

# **A Guide to Workplace Safety Committees**



**A Basic Guide to Developing & Implementing an  
Occupational Safety & Health Committee**

# Table of Contents

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|  |           |
|--|-----------|
| <b>Introduction.....</b>   | <b>1</b>  |
| <b>How to Develop a Safety and Health Committee</b>                    |           |
| Phase I-Lay the Groundwork.....  | 2         |
| Phase II-Determine Safety Committee Membership.....                    | 3         |
| Phase III-Form Safety Committee.....                                   | 4         |
| Phase IV-Conduct Safety Committee Meeting.....                         | 6         |
| Phase V-Conduct Follow-up Activities.....                              | 7         |
| <b>Examples and Guidelines</b>   |           |
| How to Conduct a Safety and Health Committee Meeting<br>Checklist..... | <b>10</b> |
| Company Policy Statement Example.....                                  | <b>11</b> |
| Committee Policy Statement Example.....                                | <b>13</b> |
| Committee Functions: Objectives, and Duties.....                       | <b>15</b> |
| Committee Member Duties.....   | <b>17</b> |
| Employer and Employee Responsibilities.....                            | <b>18</b> |
| Agenda Guidelines.....   | <b>19</b> |
| Agenda Example.....  | <b>20</b> |
| Guidelines for Conducting Meetings.....                                | <b>21</b> |
| Guidelines for Meeting Minutes.....                                    | <b>23</b> |
| Minutes Record Example.....  | <b>24</b> |
| Selection Notification/Addition Example.....                           | <b>26</b> |
| Training Documentation Example.....                                    | <b>27</b> |
| <b>Division of Safety Services.....</b>                                | <b>28</b> |
| <b>FAC Rule 38I-74 Workplace Safety Committees.....</b>                | <b>29</b> |

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# Introduction

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## Why Florida has Safety Committees

Florida Statutes, Chapter 442, the "Occupational Safety and Health Act," mandates that Florida employers with twenty or more employees establish workplace safety committees. Some employers with fewer than twenty employees may be required to establish a workplace Safety Committee or Safety Coordinator. [See FAC 38I-74.003(3)]. These committees or safety coordinators are to address both occupational safety *and* health issues. This statute was legislated to make Florida a safer, healthier place to work, and to help lower workers' compensation costs by reducing the number, rate and occurrence of workplace accidents.

## The Purpose of Safety Committees

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee helps the employer and makes recommendations for change regarding occupational safety and health issues.

Safety committee costs will be directly offset by the effectiveness of the committee in reducing workplace injuries and illnesses. The average direct cost of a single disabling workers' compensation claim during the period 1990 - 1996 was \$7,550.

### **This amount does not include the hidden costs of accidents such as:**

- Production delays.
- Time lost by workers and supervisors attending an accident victim.
- Clean-up and start-up of interrupted operations.
- Costs related to conducting an accident investigation.
- Time spent retraining others to replace injured worker.
- Possible reduced worker morale and lower efficiency.

**Hidden costs may run 5 - 10 times the actual cost of a workers compensation claim.**

**This could mean a cost of \$37,750 - \$75,500 per claim!**

***NOTE: This guide is provided for the development and maintenance of Safety Committees. However, if an employer appoints a Safety Coordinator, rather than establish a Safety Committee, many of the areas in this guide may be used in developing and maintaining the responsibilities of the Safety Coordinator. The Safety Coordinators functions and responsibilities will be directly related to the amount of time and authority assigned by the employer.***

# How to develop a Safety and Health Committee

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This section provides a starting point for those employers establishing or implementing a safety committee. The following phases and steps are designed to provide employers and their employees with a systematic approach to this task. A firm's organizational structure, method of operation, management system, and specific needs will govern its approach and the number of steps in each phase. Many steps can be performed concurrently. Management commitment, employee participation, planning, training, documentation, communication, and follow-up are all key elements in a safety committee's success.

Space is provided for notes at the end of each phase to record progress, additional steps, concerns, or other items of interest.

Listed below are five major phases and the basic steps a firm can use to plan, develop, and implement a safety and health committee. It is important to establish projected completion dates for each phase in order to keep plans on track.

## Phase I - Lay the Groundwork

(Projected completion date for this phase: \_\_\_\_\_ )

| <u>Step</u> | <u>Task</u>   | <u>Date Completed</u> |
|-------------|---|-----------------------|
| 1           | Become familiar with the rules. <b>FAC Rules, Chapter 38I-74</b>                                    | _____                 |
| 2           | Determine if you need a safety committee. <b>38I-74.003(1) and (3)</b>                              | _____                 |
| 3           | Identify location(s) needing a safety committee. <b>38I-74(2)</b>                                   | _____                 |
| 4           | Develop a company policy statement or modify your existing policy statement (see example page 14 ). | _____                 |

### **Topics or items to address:**

- \* Reasons for establishing a safety committee.
- \* Need for employee cooperation and support at all levels of the organization, i.e., management, supervision, and workers.
- \* Brief general statement regarding role(s), responsibilities and expectations of management, supervision, and workers.
- \* Signature of employer or CEO.

**Note:** This could be a project for your safety committee.

- 5 Communicate the company policy statement to all organizational levels; i.e., management, supervisors, and workers. \_\_\_\_\_  
 Methods: memos, group meetings, one-on-ones, newsletters, bulletin boards, and other activities.
- 6 Identify and communicate with appropriate management personnel who will be involved with or affected by the safety committee. Let them know the safety committee's purpose, when it will start, why, and what will be expected of them to support the committee. \_\_\_\_\_
- 7 Begin educating employees. Let them know the safety committee's purpose, when it will start, why, and what will be expected of them to support the committee. \_\_\_\_\_  
 Methods: group meetings, newsletters, one-on-ones, memos, postings, etc.  
 This education process will be ongoing.

