obtain copies.

The following guidelines should be used when handling a request of public records:

1. Determine exactly what the person is requesting, including what records he/she is looking for and whether he/she wants to view the records or wants a copy of the records. If it is unclear what is being requested, contact the person by phone or send a letter or email requesting clarification or asking him/her to contact you. If the request is verbal, write down the documents requested and repeat it back to the requestor to ensure accuracy.
2. Determine whether the documents requested are public records, and if so, identify if any of all of the information is exempt or confidential.
3. Determine who has custody of the records.
4. Determine the format in which the requestor wants the records. Note: Florida law requires agencies to furnish public records in the format requested if they already exist in that format. If not, the law does not require agencies to convert them to another format to fulfill a public records request. However, if acceptable to the requestor and not unreasonable in nature, electronically maintained public records may be provided in print format.
5. Review the requested records for any confidential or exempt information. Be particularly aware of social security numbers, medical information, certain addresses and other personal information on protected persons and their family members (e.g., current or former law enforcement officers, code enforcement officers, and other specifically exempted in Chapter 119 or elsewhere in Florida Statutes). Redaction will be administered by the City Clerk or designee.

Requests for email and other records:

In order to provide timely and accurate information, the requestor of emails shall provide the date range and key words for the search. When a public records request is received for emails or other records relating to a City Commission member or City employee, the City Commission member or respective department head will be notified by the City Clerk, as a courtesy, that the request was received. However, providing this information as a courtesy, will in no way delay the processing of the request. When requesting copies of email, members of the public or news media must make a request directly to the City Clerk. No requestor shall be provided direct access to email archives. The City Clerk or designee will research the email archives, review the email retrieval for redaction or exempt information, and provide to the City Attorney, if appropriate, prior to release of the email to the requestor.

Departments receiving a public records request must respond to the City Clerk as soon as possible as to whether they have any of the requested documents and what the estimated retrieval time will be. The City Clerk, or designee, will notify the requestor of the estimate of time to fulfill the request and that copying charges must be paid in advance of the requestor's receipt of the records. For extensive requests the City shall require advance payment prior to beginning retrieval. Any over-payment of retrieval charges will be refunded to the requestor.

Fees

The fees that may be charged for copying of public records are in some cases provided by Statute. If a fee is prescribed by law, the custodian of the record must charge that fee. If no fee is prescribed by law, then the custodian of the public record may charge the actual cost of duplication of the records. It is important that fee assessments be applied consistently across all City departments. The following charges that are deemed to represent the actual cost of material, supplies, and equipment involved, shall be charged of public records:

1. Fifteen (15) cents for each one-sided copy of each page of not more than 14 inches by 8.5 inches of the public record.
2. Twenty (20) cents for each two-sided copy.
3. For all other copies, the actual cost of duplication of the public record.
4. Five (5) dollars for each copy of a data CD or video DVD.
5. One (1) dollar for each certified copy of a public record.
6. If materials are to be mailed, the actual cost of postage may be added to other charges indicated in the preceding paragraph.
7. Purchasers must pay for copies prior to receiving the copies. Before being given the copies, the purchaser should show his or her paid receipt.

If the request is by mail or telephone, the monies should be received prior to mailing the copies. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information, technology, resources, or extensive clerical or supervisory assistance by personnel of a City department, additional charges may be assessed, which is to be reasonable and is to be based on

the cost incurred for the extensive use of such resources of labor in furnishing or copying the information requested. The provision of this paragraph does not apply to materials routinely exchanged within the City or between governmental agencies, officers or persons in the performance of assigned duties or normally provided by the City in carrying out its statutory responsibilities.

A research service charge is calculated in fifteen (15) minute increments. If the research is extensive, the service provider may request a deposit. Labor charges are calculated based on the salary of the lowest-paid employee capable of performing the work.

Reasonable exceptions to charging fees will be made for other government entities.

Time Copies Maintained by Clerk. Copies made in response to a public records request will be maintained in the City Clerk's office for twenty (20) days.

Cancelled or Uncollected Requests. The City Clerk's staff or any other City department staff is entitled to receive payment for the entire amount of the value of their services when responding to public records requests. AGO 05-28. If a records requestor does not collect documents or advises City staff that the documents are no longer needed, the City staff is entitled to retain the deposit received for copying and other services related to the records request. Likewise, the City staff may bill the requestor for the difference between the deposit and the actual cost if full payment was not initially received. Per FS 119.07(4)(a) provide that an agency may refuse to produce additional requests for records if the fees for previous records have not been paid by the requestor. The City will notify the requestor of the unpaid fees and the refusal for additional records until the fee is satisfied.

Conflict with Florida Law:

In the event of any conflict between this policy and Florida Law or a Florida Attorney General's Opinion, the applicable section of Florida Law or the applicable opinion by the Florida Attorney General shall be controlling. All other provisions not in such conflict shall remain in full force. (Res. 15-05)

SOCIAL SECURITY NUMBERS

The City shall collect and disseminate Social Security numbers only from employees or applicants for employment with the City, from individuals providing services to the City, and from individuals as required for police matters. These numbers will be used for identification and verification, benefit processing, and tax reporting. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. All Social Security numbers collected will be maintained and disseminated in accordance with the Florida Statutes 119.071(5).

SOLID WASTE

1. Citizens are to notify the City if they want a special trash pickup (i.e. garden trash, white goods, etc.) on Wednesday. Special pickups are typically conducted on Wednesday, but may be altered or temporarily suspended by the Public Works Department due to holidays or extenuating circumstances.

SPOKESPERSONS

1. The Mayor shall be the City's spokesperson with the media and the public. In the absence of the Mayor, the Vice Mayor shall be the City's spokesperson.
2. No City employee shall speak or write to the media or any public group unless permission to do so has been given by the ~~Mayor~~ City Manager, or in his/her absence, the Mayor or Vice Mayor. This prohibition shall not apply to the following: emergencies, routine correspondence that City employees provide for informational purposes to the County, other cities, etc.; to articles written for the City's newsletter.

STATEMENTS TO THE PUBLIC

1. Statements by City Commissioners:
 - A. Unless otherwise directed by the City Commission, the Mayor is authorized to represent the City in public forums or media. However, the Mayor is not authorized to bind the City or otherwise commit the City to any position without the express authority of the City Commission. In the absence of the Mayor, the Vice Mayor is authorized to so represent the City.
 - B. Unless specifically requested to do so by the mayor or authorized by vote or consensus of the City Commission, individual Commissioners shall not speak on behalf of the City on any matter when in a public forum or media. Caution should be exercised in comments made as they reflect on the entire City or City Commission.
 - C. It is of paramount importance that individual Commissioners make it clear to the public and fully disclose that their personal comments represent their own opinion and are not necessarily the opinion or position of the City or the City Commission. The Mayor, individual Commissioners, the City Manager, the Chief of Police, and the City Attorney are authorized to inform members of the public and the media of this policy regarding statements to the public.
 - D. On matters of litigation or potential litigation, it is the policy of the City and the City Commission that no individual Commissioner speak publicly regarding the matter and especially not do so in such a manner that gives the impression that they are speaking on behalf of the City or the City Commission when commenting upon or making any public or private statement or remark regarding such matter unless specifically authorized to do so by the City Commission. Should an individual Commissioner violate this policy, the City Commission may, by vote of the City

Commission, adopt a resolution denying, disclaiming, or otherwise avoiding, correcting or rejecting the statement or remark, as well as admonishing the individual Commissioner for violating this policy. The adoption of a resolution is in addition to any other remedy or action the City or the City Commission can lawfully take. Notwithstanding this provision, the inaction by the City or the City Commission to adopt a resolution or take other action shall not be construed as an admission, waiver, acknowledgement, adoption, or any other implication of the City or the City Commission.

2. Statements by City Staff.
 - A. City Staff shall not give statements to the public or the media without the authorization of the City ~~Commission~~ Manager unless the statement is explicitly or impliedly within their job duties and responsibilities. This prohibition is intended to preclude any statement made by a City employee that represents or implies that the employee is speaking for or on behalf of the City. Any matter requiring a determination by the City ~~Commission~~ Manager shall fall within this prohibition.
 - B. The City Manager, Chief of Police, and/or City Attorney are authorized to give statements to the public and the media concerning matters within their respective areas of management and/or responsibility.

STREETLIGHTS

1. Streetlights will be installed in accordance with one or both of the following policies:
 - A. Each light will benefit five (5) or more dwellings.
 - B. Lights are to be placed four hundred (400) feet apart unless part of a lighting plan adopted by the City Commission or recommended for public safety by the Chief of Police or Public Works Director
 - C. The need for a streetlight has been deemed necessary for public safety purposes by the Chief of Police or the Public Works Director
 - D. New streetlights east of A1A Beach Boulevard and visible from the beach must be "Turtle Friendly" amber fixtures.
 - E. Streetlights must be approved by all property owners within 100' of the proposed streetlight, unless deemed necessary for safety purposes by the Chief of Police or Public Works Director.
 - F. Streetlights shall be shielded as necessary to prevent nuisance to adjacent properties.
- ~~B. — Each light is to be placed four hundred (400) feet apart.~~

STREETS

1. Streets are to be named as follows:

- A. NEW STREETS: If the street name or names are ones which the developer wants, or which a majority of the residents want, then the Building Department is to review the names with the County's 911 system. If the names are acceptable, then the Building Department shall approve the names.
- B. EXISTING STREETS: Names of existing streets can be changed only if the names are acceptable to the County's 911 system, and only upon approval by the City Commission.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM

City of St. Augustine Beach Neighborhood Traffic Management Program

Introduction

The City of St. Augustine Beach is committed to promoting and preserving safe, livable neighborhoods, to enhancing pedestrian and bicycle access to neighborhood destinations and to improving the overall quality of life. The City Commission is aware that speeding is the most common residential traffic complaint reported to law enforcement. Local residents or visitors in a hurry to get to work or home, may have become over familiar with conditions and ignore residential speed limits, resulting in concerns of safety and quality of life issues. Residents living on these local roads may also perceive a danger to children playing outdoors, or hazards to walkers, joggers and bicycle riders.

The purpose of this program is to present ways in which residents can find solutions to residential traffic problems as approved by the City Commission. Residential traffic concerns should be reviewed on a case-by-case basis. There are many steps in a traffic management program and several factors to be considered including; the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, and temporary conditions (e.g. construction). Each situation should be reviewed with respect to the available traffic calming measures that have been, or could be, found effective to address the neighborhood traffic concern.

The Institute of Transportation of Engineers (ITE) defines traffic calming as *"the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users."* Effective traffic calming involves a combination of communicating and educating the neighborhood residents, law enforcement, and engineering measures. A successful traffic management program will provide a process to address neighborhood traffic concerns, balancing the needs of the entire neighborhood, with that of the community.

The City of St. Augustine Beach Neighborhood Traffic Management Program (NTMP) is only applicable to City streets and neighborhood roads that are not classified as collector roads. A collector road draws traffic from local residential neighborhood roads in order to provide access to other collector or arterial roads. The program does not apply to roads owned and maintained by either St. Johns County or the Florida

Department of Transportation. In cases where a home owners' association responsible for the ownership and maintenance of the streets are interested in traffic calming many of the same program steps can be employed. The City needs to review and approve all proposed traffic calming measures, even for privately owned and maintained streets. The following steps are suggested for the City of St. Augustine Beach NTMP.

Education, Enforcement, Engineering

The traffic calming process begins with a combination of EDUCATION, ENFORCEMENT and "passive" ENGINEERING techniques. When citizens ask for help with traffic problems on their street the City will conduct a field study and collect traffic speed and volume data in order to assess the severity of the problem. If any obvious safety problems are discovered the City will take immediate corrective action. If traffic data shows that a speeding problem exists (or any other problem that is correctable by enforcement) the Police Department will be called upon to assist with the education and increase the enforcement effort. A documented history of police presence on the target streets helps to assess the effectiveness of the increased enforcement.

Speed Control Criteria

The Florida Department of Transportation Manual Speed Zoning for Highways, Roads & Streets provides the following definition, concepts, and guideline (in support of altering the maximum speed within any municipality as stipulated by Florida Statute 316.189).

