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| SUBJECT LOSS PREVENTION PROGRAM | POLICY NUMBER 5.08 |  |
| POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Office Services | | |
| PURPOSE/SCOPE: To establish policy and procedures for a department loss control program to include safety, loss prevention and responsibility. | | |

I. AUTHORITY

Section 284.50, Florida Statutes, Loss Prevention Program

II. DEFINITIONS

- A. Loss Control Program- A written program detailing all policy and procedures governing safety with the Department.

III. POLICY

The leadership of the Department of Highway Safety and Motor Vehicles (DHSMV) is committed to providing its members with a safe and healthful workplace. It is the policy of the Department that a safe and healthy work environment is provided for the protection of its members. Member safety is of the greatest importance and ranks above production, quality, costs and services. Personal safety will not be compromised for any reason. It is the Department’s philosophy that all incidents are preventable, when the causes are known.

IV. ROLES AND RESPONSIBILITIES

- A. Members
 - 1. Each member is responsible for complying with the Department’s Loss Control Program, established safety rules, procedures and instructions provided by their supervisor.
 - 2. Members are to perform all work tasks in a safe manner.
 - 3. All members, at every level, are fully responsible for their own safety and for the safety of those with whom they work

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| Executive Director SIGNED ORIGINAL ON FILE | Effective Date 01/01/1991 |
| Page 1 of 2 | Revision Date 08/13/2012 |

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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4. Members must report all incidents, injuries and unsafe conditions to their supervisors, and will not be subject to retaliation, penalty or other disincentive.

B. Supervisors

1. Supervisors will develop and communicate clear goals and objectives and provide the financial resources and authority necessary to correct unsafe conditions and implement changes to improve workplace safety.
2. All supervisors will be held accountable for ensuring members are aware of workplace hazards and are trained to work safely.
3. Member recommendations to improve health and safety conditions will be given full consideration by supervisors.
4. Senior management will be actively involved with members in establishing and maintaining an effective safety program.
5. Supervisors will forward a detail incident report of all safety related accidents, or injuries to HSMV Safety Coordinator at SafetyZone@flhsmv.gov.

V. PROCEDURES

The DHSMV Loss Control and Safety Manual detailed information concerning the Department's safety program.