## **Phase II - Determine Safety Committee Membership**

(Projected completion date for this phase: \_\_\_\_\_ )

| <b><u>Step</u></b> | <b><u>Task</u></b>  | <b><u>Date completed</u></b> |
|--------------------|---|------------------------------|
| 1                  | Determine the number of employer representatives required.  | _____                        |
| 2                  | Identify and talk to potential employer and employee representatives regarding safety committee participation.<br><b>Topics</b> or items to consider:<br>* Dedication to preventing injury/illness accidents.<br>* Interest in serving.<br>* Good people skills.<br>* Communication skills<br>* Ability to see other viewpoints.<br>* Credibility with others.<br>* Ability to get things done. | _____                        |
| 3                  | Appoint and notify employer representatives. Stagger terms.<br>Methods: written and verbal.   | _____                        |
| 4                  | Have employees elect their employee representatives or solicit volunteers.<br>Methods: education and promotion via newsletters, posters, memos, group meetings, personal encouragement, and other activities.   | _____                        |

- 5 Ensure that all major work activities are represented. \_\_\_\_\_
- 6 Notify volunteer or elected employee representative(s) of their acceptance as committee members. \_\_\_\_\_  
Methods: written and verbal. (See Example Form, page 29, Member Selection/Addition).
- 7 Inform all employees, including management, of the names of committee members. \_\_\_\_\_
- 8 Send 38I-74 support information to safety committee members. Have them become familiar with content. \_\_\_\_\_
- 9 Notify employee representatives and their management/supervisors. Ensure that they are aware of the time needs and compensation requirements, etc. \_\_\_\_\_
- 10 Conduct introductory safety committee training for members and provide support materials. Training should include organization, operation, meeting methods, and other such topics to improve the committees effectiveness. \_\_\_\_\_  
**Resources:** workers' compensation insurance carriers, associations consultants, Division of Safety consultants, training classes, private consultants and colleges.

### **Phase III - Form Safety Committee**

(Projected completion date of this phase: \_\_\_\_\_ )

| <b><u>Step</u></b> | <b><u>Task</u></b>  | <b><u>Date completed</u></b> |
|--------------------|---|------------------------------|
| 1                  | Become familiar with the elements of a successful safety committee. A <b>good</b> committee: <ul style="list-style-type: none"> <li>* Is well organized</li> <li>* Has clearly defined purposes or goals.</li> <li>* Has realistic and measurable objectives and completion dates.</li> <li>* Knows the extent of its authority.</li> <li>* Follows established procedures.</li> <li>* Is supported by employers, CEO, and management in terms of time, effort, and money.</li> <li>* Clearly defines member's roles, responsibilities, functions, and duties.</li> <li>* Provides an environment for employee input.</li> <li>* Keeps well documented written records minutes and notes (as required by 38I-74)</li> </ul> | _____                        |

- 2 Determine what is needed to develop and set up a safety committee, then develop a basic action plan and put it to work. \_\_\_\_\_

**Consider:**

- \* Safety committee goals, purposes, and objectives.
- \* Divide tasks into phases.
- \* Projected completion dates for each task and phase.
- \* Management's commitment, support, and involvement.
- \* Communications channels.
- \* Position within the organizational structure.
- \* Initial and ongoing training needs and schedules.
- \* A tracking system to determine progress. Methods and schedule dates to evaluate progress.
- \* Basic safety committee organization.
- \* Reporting systems.
- \* Need for several meetings when initially organizing the safety committee.
- \* Safety committee recordkeeping system.
- \* Follow-up activities.
- \* Other issues.

See Examples and Guidelines, pages 13 - 30.

- 3 Plan a safety committee meeting to get organized and have the committee elect a chairperson or co-chairs. \_\_\_\_\_

- 4 Set up a safety committee meeting. \_\_\_\_\_

**Consider:**

- \* Monthly or quarterly meetings, as appropriate.
- \* Day of week: recommend Tuesday, Wednesday or Thursday.
- \* Time of day: recommend mid-morning or mid-afternoon.
- \* Meeting location: quiet atmosphere, i.e., conference room or private office.
- \* Purpose.
- \* Electing a chairperson.
- \* Choosing a secretary/recorder.
- \* Discussing roles, responsibilities, duties, and functions.
- \* Writing a safety committee policy statement or charter.

**Note:** This may require more than one meeting.

- 5 Develop a written agenda and send to committee members three to five days prior to the meeting so they may prepare. \_\_\_\_\_  
(See pages 21 - 22 of this Guide.)

- 6 Have representatives review rules and this information prior to \_\_\_\_\_ attending meeting.
- 7 Send copy of agenda to employee and employer representatives \_\_\_\_\_ and management/supervisors. Post agenda where employees will see it.
- 8 File a copy of agenda in the safety committee file. \_\_\_\_\_

### **Phase IV - Conduct Safety Committee Meeting**

(Projected completion date for this phase: \_\_\_\_\_ )

| <b><u>Step</u></b> | <b><u>Task</u></b>  | <b><u>Date completed</u></b> |
|--------------------|---|------------------------------|
| 1                  | Conduct safety committee meeting.<br><b>Be sure to:</b> <ul style="list-style-type: none"> <li>* Start on time.</li> <li>* Elect a chairperson.</li> <li>* Select a secretary/recorder.</li> <li>* Follow the agenda.</li> <li>* Take written minutes</li> <li>* Set meeting management ground rules.</li> <li>* Determine authority as delegated by the employer</li> <li>* Discuss functions/duties.               <ul style="list-style-type: none"> <li>- as required by law</li> <li>- as assigned by management</li> </ul> </li> <li>* Determine logistics.               <ul style="list-style-type: none"> <li>- meeting dates</li> <li>- times</li> <li>- location</li> <li>- scheduled inspections</li> <li>- inspection team members</li> <li>- reporting procedures</li> </ul> </li> <li>* Discuss committee's recordkeeping system.</li> <li>* Resolve issues and make recommendations.</li> <li>* Make individual or team assignments and due dates.</li> <li>* Determine and set up next committee meeting and topics.</li> <li>* Post minutes to inform employees.</li> <li>* Send minutes to each committee member, and managers/supervisors.</li> </ul> | _____                        |

See Guidelines, pages 23 - 24.



2 Develop a safety committee policy statement or charter if not \_\_\_\_\_  
already established. Be sure to communicate the policy statement  
to all levels in the company.

**Consider:**

- \* A statement related to the elimination of losses resulting from accidents.
- \* A comment about why the committee is being established.
- \* A description of how the committee fits into the organization and management system.
- \* Committee goals and objectives.
- \* Member functions, responsibilities, and duties.
- \* The committee's authority.
- \* The need for cooperation and contribution by management and employees.
- \* Communication channels.
- \* Other topics.

**Note:** This task may take several meetings to accomplish. It is important that the statement be signed by top management (i.e., employer CEO), since it sends a message of support to the employees. Be sure the safety committee policy statement is communicated to all employees at all levels of the company.