The **85th** percentile speed is defined as the speed at or below which 85 percent of the observed free-flowing vehicles are traveling.

Spot speed studies historically showed that the 85th and 15th percentile observed speeds generally describes the high and low speeds observed by most reasonable drivers. It is generally thought that the upper and lower 15% of the observed speeds are too fast or too slow for existing conditions. It is for these out of range operating speeds that the practice of speed zoning strives to achieve its objective of providing realistic speed restrictions to which meaningful enforcement can be applied.

Drivers tend to pay less attention to speed limit signs, which they consider unreasonable unless there is an inordinate degree of enforcement. Unreasonably low posted speed limits are commonly violated by drivers essentially making enforcement difficult and operating speeds higher than what would exist with proper realistic posted speed limits.

A speed limit should not differ from the **85th** percentile speed by more than **3 mph** and it shall not be less than **8 mph**. A speed limit of 4 to 8 mph less than the **85th** percentile speed shall be supported by a supplemental investigation.

Example: A measured **85th** percentile speed of 24 mph would result in a 20 or 25 mph speed limit. A minimum potential speed limit below 20 mph would require a supplemental investigation or special conditions. Any speed zone alteration on a City street shall be approved by the City Commission.

Cut Through Traffic

Cut through traffic on neighborhood streets is defined as residential or commercial traffic not directly associated with the residences directly adjoining the street. There may be several reasons drivers choose one street over another including; avoiding traffic signals or congestion, avoiding poor pavement conditions, improper speed limits, and avoiding traffic calming measures.

Publically owned streets are dedicated for the use of the public, and as such cut through traffic can be difficult to identify, or address. Employing traffic calming measures on one street can potentially divert traffic to another. Cut through traffic is often associated with speeding that may be correctable by enforcement.

Horizontal / Vertical Traffic Calming Measures

Horizontal traffic calming measures can include pavement markings but typically include physical measures to narrow the travel lanes or deflect the vehicles out of a straight line. Traffic medians, traffic circles and/or roundabouts are all examples of horizontal traffic calming measures. Vertical traffic calming measures include speed bumps, speed humps, and speed tables. Examples of speed humps and tables are shown in Figures 1 and 2.

Each potential application of horizontal / vertical traffic calming measures is unique to a specific location. However, in general, the majority of the neighborhood residential streets and intersections in the City of St. Augustine Beach present significant engineering challenges to successfully employ horizontal traffic calming measures due to the width of the right-of-way or pavement.

Speed humps and speed tables will be considered on an individual case basis and must meet the following design standards.

Design Standards and Locations

Speed Hump / Speed Table Design Standards

1. Speed hump profiles shall be 12' long with a parabolic cross section (Figure 1). Speed table profiles shall be 22' long with a 10' flat top (Figure 2). Both shall be raised asphalt pavement with a height of approximately 3-4 inches.
2. The speed humps/tables shall be installed across the entire roadway to the lip of the gutter with the last one foot tapered flush with the pavement to minimize gutter running and to preserve drainage flows.
3. Devices may be installed in City right-of-way to prevent vehicles from traveling around the speed hump/table.

Positioning Speed Humps / Speed Tables

1. The City of St. Augustine Beach will determine the final location of all speed humps/tables in accordance with these guidelines and safe traffic engineering principles.
2. Speed humps/tables shall be placed from 30 to 200 feet away from tight turns.
3. Speed humps/tables shall be spaced from 200 to 400 feet apart to adequately manage speeds along the street.

4. The final positioning of the device shall take into consideration the following which should be field verified prior to installation:
 - a. Speed humps/tables shall be installed at least 8 feet away from driveways.
 - b. Speed humps/tables shall not be installed over, or contain, manholes, water valves or be located adjacent to fire hydrants.
 - c. Speed humps/tables located near drainage inlets shall be installed downstream of storm drain inlet.
 - d. Speed humps/tables should be located near streetlights (where possible) to illuminate them at night. Installation of humps/tables should take advantage of existing or planned street lighting. The Public Works Department shall handle all streetlight issues.
 - e. The City of St. Augustine Beach may restrict parking within 50 feet of the speed hump/table (on the approach sides) if deemed necessary.
 - f. The speed humps/tables shall neither be located in horizontal or vertical curves where line of sight of the speed hump/table is limited, nor on approaches to these curves.
 - g. Speed humps/tables shall not be installed within 75 feet of an uncontrolled intersection.

Pavement Markings

1. White arrow shaped markings shall be painted on each speed hump/table in the direction of vehicle travel. These markings increase the visual impact of the speed hump/table by increasing motorist awareness. (Figures 1 & 2)

Warning Signs

1. A permanent warning sign reading "Speed Hump/Table Ahead" will be installed in both directions to notify motorists of the speed hump/table. Physical right-of-way conditions will dictate exact sign placement.
2. Speed advisory signs stating the recommended speed limit shall be installed on the speed hump warning sign.
3. The Public Works Department shall determine final location of warning signs.

Signage

It is recognized that regulatory signage can become excessive, confusing and ultimately ignored. In an effort to reduce the number of overall warning and regulatory signs in neighborhoods the NTMP will attempt to minimize, reduce and/or consolidate signage where feasible, however in some cases additional signage may be necessary.

Standard signing and pavement markings for warning and regulatory signs, and traffic calming features, shall be used as detailed in accordance with the Federally adopted Manual of Uniform Traffic Control Devices (MUTCD). Signage shall include a yellow warning sign at each feature. In the event a series of traffic calming features are installed without intersecting side street conflicts, one advance warning sign may be

used to warn motorists. Minimal additional signage and/or pavement markings, such as white edge line striping and raised reflective pavement markers may also be necessary.

“Children at Play” and Similar Signs

St. Augustine Beach often receives requests to install signs warning drivers of the possible presence of children at play on or near the street in residential areas. Concerned citizens often do not realize that these signs are deceiving and ineffective. Drivers already expect the presence of children in residential areas and studies show that devices attempting to warn motorists of normal conditions or conditions that are not always present fail to achieve the desired safety benefits.

"CHILDREN AT PLAY" signs tend to create a false sense of security for parents and children who believe the signs provide an added degree of protection. In fact, motorists, particularly local ones, actually pay little attention to them. The use of the CHILDREN AT PLAY and similar signs such as SLOW CHILDREN or SLOW – RESIDENTIAL AREA have long been discouraged because these signs suggest to parents and small children that playing in or beside the roadway is acceptable. There is no evidence that these signs prevent crashes or reduce the speed of vehicles. If problems with speeding exist, these should be brought to the attention of the City of St. Augustine Beach Police Department.

CHILDREN AT PLAY and similar signs are not recognized by the State of Florida or the Federal Highway Administration as official traffic control devices and, therefore, are not installed by the City on public streets.

Adjacent Property Owner Agreement

Property owners adjacent to each proposed speed hump/table employing vertical/horizontal deflection must agree in writing to construction.

Emergency Services

Traffic calming features may cause delay in emergency response times to residences in neighborhood areas where projects have been installed. The Police Department and Fire-Rescue services will participate in the planning process in an effort to minimize potential impacts on emergency response times.

Sidewalks/Bike Paths

In areas without sidewalks, the City may recommend that residents pursue the installation of sidewalks in lieu of, or in addition to other traffic calming measures. Funding for sidewalk/bike path projects may need to be appropriated through the City's Capital Improvement Planning process, or through a special assessment, as determined by the City Commission.

Neighborhood Traffic Management Program Project Steps

1. Problem Identification
 - a. The process starts with a citizen's initial contact identifying the problem (i.e. speeding, cut through traffic, etc.) and completing a Community Action Request

Form.

2. Investigation & Data Collection
 - a. Research previous complaints, studies, crash/enforcement history.
 - b. Interview citizen contact for times, specific violators, etc.
 - c. Conduct traffic data collection (daily volumes, vehicular speeds, etc.).
 - d. Consider / implement countermeasures or passive measures
 - i. Stepped up police enforcement
 - ii. Additional/relocated traffic signage
 - iii. Speed display trailer
 - iv. Pavement markings
 - e. Periodically re-evaluate
3. Request for traffic calming measures
 - a. Officially poll/survey the neighborhood to ascertain/develop consensus
 - i. Action requires affirmative response of 50%
4. Feasibility & Preliminary Design
 - a. Research street layout, traffic patterns, existing traffic control devices
 - b. Determine appropriate and feasible traffic calming strategies
 - i. Enhanced enforcement
 - ii. Revised speed limit
 - iii. Vertical deflection – speed bumps, humps, tables
 - iv. Horizontal deflection – traffic medians, chokers, chicanes, diverters, narrowing
 - v. Surface treatment, landscaping
 - c. Evaluate emergency responder/public safety access concerns
 - d. Develop project cost estimates
5. Petition of Support
 - a. Before the project can proceed the City must receive a petition of support signed by the property owners within the designated impact area. If the petition is not returned the project ends at this point, at the discretion of the City Commission.
6. Final Design Plan
 - a. Traffic calming techniques to be employed will be designed in conformance with sound engineering judgement and planning practices.
7. Commission Approval
8. Project Construction

Figure 1

Speed Humps with Optional Pavement Markings.

