



OFFICE OF THE CITY AUDITOR

TO: Mayor and Council Members
THRU: Margaret Krym, City Auditor *MK*
FROM: Kathy Magaw, Assistant City Auditor *CM*
DATE: February 13, 2012
SUBJECT: Safety Program Audit – Completion of Follow up Action Items

The Safety Program Audit report was issued May 6, 2010. There were five recommendations that resulted from this audit that Management agreed to implement. As of this memo, we have verified that implementation of each of these five action items has been completed.

Attached is a grid that defines the underlying finding, the recommendation and Management's agreed upon follow up action response.

We would like to thank Michael Quigley, Risk Manager and the Safety Committee for their efforts to complete these actions and eliminate or mitigate the risks associated with them.

We are available to respond to any questions or concerns you may have about the information contained in this document. You may contact us at 242-3382.

Attachments:

C: Stephen L. Pohlman, Interim City Manager
Dolores Menendez, City Attorney
Rebecca van Deutekom, City Clerk
Victoria Bateman, Financial Services Director
Michael Quigley, Risk Manager
Safety Committee
Audit Committee

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	Finding	Recommendation	<i>Management Response</i>	Status verified by City Auditor	Date Closed by City Auditor
1	<p>Finding #1: The City's safety efforts do not have established goals and objectives to track and measure performance. There is not a consensus throughout City Management on the goals and desired outcomes of the City's safety efforts.</p>	<p>Recommendation #1: Risk Management and the Safety Committee should formulate a plan with specific and measurable objectives towards the goals for the City's safety efforts. These should be approved by management, monitored, and reported at least quarterly, to see if the goals are accomplished and being met.</p>	<p><i>Risk Management will work with The Safety Committee to formulate a plan with specific and measurable goals that will be approved by management and reported at least quarterly.</i></p>	Completed	02/07/2012

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2	<p>Finding #2: The five (5) core elements of OSHA's safety standards are not built into a comprehensive City-wide program.</p>	<p>Recommendation #2: Develop and implement a City-wide Safety Program that contains the five (5) core elements for a Safety Program as defined by OSHA.</p>	<p><i>The Five (5) Core Elements of a safety Program are:</i></p> <ul style="list-style-type: none"> • <i>Management leadership and employee participation</i> • <i>Hazard identification and assessment</i> • <i>Hazard prevention and control</i> • <i>Information and training</i> • <i>Evaluation of program effectiveness</i> <p><i>With cooperation from all divisions in each department and the Safety Committee, we will work to achieve compliance to these core elements through training and enforcement. This will be an evolutionary process and will be an on going task.</i></p>	<p>Completed</p>	<p>02/07/2012</p>

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3	Finding #3: The Risk Manager did not prepare trend analysis reports to use to manage incident prevention or to keep City Management informed on changes in incident occurrences.	Recommendation #3: We recommend trending reports be developed and distributed to keep Management abreast of the effectiveness of the City's safety efforts.	<i>We agree to submit to department Directors acceptable trending reports relative to Workers' Compensation accidents. We will have a variety of reports reviewed and approved.</i>	Completed	02/07/12
4	Finding #4: We found the number and costs of claims rising but no commensurate preventive measures being put in place.	Recommendation #4: We recommend efforts toward assessing and preventing risk before an incident occurs should be increased.	<i>Following an accident/injury, we are investigating each claim and to prevent further claims, each employee involved is going through training on the specific type to prevent further accident. In addition, we now have individual safety Committees in a number of City Divisions: Transportation, Parks & Rec-Parks, PW-Services, PW-UCD, Clerks office, PW-Water Production that conduct biweekly training to prevent accidents. We are continuing to grow this concept. We do plan to increase use of trended data to reveal opportunities for assessing and preventing risk.</i>	Completed	02/07/12

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5	Finding #5: We found Risk Management did not participate in the management of the self insurance fund or use financial information contained in it, but that the fund is managed by Financial Services.	Recommendation #5: Include a process where Risk Management is involved with the financial management of the self insurance fund and uses the financial information in the City's official records.	<i>I have met with Interim Financial Services Director and I will work with her staff relative to financial management of the self insurance fund. I will also begin to have access to the financial records so there is more first hand accountability.</i>	Completed	01/11/2012