3 Train safety committee members on how to perform their \_\_\_\_\_  
specific functions.

4 Discuss: \_\_\_\_\_  
\* Safety committee purpose and operation.  
\* Methods of conducting safety committee meetings.

5 Train safety committee members on: \_\_\_\_\_  
\* Specific workplace hazard identification associated with  
your business.  
\* Accident and incident investigation principles.

6 Record and file all training given to safety committee members. \_\_\_\_\_  
See example, page 30.

**Phase V - Conduct Follow-up Activities**

(Projected completion date of this phase: \_\_\_\_\_ )

| <u>Step</u> | <u>Task</u>  | <u>Date Completed</u> |
|-------------|--|-----------------------|
| 1           | Send a copy of written minutes to committee members.<br>Post a copy for employees to see.<br>See Example pages 27 - 28 | _____                 |

2 Evaluate the success of the committee meeting in terms of \_\_\_\_\_  
meeting management skills and accomplishments.

**Examples:**

- \* Were there any problems with the date, time, and location?
- \* Did everyone receive the agenda on time?
- \* Were employee representatives and managers/supervisors informed in a timely manner?
- \* Were there problems releasing the employee representatives from their duties?
- \* Was payroll informed if there was overtime for employee representatives? Travel expenses?
- \* Did all representatives come to the meeting prepared?
- \* Did the meeting start on time?
- \* Was the agenda followed?
- \* Did everyone contribute, and was it friendly?
- \* Were issues openly discussed and resolved?
- \* Were recommendations made, and were they in writing?
- \* Was training/orientation given and was it successful?
- \* Does everyone know what is expected of them?
- \* Were the next meeting and topics set?
- \* Is the support system in place to help representatives in carrying out duties and responsibilities.
- \* Did everyone receive the minutes in a timely manner?
- \* Were the minutes posted?
- \* Are the committee members, management, and employees reading the minutes?
- \* Did management respond in writing to committee recommendations, and in a timely manner?
- \* Were corrective actions taken in a timely manner?

3 Evaluate the safety committee process and make corrections \_\_\_\_\_  
and/or improvements as necessary for making the process  
more efficient and effective.

4 Determine and carry out the next tasks, phases, meetings, \_\_\_\_\_  
training, or inspections from the action plan developed earlier and  
recommendations made by the committee.

5 Plan, prepare, and conduct the next safety committee meeting \_\_\_\_\_  
using the information and experience learned. It will probably  
take several meetings to implement rule requirements.

6 Above all -- be patient

# Examples and Guidelines

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# How to Conduct a Safety and Health Committee Meeting

## *A Checklist*

### **Before the Meeting**

- Plan carefully: who should attend, what topics, when, where, and how.
- Coordinate the agenda with the safety director or management representatives.
- Send agenda to safety committee members and interested parties at least five days prior to meeting.
- Establish meeting management ground rules.
- Review minutes from the last meeting and check on the status of any pending actions.
- Come early and set up meeting room.

### **At the Start of the Meeting**

- Start on time.
- State meeting ground rules:
  - Establish common focus on content.
  - Establish common focus on process.
  - Maintain open and balanced discussion.
  - Define and agree upon roles and responsibilities.
  - Keep focus on safety and health issues (**do not allow personal attacks**).

- Seek approval of agenda from participants (review, and order the agenda) if required.
- Introduce new members and guests.
- Set clear time limits.
- Review action items from previous meeting.

### **During the Meeting**

- Focus on each problem, allowing adequate time for discussion.
- Focus on the resolution of problems.
- Establish action items and assign responsibilities: who, what, when?

### **At the End of the Meeting**

- Evaluate the meeting: Was agenda followed? Were problems resolved? Expectations met? Can future meetings be improved?
- Set date and time for the next meeting.
- Close the meeting efficiently and positively.
- Prepare, distribute and post committee meeting minutes.
- Follow-up on action items and begin planning the next meeting.

# Example of Company Policy Statement

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*The following statements are not intended to be all inclusive, nor are they intended to fit every employers requirements.*

## **SAFETY POLICY STATEMENT**

It is the policy of (*company name*) to provide a safe and healthy workplace for our employees. Injury and illness losses from accidents are needless, costly and preventable. Our company has established a safety and health program adapted to fundamental occupational safety and health concepts that will help us prevent injury and illness due to occupational hazards. Employee involvement at all levels of the company is critical for us to be successful in this effort. To accomplish this task, a joint employee/employer safety committee will be established. Its purpose will be to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. This safety committee will assist our company management team in making recommendations for change.

## **MANAGEMENT**

Management's responsibility is the prevention of injury and illness accidents, because management is held accountable for all issues under their span of control. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices. We must keep fully informed on safety and health issues throughout the company in order to constantly review the effectiveness of our safety and health program.

## **SUPERVISION**

Supervisors are directly responsible for supervision and job training their workers. This includes proper procedures, work practices and safe methods for performing the job. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

## **SAFETY COMMITTEE**

The safety committee consists of employer and employee representatives who have an interest in the general promotion of safety and health for (*company name*). The committee is responsible for making recommendations on how to improve safety and health in the workplace and has been charged with the responsibility for defining problems and removing obstacles to accident prevention; identifying hazards and recommending corrective actions; helping identify employee safety training needs and establishing accident investigation procedures for our company.

**EMPLOYEES**

Each employee, regardless of job assignment within the company, is expected to cooperate in all aspects of the company's safety and health program. Some major points of our company safety and health program require that:

Accidents must be reported immediately to your supervisor.

Where required, personal protective equipment shall be worn by all employees. There are no exceptions.

Hazardous conditions and other safety and health concerns must be reported immediately to your supervisor .

Employees participate in safety committee activities and support safety committee membership.

*If we all do our part by doing what is necessary to ensure workplace safety and health, we will all benefit.*

*No job is so important that we cannot take time to do it safely.*

Sincerely,

Signed \_\_\_\_\_  
Owner or CEO

Date \_\_\_\_\_

# Example of Safety Committee Policy Statement

---

*This statement serves as an operational guide for management, employees and safety committee members. Its length and complexity may vary depending on a companys organizational structure.*

## **INTRODUCTION**

(Company Name) is committed to accident prevention in order to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint employee/employer safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

## **PURPOSE**

The purpose of our safety committee is to bring employer and employees together in a nonadversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

## **ORGANIZATION**

There shall be \_\_\_\_\_ employee and employer representatives. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. Length of membership will be staggered so that at least one experienced member is always on the committee.

## **EXTENT OF AUTHORITY**

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted, and will respond in writing to the committee within a reasonable time.

