



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
JANUARY 28, 2026
10:00 AM
CITY COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
 - 4.1 Approval of minutes from December 10, 2025
- 5. OLD BUSINESS**
 - 5.1 Safety Policy Update
- 6. NEW BUSINESS**
 - 6.1 Review of Incident Reports - HR Generalist Laura Scott will provide an overview of all incident reports received for the past month.
 - 6.2 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, February 25, 2026; 10:00 AM**
- 9. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the City Attorney.

DRAFT

MINUTES
Employee Safety Committee
December 10, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, December 10, 2025, at 10:00 AM in the City Commission Chambers. Present were Member Rick Wheeler, Rusty Burke, Leland Honacker, Brandon Lovelace, Chad Manning, Patricia Harnish, Denise Matson, and Laura Scott. Not in Attendance Chair Cathy Sabattini, Vice Chair Freddie Peake, Matt Bowen, and Fino Murallo.

Also in attendance was Michelle Proctor.

Denise Matson called the meeting to order at 10:00 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the October 29, 2025, meeting were reviewed. Member Burke made a motion to approve; Member Manning seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Member Matson and Member Scott are still working on the Safety Policy and hope to bring back a draft for review at the next meeting. It was suggested that in the safety manual we should add a description of preventable and non-preventable.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Scott reviewed incidents/accidents for the previous month. Member Harnish commented on the incident at the Golf Course that the fenders on the trailer are dented due to the tractor they are using hitting the dump truck. Member Manning suggested that the employee driving the tractor should go through driving training again on that specific equipment. Member Honacker and Member Matson suggested that we provide guidance in the safety policy on preventable/non preventable determinations and holding employees accountable for preventable accidents and injuries. No additional comments.
- 6.2 Committee Member Discussion/Comments. ... Member Lovelace, Member Harnish, and Member Manning recommended we reiterate training. Member Manning is working on Train the Trainer. He has received the quote and is working with Chair Sabattini. They plan to have one trainer for each department. Member Manning

recommended that we utilize the closed down runway at the airport for our training program. No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: January 28, 2026.

9. ADJOURNMENT: The meeting adjourned at 10:26 A.M.

Minutes Prepared By:

Laura Scott

Human Resources Generalist

City of Fernandina Beach – DRAFT Safety Manual Outline

1. Purpose

This policy affirms the City's commitment to providing a safe and healthy workplace for all employees, contractors, and visitors. It supports compliance with all applicable federal, state, and local safety laws and reflects the City's responsibility to protect public resources and personnel.

2. Scope

This policy applies to all employees, operations and services of the City.

3. Responsibilities

a. City Leadership

City Leadership is committed to providing employees with a safe and healthy workplace. Employee recommendations to improve safety and health conditions will be given thorough consideration by City Leadership.

b. Supervisors and Managers

Due to their constant contact with employees, Supervisors and Managers must take a primary role in the prevention of accidents and the safety of employees under their supervision.

Duties Include:

1. Provide adequate job training and instructions for their employees.
2. Provide continuing safety instructions while issuing daily work assignments.
3. Observe and evaluate working conditions and procedures for unsafe conditions or practices and report or correct any found.
4. Promptly investigate all accidents.
5. Encourage employees to report all unsafe conditions and practices.
6. Check and ensure that tools, equipment and protective devices are in place, properly maintained and used.

7. Be familiar with and enforce all safety procedures and practices applicable to their work.
8. Understand all claim reporting procedures; complete required forms; and report them within twenty-four (24) hours to their Department Head, Human Resources and Risk Management.
9. Transport injured workers to an approved medical facility for non-emergency treatment. If the injury requires emergency care, call 911 and accompany the injured worker to the hospital.
10. Communicate with Human Resources and the Department Head on serious events.

c. Employees

All employees are responsible for exercising care and good judgment in preventing accidents. Employees shall adhere to and follow all safety rules and practices as set forth in this plan as well as their departmental guidelines.

