

REPORTING UNSAFE CONDITIONS, UNSAFE ACTS, OR OTHER SAFETY CONCERNS

SUMMARY

This procedure explains how to report unsafe conditions, unsafe acts, or other safety concerns that may impact the safety of Miami-Dade County facilities, operations, employees, or the general public.

PROCEDURE

1. Employees should immediately report an unsafe condition, unsafe act, or other safety concern to their supervisor. If an employee feels that a safety concern has not been adequately addressed by their supervisor, the employee should contact their Departmental Safety Representative. If the employee still feels that the safety concern has not been adequately addressed by the Departmental Safety Representative, the employee should then contact the Internal Services Department, Risk Management Division, Office of Safety, for guidance (phone: 305-876-8000).
2. Supervisors should promptly address all reported or observed safety concerns. Supervisors should promptly initiate corrective actions (including interim corrective actions, if applicable) of unsafe conditions or actions.
3. If the supervisor requires assistance in addressing or correcting the safety concern, the supervisor should promptly contact the Departmental Safety Representative or the Office of Safety (phone: 305-876-8000).
4. Work orders that impact the safety of Miami-Dade County facilities, operations, employees, or the general public should be clearly identified as "SAFETY ITEM" and should be designated the highest priority for completion.

CONTACT(S):

Department/Division

Internal Services Division, Risk Management Division, Office of Safety

REFERENCE DOCUMENT(S):

Internal Services Division, Risk Management Division, Office of Safety