



***MCLEOD COUNTY
SAFETY PROGRAM
& POLICY***

August 2005

TABLE OF CONTENTS

Section 1	Title and Responsibilities I. General II. Purpose III. Application IV. Responsibilities and Authorities	Page 3
Section 2	Hazard Identification I. General II. Purpose III. Application IV. Procedure	Page 7
Section 3	Safety Training I. General II. Purpose III. Application IV. Procedure	Page 9
Section 4	Accident Investigation I. General II. Purpose III. Application IV. Procedure	Page 11
Section 5	Work Rule Enforcement & Discipline I. General II. Purpose III. Application IV. Procedure	Page 14

Section 1: Title & Responsibilities

I. GENERAL

It is the policy of McLeod County to assign safety duties and responsibilities to individuals. These individuals may delegate performance of those duties to others. However, the responsibility shall remain with those individuals originally assigned.

II. PURPOSE

This purpose of this procedure is to identify the duties and responsibilities of McLeod County employees as they pertain to the safety program. These duties and responsibilities should be viewed as minimums and in no way are employees limited to just these activities.

III. APPLICATION

This procedure is applicable to all McLeod County departments and/or management groups.

IV. RESPONSIBILITIES AND AUTHORITIES

A. County Commissioners

1. Overall responsibility for the direction and establishment of the safety program policy.
2. Establishment of the position of Safety Coordinator.

B. County Administrator/Coordinator

1. Monitor the safety program
2. Implementation at the department level
3. Periodically report the status and adequacy of the safety program to the County Commissioners
4. Maintain policy manual
5. Maintain safety program records

C. Emergency Management Director/Safety Director

1. Professional Development, including a reference library, receiving publications, & membership in professional organizations
2. Development & administration of incident-prevention and loss control methods, procedures, and programs
3. Training & communications for management, supervisors, and employees
4. Internal consultant to identify and appraise incident and loss producing conditions and practices and evaluation of the severity of the incident problem.
5. Communication of incident and loss control information to those directly involved.

6. Measurement and evaluation of the effectiveness of the incident and loss control system and the modifications needed to achieve optimum results.
7. Monitor safety program.
8. Report to McLeod County Commissioners
9. Report status of safety program to Employee Enrichment and Development Committee.
10. Maintain safety program records.

D. Safety Committee

The purpose of the safety committee is to involve labor and management in non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change. In order to accomplish this, the committee will:

1. Develop a preventative safety program.
2. Recommend counter measures.
3. Make recommendations for education and training programs.
4. Make recommendations for awards to outstanding individuals.

E. Department Heads

1. Implementation of safety program to their department employees.
2. Become knowledgeable of OSHA standards.
3. Review county safety programs and make amendments or additions that are applicable to their department.
4. Ensure that employees are aware of their duties and responsibilities.
5. Investigate all accidents promptly.

F. Department Heads/Supervisors

1. Have a current & complete copy of the safety program available and be thoroughly familiar with it so that they understand other employees responsibilities as well as their own.
2. Review First Reports of Injury and Accident Reports in order to keep informed of the job accident record and take appropriate action when trends are unfavorable. Submit to County Administrator's Office upon incident.
3. Investigate all accidents personally to ensure that causes have been identified and proper corrective action has been taken.
4. Determine that tools and equipment are in safe and operable conditions.
5. When new operations or materials are introduced, department heads shall insure that the necessary safety precautions have been implemented.

6. Monitor the written safety program reports to see that they are being completed accurately.
7. Instruct department employees of the safety program administrative procedures to instruct workers in proper and safe practices.
8. Make available necessary personal protective equipment, job safety materials, and first-aid materials.
9. Be responsible for accident prevention for their department.
10. Make prompt and proper preventative investigation of accidents as outlined in the accident investigation policy.
11. Provide complete instruction of safety orientation to employees prior to assignment of duties. Follow-up and provide additional instruction as appropriate.
12. Make continuous inspection for unsafe practices and conditions and initiate needed corrective actions.
13. Enforce current safety regulations.
14. See that injuries are reported, properly treated, and documented.
15. Conduct safety meetings.
16. Ensure correct maintenance of tools and equipment is being obtained.
17. Instill safety awareness in employees through personal contacts.
18. Take an active part in planning safety procedures into new operations.
19. Make sure that required safety equipment is available and is being used.