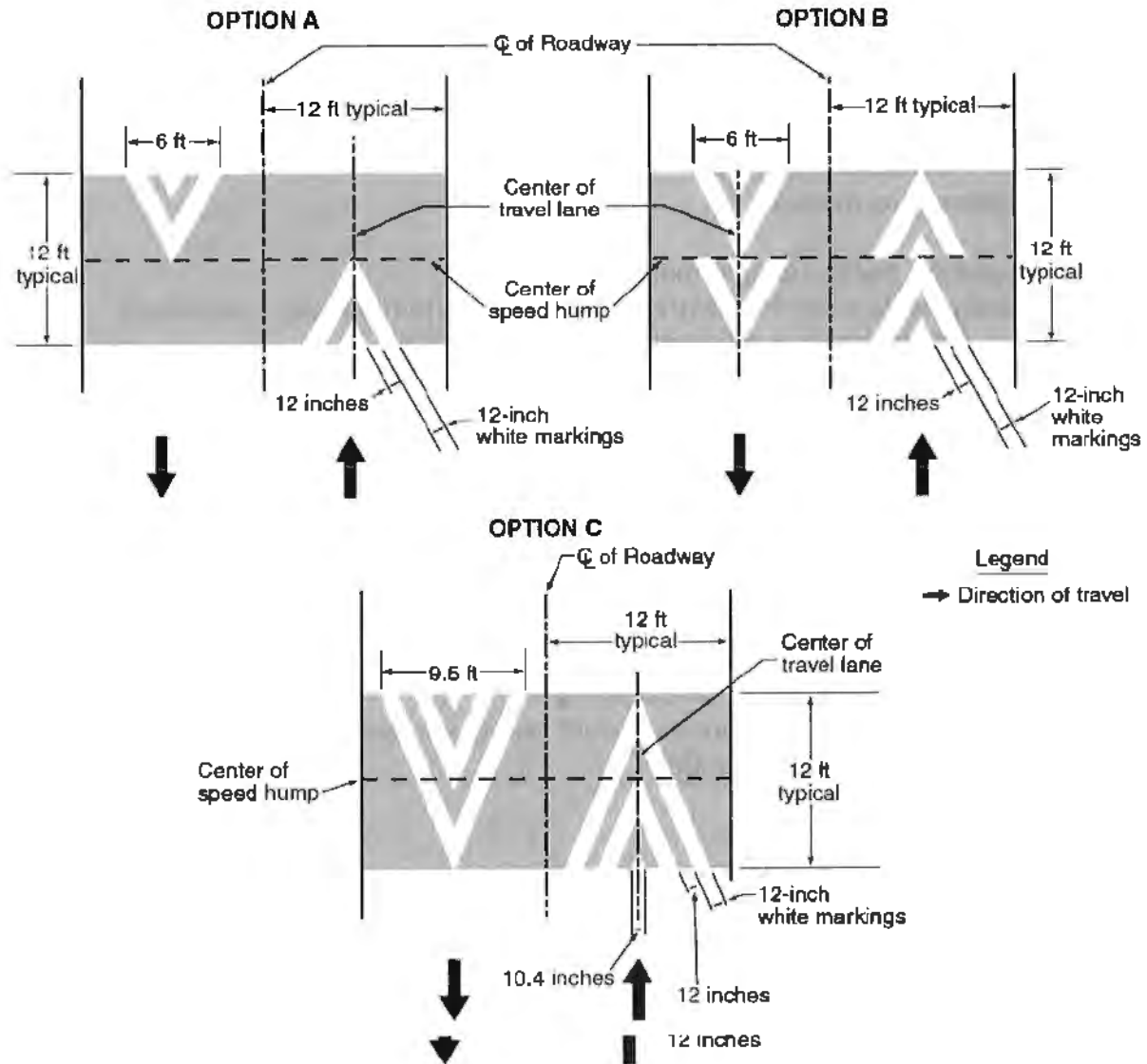
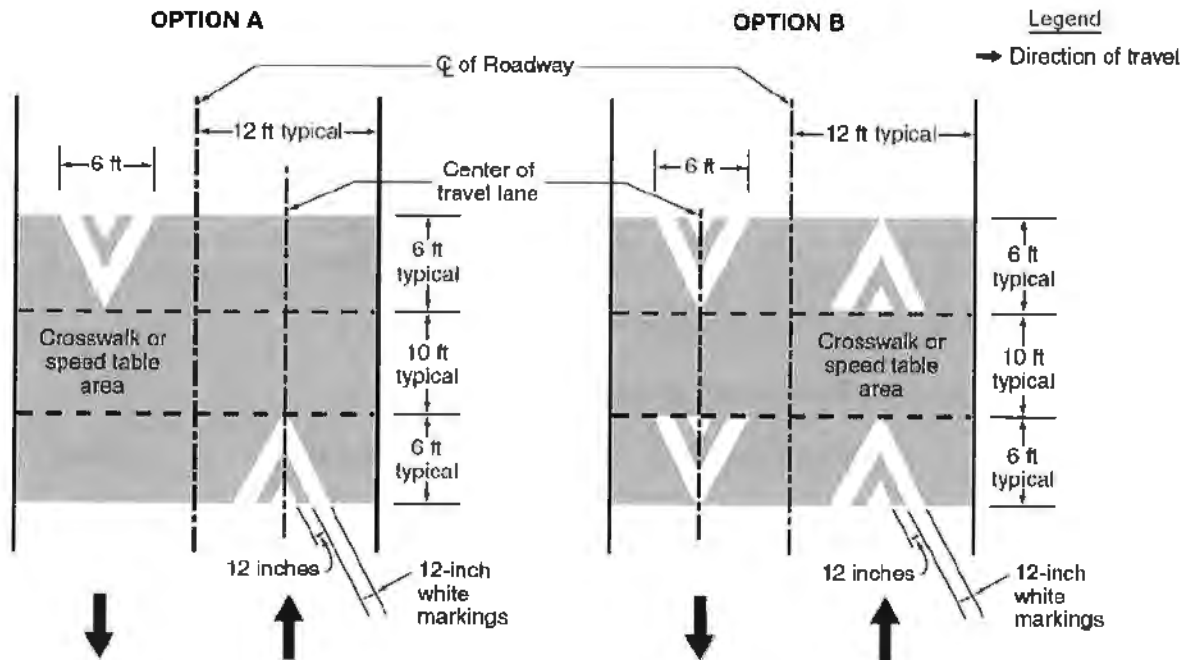


FIGURE 2
Speed Tables with Optional Pavement Markings



Note: Optional crosswalk lines are not shown in this figure



**City of St. Augustine Beach
Neighborhood Traffic Management Program
Community Action Request Form**

Thank you for expressing interest in the City of St. Augustine Beach's Neighborhood Traffic Management Program (NTMP). Please fill out this form as completely as possible, describing your particular concern and return to the City of St. Augustine Beach Public Works Department, 2200 S.R. A1A S., St. Augustine Beach, FL 32080

Contact Person: _____ Phone: _____
Address: _____ Email: _____
Date: _____

Neighborhood Association (if applicable): _____

Please describe your traffic concern (please circle one)

Speeding Cut-through Pedestrian/Bike safety Other

Approximate time of day that problem occurs: _____

Please identify the street(s) and/or intersection(s) where the problem occurs

Please provide any other information that you feel is important. Please feel free to include any photos or maps to better describe your concern.

Please include signatures of at least five (5) other residents that share your concern:

Name	Address	Signature	Phone or Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Res. 15-10)

SIGNAGE RETRIEVAL FOR CITY PROPERTY

1. Signs removed by City personnel shall not be disposed of and shall be delivered to the Public Works Department and may be retrieved at the City's Public Works Department, 2055 Mizell Road.
2. Owners of signs or their representative may retrieve such signs by calling the Public Works Department (904-471-1119), Monday through Friday, during normal business hours (7:00 a.m.–3:00 p.m.), and arranging a time to meet a City employee who will accompany the owner or the owner's representative to where the signs are stored.
3. Signs not retrieved within thirty (30) days will be deemed abandoned by the candidate and subject to destruction by the City.

(Resolution 16-15)

SOCIAL MEDIA USE

PURPOSE

This document defines the social networking and social media policy for the City of St. Augustine Beach. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, St. Augustine Beach may consider using social media tools to reach a broader audience. St. Augustine Beach encourages the use of social media to further the goals of St. Augustine Beach and the missions of its departments, where appropriate.

The City of St. Augustine Beach has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. This policy establishes guidelines for the use of social media.

ACCEPTABLE USE

1) Personal Use

All St. Augustine Beach employees may have personal social networking, Web 2.0 and social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and agency views,

St. Augustine Beach employees must never use their agency e-mail account or password in conjunction with a personal social networking, Web 2.0 or social media site.

The following guidance is for St. Augustine Beach employees who decide to have a personal social media, Web 2.0 or social networking site or who decide to comment on posts about official St. Augustine Beach business:

- State your name and, if relevant, role, when discussing St. Augustine Beach business;
- Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the City of St. Augustine Beach for which I work.”

2) Professional Use

All official St. Augustine Beach-related communications through social media, Web 2.0 and social networking outlets should remain professional in nature and should always be conducted in accordance with St. Augustine Beach’s communications policy, practices and expectations. Employees must not use official St. Augustine Beach social medias, Web 2 or social networking sites for political purposes, to conduct private commercial transactions, or engage in private business activities.

Agency employees should be mindful that inappropriate usage of official St. Augustine Beach social media, Web 2.0 or social networking sites can be grounds for disciplinary action. If social media, Web 2.0 and social networking sites are used for official agency business, the entire St. Augustine Beach site, regardless of any personal views, is subject to best practices guidelines, and standards.

Only individuals authorized by St. Augustine Beach may publish content to an agency website or state agency social computing technologies.

3) Approval and Registration

All St. Augustine Beach social media sites shall be (1) approved by the City Manager or Chief of Police; (2) published using approved social networking platform and tools; and (3) administered by the City Manager or Chief of Police or their designee.

4) Oversight and Enforcement

Employees representing the City of St. Augustine Beach through social media outlets or participating in social media features on agency websites must maintain a high level of

ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in St. Augustine Beach social media sites, blogs, or other social media features.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

St. Augustine Beach employees recognize that the content and messages they post on social media websites are public and may be cited as official St. Augustine Beach statements. Social media should not be used to circumvent other St. Augustine Beach communication policies, including news media policy requirements.

St. Augustine Beach employees may not publish information on agency social media sites that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

5) Record Retention

Social media sites contain communications sent to or received by St. Augustine Beach and its employees, and such communications are therefore public records subject to the Florida State Statutes. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining the site shall preserve records pursuant to General Series SL-1 schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and /or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.

- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure the completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of St. Augustine Beach has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

St. Augustine Beach utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. St. Augustine Beach archive is available at: archivesocial.com.

EXTERNAL POLICY

The following guidelines must be displayed to users on all social media sites or made available by hyperlink.

Moderation of Third Party Content

St. Augustine Beach social media site services as a limited public forum and all content published is subject to monitoring. User-generated posts will be rejected or removed (if possible) when the content

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing or discriminatory
- Incites or promotes violence or illegal activities
- Contains information that reasonable could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual
- Promotes or endorses political campaigns or candidates

Public Records Law

St. Augustine Beach social media sites are subject to applicable public records laws. Any content maintained in a social media format related to St. Augustine Beach business, including communication posted by St. Augustine Beach and communication received for citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

CITY TELEVISION CHANNEL

~~City of St. Augustine Beach Government Access Channel (GTV) Policy~~ *(Adopted Res. 14-15 12-01-2014)*

~~**Purpose:** The purpose of this policy is to provide guidelines for the operation and programming of the St. Augustine Beach government access cable channel. The government channel will develop and implement programs to maintain effective communications between city/county government and city/county residents, as well as, promote and preserve the integrity of the City of St. Augustine Beach local government.~~

~~**Scope:** The Government Access Channel will operate within policies and guidelines established by the City Commission. This policy outlines operating parameters of GTV, and provides guidance on programming selection, restricted programming, minimum technical standards, and operating procedures.~~

~~**Introduction:** GTV is a 24-hour Government Access channel programmed and operated by the City of St. Augustine Beach. GTV is restricted to use by the City of St. Augustine Beach, and other local governments; it is not available for use by the general public. GTV is operated by the City of St. Augustine Beach Finance/Administration Department and under the direction of the City Manager or his or her designee.~~

~~**Objectives:** GTV is used to distribute and share information about City government, programs, and services, as well as the deliberations of the City's partners. Specific objectives include:~~

- ~~A. Provide comprehensive, non-editorial information about programs, services, and events provided by or sponsored by the City of St. Augustine Beach.~~
- ~~B. Provide reliable, accurate and timely information about City of St. Augustine Beach government and services.~~
- ~~C. Provide accurate educational information that helps meet a City, City Department, City Board or County goal.~~

~~D. Ensure that all GTV programming meets broadcast quality technical standards.~~

~~**Channel Designation:** GTV shall operate on Comcast Cable Channel 2, and live meetings online at <http://www.staugbch.com/meetings/stream/> or meetings on demand at <http://www.staugbch.com/meetings/delayedstream/>. It shall be known as GTV.~~

Programming Types Defined

~~The following different forms of programming may be telecast on GTV, provided such programming meets all the requirements of this policy:~~

- ~~A. **City Produced Programming** — Live and recorded programming produced under the direction of City staff. This includes live coverage of selected meetings with gavel-to-gavel coverage, programs on City departments, services, programs, issues, activities, or projects associated with the City that use public dollars.~~
- ~~B. **Other Governmental Agency Programming** — Programming produced by an outside agency which would like to provide information, access to deliberations, and has no other means to do so.~~
- ~~C. **Bulletin Board** — A character generator Bulletin Board system is maintained by GTV to promote City, City/County sponsored meetings, events, activities, and information. Written Bulletin Board submissions must be provided to the Finance/Administration Department staff at least one week in advance of the event or start of service. This service is only available for use by the City. It is not for the general public.~~

Programming Priorities

~~During programming hours, GTV airs general information for public consumption. However, during emergencies, programming may be allocated in this order:~~

- ~~A. Programming related to emergency received from St. Johns County Government and/or Emergency Operations Center.~~
- ~~B. Programming of, or about, meetings of policy-making bodies of City government.~~
- ~~C. City Produced Programming and Government Partner Programming (including replays of live telecasts).~~
- ~~D. Programming providing factual information on any ballot issue affecting City services.~~
- ~~E. City Sponsored Programming~~

~~F. Programming that is produced by or for local, state and federal government and/or other agencies that use public dollars.~~

~~G. Bulletin Board~~

~~Programming Selection Guidelines~~

~~Programming selected for telecast on GTV must be carefully evaluated and determined to meet the needs of the City, its residents, and its visitors. Telecast of any program shall be on a space-available basis per the discretion of the City Manager. The following criteria must be met when selecting programming for GTV:~~