## **FUNCTIONS**

- Objectives and duties
- Management Commitment to Workplace Safety and Health
- Committee Meetings and Employee Involvement
- Hazard Assessment and Control
- Safety and Health Planning
- Accountability
- Accident and Incident Investigations
- Safety and Health Training
- Others as determined by the company

## **RECOMMENDATIONS**

All safety and health recommendations submitted to management must be written and should:

- Be clear and concise.
- Provide reasons for implementation.
- Show implementation costs and recommended completion dates.
- List benefits to be gained.

## PROCEDURES

The committee's plan of action requires procedures by which the committee may successfully fulfill its roll. Procedures developed should include but not be limited to:

Meeting date, time, and location.

Election of chairperson and secretary.

Order of business.

Records.

Duties of each member must include, but not be limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings

- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner: Set the example
- Observing how safety and health is enforced in the workplace
- Completing assignments given them by the chairperson
- Acting as a work area representative in matters pertaining to health and safety
- Others as determined by company safety and health needs

## SUMMARY

*Only the planning and effective leadership of management and the safety committee can build a program that lasts. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the company.*

Sincerely

\_\_\_\_\_  
Signature  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Owner/CEO

\_\_\_\_\_  
Date



# Example of Safety Committee Functions, Objectives and Duties

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## **1. MANAGEMENT COMMITMENT TO WORKPLACE SAFETY AND HEALTH**

### Objectives and Duties

Establish procedures for review and management's response to minutes.

Submit written recommendations for safety and health improvements/changes response.

Evaluate employer's safety and health policies and procedures.

Respond in writing to safety committee recommendations.

Review corrective action taken by management.

## **2. COMMITTEE MEETINGS AND EMPLOYEE INVOLVEMENT**

### Objectives and Duties

Establish procedures for employee input, i.e., to receive suggestions, report hazards, and other pertinent safety and health information.

Include employee input on the agenda for safety committee meetings.

Hold quarterly meetings (more frequent if directed by employer).

Develop and make available a written agenda for each meeting.

Take meeting minutes and distribute to management and safety committee members.

Include in the meeting minutes all recommendations made by the committee.

Keep meeting minutes for three (3) years.

## **3. HAZARD ASSESSMENT AND CONTROL**

### Objectives and Duties

Establish procedures for workplace inspections to identify safety and health hazards.

Assist employer in evaluating the accident and illness prevention program.

Appoint an inspection team of at least one (1) employee representative and one (1) employer representative.

Conduct workplace inspections at least quarterly.

Make a written report of hazard(s) location(s) discovered during quarterly inspection.

Review corrective measures for adequacy. Make written recommendations to correct hazard; and submit to management for timely response.

**4. SAFETY AND HEALTH  
PLANNING**

Objectives and Duties

Establish procedures to review inspection reports and make appropriate implementation of new safety and health rules and workplace practices.

Develop/Establish procedures to conduct annual review of employer's accident prevention program.

**5. ACCOUNTABILITY**

Objectives and Duties

Evaluate employer's safety and health accountability system.

Make recommendations to implement supervisor and employee accountability for safety and health.

**6. ACCIDENT/INCIDENT  
INVESTIGATION**

Objectives and Duties

Establish procedures for reviewing reports generated by all safety incidents, including injury accidents, illnesses, and deaths, so that recommendations can be made for appropriate corrective action to prevent recurrence.

**7. SAFETY AND HEALTH  
TRAINING**

Objectives and Duties

Discuss with all safety committee members the safety committee purpose and operation, FAC Rules, Chapter 38I-74, and its application, and methods of conducting safety committee meetings.

Make available all applicable OSHA safety and health standards that apply to your particular industry.

Provide instruction on how to use OSHA standards.

Provide training based on your type of business activity. Minimum requirements are hazard identification in the workplace and principles regarding effective accident and incident investigation.



**NOTE:** *This list is not all inclusive. Other objectives and duties determined by the company may be listed under each function above.*

# CHAIRPERSON

## Duties

- \*Prepare agenda for next meeting
- \*Arrange for meeting place
- \*Notify members of meeting
- \*Arrange program
- \*Set time schedule for meetings
- \*Arrange all seating for members
- \*Review previous minutes and materials for meeting
- \*Conduct meeting

## SECRETARY/RECORDER

## Duties

- \*Record minutes of meeting
- \*Distribute minutes to committee members
- \*Post minutes for other employees
- \*Report status of recommendations
- \*Assume chairperson's duties if required

## MEMBERS

## Duties

- \*Report unsafe conditions and practices
- \*Attend all safety meetings
- \*Report all accidents or near-misses
- \*Review injury accident, illness, and death investigations

- \*Contribute ideas and suggestions for improvement of safety
- \*Work safely
- \*Influence others to work safely
- \*Make or assist in inspections

This diagram outlines the typical duties of a chairperson, secretary, and members of a safety/health committee. All committee members should know their duties and be trained efficiently. Actual duties will vary according to company needs.

**NOTE: This form is from National Safety Council materials.**

# Employer/Employee Responsibilities for Safety Committees and Committee Members

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*These are some typical examples used by various firms with established, successful safety committees. Specific employer and employee responsibilities are contained in F.A.C. Code Rules, Chapter 381-74.*

## **EMPLOYER RESPONSIBILITIES**

- \* Provide support from the top level down to first line supervisors in terms of time, effort, and funding.
- \* Resolve scheduling and personnel conflicts.
- \* Provide realistic dates for correcting safety and health concerns.
- \* Support training for safety committee members.
- \* Provide leadership and direction.
- \* Drop in on safety committee meetings.
- \* "Talk up" the positive effects of safety committee activities, on a one-on-one basis or in group meetings.
- \* Respond to recommendations in a timely manner.
- \* Ensure lines of communication are open and nonthreatening.
- \* Consider expanding the safety committee's responsibilities and authority to better serve the company.

## **EMPLOYEE RESPONSIBILITIES** **(To Safety Committee and Committee Members)**

- \* Help identify safety and health hazards.
- \* Listen to safety committee members, it's important.
- \* Report all unsafe conditions and practices in accordance with the safety committee procedures.
- \* Contribute to or make suggestions for improving workplace safety and health environment.
- \* Participate in committee activities when requested - be positive.
- \* Keep an open mind and a positive attitude.
- \* Make an effort to communicate with the safety committee members - active communication goes two ways.
- \* Follow procedures and practices adopted by the safety committee.
- \* Cooperate with the safety committee members in the performance of their duties.
- \* Consider being a member of the safety committee.