Duties Include:

1. Become familiar with and observe established safe working procedures and practices for their work activities.
2. Where prescribed by the department, employees will properly wear and/or use all safety equipment.
3. Immediately report all work related accidents and injuries to their supervisor and Human Resources. Failure to do so may result in disciplinary action and/or loss of workers' compensation benefits.
4. Report all unsafe conditions and practices to their supervisors or to Human Resources in such circumstances where unsafe practices or conditions exist.
5. Support the safety culture by encouraging co-workers to work safely.
6. Complete and review all safety training materials provided upon hire and throughout employment.

d. Safety Committee

The safety committee is established to identify and review factors related to all accidents and job injuries with an emphasis on the implementation of necessary corrective action to promote safety and well-being in the workplace.

Duties Include:

1. Review and evaluate claims to determine trends and implement loss control schedule to aid in evaluating the effectiveness of measures used to protect employees from workplace hazards.
 2. Assist management in reviewing and updating workplace safety based on accident investigations/inspections, employee reports of unsafe conditions or work practices and accepting and addressing anonymous complaints and suggestions from employees as they are provided by Supervisors or HR.
 3. Assist management in updating the workplace safety program by evaluating employee injuries and accident records. Identify trends and formulate corrective measures to prevent recurrences.
 4. Promote safety and health awareness, and co-worker participation through on-site monitoring of workplace activities.
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4. General Safety Rules

Employees will observe all safety rules and regulations established through departmental policies and procedures and otherwise provided within the City's personnel and safety policy. Employees will report all unsafe conditions or practices to their immediate supervisor. Employees are responsible for reporting all injuries, no matter how minor, to their immediate supervisor as soon as possible.

5. Reporting Accidents and Unsafe Conditions

6. Hazard Communication

7. Exposure Control

8. Emergency Preparedness

9. Personal Protective Equipment (PPE)

10. Training and Education

11. Safety Committee

12. Policy Review and Updates

13. Disciplinary Measures

Date	Employee /Citizen	Dept	Personal Injury/ Property Damage	Location	Accident/Incident Details	Workers Compensation	Supervisor Determined:	Meeting Date
12/4/2025	Employee	Fire	Property Damage	Maintenance area of Fort Clinch	E1 and R1 were dispatched to a dumpster fire in Fort Clinch. Upon arrival R1 personnel removed the TIC from E1 for use during the operations. After overhaul was done the employee placed it on the bumper of E1 with his bunker gear. After clean up of tools and equipment the TIC was left on the bumper. The TIC was noticed missing at shift change. After searching the scene the TIC was found on 8th st near Cedar st.	N/A	Preventable	
1/2/2026		Sanitation	Property Damage	32 Fletcher Ave. Main Beach	The trash enclosures by the boardwalk at Main Beach were reported destroyed by Waste Management. Fire personnel were dispatched early Thursday morning to extinguish the fire from the enclosures. A palm tree was also damaged in the fire.	N/A		
1/6/2026	Employee	Fire	Personal Injury	1100 Lime St. Apt 21	During a call the employee was assisting a patient who was unable to move her legs and the space was too tight for others to assist. While moving the patient the employee injured his upper back.	Yes	Non-Preventable	
1/8/2026	Employee	Golf	Personal Injury	Golf Course	While removing tree-vines at the Golf Course the employee was exposed to poison ivy or poison oak. Within 48 hours a rash developed and worsened throughout the weekend.	Yes	Preventable	
1/8/2026	Employee	Golf	Personal Injury	Golf Course	While removing tree-vines at the Golf Course the employee was exposed to poison ivy or poison oak.	No	Preventable	
1/9/2026	Contractor	Parks & Rec	Property Damage	Bosque Bello Cemetery	A contractor's heavy equipment backed into the fence causing physical damage to the structure. No injury to the operator or equipment.	N/A		
1/20/2026	Employee	Police	Personal Injury	2400 block of Via Del Rey Rd	The employee was deploying a message board trailer and when removing the trailer from the hitch a wind gust pushed the trailer backwards and jerked the employee forward hurting both shoulders.	Yes	Non-Preventable	