~~A. Programming must help meet a defined goal or mission of the City, City department, or the City Commission.~~

~~B. All rights and clearances to telecast the program on GTV must be secured in writing.~~

~~C. Programming quality must meet the minimum technical standard requirements as outlined in Attachment A.~~

~~General Categories of Programming~~

~~City of St. Augustine Beach will be airing both text-based ("character-generated") programming as well as audio-video programming. The programming must fall within one or more of the following general categories of programming:~~

~~A. Announcements or programs concerning emergencies and other timely issues that affect public safety and health in the community.~~

~~B. Programs and meetings which inform the public of the facilities, services and programs offered to the residents and visitors of St. Augustine Beach and St. Johns County.~~

~~C. Programs that highlight the cultural and historic resources of St. Augustine Beach and St. Johns County.~~

~~D. Public service announcements if submitted by City Government, or other governmental agencies.~~

~~Restricted Programming~~

~~City of St. Augustine Beach recognizes the programming content restrictions imposed on GTV by the Federal Communications Commission, by prevailing community standards, and by applicable federal, state, and local laws. GTV will not telecast:~~

~~A. Public Access programming. GTV is a Government Access channel and does not accept programming or Bulletin Board submissions from the general public. GTV will only telecast programming produced or sponsored by the City or other governmental agencies subject to all other conditions in this policy.~~

~~B. Paid advertising or any program that depicts a product, business and/or service that has the purpose of benefiting a profit-making enterprise. Programming grants, underwriting, and/or sponsorships are not considered advertising so long as the following three conditions are satisfied:~~

~~1. The underwriter has no editorial control over the program.~~

~~2. The viewing public cannot reasonably perceive that the underwriter has exercised editorial control over the program.~~

~~3. The viewing public cannot reasonably conclude that the program is being telecast principally because it promotes the underwriter's products, services or other business interests.~~

~~C. Promotions of any political candidates or issue. GTV is not to be used to build support for a candidate for public office. Declared candidates for any elective office and persons advocating any cause, viewpoint, or proposed policy will not be eligible to appear on the channel within 90 days of the election date, with these explicit exceptions:~~

~~1. A non-partisan forum in which all candidates or sides of an issue are invited to participate.~~

~~2. Appearance in a bona fide news program or documentary.~~

~~3. A televised public meeting or event in which the candidate's appearance is incidental or unrelated to election or ballot issues.~~

~~4. Officials performing their normally assigned duties during regularly televised public meetings.~~

~~D. Programming that promotes any particular religion, religious group or belief, cult, special interest or hate group.~~

- ~~E. Any material that includes or constitutes: libel, slander, invasion of privacy, violations or infringements of trademarks or copyrights, obscene, or salacious material. Programs containing copyrighted materials will only be telecast if copyright clearance and permissions have been secured in writing.~~
- ~~F. A lottery as defined by the Federal Communication Commission regulations or any advertisement of or information concerning a lottery.~~
- ~~G. Any material which violates applicable federal, state or local laws.~~
- ~~H. Any program submitted by an individual or agency not considered to be City Government, a governmental entity or an approved agency. City of St. Augustine Beach staff will determine if programming is consistent with the policies, as they may be amended.~~

Editing Policies

~~Programming and Bulletin Board announcements submitted for telecast on GTV may be edited by the Finance/Administration staff with the following guidelines:~~

- ~~A. City Produced Programming — Any pre-recorded program produced under the direction of City staff can be modified and edited as needed to adhere to the requirements and restrictions of this POLICY. The finished program must be approved by City of St. Augustine Beach staff before it will be telecast on GTV.~~
- ~~B. Pre Produced Programming — Any outside programming provided by a City department or other governmental agencies may be modified and edited as appropriate to adhere to the requirements of this POLICY or as dictated by scheduling and/or staffing requirements. If the program is copyrighted, the copyright holder's approval must be obtained for any and all edits before the edited version of the program may be telecast on GTV.~~
- ~~C. Bulletin Board — Any message or information submitted for placement on the Bulletin Board may be freely edited by City staff for clarity, content, conciseness, and readability. Submissions are due at least one week prior to the requested starting date or event. The City reserves the right to reject Bulletin Board submissions that do not meet the deadline requirement or when equipment and/or staffing limitations prevent them from being placed on the system. The City bears no responsibility for the accuracy of the information provided.~~

Ownership and Retention of Recordings

~~All City produced recordings are the property of the City of St. Augustine Beach. Recordings of City meetings are intended for telecasting and archival purposes only. They shall not be considered an official record of any meeting and therefore there shall be no liability for inadvertent erasure or omissions caused by technical malfunctions or operator error. Except to the extent required by law, it shall not be the responsibility of the City of St. Augustine Beach to retain any video programming that is broadcast, or submitted for broadcast on GTV. Notwithstanding the foregoing, it is recognized that certain videos may be kept on file by the City of St. Augustine Beach and reused in future broadcasts if proper permission is secured.~~

Duplication Requests

~~DVDs of public meetings will be retained for two years. By Federal law, the City cannot make copies of programs that it does not own the copyright to, including programming produced by outside agencies. DVD copies of St. Augustine Beach City Commission and other city government meetings televised on GTV may be purchased at the current rate by contacting the City Manager's Office via telephone, mail, or e-mail. The copy shall include the entire meeting/program/event without editing. Staff is not to custom-edit portions of any program.~~

No Assurance of Broadcast

~~Whether the City of St. Augustine Beach will cablecast any particular audio only programming is in the sole discretion of the City and no assurance is either expressed or implied of such broadcast as a result of these policies.~~

Equipment and Facilities Use

~~GTV audio/visual production equipment and facilities are to be used only for the production of City or City-sponsored meetings, events, and activities. Use of city owned video equipment shall be restricted to employees of the GTV Office or trained persons who are under the direction of the Finance/Administration staff. Lending, renting, or use of the equipment for personal or commercial use is strictly prohibited.~~

TRAVEL AND ENTERTAINMENT EXPENSES

Section 1. Definitions

Unless specifically defined below, words or phrases used in this Article shall be interpreted so as to give them the meaning they have in common usage and to give this Article its most reasonable application.

"Entertainment Expenses" shall mean expenditures for transportation, lodging, meals, and other reasonable and necessary items and services incurred as authorized by this Article.

"Traveler" shall mean the Mayor, a City Commissioner, City employee, or member of a Commission-appointed board or committee.

"Travel Expenses, Expenses While Traveling" or words of similar nature, shall mean the usual, ordinary and incidental expenditures necessarily incurred by a traveler.

Section 2. Authorization to Incur Travel Expenses

- A. All travel expenses must be authorized by appropriation in the City's annual budget in the travel accounts of the various departments or divisions. Reimbursement for travel expenses incurred by a traveler shall be made in accordance with this Article.
- B. Members of Commission-Appointed boards and committees, the Chief of Police, and the City Manager must have the prior authorization of the City Commission or the Mayor (or the Vice Mayor in the absence of the Mayor) to incur travel expenses.
- C. The Mayor and City Commissioners do not need to obtain prior authorization to incur travel expenses.
- D. City employees must have the prior authorization of the City Manager or the Chief of Police to incur travel expenses.
- E. Travel expenses shall be limited to those expenses incurred by the traveler in the performance of a public purpose and shall include, but not be limited to, City business, conventions, conferences, and training or education by which attendance would serve a direct benefit for the City.

Section 3. Uniform Report Required

The City Manager shall provide a uniform travel expense report which shall be used by all travelers requesting reimbursement for travel expenses. The report shall be filed by each traveler within seven (7) working days after completion of the authorized travel.

Section 4. Route and Mode of Travel; Mileage of Private Vehicles

All travel must be by a usually traveled route. If a person travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler, and reimbursement for expenses shall be based only on such route. The method of travel will be designated by the person authorizing the travel, keeping in mind the best interest of the City, the nature of the business, the number of persons making the trip, the amount of equipment or material to be transported, the length of the trip, and other pertinent factors. Air travel shall be by tourist class when practicable. If travel is by public transportation, necessary taxi, limousine, or car rental fares and parking fees are reimbursable, when substantiated by receipts. Reasonable expenses for parking meter fees shall be

reimbursed without receipts. Travel by private car shall be reimbursed at the IRS rate. When the IRS adjusts its mileage reimbursement rate, the adjusted rate shall automatically become the rate that is paid to those City officials and employees who use their personal vehicle for City business.

Section 5. Reimbursement for Lodging

The City shall reimburse each traveler for lodging on the basis of actual costs of a single occupancy, or occupancy shared with another City official or employee. Double occupancy rate will be reimbursed if no single room is available and if the lack of a single occupancy room can be verified in writing by the hotel where the traveler stayed.

Section 6. Telephone, Telegraph, Fax and Related Expenses

The City shall reimburse each traveler for the costs of calls and messages pertaining to City business. No personal calls are reimbursable.

Section 7. Tips and Gratuities

~~Gratuities (tips) are recognized as a legitimate cost of travel. Reimbursement for gratuities shall be limited to fifteen percent (15%) of the total expense of each meal, one dollar (\$1.00) per piece of luggage, and the usual minimums for tipping for any other types of services for which gratuities are customarily paid.~~

Section 8. Registration Fees

Registration fees, including means and other programmed affairs, are reimbursable upon presentation of receipts.

Section 9. Meals

A. All travelers shall be allowed the following amounts for meals:

- | | | |
|----|---------------------|-----------------------------------|
| 1. | Breakfast | \$ 7.00 <u>\$14.00</u> |
| 2. | Lunch | \$10.00 <u>\$16.00</u> |
| 3. | Dinner | \$20.00 <u>\$26.00</u> |

B. Each traveler shall be allowed the amount provided in paragraph (a) for each meal and shall not be reimbursed based on the actual expenses incurred for said meals. No receipts for meals shall be provided by the traveler.

Section 10. Miscellaneous Expenses

Any other necessary travel expenses not otherwise provided, incurred for the benefit of the City, together with receipts and explanations thereof, should be claimed on an

individual basis and shall be approved in the discretion of the City Commission or the Mayor.

Section 11. Traveler Advances

Travelers may obtain travel advances when approved by the person authorizing the travel. All advances shall be accounted for within seven (7) working days after completion of the authorized travel.

Section 12. Travel of Spouse and Family

The City will not reimburse travel expenses for a City official/employee's spouse and family.

Section 13. Entertainment Expenses

- A. When entertainment on behalf of the City clearly serves a public purpose in furtherance of the interests of the City, entertainment expenses may be incurred by the City Manager, Chief of Police, and members of Commission-appointed boards or committees, but only upon prior approval by the Mayor of the nature, purpose and anticipated costs of the entertainment. In instances where such prior approval is granted, it is specifically required that the nature of the entertainment, the persons in attendance, and a brief summary of the business discussed must be provided for inclusion in the City's records.
- B. The Mayor and City Commission members shall each use his own judgment as to the propriety of each entertainment expense, and upon a determination by him that the entertainment clearly serves a public purpose in the furtherance of the interests of the City, he does not need to obtain any approval prior to incurring entertainment expenses. He shall provide information as to the nature of the entertainment, the persons in attendance, and a brief summary of the business discussed for inclusion in the City's records.
- C. Under no circumstances will the City reimburse expenditures for alcoholic beverages.
- D. All entertainment expenses must be authorized by appropriation in the City's annual budget in the appropriate account.

Section 14. Review of These Regulations

The City Manager shall review these regulations annually at the commencement of each fiscal year and shall bring to the attention of the City Commission any suggestions for changes.

Section 15. Interpretation and Appeals

Any disagreements concerning the interpretation or implementation of this Article shall be brought before the City Commission in public meeting for review and clarification by the City Commission.

VICE MAYOR

1. The Commission shall elect a Vice Mayor from its members by an affirmative vote of three (3) or more members. The Vice Mayor shall act as mayor during the absence or disability of the Mayor.
2. The term of the Vice Mayor may overlap the term of the Mayor, as the Vice Mayor shall serve as Acting Mayor during the interim between the expiration of the Mayor's term of office on December 31st of each year and the election of the Mayor at the Commission's first meeting in January.