# Guidelines for an Agenda

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## Introduction

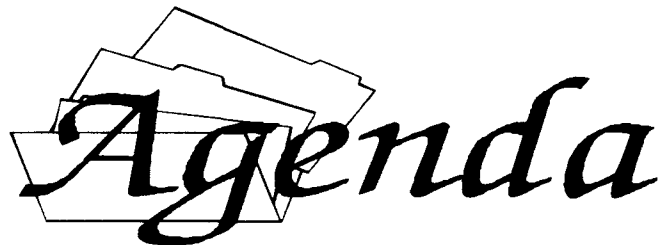
Successful, effective safety and health committees will have competent and dedicated leaders and members. The chairperson will be able to direct the groups discussions while sticking closely to the business at hand. A carefully planned agenda will assist the chairperson in doing this. If the agenda can be given to all members in advance (three days, at least), members will arrive at the meeting better prepared, having had time to consider the topics to be discussed. It will also remind them of any responsibilities they have, such as reporting on tasks previously assigned or inspection team progress.

A standard agenda format can be developed by the safety committee to fit its own needs.

## Agenda Guidelines

- \* The agenda should be typed on company letterhead. If handwritten, it should be printed.
- \* Limit the agenda to one page in length.
- \* The agenda should include:
  - Title: "Agenda"
  - Date of the meeting
  - Location of the meeting
  - Start and end time of the meeting - example: 2 - 3 P.M.
  - Topic(s) or subjects to be discussed
  - Attendees such as a special guest, speaker or group
- \* The agenda should be distributed from three to five working days in advance of the meeting.
- \* A copy of the agenda should be attached to the minutes of the meeting when distributed and posted.
- \* Include topics to be discussed during the meeting.
- \* Refer to examples, when possible.
- \* Develop the format and style that best fits the needs of the safety committee.

# Agenda Example



# Agenda

XYZ Company Safety and Health Committee

Date: May 16, 1997

To: All Committee Members, Alternates, Bulletin Board

Time: 10 A.M. - 11:30 A.M.

Place: Executive Conference Room

Order of Agenda Items:

Responsible Person

- |  |                       |
|--|-----------------------|
| 1. Old business                            |                       |
| a. Review March recommendations.           | <u>Joe Chair</u>      |
| b. Follow-up on last quarterly inspection. | <u>I. N. Spector</u>  |
| 2. New business                            |                       |
| a. Annual Safety and Health Policy review. | <u>Harry Hardhat</u>  |
| b. Elect new members (2)                   | <u>Joe Chair</u>      |
| 3. Monthly Training (20 minutes).          | <u>Tessie Trainer</u> |

NOTES: Please bring your notes on March workplace inspection.

# Guidelines for Conducting a Meeting

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*These guidelines are for informational purposes only. What is discussed will depend on your company's needs.*

## **OPENING THE MEETING**

- \* Call to order by Chairperson.
- \* Roll call of members.
- \* Introduction of visitors (if any).
- \* Read minutes of last meeting.
- \* Approval of last meeting minutes.

## **DISCUSSION OF UNFINISHED BUSINESS (Agenda)**

- \* Discussion or reports on matters held over from the last meeting.
- \* Comments, recommendations.
- \* Safety suggestions.
- \* Other reports.

## **DISCUSSION OF NEW BUSINESS (Agenda)**

- \* Report on injured or ill workers: follow-up welfare.
- \* Accident or occupational illness investigation:
  - a. What was the accident?
  - b. What was the illness?
  - c. What condition(s) contributed to the injury/illness?

- d. Why did the condition(s) exist?
- e. What can or has been done to prevent this injury/illness from recurring, and when?



- \* Report on safety incidents:
  - a. Follow-up action taken by management and/or safety committee.
- \* Safety incident investigation
  - a. What was the incident?
  - b. Where did the incident occur?
  - c. How often did the incident occur? (i.e., Hourly? Daily? Weekly?)
  - e. What area, department, section workplace was affected?
  - f. Were employees made aware of the incident? Cautioned?
  - g. What condition(s) contributed to the incident?
  - h. Why did the condition(s) exist?
  - i. What can or has been done to prevent this incident from occurring again?
- \* Committee reports:
  - a. Discussion of unsafe conditions and unsafe practices.
  - b. Discussion of safety and/or health incidents.
  - c. Discussion of corrective measures to be taken, or recommended.
  - d. Assignment of corrective action to be taken.

# TEAMWORK

### **SUGGESTION BOX**

- \* Discussion of submitted suggestions.
- \* Assignment of suggestions for action.

### **MISCELLANEOUS**

- \* Introduction of other matters.
- \* Discussion of leading articles in current trade magazines, papers, videos/films on workplace hazards, etc.
- \* Plan for safety feature of the month.

**\*Note:** Videos on a variety of workplace hazards are available for review from the Florida Division of Safety and its District offices. Call (800) 367-4378 (Florida Only)

### **COMMITTEE TRAINING**

### **ANNOUNCEMENT OF NEXT MEETING DATE**

### **ADJOURNMENT**



# Guidelines for Meeting Minutes

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Minutes should be typed.

Minutes should be brief, concise, and well organized.

Minutes should include:

- \* Title
- \* Date meeting was held.
- \* Time meeting was opened or called to order.
- \* Names and departments of members present.
- \* Names and departments of members absent.
- \* Name, title, and organization of guests.
- \* A statement indicating that minutes of the previous meeting were read and approved.
- \* Unfinished business, including reports and/or recommendations.
- \* Recommendations completed since the last meeting.
- \* New business.
- \* New recommendations.
- \* Remarks/comments.
- \* Date and time of next meeting.
- \* Time adjourned.
- \* Chairperson's signature.

Minutes should be distributed within three working days after the meeting.

A distribution list should be made.

Copies should be distributed and posted.

Develop a style and format that fits the company's needs.

## Information Notes for Meeting Minutes Guidelines

\* Meeting minutes are a concise record of what took place during the meeting. This record is one of many ways to inform people who were unable to attend.

\* Typed meeting minutes present a more professional image. Typing indicates an investment in time and effort.

\* Brief, concise, and well-organized minutes are more likely to be read. There is no magic number in terms of pages. In general, "the shorter the better," as long as important information is not sacrificed.

\* When possible, company letterhead should be used with the committee's name typed beneath it. If letterhead is not used, type the company and committee names. **Example:**

Central Manufacturing Co.  
General Safety Committee  
Minutes

\* Long, detailed reports or exposes should be "attached" to minutes so that all members, including those who were absent, have records. However, too many absences by a member may indicate a need to change that representative.