G. Employee

1. The county expects each individual employee to cooperate in every respect with the safety program so that the operations may be carried on in such manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, personnel policy/other applicable contracts, countywide safety rules, department safety rules and specific job training.
2. Work according to good safety practices as posted, instructed, and discussed.
3. Refrain from any unsafe act that might endanger themselves or fellow worker.

4. Use all safety devices that are provided for their protection and the protection of others.
5. Report any unsafe condition or act to their supervisor or safety committee representative immediately.
6. Assume their share of responsibility for thoughtless or deliberate acts that cause injury to themselves or their fellow workers.
7. Report all injuries and/or near misses to the supervisor immediately.
8. Maintain a clean and safe work area.

Section 2: Hazard Identification

I. GENERAL

It is the policy of McLeod County to ensure that individuals having responsibility and authority to supervise county employees shall be required to ensure that hazards that employees are exposed to are properly identified.

II. PURPOSE

The purpose of this procedure is to outline the processes that county management shall use in the identification, analysis, and control of new or existing hazards, conditions and operations.

III. APPLICATION

This procedure is applicable to all operating departments within the county and the administration shall be the responsibility of the respective department heads. The duties herein may be delegated to other levels of management or operation, but responsibility shall not be delegated.

IV. PROCEDURE

A. Workplace Survey - Planned Inspection. Surveys and inspections are an important part of an effective loss control program. They are done to verify that conditions are the way you want them to be. A smooth operation has few unexpected events that disrupt the work process. Safety hazards are a risk to the operations of McLeod County. Inspections provide an early warning system that allows a manager to make the changes needed to keep things running smoothly.

There are many types of inspections:

1. Basic conditions inspections, a regular check (at least quarterly) of overall operations and conditions that reviews the effectiveness of the continued surveillance listed above by using an inspection check off list.
2. Critical parts inspections planned as part of your preventive maintenance program. They cover specific items, using established procedures, at scheduled times, and performed by designated persons.
3. Vehicles and heavy equipment should have a pre-use check form completed by the operator. This system helps assure the vehicle has required safety equipment and is in good condition.
4. Outside inspections may also be conducted by specialists including health departments, license inspectors, contractors and insurance providers.

5. Management audit. At the management level, an audit of your operation allows you to verify that the system of policies, procedures, and guidelines that were set up are being followed. This may be done by an outside contractor.
- B. A System for Reporting
1. Investigating and evaluating hazards reported by employees should be completed promptly. Employees are often the first to notice hazards as they evolve.
 2. A questionnaire or form should be developed for employee use to survey and report hazards in work areas.
- C. As part of a hazard identification process, managers should review:
1. OSHA 300 log
 2. Insurance loss reports
 3. Claim status reports
- D. Job hazard analysis should be conducted when appropriate and this information collection should include:
1. Key job steps
 2. Tools/materials used.
 3. Potential hazards, conditions or actions, which could cause injury.
 4. Recommendations as to safe practices, protective equipment and typical procedures.
 5. Make recommendations to deal with hazards in terms of:
 - a. Engineering practices
 - b. Management of hazards
 - c. Use of personal protective equipment

Section 3: Safety Training

I. GENERAL

It is the policy of McLeod County to train all employees of McLeod County in their individual safety responsibilities. This applies to all levels of management, non-management employees and volunteers.

II. PURPOSE

The purpose of this procedure is to ensure that all employees are trained in dealing with hazards in the work place and hazardous work activities.

III. APPLICATION

This procedure is applicable to all McLeod County departments and all employees.