CITY OF ST. AUGUSTINE BEACH

SAFETY AND RISK MANAGEMENT MANUAL



CITY OF ST AUGUSTINE BEACH
2200 A1A S, St. Augustine Beach, FL 32080

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CITY OF ST. AUGUSTINE BEACH

SAFETY MANUAL

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SECTION 1. SAFETY POLICY STATEMENT

The City Manager and Chief of Police of the City of St. Augustine Beach are very conscious of the safety and welfare of its employees and that of the public. As an employer, the City recognizes its obligation to ensure the safest possible workplace for its employees. As a governmental entity, it recognizes its responsibility to provide a safe environment for the public it serves.

The purpose of the City's Safety Policies and Procedures Manual is to provide a system for the prevention of occupational injuries and illnesses and to set minimum safety requirements for City employees. Additional departmental specific policies will be issued to supplement the general safety policies.

Management will be actively involved with employees in maintaining an effective safety program and to meet the following goals:

- Provide leadership and guidance to the City's workforce.
- Provide proper training of employees and undertake hazard analysis in all departments.
- Develop proper procedures for City operations and enforce them.
- Minimize the severity of injuries through prompt and adequate medical care.
- Review work practices and conditions of the work environment and public safety.
- Maintain accurate records that document these goals.

Safe practices must be a part of all City operations, and employee cooperation regarding safety practices and compliance with safety regulations will be considered a condition of employment.

SECTION 2. OVERVIEW AND WORKPLACE SAFETY

2.1 Overview

Safety and Security encompasses two overlapping areas of practice. In the following discussion, safety and security issues are sometimes treated separately and are sometimes combined, as appropriate. It does not include matters involving workplace wellness or health maintenance programs, or workers' compensation, which are encompassed in the benefits functional area.

2.2 Workplace Safety

Workplace safety is a process that seeks to eliminate or reduce risks of injury or illness to employees. The chief aim of workplace safety is to protect an organization's most valuable asset—its people. Workplace safety is achieved through a variety of methods, including policies, procedures, and specific hazard control techniques.

Policies and procedures are devised and integrated into the City's overall management and administrative processes. They usually involve specific job task procedures established for working with or around equipment, hazardous environments, or other forms of high-hazard conditions. Safety procedures and policies include accountability requirements to ensure that prescribed practices are followed.

Administration applies a well-recognized hierarchy of measures to eliminate or control specific workplace hazards. The measures are applied as part of an orderly decision-making process, as follows:

1. **Substitution.** Can the existing process, material or equipment be replaced with a less hazardous process, material, or equipment?
2. **Isolation.** Can barriers or limits be placed between employees and the hazard? This could be physical barriers, time separation or distance.
3. **Ventilation.** Can the potential hazardous airborne substances be ventilated through dilution or capture?
4. **Administrative controls.** Can the hazards be effectively mitigated through specialized operating practices? Examples include restricting access to certain high-hazard areas to authorized personnel only, adjusting work schedules or adopting preventive maintenance programs to address potential equipment breakdown.
5. **Personal protective equipment.** If the preceding methods are not sufficient or feasible, can personal protective equipment be provided (e.g., safety glasses, gloves, hard hats, hearing protection, safety footwear, respirators)?

SECTION 3. WORKPLACE SECURITY

3.1 Workplace Security

The chief aim of workplace security is to protect employees from internal and external security risks. Workplace security has gained much attention in the last several years due to an increase in workplace violence, the necessity Internet-and technology-based security needs, threats of terrorism, and increased legal liability to organizations or not taking reasonable measures to safeguard the workplace due to security threats.

Workplace security risks vary the department's location and its hours of operation. A fundamental element of any workplace security initiative is a security risk assessment, which the Police Chief or his designee checks at least once a year. Risks need to be properly identified to establish appropriate methods, either procedural or physical barriers and systems.

The scope of workplace security has continued to expand. The related security risks for the City are addressed with the following actions:

1. Police Chief or his designee at least once a year reviews the security of City buildings and communicates the need to improve security, as necessary.
2. Police Chief or designee will develop a crisis management plan and contingency plans for any workplace violence, fire, or disaster for existing the building and meeting areas for all employees during the disaster.
3. IT Department updates as necessary the computer, e-mail, and Internet policies and procedures.
4. IT Department will install premises security systems, as necessary.
5. IT Department maintain restricted-access policies and key-control procedures.

SECTION 4. RESPONSIBILITIES

4.1 Department Heads and Supervisors

1. Ensure that facilities, tools, equipment, and vehicles meet or exceed established safety standards.
2. Establish and ensure the usage of policies, procedures and safe work practices for department tasks and locations.
3. Establish safety training requirements for department employees based on their tasks and work location and ensure compliance.
4. Review workplace inspections and direct appropriate corrective action to provide a safe workplace environment.
5. Establish accident investigation procedures for department employees and review accident investigation reports and department injury trends.
6. Encourage employee involvement in safety hazard recognition.
7. Identify unsafe work conditions and unsafe practices and take corrective action.

4.2 All Employees

1. Abide by the Safety Manual and departmental work practices established for specific job assignments.
2. Report occupational injuries, illnesses, and accidents immediately to their supervisor and follow instructions for receiving first aid and/or medical attention. Participate in accident investigations as requested.
3. Participate in safety training and suggest improvements in training requirements to their supervisor.
4. Identify unsafe work conditions or practices, correct hazards as appropriate, and notify their supervisor.

SECTION 5. SAFETY COMMITTEE

A safety committee has been established to recommend improvements to workplace safety procedures and to identify corrective measures to eliminate or mitigate safety and health hazards. Members will be appointed from the various City departments by the City Manager.

5.1 Responsibilities

1. Assist management in evaluating the effectiveness of procedures used to provide a safe work environment.
2. Assist management in reviewing and updating safety regulations based on accident investigations, safety inspections, and reports of unsafe work conditions or practices.
3. Assist management in evaluating employee accident and illness prevention programs.
4. Assist management in monitoring workplace safety education and training to ensure its effectiveness.

5.2 Meetings:

Meetings will be held quarterly or more often if necessary, and minutes will be maintained and made available to all employees.

SECTION 6. SAFETY TRAINING

6.1 General

The City will provide all safety training prescribed by regulatory requirements to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

Each department will specify and provide safety training that is tailored to each employee's task and job location. To the extent possible, safety training should be integrated into general job training.

Each employee shall receive a copy of this Manual and sign a statement that they have read, understand, and will abide by the procedures included in it.

6.2 Job-Specific Safety Training

1. Supervisors will provide initial training for employees on how to safely perform assigned tasks.
2. Supervisor will provide additional training as necessary to improve employee knowledge of safety regulations and procedures.
3. Supervisors will observe employees performing their tasks and provide remedial instruction to correct any training deficiencies.
4. Employees will be retrained periodically on safety rules, policies, and procedures and informed of any changes to the Safety Policies and Procedures Manual.

SECTION 7. SAFETY RULES AND PROCEDURES

The general safety rules listed below will apply to all employees. Mandatory compliance with these rules and all other safety responsibilities is appreciated and expected.

7.1 General Safety Rules

1. Seek medical attention, if necessary, for any accidents resulting in an injury. All accidents must be reported to your supervisor as soon as possible, who will then contact the HR Director.
2. Report unsafe conditions, procedures, and practices to your supervisor immediately.
3. Possession of firearms in city vehicles or buildings is prohibited unless part of the employee's job description.
4. The use or possession of alcohol, illegal drugs, or other controlled substances on the job is prohibited unless part of the employee's job description and approved by the supervisor.
5. The use of tobacco products is prohibited in all City buildings and vehicles.
6. Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention, such as spills on floors, etc.
7. Obey all warning tags and signs. They are there because hazards exist.
8. No employee should take chances on the job which could endanger their personal safety and health or the safety and health of co-workers or others.
9. Do not operate machinery or use tools you are not qualified or trained to use.
10. Do not enter hazardous unless you are authorized to enter and have appropriate protective equipment.
11. Use all personal protective equipment and devices required and provided.
12. If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
13. Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
14. Refrain from fighting, horseplay, or distracting fellow workers.
15. Always follow proper lifting procedures.

16. Wearing of safety restraints when riding/driving a City vehicle is mandatory if so equipped.
17. Know the location of fire/safety exits and evacuation procedures.
18. Participate in safety training.
19. When operating City vehicles or equipment, drivers must operate/drive safely and prudently.
20. When using cell phones in a City vehicle, pull over and stop on the side of the road or utilize a hands-free device.
21. Above all, be ALERT and RESPONSIBLE! Your safety and health depend on it.

7.2 General Office Safety Rules

1. Close drawers and doors immediately after use.
2. Open only one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Keep file, desk, and table drawers closed when not in use.
5. Use the handle when closing doors, drawers, and files.
6. Never use a chair, desk, or other office furniture for a step stool or ladder.
7. Do not attempt any electrical repairs.
8. Store sharp objects, such as pens, pencils, letter openers, or scissors in drawers or with the points down in a container.
9. Do not tilt the chair you are sitting in on its back legs.
10. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks, or across entrances or exits.
11. Do not connect multiple electrical devices into a single outlet.
12. Keep doors in hallways fully open or fully closed.
13. Use a staple remover, not your fingers, for removing staples.

7.3 Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists, and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by:

- making the same motion over and over.

- staying in the same position too long.
- working in a position that puts stress on muscles and joints.
- working with tools and equipment that do not fit your body.
- using excessive physical force
- exposure to vibration over a long period of time

You can help prevent CTD's by avoiding awkward body positions:

- adjust your workstation before you begin working.
- maintain the natural curve in your back while sitting, standing, and lifting.
- keep your wrist straight as much as possible while typing or doing other repetitive tasks.
- take breaks from repetitive motion tasks by switching periodically to other tasks.
- use the right tools for the job, especially when they are used often or for long periods of time.

If you spend a lot of time at a computer workstation:

- Position the keyboard so that the wrists are kept straight – use a wrist rest if necessary. Your elbows should be at about the same height as the keyboard.
- Sit with your back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor. [Adjust the chair height and use a footrest if necessary]
- Position the screen just below eye level and about 18-24" away to prevent neck and shoulder strain [the screen should be lower if you use bifocals]
- Change positions, stretch and take "mini-breaks" periodically.

Pay attention to early signs of cumulative trauma disorders and adjust in your workstation or the way you do your work. Report the symptoms to your supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck and back, include:

- stiffness or soreness
- aches and pains
- numbness or tingling
- swelling

7.4 Lifting

1. Plan the move before lifting; remove obstruction from your pathway.
2. Test the weight of the load before lifting by pushing it along its resting surface. Seek assistance with the lift when necessary.
3. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
4. Face the load.
5. Bend at the knees not at the back and keep back straight.
6. Get a firm grip on the object and use handles when present.

7. Hold objects as close to your body as possible.
8. Perform lifting movements smoothly and gradually; do not jerk the load.
9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
10. Set objects down in the same manner as you picked them up, but in reverse.
11. Do not lift an object from the floor to a level higher than your waist in one motion. Set the load down on a stable surface and then adjust your grip before lifting it higher.

7.5 Working in Extreme Weather Conditions

The climate may be severe, and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

In general, employees will provide clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots, and gloves. Departments may provide some or all such clothing. Check with your supervisor.

7.S.1 Hot Weather Guidelines

1. Dress for conditions -- lightweight, light-colored loose clothing is best. Wear a hat with a wide brim if you are out in the sun.
2. Use sunscreen.
3. Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete, or sand.
4. Eat a well-balanced diet but try to stay away from hot or heavy foods. Do not take salt tablets or other salt supplements without a doctor's recommendation.
5. Drink plenty of fluids. Do not wait until you are thirsty. The best fluid replacement is water. Avoid alcohol and caffeine.

7.S.2 Cold Weather Guidelines

1. Dress for the conditions in layers of loose, dry clothing. Cotton or wool clothing with a waterproof layer over it is very effective.
2. Change clothing right away if you get wet.
3. Cover your head and face. You can lose up to 40 percent of your body heat if you do not wear a hat.
4. Wear shoes and gloves designed for cold weather. Do not handle anything with bare hands, especially if it is made of metal.
5. Keep moving when you are in the cold.