\* All committee members should receive personal copies. Copies should also go to managers and supervisors affected by decisions and/or recommendations made by the committee. Copies should be posted where they will be available to all employees.

\* Choose the format most suited to the company" needs. Some companies use a form. Others us a narration under topic headings. The latter format is most common.

## Example of Minutes Record

Company Logo

### SAFETY COMMITTEE RECORD OF MINUTES

Page 1 of 2

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Time meeting started: \_\_\_\_\_

**PRESENT**

**ABSENT**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Previous meeting minutes from \_\_\_\_\_ date \_\_\_\_\_ were read.

Old Business:

**NUMBER**

**RECOMMENDATIONS NOT COMPLETED**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**NUMBER**

**RECOMMENDATIONS COMPLETE**

**DATE**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

New Business:

Inspection Report Reviewed: \_\_\_\_\_

**NEW RECOMMENDATIONS**  
(number consecutively from last recommendation)

| NUMBER | TITLE | PERSON ASSIGNED | COMPLETED |
|--------|-------|-----------------|-----------|
| _____  | _____ | _____           | _____     |
| _____  | _____ | _____           | _____     |
| _____  | _____ | _____           | _____     |

Accident/incident Summary (Injury/Illness type, Department, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Comments: Incidents Discussed

| DATE  | EMPLOYEE | CAUSE/DESCRIPTION | ACTION |
|-------|----------|-------------------|--------|
| _____ | _____    | _____             | _____  |
| _____ | _____    | _____             | _____  |
| _____ | _____    | _____             | _____  |

Activity Progress Report: \_\_\_\_\_

\_\_\_\_\_

Committee Remarks: \_\_\_\_\_

\_\_\_\_\_

Meeting Adjourned \_\_\_\_\_ Time/Date      Next Meeting \_\_\_\_\_ Time/Date

\_\_\_\_\_  
Chairperson Signature

# Example of a Selection Notification/Addition

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Company Logo

## SAFETY COMMITTEE SELECTION/ADDITION NOTIFICATION

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To: Chairperson  
Committee Member  
Other \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_ Safety Committee

We the members of the safety committee are proud to announce the \_\_\_ selection; \_\_\_ addition of \_\_\_\_\_  
Name

as a \_\_\_ Management; \_\_\_ Employee representative to serve on our committee. He/She is our new \_\_\_\_\_  
Position/Title

and will serve on the committee for one year beginning \_\_\_\_\_  
Date

cc: Manager: \_\_\_\_\_

File: \_\_\_\_\_  
Location

Bulletin Board: \_\_\_\_\_

Other: \_\_\_\_\_



## Division of Safety Services

*Florida Division of Safety offers a wide variety of safety and health services to employers and employees:*

### **Consultative Services**

- \* Provides on-site assessment services, at no cost:
  - Hazard identification and correction assistance
  - Formal and informal technical training
  - Safety and health program development (including safety committees)
  - Safety and health program evaluation and implementation assistance
- \* Qualifies deserving private sector employers for OSHA exemptions and Workers' Compensation premium credits
- \* Investigates Public Sector employee complaints and fatalities

### **Training**

- \* Coordinates a variety of workshops and training classes on a year-round schedule across the state; and
- \* Offers technical courses on a variety of topics, such as hazardous communication, bloodborne pathogens and crane safety; and
- \* Provides training and education for both employers and employees about workplace hazards and how to eliminate them; and
- \* Provides assistance to companies in developing safety and health training programs.

### **Standards, Technical Resources, and other services**

- \* Provides employers with printed materials on occupational safety and health including booklets, pamphlets, and other materials to assist in the implementation of safety and health programs; and
- \* Provides personalized injury trend analysis and recommendations based on review of employers injury data (OSHA 200, First Notice of Injury, etc.)
- \* Provides resource centers containing books, topical files, technical periodicals, videos and technical data. Resource materials include:
  - OSHA standards
  - Industry and government guidelines such as
    - + American National Standards Institute, ANSI
    - + National Institute of Occupational Safety and Health, NIOSH
    - + National Fire Protection Association, NFPA
    - + National Electrical Code, NEC

**Give us a call:**  
***Tallahassee Central Office -- (904) 488-3044***  
***Jacksonville District Office -- (904) 346-5180***  
***Miami District Office -- (305) 470-5800***  
***Orlando District Office -- (407) 893-3077***  
***Tallahassee District Office -- (904) 922-0246***  
***Tampa District Office -- (813) 930-7625***

**Florida Administrative Code Rule  
Chapter 38I-74 Workplace Safety Committees**

38I-74.001 Purpose and Scope.  
(Repealed)

38I-74.002 Definitions.

38I-74.003 Employer Requirements.

38I-74.004 Duties and Functions of the  
Safety Committee.

38I-74.005 Committees that Meet or  
Exceed Act Requirements.

38I-74.006 Employer Evaluation by the  
Division.

38I-74.099 Penalties.

**38I-74.001 Purpose and Scope.**

*Specific Authority 442.012(2),  
442.20(2), F.S. Law Implemented  
442.003, 442.012(2), 442.20(1), F.S.  
History--New 1-19-95, Repealed  
10-31-95.*

**38I-74.002 Definitions.** This rule incorporates by reference the definitions for "accident," "employee," and "injury" contained in section 440.02, Florida Statutes, and the definition of "occupational disease" contained in section 440.151(2), Florida Statutes. Furthermore, the division adopts the following definitions:

(1) "Act" means the Florida Occupational Safety and Health Act. Ch. 93-415, ss. 52-74, Laws of Florida.

(2) "Calendar year" means a given twelve month period that begins on January 1 and ends on December 31.

(3) "Compensable injury" means any injury or illness arising out of or in the course of employment which requires the injured worker to lose more than seven days from work and for which workers' compensation benefits are paid.

(4) "Division" means the Division of Safety of the Florida Department of Labor and Employment Security, its personnel, and its authorized representatives.

(5) This rule incorporates by reference the definition of "employer" contained in section 440.02(14), Florida Statutes, provided that the rule chapter applies only to an employer of twenty or more employees or to an employer of fewer than twenty employees that the division "identified pursuant to section 42.012(1)(b)."

(6) "Employee representative" means an employee chosen to serve on a safety committee, who does not normally serve in a supervisory capacity.