IV. PROCEDURE

- A. New employees are to be informed of their responsibilities. This training is to take place during orientation and is to be documented.
- B. The supervisor is to provide training in the use of personal protective equipment gear and safe practices on an "as-needed basis."
- C. Periodic safety training is to be provided in the safety meetings and other formal meetings or correspondence as deemed appropriate by the department. The department head or supervisor is to ensure that each individual employee is instructed and knowledgeable in the use of equipment and personal protective equipment.
- D. As determined by the department head, special safety training seminars presented by safety professionals will be presented to selected employees.
- E. Copies of suitable safety information are to be available to employees.
- F. Employees are encouraged to submit pertinent safety recommendations to your supervisor or department head.
- G. Safety Meetings
 - 1. The department head will conduct safety meetings with their staff at the time and place as determined by the department head.
 - 2. The purpose of these meetings are to include the following:

- a. General promotion of accident prevention efforts on a continuing basis.
 - b. Review of past accidents and safety recommendations.
 - c. Discussion of safety inspections performed since the previous meeting.
3. The department head will present a selected safety subject in an effort to broaden the group's knowledge and stimulate continued, active regard for accident prevention.
4. Upon request, the County Employee Enrichment and Development Committee will provide the materials on selected topics for the meeting.
5. A brief report of each meeting is to be kept within each department.

H. Department Employees

1. The supervisor will conduct safety meetings with the employees at a time and place determined by the department head. These meetings should be about five-ten minute's duration and should be held at the same time every week or month.
2. The purpose of these meetings is to include the following:
 - a. Review current job conditions as they relate to accident prevention.
 - b. Identify conditions, which are adverse to safety.
 - c. Review use of safety practices and/or protective equipment.
3. The supervisor is to document the meeting's subject, attendees and suggestions. Identified conditions adverse to safety are to be acted upon by the lowest level of supervision practicable.

I. County Employee Enrichment and Development Committee

The county employee enrichment and development committee will periodically review the following to ensure the continued stimulation and direction of the county program:

- a. Accident frequencies and losses.
- b. Overall compliance with the safety program.
- c. Areas in the program that may require broader development.
- d. Status of any outstanding safety recommendations.

J. Additional training may include:

- | | |
|-----------------------------------|-------------------------------|
| 1. Written handouts | 4. Group |
| 2. One-on-one | 5. School or outside training |
| 3. On the Job Training (Hands-on) | 6. Area seminars |

Section 4: Accident Investigation

I. GENERAL

It is the policy of McLeod County to investigate all accidents or business interruptions whether they required no treatment, first aid only, doctor's care, restricted work activity, or was an incident involving property or liability, lost time or near misses. This also would include injury or potential injury to persons not only employed by the county, but also injured on county property.

II. PURPOSE

The purpose of this procedure is to identify the actions to be taken to control losses and determine the cause(s).

The accident investigation process is not to "fix blame", but to assure injuries are kept to a minimum, collect recent data and determine what corrective action must be made to prevent similar accidents.

III. APPLICATION

This procedure is applicable to all departments and to those accidents that result in loss of life, injury, loss of property, or claims of General Liability.

The basic steps of this procedure should be used to investigate the cause of all accidents, even those that result in less serious injuries and/or damage to property as identified in the policy.

IV. PROCEDURE

A. General

1. An accident can suddenly create a needless, costly business disruption. A supervisor can help prevent a recurrence by conducting a thorough accident investigation.
2. Accident investigation plans must be in place *before* the accident happens. The accident site will not be cleared until the investigation is completed.
3. The investigation should be as prompt as possible, because the reliability of information declines quickly after the accident. Once the process begins, you investigate to:
 - a. Determine the causes of the accident.
 - b. Identify and eliminate a hazard.
 - c. Discover if there was a deviation from standard procedure.

- d. Make a recommendation to management to correct hazards and causes.
- e. Provide technical assistance where it is needed.
- 4. If all the information is determined to be factual, then the corrective actions often are easy to identify. Accurate information yields good decisions.

B. When completing the “Accident Report” and “First Report of Injury”, the investigator should use the following guidelines, based on the severity of the injury or accident will determine what information is to be gathered and the routing of the completed investigation report. In all cases, these accident reports should be completed within 24 hours of the accident/incident. In the case of injury to employees, the individual that the injured employee reports to should complete the accident reports. In the case of liability and property losses, the appropriate supervisor should complete the accident reports.