6. Return to a warm vehicle or take regular breaks in warm areas frequently.

7.6 General Machine Safety

1. Replace the guards before starting machines, or after adjusting or repairs.
2. Do not remove, alter, or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry around moving machinery.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.
7. Do not use metal working equipment such as grinders, sanders or beveling machines if they do not have safety guards.
8. Clamp work when using saws or cutting tools.

7.7 Electrically Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as drills, saws or grinders near containers labeled "Flammable" or in an explosive atmosphere.
11. Do not use extension cords or other three-pronged power cords that have a missing prong.
12. Do not remove the ground prong from electrical cords.
13. Do not use an adapter such as a cheater plug that eliminates the ground.

14. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
15. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
16. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
17. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
18. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
19. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
20. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

7.8 Ladders and Step Ladders

Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
3. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Do not move a rolling ladder while someone is on it.
12. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
13. Do not carry items in your hands while climbing up or down a ladder.
14. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
15. Do not use a ladder as a horizontal platform.

7.9 Personal Protective Clothing and Equipment

Personal protective clothing and equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice. Examples of PPE include, but are not limited to:

- safety shoes
- fall protection harnesses
- protective headgear
- safety glasses
- goggles
- face shields
- welding glasses
- protective clothing
- high-visibility clothing
- hearing protection
- welding clothing
- gloves
- rubber boots

The City provides Personal Protective Equipment if PPE is required for certain tasks or in certain locations. Check with your supervisor to learn what equipment is required and/or provided in your area. Departments will specify and issue all required safety equipment to employees except in some cases where the PPE must be fitted to the employee, such as safety shoes or prescription safety glasses.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally it is the employee's responsibility to be dressed properly for work.

7.9.1 Employee Responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.
5. Follow the correct methods of putting on, taking off and adjusting PPE.
6. Properly care for, maintain, and dispose of PPE.

7.10 AED Management Plan

7.10.1 Purpose

1. Statistics from the American Heart Association show that approximately 350,000 adult Americans die each year from sudden cardiac arrest.
2. An Automatic External Defibrillator (AED) is a simple, easy to use device that analyzes the heart's rhythm and tells the user to deliver a lifesaving shock if necessary.
3. Early defibrillation (within 3-5 minutes of the cardiac arrest) is critical to survival because every minute defibrillation is delayed, survival rates plunge 10 percent.
4. The American Heart Association's "Chain of Survival" links the level of care required for treatment of sudden cardiac arrest: early access to EMS or 911, early CPR, early defibrillation, and early advanced emergency treatment.



5. AEDs make early defibrillation a viable option. In addition, AEDs are easy to use, even for lay people with minimal training.

7.10.2 Responsibilities

1. The AED Program Coordinator will:

- Maintain the AED Tracking Form which contains a list of all AED's and the Site Coordinator for each AED.
- Ensure that all facilities with installed AEDs, and departments that possess AEDs in their vehicles receive updated information each year which describes the proper use of an AED.
- Ensure that Site Coordinators post the necessary information next to any installed AED.
- Assure site coordinators conduct monthly status checks of the AEDs and related response equipment.

2. AED Site Coordinator will be Responsible for:

- Perform monthly status checks of each AED and related response equipment.
- Record this information on the Monthly AED Status Check form.
- Provide completed status check form to the AED Program Coordinator upon request or at the end of each calendar year.
- Inform the AED Program Coordinator of any malfunction.
- Report any abuse or vandalism of the AED to the Program Coordinator.
- Notify the AED Program Coordinator of any incidences which required the use of the AED.
- Immediately notify the AED Coordinator of any major changes (i.e. change to individual assigned as AED Site Coordinator, the building is no longer occupied, etc.).

7.10.3 Training:

- The American Heart Association recommends CPR/AED training every 2 years for people who will be direct contact with the AED or have a chance of responding to a person in Cardiac Arrest.
- The need for CPR/AED training will be determined and documented by each department director.

7.10.4 Device locations:

- The location of mounted AEDs should be determined by:
 - visibility with preference to high traffic areas
 - accessibility for after hour events and organizations
 - distance of less than 3 minutes from all areas on the property
- Most devices will be in the main entrance of the building. There is a two-fold reason for this. First, in the event of a cardiac arrest, most people entering the building will be able to see the AED at the entrance and remember its location. Second, placing the AED in a high traffic area will help educate the public about the importance of AEDs and early defibrillation.
- The AED Tracking Form is used to track/list the locations of all AED's and the Site Coordinator of each AED.

7.10.5 AED Cabinets:

- There are several cabinet options, from aluminum alarmed wall units, outdoor/warming units, and wall brackets.
- Typically, the door of the alarmed cabinet rests on a pressure sensitive button that sets off an alarm when opened.
- The alarm serves to discourage opening of the cabinet and serves to alert building occupants of the emergency.
- For most cabinets, the alarm can be turned off with a key that is provided with the cabinet.
- Note: The alarms in the storage cabinets operate on 9-volt batteries and must be changed in December of Each year (i.e., Once every 12 months).

7.10.6 Monthly AED Status Check Procedure:

The AED Site Coordinator will perform the following status checks of each AED and related response equipment monthly.

1. Ensure the AED signage present and visible.
2. Ensure the area free of obstructions.
3. Ensure the AED cabinet is intact and free of damage.
4. Ensure the cabinet door is alarmed and that the alarm is functional.
 - Note: The alarms in the storage cabinets operate on 9-volt batteries and must be changed in December of Each year (i.e., Once every 12 months).
5. Visually check the AED to ensure it is intact and free of damage.
6. Check that the green indicator light on -or system check is completed.

- Open the AED lid.
 - Wait for the AED to indicate status: Observe the change of the **STATUS INDICATOR to RED**. After approximately 5 seconds, verify that the **STATUS INDICATOR returns to GREEN**.
 - Listen for the voice prompts. Additionally, check the display shows text prompts that correspond to the audio.
 - Close the lid and observe the change of the **STATUS INDICATOR to RED**. After approximately 5 seconds, verify that the **STATUS INDICATOR returns to GREEN**.
7. Verify that the AED is not beeping and shows no indication it needs servicing.
 8. Check the expiration date of pads.
 9. Check the battery life indicator and not the percent remaining (If equipped)
 10. Check the expiration date of battery.
 11. Check the content of the accessory kit:
 - Razor
 - At least 2 Nitrile gloves
 - CPR mask
 - Cloth/ towel
 - Scissors

7.10.7 Recordkeeping

- The AED Site Coordinator is responsible for maintaining the AED Monthly Status Check Form. At the end of each calendar year the completed form must be provided to the AED Program coordinator.
- The AED Program Coordinator is responsible for maintaining maintenance, status checks, and personal protective equipment (PPE) records for all AEDs throughout the organization.

7.10.8 Placing An AED Back in Service After Use:

The following steps must be followed when placing the AED back in service after use.

1. Consult with the AED manufacturer.
2. Replace battery in the AED Perform complete battery insertion test (BIT)
3. Mark used battery "do not use" and send to the AED program coordinator to be properly disposed of.
4. Replace electrode AEDs (replacement AEDs should be obtained from the manufacturer or licensed equipment supplier).
5. Note the new battery and new electrode date on AED tracking form.

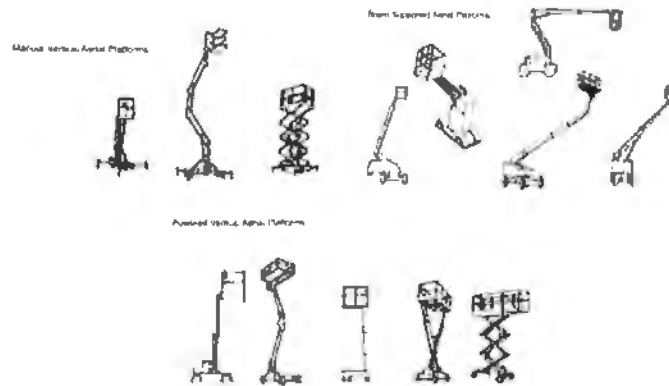
7.10.9 Related Forms:

- AED Tracking Form
- AED Monthly Status Check

7.11 AERIAL LIFT OPERATOR PROGRAM

7.11.1 Applicability:

- This written program provides guidelines for the safe use of aerial lift and other mobile elevated working platforms.
- This program applies, but is not limited to, the following types of aerial devices:



7.11.2 Operator Training:

All employees who operate any aerial devices (lifts or platforms) must be trained (including demonstrated proficiency) and authorized prior to operating the equipment. The following process will be used:

7.11.3 Previous Operators Certification or Experience

- Candidates with previous aerial lift operator experience should be given priority when choosing operators.
- Under no circumstances will an employee operate an aerial lift until he/she has successfully been evaluated by a qualified evaluator using the Aerial Lift Operator Evaluation
- Certification or "licensing" from previous employers is not valid at the City of St. Augustine Beach.

7.11.4 Initial Training

- During the operator's initial training, the candidate will take the instructor led aerial lift operator training session and exam. Candidates must achieve a passing score on the written exam prior to being allowed to do the hands-on practice and performance evaluation.

7.11.5 Hands-on Practice

- After a candidate has completed the classroom portion of the training, employees may practice operating the aerial lift prior to their performance evaluation if they are being directly supervised by another qualified aerial lift operator and are in an area which has ample room to practice their maneuvers.

7.11.6 Performance Evaluation

- When the candidate is ready, an authorized aerial lift evaluator/trainer will conduct a performance evaluation of the operator.

- All candidates will be tested on the equipment they will be driving.
- The results of the performance evaluation will be documented on the Aerial lift Operator Evaluation form.
- This form once completed and signed by an aerial lift evaluator/trainer is considered the operator's license and or certification.
- The Aerial Lift Operator Evaluation Certification is valid for 2 years from the date of issue.

7.11.7 Operator License and Certification Suspension

- The suspension of an operator's Aerial lift License and Certification is triggered by any of the following situations:
 - If the operator is involved in an incident
 - If the operator has been observed driving the lift in an unsafe manner
 - If it has been determined that the operator needs additional training
- An operator's suspension can only be lifted once an aerial lift evaluator/trainer has re-trained and re-evaluated the operator.

7.11.8 Training and Certification Records:

- All training and certification records will be kept on the Aerial lift Operator Evaluation form.
- After the certification is completed the training records will be maintained by Human Resources.

7.11.9 Daily Inspections:

- The City of St. Augustine Beach requires operators to perform pre-operational equipment checks on aerial lifts prior to the beginning of each shift.
- If the powered industrial truck is unsafe to operate, the operator is to:
 - Remove the key from the powered industrial truck.
 - Place a **DANGER DO NOT OPERATE** tag on the operator controls.
 - Report the problem to his/her immediate supervisor.
 - Not use the truck until the problem has been identified and fixed. No one else may use the truck until the problem has been identified and fixed.
- The manager must retain the daily inspection checklist for 1 calendar year.

7.11.10 Fall Protection:

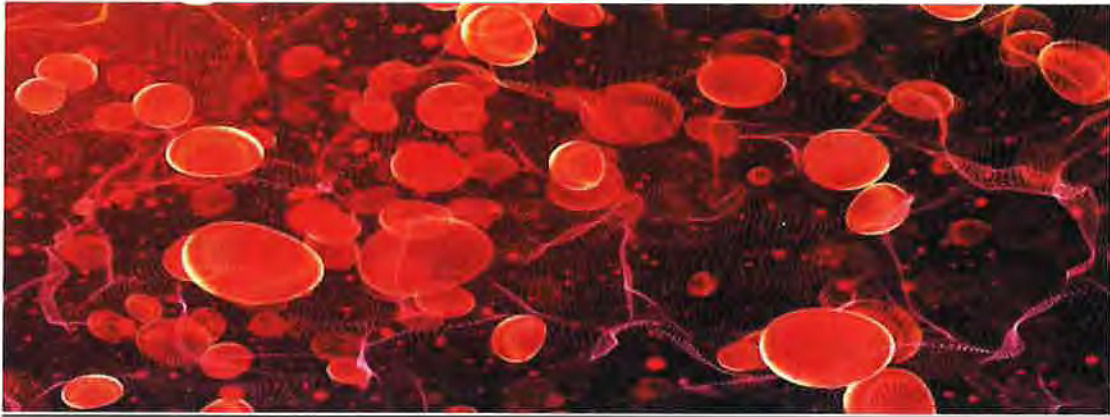
- Guard rails including doors/gates must always be used for both scissor lifts and aerial lifts.
- All personnel must wear a full body harness and a restraint lanyard.
- The lanyard shall be configured in such a manner as not to allow the person(s) inside the basket to be ejected out.