(7) "Fatality" means an employee death that occurs as a result of workplace injury or illness, or occupational disease. The term includes an employee death that results from workplace injury or illness, or occupational disease within one year of its report to the Division of Workers' Compensation of the Department of Labor and Employment Security.

- (8) "Hazard" means the risk of exposure to materials, processes, or operating procedures or practices that can produce injury, illness, occupational disease, or fatality.
- (9) An employer "identified pursuant to section 442.012(1)(b)" means an employer identified by the division as having:
- (a) three or more compensable injuries in the period of three calendar years immediately preceding adoption of the rule chapter, or thereafter in the most recent period of three calendar years; and
  - (b) an incidence rate greater than the average incidence rate for employers in the employer's major industrial group determined by a 2-digit classification contained in the Standard Industrial Classification Manual (1987 edition), as published by the Executive Office of the President, Office of Management and Budget, and incorporated by reference.
- (10) "Incidence rate" equals the total number of the employer's compensable injuries as determined by the division; multiplied by 200,000, which is the base number of hours worked by 100 employees in a given year; divided by the average employment for the calendar year as reported by the employer on quarterly tax reports to the Division of Unemployment Compensation, Department of Labor and Employment Security; multiplied by 2,000, which is the average number of hours worked by an employee in a year. This calculation is separately computed for each of the three most recent calendar years. The resulting three yearly incidence rates are averaged by adding them together and dividing by three to determine the average incidence rate for the employer.
- (11) "Illness" or "occupational illness" means any abnormal condition or disorder, other than one resulting from an injury, caused by an exposure to environmental factors associated with employment. Illness includes acute and chronic illnesses or diseases caused by inhalation, absorption, ingestion, or direct contact with an environmental factor.
- (12) "Primary place of employment" means a major economic unit at a single geographic location, comprised of a building, group of buildings, and all surrounding facilities (such as a manufacturing plant, a hospital complex, a bank, a school district, or a governmental agency) where both management and employees are present.
- (13) "Safety committee," "workplace safety committee," or "committee" means a group of employer and employee representatives organized pursuant to this rule chapter that actively participates in accident prevention and that recommends improvements and promotes safety and health in the workplace.
- (14) "Safety-related incident" means a condition, event, or series of events that indicates the existence or occurrence of a hazard, regardless of whether the incident contributes to an injury, illness, occupational disease, or fatality.



(15) "Safety program" means a particular written safety and health program, implemented by an employer, that:

(a) Provides the means to eliminate, reduce, or control recognized hazards in the work or workplace;

(b) Provides the means to eliminate, reduce, or control the frequency or severity of workplace injuries and occupational diseases;

(c) Is specific to the work being performed;

(d) Is specific to the environment where the work is being performed; and

(e) Is easily understood by employees.

(16) "Scheduled meeting" means a convening of a safety committee after reasonable notice to its members and publication of an agenda of subjects to be addressed.

(17) "Workplace" means the physical location in Florida where employees perform their duties.

(18) "Workplace safety coordinator" means a person designated by the employer who actively participates in accident prevention, recommends improvements, and promotes safety and health in the workplace.

*Specific Authority 442.002, 442.012(2), 442.20(2), F.S. Law Implemented 440.02, 442.002, 442.012(1), (2), 442.20(1), F.S. History--New 1-19-95, Amended 8-21-95, 1-05-97.*

### **38I-74.003 Employer Requirements.**

(1) An employer of twenty or more employees shall establish, maintain, and administer a safety committee in the workplace.

(a) The employer shall determine the total number of members that serve on the safety committee; determine the length of tenure for all members of the safety committee; and ensure that the number of employer representatives shall not exceed the number of employee representatives.

(b) The employer shall identify the employee representatives for the safety committee from employees who are volunteers or who are elected from their co-workers. When sufficient employee representation is not otherwise met, the employer shall select and appoint employees to the committee. If a collective bargaining agreement provides for the establishment of a safety committee, the establishment of the safety committee pursuant to this section shall be in accordance with the collective bargaining agreement.

(c) The employer shall ensure that the safety committee convenes in accordance with the following protocol:

1. The committee shall convene its first scheduled meeting not more than forty-five days after the date of its inception.
2. Thereafter, the committee shall convene its scheduled meetings at least once each quarter during the calendar year and at such other times as a majority of the committee membership agrees or

the employer requires.

(d) The employer shall compensate each committee member at his or her regular hourly wage when the member is engaged in committee activities.

(e) The employer shall consider and issue a timely written response to each written recommendation of the safety committee issued pursuant to rule 38I-74.004(1)(c).

(f) The employer shall maintain complete and accurate minutes of committee meetings and communicate the location and availability of the minutes to all employees. Safety committee records, or true copies thereof, shall be maintained by the employer for a period of not less than three calendar years.

(g) The employer shall maintain and administer a safety committee by assuring that the committee complies with rule 38I-74.004.

(2) If the employer, described in subsection (1), operates multiple workplaces that are geographically separated, the employer shall establish a safety committee at each of the employer's primary places of employment. An employer's auxiliary, administrative, satellite, or temporary locations, such as would be found in customer service offices, branch or field offices, sales operations, construction operations, trucking, or highly mobile activities, may be combined at the employer's discretion into a single, centralized committee. This centralized safety committee shall represent the

safety and health concerns of all the locations.

(3) An employer of fewer than twenty employees that the division "identified pursuant to section 442.012(1)(b)" shall establish and administer a workplace safety committee or designate a workplace safety coordinator.

*Specific Authority 442.008(1), (2), 442.012(2), (4), 442.20(2), F.S. Law Implemented 442.007, 442.008(1), (2), 442.012(2), (4), 442.20(1), F.S. History--New 1-19-95, Amended 1-05-97.*

#### **38I-74.004 Duties and Functions of the Safety Committee.**

(1) The safety committee, under the direction of the employer, shall:

(a) Establish and communicate procedures for conducting internal safety inspections of the workplace. When approved by the employer, these procedures shall be used to evaluate the effectiveness of engineering, administrative, and personal protective control measures provided by the employer to protect employees from recognized hazards in the work and work environment;

(b) Establish and communicate procedures approved by the employer by which the employer shall investigate all workplace accidents, safety-related incidents, injuries, illnesses, diseases, and fatalities;

(c) Evaluate the effectiveness of and recommend improvements to the

employer's safety rules, policies, and procedures for accident and illness prevention programs in the workplace and, when approved by the employer, ensure that written updates and changes to rules, policies, and procedures of the safety programs are completed;

(d) Establish and communicate guidelines for the training of members on the requirements of this rule chapter;

(e) Post the scheduled date, time, and location of committee meetings in a conspicuous place where employees normally gather;

(f) Provide minutes of the committee meetings in a conspicuous place where employees normally gather and provide a copy thereof to individual employees upon written request; and

(g) Retain in the workplace all original written communications between the employer and the committee, or true copies thereof, for a period of not less than three calendar years.

