

DuPage County Environmental, Safety, Health & Property Loss Control Program Safety Responsibilities of Management

Department Heads, Managers, Supervisors / Crew Leaders:

Department Heads:

Are responsible for initiating compliance for all safety, security, environmental, health, fire protection, fire prevention & business continuity planning program elements applicable to their department.

1. Ensuring safety issues specific to the Departments operations performed are addressed.
2. Will assure staff does not take disciplinary action against an employee for reporting an injury / illness, “near miss”, damaged or missing equipment or a security breach.
3. Work with Risk Management in developing and updating specific procedures and rules for safe operations that have not been included in the overall DuPage County Program.
4. Ensuring that all direct reporters perform their specific responsibilities with respect to safety in the operations, including employee training.
5. If the department has a Safety Committee that committee will not be assigned or assume responsibilities inconsistent with this policy.
6. Assure new employees attend new employee orientation.
7. Working with Risk Management, establish Safety Training budget for the department including the selection of qualified safety trainers. Follow Risk Management provided specifications for Personal Protective Equipment purchases.
8. Set the proper example for safety by observing all applicable safety rules and regulations.

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Managers:

Each Manager will be responsible for effective application of the EHS&P program to staff under their supervision.

1. Identify hazards through inspections and take appropriate actions in correcting unsafe conditions.
2. Responsible for the training of subordinates in incident prevention and safe work habits.
3. Responsible for timely accident investigation and reporting including paperwork completed within 24 hours of an incident.
4. Contribute to actions steps/policies/procedures to prevent future incidents.
5. Set the proper example for safety by observing all applicable safety rules and regulations.

Supervisors / Crew Leaders:

Supervisors / Crew Leaders are responsible for the safe condition and operation at each operation under their supervision to the extent that is within their control. Specific responsibilities include, but are not limited to:

1. Inspect work areas and equipment for compliance with work rules and standards.
2. Instruct employees on the hazards associated with the work/operation being performed, how to work safely according to operating procedures, and applicable safety regulations and procedures.
3. Ensure that all personal protective equipment and other safety equipment required to perform the work/operation is available at the work location and is used properly.
4. Ensure prompt treatment and reporting of injuries, equipment loss/damage, or loss to public property that may occur during the work/operations.

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5. Investigate all work related injuries and incidents with emphasis on determining the “root” cause and provide corrective action suggestions so as to minimize a recurrence of similar injuries or losses.
6. Enforce safety rules and regulations through the use of the DuPage County’s Personnel Polices, Section 7: Employee Conduct, “Employee Disciplinary Guidelines.”
7. Set the proper example for safety by observing all applicable safety rules and regulations.