7.11.11 Related Documents:

- Aerial Lift training course
- Aerial Lift quiz
- Daily Aerial Lift Inspection (Including Scissor Lifts)

- Aerial Lift Operator Evaluation Form

7.12 Bloodborne Pathogens



The United States Department of Labor, Section 1910.1030, regarding Bloodborne pathogens in Regulations (Standards – 29 CFR), applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) in this section.

7.12.1 Scope and Application.

This section applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) of this section.

7.12.2 Definitions. For purposes of this section, the following shall apply:

- a) **Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and health, or designated representative.
- b) **Blood** means human blood, human blood components, and products made from human blood.
- c) **Bloodborne Pathogens, BBP**, means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- d) **Clinical Laboratory** means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
- e) **Contaminated** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- f) **Contaminated Laundry** means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- g) **Contaminated Sharps** means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

- h) **Decontamination** means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- i) **Exposure Incident** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- j) **Handwashing Facilities** means a facility providing an adequate supply of running potable water, soap, and sign-use towels or air-drying machines.
- k) **Licensed Healthcare Professional** is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.
- l) **HBV** means hepatitis B virus.
- m) **HIV** means human immunodeficiency virus.
- n) **Other Potentially Infectious Materials** means:
 - 1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
 - 2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
 - 3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
- o) **Parenteral** means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- p) **Personal Protective Equipment** is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
- q) **Regulated Waste** means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these

1. Do not eat, drink, or use tobacco products around blood or other potentially infectious materials.
2. Do not perform janitorial, emergency rescue or other jobs where there is risk of exposure to bloodborne pathogens unless you have been trained to do so.
3. Follow department requirements concerning exposure to Bloodborne Pathogens, BBP, including use of personal protective equipment such as nitrile or other impervious gloves.
4. Minimize the risk of puncture by a discarded hypodermic needle:
 - do not reach into trash containers or attempt to compact trash by pressing with hands or feet.
 - watch for needles in parks, rest rooms, storm sewers, sanitary water system, police vehicles and other places where they may be discarded.
 - do not pick up a needle with your bare hands – wear gloves or use tongs.
5. Avoid direct contact with blood or other potentially infectious materials:
 - use tongs or wear gloves to pick up condoms, sanitary napkins and other items which may be contaminated with body fluids.
 - use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area.
6. Clean up your own blood if possible after a minor injury; dispose of small quantities of cleanup materials in a toilet.
7. Cover all wounds with waterproof bandages; replace the bandage, as necessary.
8. Minimize contact with injured persons if you are not trained in emergency medical response.
9. Wash with soap and water immediately:
 - after removing gloves and other personal protective equipment
 - after exposure to potentially infectious materials
 - after cleaning or decontamination of BBP
 - after using the bathroom
 - before eating.
9. Report all exposure incidents to your supervisor immediately.
10. Follow department procedures for dealing with potentially infectious materials.

7.13 Toxic and Hazardous Substances

materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- r) **Source Individual** means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
- s) **Sterilize** means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- t) **Universal Precautions** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- u) **Work Practice Controls** means controls that reduce the likelihood of exposure by altering the way a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

7.12.3. City Procedures for Bloodborne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. Although these diseases are most transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:

- Accidental puncture with an infected needle
- Getting infected blood or other potentially infectious materials on your skin, especially if your skin has open sores, nicks, or cuts.
- Getting infected blood or other potentially infectious materials in the mucous membranes of your eyes, nose, or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions, and certain other body fluids (cerebrospinal, etc.).

Many City employees, including law enforcement personnel, solid waste workers, wastewater treatment and individuals who perform janitorial functions, have the potential for bloodborne pathogen exposure. Emergency services employees have the greatest potential exposure and have extensive departmental procedures to cover potential exposure situations.

The following precautions are useful in avoiding exposure to bloodborne pathogens:



7.13.1. Purpose

The purpose of this section is to ensure that the hazards of all chemicals are transmitted to employees, which is consistent with Occupational Safety and Health Standards. The transmittal of information is to accomplish by means of comprehensive hazard training programs, which are to include container labeling and other forms of warning and employee training.

This occupational safety and health standard is intended to address comprehensively the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees; and development and implementation of employee training programs regarding hazards of chemicals and protective measures.

7.13.2. Definitions

- a) **Chemical** means any substance, or mixture of substances.
- b) **Container** means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- c) **Employee** means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

- d) **Exposure or exposed** means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- e) **Foreseeable emergency** means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
- f) **Hazard category** means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
- g) **Hazard class** means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.
- h) **Hazardous chemical** means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- i) **Health hazard** means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
- j) **Label** means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- k) **Work area** means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

SECTION 8. ACCIDENT/INCIDENT REPORTING



8.1 WORKERS' COMPENSATION

Employee occupational injuries and illnesses are covered by Workers' Compensation Insurance provided by the Florida Municipal Insurance Authority. Workers' Compensation covers medical and rehabilitation expenses, partial income replacement if the employee is out of work more than 4 days or 32 working hours, and benefits to the surviving family in case of death. It is a no-fault system, providing exclusive remedy for on-the-job injuries or illnesses regardless blame, except in certain situations, such as employees:

- Willfully hurting themselves.
- Acting in a premeditated way to cause injury.
- Starting a fight with a co-worker.
- Intentionally violating safety rules.
- Becoming intoxicated or impaired by drug use.

If you are injured on the job or have a work-related illness, report it to your supervisor right away and get proper medical treatment. You may be denied benefits if you wait too long to report an injury, because it may be difficult to establish the case of the injury. Cooperate with the City, medical professionals, and insurance claims personnel to ensure that you receive your full Workers' Compensation benefits.

Recovery from an occupational injury or illness is sometimes slow, but light duty or alternative duty is sometimes possible during your transition back to normal employment.

8.2 REPORTING REQUIREMENTS

Report on-the-job injuries to your supervisor/employer as soon as possible, whether or not you receive medical treatment. The Incident Report form is to be completed as soon as practicable.

The Workers' Compensation carrier will be notified of the injury and will complete the initial paperwork. Forms and information will be mailed to you for your review and signature.

The City's Workers' Compensation carrier and claims processor is the:

**Florida Municipal Insurance Trust
PO Box 530065
Orlando, Florida 32853**

This is where physicians need to address their claims questions. Claim numbers will not be available for several days following an injury. When the claim is received by the insurance carrier, a number will be assigned to the claim. A claim number is not required for a physician to begin treatment or to present a claim. All they need to include is the patient's name and date of injury.

8.3 Other Accident/Incident

Report to your supervisor all other vehicle accidents, city property damage and incidents involving citizen injury and/or property damage. You will need to fill out an Incident Report. You may attach pictures, statements, sketches, and other support data as appropriate. Report only factual information – do not speculate.

City employees and officials have a duty to protect the City from unjust accusations and lawsuits. Do not admit liability in any way. This is a matter for the police, the City Attorney, our insurance carrier, and others to determine. Do be careful what you say. If you say something like "We'll take care of it," you may mean that you will turn in a report, but the statement may be misconstrued to mean that the City is admitting fault. Do not admit guilt or speculate about the cause of the accident; refer questions from citizens to the supervisor. Refer any questions about the City's responsibilities or liabilities to your supervisor and/or the City Manager's office.

- Contact your supervisor immediately if exposed to Blood Borne Pathogens.
- Supervisor will complete a Notice of First Injury Report for Workers Compensation claim and send it to the City Clerk's Office / Human Resources
- City Clerk will notify Workers Compensation agency and report the exposé and will direct the supervisor to have the employee to get medical attention immediately if necessary
- Workers Compensation agency will continue to notify the employee regarding paperwork and information until the employee is released from a physician or hospital.

SECTION 9. FIRST AID PROCEDURES AND INSTRUCTIONS



9.1 PROCEDURES

9.2 Minor First Aid Treatment

First Aid kits are stored at accessible locations in each department and will be pointed out to each employee. If you sustain an injury or are involved in an accident requiring first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate this on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of an Incident Report form to your supervisor.

9.3 Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility as directed. Your supervisor will assist with transportation if necessary.
- Provide details for the completion of an Incident Report form to your supervisor.

- Supervisor will contact City Clerk for reporting medical facility and workers' compensation agency immediately.
- Do not hesitate to go directly to the medical facility. Forms can be completed after care has been provided.

9.4 Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- If a supervisor or co-worker is not available for assistance, call 9-1-1 for assistance and transportation to the emergency room.
- Advise your supervisor as soon as possible.
- Provide details for the completion of an Incident Report form to your supervisor.

9.5 First Aid Training

Each employee will receive training and instructions on first aid procedures applicable to their department and job description.

All accidents and injuries should be reported to a supervisor as soon as possible.

9.6 FIRST AID INSTRUCTIONS

9.6.1 Wounds

Minor cuts, lacerations, abrasions, or punctures:

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.
- Major Wounds: (Large, deep, and bleeding)
- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

9.6.2 Broken Bones

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, splint the injured area using a board, cardboard, or rolled newspaper as a splint.

9.6.3 Burns

- Thermal (heat):
 1. Rinse the burned area without scrubbing it, and immerse it in cold water. Do not use ice water.
 2. Blot the area dry and cover it using sterile gauze or a clean cloth.

9.6.4 Chemicals

1. Immediately flush the exposed area with cool water for 15 to 20 minutes.

9.6.5 Eye Injuries

- *Small particles:*
 1. Do not rub eyes.
 2. Use the corner of a soft, clean cloth to draw particles out, or hold the eyelids open and flush eyes continuously with water.
- *Large or stuck particles:*
 1. If a particle is stuck in the eye, do not attempt to remove it.
 2. Cover both eyes with bandage and seek medical attention.
- *Chemical:*
 1. Immediately irrigate the eyes and under the eyelids with water for 30 minutes.
 2. Seek medical attention.

9.6.6 Neck and Spine Injury:

- If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

9.6.7 Heat Exhaustion

- Loosen the victim's tight clothing.
- Give the victim sips of cool water.
- Make the victim lie down in a cooler place with the feet raised.

SECTION 10. SAFETY INSPECTIONS AND AUDITS



10.1 Purpose

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety compliance and a safe workplace.

10.2 Responsibilities

10.2.1 Department Heads

1. Design and schedule audit and inspection procedures for all work areas, processes, and procedures
2. Conduct routine audits and inspections.
3. Ensure employees understand the various safety programs and policies.

10.2.2 Supervisors

1. Conduct informal daily safety inspections and ensure all unsafe conditions are corrected.
2. Conduct annual inspections and ensure all unsafe conditions are corrected.

10.3. Corrections

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentations of corrections should be made on the audit or inspections sheet. Conditions that present hazards are to be corrected or controlled immediately.

10.4. Types of Inspections

10.4.1 Daily Walk-through

This is an undocumented inspection that is made daily to ensure the facility and equipment is in safe conditions for employees. All noted unsafe areas are placed in a safe condition prior to employees working in the area.

10.4.2 Focused Annual Safety Inspection

Each year a formal inspection of a department or an area within a department will be conducted.

1. Attendees should include:

- a) Department head/designee
- b) Supervisor

2. Using an Inspection/Audit report, problem areas and deficiencies will be recorded and recommendations for correction will be provided to the City Manager or Police Chief.