(2) A quorum of the membership of a committee is required before official business may be transacted at a meeting.

(3) A committee organized pursuant to this rule chapter shall operate solely for the purposes required herein and may not substitute as a collective bargaining representative of employees on unrelated matters.

(4) The workplace safety coordinator, under the direction of the employer, shall:

(a) Establish and communicate procedures for conducting internal safety inspections of the workplace. When approved by the employer, these procedures shall be used to evaluate the effectiveness of engineering, administrative, and personal control measures provided by the employer to protect employees from recognized hazards in the work and work environment.

(b) Establish and communicate procedures approved by the employer by which the employer shall investigate all workplace accidents, safety-related incidents, injuries, illnesses, diseases, and fatalities;

(c) Evaluate the effectiveness of and recommend improvements to the employer's safety rules, policies, and procedures for accident and illness prevention programs in the workplace and, when approved by the employer, ensure that written updates and changes to rules, policies, and procedures of the safety programs are completed; and

(d) Seek the input of employees in complying with the responsibilities of this section.

*Specific Authority 442.008(1), (2), 442.012(2), 442.20(2), F.S. Law Implemented 442.008(1), (2), 442.012(2), 42.20(1), F.S. History--New 1-19-95, Amended 1-05-97.*

**38I-74.005 Committees that Meet or Exceed Act Requirements.**

Committees formed and operating under a collective bargaining agreement or otherwise that meet or exceed the requirements of the Act and this rule chapter are in compliance with the Act and chapter.

*Specific Authority 442.012(3), F.S. Law Implemented 442.012(3), F.S. History--New 1-19-95.*

**38I-74.006 Employer Evaluation by the Division.**

(1) The division shall conduct an evaluation of an employer to assure compliance with the provisions of this rule chapter.

(2) Employers subject to an evaluation by the division shall:

(a) Meet with a representative of the division;

(b) Assign a contact person to work with the division representative; and

(c) Provide requested information pertaining to employer responsibilities specified in this rule chapter.

(3) The evaluation of an employer shall be conducted at the employer's place of business.

*Specific Authority 442.008(1), (2), 442.006(1), (2), 442.20(2), F.S. Law Implemented 442.008(1), (2), 442.006(1), (2), 442.20(1), F.S. History--New 1-19-95.*

**38I-74.099 Penalties.**

An employer who violates this rule chapter shall be subject to penalties authorized by the Act or division rule, provided that an employer who violates rule 38I-74.003 (employer requirements) shall be assessed \$500 for each day the employer fails to comply with any section of that rule, not to exceed \$50,000 for a continuing violation.

*Specific Authority 442.013, 442.019, F.S. Law Implemented 442.013, 442.019, F.S. History--New 1-19-95.*

# WHERE CAN I GET MORE INFORMATION?

Contact your local Florida Division of Safety office or your Regional OSHA office. OSHA has included extensive outreach activities as part of this special emphasis program on silicosis. OSHA has designated a crystalline silica coordinator in each Regional OSHA office. The Florida Division of Safety can be contacted for assistance in obtaining more information.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion.

## **Florida Department of Labor and Employment Security Division of Safety - District Offices**

### **DIVISION OF SAFETY -**

#### **Central Office**

2002 Old St. Augustine Road,  
Building E  
Tallahassee, Florida 32399-0663  
(904)488-3044

### **TALLAHASSEE DISTRICT**

2002 Old St. Augustine Rd.  
Bldg. B, Suite 10-A  
Tallahassee, FL 32301  
(904)922-0246/SC 292-0246

#### **Satellite Offices:**

##### **Pensacola**

700 S. Palafax Street  
Suite 300  
Pensacola, FL 32501  
(904)444-8548/SC 693-8548

##### **Panama City**

1002 W. 23rd St., #250  
Panama City, FL  
32405-3648  
(904)872-7710/SC 777-7710

### **JACKSONVILLE DISTRICT**

4963 Beach Boulevard  
Jacksonville, FL 32207-4802  
(904)346-5180/SC 870-5180

#### **Satellite Office:**

##### **Gainesville**

5109 NW 39th Avenue,  
Suite C  
Gainesville, FL 32606  
(352)955-3049/SC 625-2007

### **TAMPA DISTRICT**

9215 Florida Avenue  
Suite 105  
Tampa, FL 33612-7905  
(813)930-7625/SC 593-7625

#### **Satellite Offices:**

##### **Lakeland**

5015 S. Florida Ave.  
Suite 402  
Lakeland, FL 33813  
(813)648-3175/SC 595-3175

##### **Sarasota**

Century Federal Bldg.  
1718 Main Street, Suite 201  
Sarasota, FL  
34236-5826  
(941)361-6021/SC 549-6021

##### **Fort Myers**

12381 Cleveland Ave.  
Suite 302  
Fort Myers, FL 33907  
(941)278-7093/SC 729-7093

##### **Spring Hill**

7479 Forest Oaks Blvd.  
Spring Hill, FL 34608  
(352)666-2160/No SC

### **ORLANDO DISTRICT**

1060 Woodcock Road  
Princeton Building  
Orlando, FL 32803  
(407)423-6299/SC 344-6299

#### **Satellite Offices:**

##### **Deland**

889 W. New York Ave.  
Deland, FL 32720  
(904)736-5495/SC 383-5495

##### **Melbourne**

1333 Gateway Drive  
Suite 1007  
Melbourne, FL 32901  
(407)984-4924/SC 350-4924

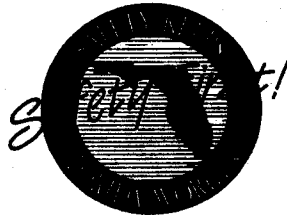
### **LAUDERDALE LAKES DISTRICT**

4689 North State Road 7  
Lauderdale Lakes, FL 33319  
(954)497-2820/SC 457-2820

#### **Satellite Office:**

##### **Miami**

3900 NW. 79th Avenue,  
Suite 556  
Miami, FL 33166  
(305)470-5800/SC 429-5900



**Division of Safety**  
**Florida Department of Labor and Employment Security**