The following types of accidents require the “Accident Report” and the “First Report of Injury” to be filled out. Reports will be filled out within 24hrs of the accident and submitted to the County Administrator’s office.

- 1. *No Treatment Needed*
- 2. *First Aid Only*
- 3. *Doctor's Care*
- 4. *Restricted Work Activity*

The following types of accidents require filling out the “Accident Report” and the “First Report of Injury” and notification to the county administrators office *immediately*. Locations of accidents of this nature will be secured until an investigation can take place and will remain secure until released by the County Administrator’s office. Be advised that more reports may need to be filled out but initially the “Accident Report” and the “First Report Of Injury” will document the accident.

- 5. *Lost Time*
- 6. *Near Miss*
- 7. *Fatal or Disability*

Fatal or disability is a category of accident which permanent injury, loss of full function, or death has resulted to an employee. These reports should be reported **immediately** to the Supervisor/Department Head, County Administrator, and the Emergency Management Director.

C. Corrective Action

Corrective action is identified in numerous places in the accident investigation process. The individual completing the accident investigation should identify this corrective action, if it is in the realm of this individual’s responsibility. In the cases where higher authority is needed to make corrective action, the accident reports (when completed) should be routed to that individual. Also where more than one department heads review the accident reports,

they should ensure that they are in agreement with the corrective actions to be taken.

Corrective actions can be, but are not limited to, training or retraining of employees and/or supervisors, establishing new operating procedures, correcting or changing existing operating procedures, repair of equipment, the purchase and implementation of personal protective equipment and many other types of activities.

When developing a corrective action process, it would be appropriate that this process is done in a step-by-step fashion and the accident reports are used in this development process. Items to be considered in the corrective action process: what is going to be corrected, how it is going to be corrected, who is going to correct it, and by when is this corrective action expected to be completed. Also following the implementation of the corrective action process, at some time in the future (i.e. 6 or 12 months) the corrective action should be reviewed to ensure that it is accomplishing the desired result.

Section 5: Work Rule Enforcement & Discipline

I. GENERAL

Safety and health rules should be administered in the same way other work rules and activities are administered.

II. PURPOSE

The purpose of this policy is to ensure that managers, supervisors and employees understand their responsibilities and rights related to safety and health rule compliance and enforcement.

III. APPLICATION

This policy is applicable to all McLeod County employees. This includes, but is not limited to, commissioners, managers, supervisors, and foreman. Hourly, part-time, seasonal, and volunteers are also included.

IV. PROCEDURE

- A. Report all accidents to your supervisor immediately, whether injured or not to help correct problems. Get first aid for all injuries. Even small cuts can become serious if neglected.
- B. Report any unsafe act or condition to your supervisor.
- C. Use or maintain machines or equipment only if authorized by your supervisor. Operate all equipment as instructed. Ask your supervisor if you have any questions about instructions.
- D. Inspect tools, materials, equipment and work areas before use. Report conditions to your supervisor.
- E. Assure that all machine guards and safety devices are in place before operating equipment.
- F. Use and care for personal protective equipment required for your job.
- G. Practice good housekeeping at all times. Pick up or clean up items that can cause slips, trips or falls.
- H. Horseplay is prohibited. Practical jokes often end up as serious injuries.
- I. Obey no smoking areas.

Effective enforcement of rule compliance has been shown to require three elements. They include: good example by all managers, recognition of good compliance, and appropriate corrective measures on deviations. The higher the risk of injury or accident, the more intense each of those actions should be. Where there are deviations, the manager must first learn the reason and then act accordingly. Lack of knowledge is corrected by education. Reinforcement and willful violation correct oversight or negligence is corrected by punishment commensurate with the severity of the risk.

It is the policy of McLeod County to administer disciplinary penalties to employees failing to fulfill their duties and responsibilities, without discrimination of any nature. For details on discipline, refer to the McLeod County Personnel Policy (Section 21).