10.4.3 Equipment Inspections

Equipment inspections are conducted to ensure specific safety equipment is in good working order and will function when needed. Examples and frequencies are:

- 1. Emergency Generator Test -- Monthly
- 2. Fire Extinguisher Inspections (by contractor) – Annually
- 3. Safety Equipment Inventories - Annually

10.5. Records

Records of audits and inspections will be maintained in accordance with the requirements of the specific programs. All records will be retained pursuant to Florida Department of State requirements.

10.6. Conducting Safety Audits

- 1. Review of Safety Inspections and Safety Audit Checklist
- 2. Identify any areas that have demonstrated safety deficiencies.
- 3. Review of Safety Manual Procedures.
- 4. Review accident investigations submitted suggestions or complaints and identify any programs or elements that may need correction.
- 5. Recommendations
 - Develop recommended actions for each deficient condition.
- 6. Corrective Actions.

Set priorities based on level of hazard and document corrective actions. Records of completed corrective actions should be reviewed and filed for use during the next audit.

SECTION 11. PREVENTIVE MAINTENANCE



11.1 OBJECTIVE

To maintain equipment and facilities in such a manner to prevent injury to employees, down time to equipment, and property damage.

11.2 SCOPE

- Each department shall designate personnel responsible to facilitate an appropriate preventative maintenance schedule.
- Appropriate preventive maintenance documentation shall be maintained.
- The maintenance department shall perform an evaluation on any equipment that malfunctions or is involved in an incident or injury.
- Findings of the referenced evaluation shall be submitted to the Safety Coordinator in writing.
- If the evaluation determines the equipment contributed to the event, the equipment shall be locked out of service until appropriate repairs are completed. Completed work will be signed off by person performing the repairs.

SECTION 12. RECORDKEEPING PROCEDURES



12. Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained according to the requirements of the General Records Schedule for State and Local Government Agencies established by the Florida Department of State. The records may include:

- Log of Work-Related Injuries and Illnesses-OSHA Form 300 (Optional)
- Incident Report Form
- Workers' Compensation Notice of First Injury Reports

SECTION 13. BEHAVIOR BASED SAFETY PROGRAM



13.1 Introduction:

- To achieve safety excellence at the City of St. Augustine Beach, our employees and managers must not only feel responsible for their own safety, but they must also feel responsible for the safety of their coworkers.
- The development of such a culture is made possible by using a Behavior Based Safety System.
- This system allows trained observers including managers and directors to encourage, recognize, and reinforce appropriate safe behaviors.
- The goal of this system is to increase the quality/quantity of safety communications which will ultimately encourage employees to gain personal control and responsibility for safety.

13.2 This Program Applies to the Following Departments:

- Public Works Department
- Police Department
- Building Department

13.3 Observer Training / Retraining:

- Since the quality of observations and performance feedback is critical to the success of this system all observers must attend a one-hour behavior-based observation session.
- Each year the observers must attend a brief re-training session covering the behavior observation process in addition to any revised critical behaviors.

13.4 Identify Critical Behaviors:

- A critical behavior is a behavior that makes the critical difference in whether an employee gets injured while performing the task in question.
- During the Annual Safety Performance Goals and Objectives review, the management team will identify and compile a set of critical behaviors.
- These critical behaviors will be chosen based on incident/ near miss reports, previous behavioral monitoring results, inspection findings, and so on.
- With assistance from the Safety Administrator, the review team will then define each of the identified behaviors and categorize them for inclusion on the observation checklist.

13.5 Gathering Data:

- Trained observers will use the observation checklist (??? Form #) to measure the frequency workgroups perform the critical behaviors safely.
- Managers and directors will be responsible for completing, documenting, and providing feedback on at least 4 behavior-based observations each calendar month.

13.6 Provide Ongoing, Two-way Performance Feedback for Both Safe and Unsafe Behaviors:



- After the observation, the observer must immediately speak with the observed employee (s).
- Observers must let the observed personnel know which critical behaviors they performed safely, and which ones put them at-risk.
- Observers must be careful to concentrate on the critical behaviors and must not to make judgments on the beliefs, attitudes, or values of the employee (s).
- The two-way communication will be documented anonymously on the observation checklist.

13.7 Remove Barriers to Continuous Improvement Using Collected Data:

- Each month the Communications and Events Coordinator will compile the observation data so that the performance of each workgroup can be analyzed and graphed.
- Using the comments and observation data recorded on the observation checklists, the City of St. Augustine Beach can target areas for improvement and areas that need more attention.
- Each department will set improvement goals and may choose to reward their group if behavioral goals are met.

SECTION 14. FORMS

AED MONTHLY CHECK FORM

	AED Monthly Check Form											
AED Location:				Name/ Contact Information of AED Site Coordinator:								
Instructions: This inspection must be performed monthly for each AED. If any items do not pass inspection, they should be marked with a "No" and the reason for failure described in the "comments" section. The equipment must be removed from service until suitable repairs are made.												
Inspection Items:	January date:	February date:	March date:	April date:	May date:	June date:	July date:	August date:	Sept date:	October date:	Nov date:	Dec date:
												
Signage present and visible												
Area free of obstructions												
Cabinet intact and free of damage												
Cabinet door alarmed. Alarm functional?												NO REASON
AED Intact and free of damage												
Conduct system check -Open, turn on, listen for voice prompts, close												
AED not beeping and shows no indication it needs servicing												
Expiration date of pads												
Battery life indicator (%) (If App)												
Expiration date of battery												
Accessory kit includes; razor, 2 gloves, CPR mask, cloth/ towel, & scissors												
Initials of AED Site Coordinator												
Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>												

AED TRACKING FORM

[illegible]

AERIAL LIFT OPERATOR EVALUATION FORM



Aerial Lift Operator Evaluation

Under no circumstances will an employee operate an aerial lift until he/she has successfully been evaluated by a qualified evaluator using this form. Certification or "licensing" from previous employers is not valid.

Employee Name:		Date of Evaluation:	
Has the candidate taken the aerial lift operator training session?		<input type="checkbox"/> Yes <input type="checkbox"/> No (if no then STOP)	
Has the candidate ever operated this type of aerial before? If no, then under supervision allow the candidate to practice maneuvers in an area which has ample room to practice.		<input type="checkbox"/> Yes <input type="checkbox"/> No (if no then practice)	
Type of Evaluation/Certification (check one): <input type="checkbox"/> Initial Session <input type="checkbox"/> 2- year <input type="checkbox"/> Other: If Other, Explain:			
Hands On Training & Evaluation: Rating: 1=Poor 2=Fair 3=Good NA= Not applicable (Please Note: 1 and 2 ratings require additional training and practice)			
List the type of aerial lift tested on:			
Rating	Area of Evaluation	Rating	Area of Evaluation
	Performs equipment inspection		Cordon off or barricade work area
	Performs Work Site Inspections		Set-up correctly prior to elevating
	Uses three-point contact when mounting		Check for overhead obstructions
	Closes gate		Keeps body inside guardrail system
	Properly puts on fall arrest equipment		Check below before retracting/lowering
	Familiarity w/ controls		Proper parking
	Pre-operational check of machine completed		Correct shut-down
	Drives forward/backward under control		Three-point contact when dismounting
	Properly turns and maneuvers		Properly charges battery
	Travels at safe speed		Other:
	Continual observation of area		Other:
Additional Comments:			
Aerial Lift Evaluator/Trainer Certification			
Trainer Signature:		Date:	

AERIAL LIFT INSPECTION FORM

<div style="display: flex; justify-content: space-between; align-items: center;"> <h3 style="margin: 0;">Aerial Lift Inspection Form</h3> </div>							
<p>Instructions: This inspection must be performed by the operator once daily, prior to first use. If any items do not pass inspection, they should be marked with a "No" and the reason for failure described in the "Comments" section. The equipment must be removed from service until satisfactory results are made.</p> <p>Note: All inspections must meet these minimum requirements. The manufacturer may have additional requirements that must be adhered to.</p>							
Inspection Items:	Inspection date:	Inspection date:	Inspection date:	Inspection date:	Inspection date:	Inspection date:	Inspection date:
Are you trained and authorized to operate the aerial lift?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Tires: No gouges, chunking, or flat spots; no tire. No biased failure. Adequate tread.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Batteries: Fully charged/ correct voltage and weight/ no leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Hydraulics: No damage to hoses, or limit switch(es) (they look loose).	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Guards and covers installed and secure?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Any loose or missing hardware?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Guardrails secure? Gate closed and functional?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Personal fall arrest present and will be used?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Warning lights are functional?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Horn sounds when button is pressed?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Steering smooth?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Lift/lower buttons move smoothly and return to neutral when released. All controls perform their functions as intended.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Name of Inspector:							

FIRST REPORT OF INJURY OR ILLNESS WORKERS' COMPENSATION FORM

FIRST REPORT OF INJURY OR ILLNESS FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-347-1741
or contact your local EAO Office

RECEIVED BY CLAIMS HANDLING ENTITY	SUBMIT TO DIVISION DATE	DIVISION RECEIVED DATE

PLEASE PRINT OR TYPE (NAME of Employer, Insurer, etc.)		EMPLOYEE INFORMATION	
		Social Security Number	Date of Accident (Month/Day/Year)
HOME ADDRESS Street/Apt # _____ City _____ State _____ Zip _____		Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	
TELEPHONE Area Code _____ Number _____		SHORT EMPLOYEE DESCRIPTION OF ACCIDENT (Include Cause of Injury)	
OCCUPATION		INJURY/ILLNESS THAT OCCURRED	PART OF BODY AFFECTED
DATE OF BIRTH _____ SEX <input type="checkbox"/> M <input type="checkbox"/> F			
COMPANY NAME D.B.A. _____ Street _____ City _____ State _____ Zip _____		FEDERAL ID NUMBER (FIDN)	
TELEPHONE Area Code _____ Number _____		DATE FIRST REPORTED (Month/Day/Year)	
EMPLOYER'S/INSURER'S ADDRESS (If different) Street _____ City _____ State _____ Zip _____		NATURE OF BUSINESS	
LOCATION (If applicable)		POLICY MEMBER NUMBER	
PLACE OF ACCIDENT (Street, City, State, Zip) Street _____ City _____ State _____ Zip _____		DATE EMPLOYEE FIRST REPORTED	
COUNTRY OF ACCIDENT		PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF DEATH (If applicable) _____/_____/_____		WILL YOU CONTINUE TO PAY WAGES (INSTEAD OF WORKERS' COMP)? <input type="checkbox"/> YES	
ACCEIDENT DESCRIPTION OF ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO		LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP _____/_____/_____	
RATE OF PAY <input type="checkbox"/> HR <input type="checkbox"/> WK \$ _____ PER <input type="checkbox"/> DAY <input type="checkbox"/> MO		Number of hours per day _____ Number of hours per week _____ Number of days per week _____	
<p>I have reviewed, understand and acknowledge the above statement.</p> <p>EMPLOYEE SIGNATURE (If available) _____ DATE _____</p> <p>EMPLOYER SIGNATURE _____ DATE _____</p>			
<p>NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL</p> <p>AUTHORIZED BY EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			

CLAIMS HANDLING ENTITY INFORMATION			
<input type="checkbox"/> 1(a) Denied Case - DWC-12, Notice of Denial Attached <input type="checkbox"/> 1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached		<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3) Employee's 8 th Day of Disability _____ Entity's Knowledge of 8 th Day of Disability _____ Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date _____ Date First Payment Mailed _____ AWW _____ Comp Rate _____ <input type="checkbox"/> T.T. <input type="checkbox"/> T.T. - 80% <input type="checkbox"/> T.P. <input type="checkbox"/> I.B. <input type="checkbox"/> P.T. <input type="checkbox"/> DEATH <input type="checkbox"/> SETTLEMENT ONLY Penalty Amount Paid in 1 st Payment \$ _____ Interest Amount Paid in 1 st Payment \$ _____	
REMARKS		INSURER NAME	
INSURER CONT #		CLAIMS HANDLING ENTITY NAME ADDRESS & TELEPHONE	
EMPLOYER'S CLASS CODE			
EMPLOYER'S RATES CODE			
SERVICE CONTRACT #			
CLAIMS HANDLING ENTITY FILE #			

FORM DWC-1 (10/2015) REVISED 1-1-16