



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
FEBRUARY 25, 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 January 28, 2026
- 5. OLD BUSINESS**
 - 5.1 Safety Policy Update
- 6. NEW BUSINESS**
 - 6.1 Cintas Safety Vendor
 - 6.2 Review of Incident Reports - HR Generalist Laura Scott will provide an overview of all incident reports received for the past month
 - 6.3 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, March 25, 2026; 10:00AM**
- 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
January 28, 2026

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, January 28, 2026, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Vice Chair Freddie Peake, Member Bill Baughn, Leland Honacker, Brandon Lovelace, Chad Manning, Patricia Harnish, Denise Matson, and Laura Scott. Not in Attendance Member Matt Bowen, Rick Wheeler, and Jason Higginbotham.

Cathy Sabattini called the meeting to order at 10:01 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the December 10, 2025, meeting were reviewed. Member Honacker made a motion to approve; Member Peake seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Member Matson and Member Scott are still working on the Safety Policy please review and send over any comments on what we have drafted so far.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Scott reviewed incidents/accidents for the previous month. No additional comments.
- 6.2 Committee Member Discussion/Comments. ... Member Baughn led a discussion with the larger festivals in the future they are considering utilizing police and fire trucks to block some of the roads instead of barriers. This will be addressed in the Special Events Committee meeting in the future. Member Chad and Chair Cathy are working on rewriting the Vehicle Use Policy. Member Matson discussed preventable and non-preventable and disciplinary measures in the new Safety Policy. Reminder that Incident reports need to be completed on all incidents. Member Harnish and Member Manning discussed the importance of pre-trip inspections on vehicles. No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: February 25, 2026.

9. ADJOURNMENT: The meeting adjourned at 10:31 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

Personal Injury or Illness

Employees who are injured or become ill while at work and suspect that the injury or illness is work related must verbally notify their supervisor IMMEDIATELY of the occurrence. The employee must then complete and sign the Property Damage/Loss and Personal Injury Report form. This form must be submitted to Human Resources within 24 hours. This written report must be completed before the employee leaves work on the day of the injury or if the employee is incapacitated, by their supervisor. If incapacitated the injured employee shall complete and sign the form as soon as possible. The Property Damage/Loss and Personal Injury Report must be completed for all work-related injuries/illnesses even if medical treatment is not required.

Failure to report an injury when it occurs may result in denial of workers compensation benefits if the employee cannot show at the later reported time that the injury arose out of and in the course and scope of employment. In addition, failure to promptly report an injury may result in

disciplinary action. Failure to report to the State of Florida timely manner can result in fines and penalties which will be billed back to the department that was non-compliant.

Vehicle or equipment accident

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:
1/13/2026	Employee	Police	Personal Injury	526 South 9th St.	The employee was investigating an incident when she was walking towards the house she lost her footing and rolled her ankle	Yes	Non-Preventable
1/23/2026	Employee	Fire	Property Damage	Fernandina Beach Police Department	Upon entry into the front loop of the police department the employee ran over the curb and ran over a light. The light was broken and will need to be replaced.	N/A	
2/10/2026	Employee	Fire	Personal Injury	303 S. 8th St.	The employee was conducting overhaul operations, including ceiling removal during a fire when an unidentified object located within the ceiling or attic space fell onto the crew striking the employees right shoulder.	Report Only	Non-Preventable
2/10/2026	Employee	Fire	Personal Injury	303 S. 8th St.	During fireground operations an employee was assessed for possible smoke inhalation after being exposed.	Yes	Preventable
2/11/2026	Citizen	Parks & Rec	Personal Injury	ARC Fitness Room	The citizen was exercising and when she stood up she became dizzy, fell backward and landed on her back. During her fall she struck the back of her head on a mirror. EMS was called and evaluated the citizen.	N/A	