



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #021---13HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Safety Coordinator Appointment Form and Loss Prevention Standards

**DATE:** August 7, 2013

As you may be aware, under s. 284.50(1), F.S., each agency is required to have a designated Safety Coordinator. Please find attached the most recent Safety Coordinator Appointment Form. I would like to ensure that the Safety and Alternate Safety Coordinators from each circuit/agency are receiving updates from us as it relates to safety and security, including the *Safety Notes* and *Safety Outlook* Newsletter from Risk Management, Division of Loss Prevention. It is also important that Risk Management knows whom to contact if they have questions.

Some of the duties that are expected of a Safety Coordinator are as follows:

- Develop and implement the Loss Prevention Program, a comprehensive departmental safety program which shall include a statement of safety policy and responsibility;
- Form a Safety Committee;
- Provide for regular and periodic facility and equipment inspections;
- Investigate job-related employee accidents of his or her department; and
- Establish a program to promote increased safety awareness among employees.

We are requesting for the forms to be completed and returned to Andy Snuggs by the close of business on August 19, 2013.

We have also attached the Loss Prevention Standards from Risk Management that we provided to the circuits April 2, 2010 in Memorandum 045-10 with a revised addition from 2012. The memorandum and the standards can be found on our website at [www.justiceadmin.com](http://www.justiceadmin.com).

If you have any questions, please contact Andy Snuggs at 850-488-2415 ext. 291 or at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).