



Safety and Health Responsibilities

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1.0 Policy/Procedure

COUNTY MANAGEMENT RESPONSIBILITIES

- Lee County Government conducts a safety and health program whose goals are preventing injuries to employees and the public, protecting the health of its employees and preventing damage to County and private property.
- The County shall provide all reasonable medical services required to affect treatment involving on-the-job injuries or illnesses that qualify for workers' compensation coverage. This medical service may be provided through a selected list of medical facilities and providers. The County will comply with all guidelines outlined by North Carolina OSHA and Industrial Commission regarding lost wages and lost time.

DEPARTMENT DIRECTOR'S RESPONSIBILITIES

Each Department Director is responsible for:

- Immediately reporting to the Risk Management Specialist all fires, damage to property, County vehicle accidents, hazardous material spills, on-the-job injuries/illnesses and other emergency occurrences, no matter how slight.
- Writing and maintaining his or her own safety program and safety rules as applicable to his/her department.
- Conducting an annual Job Safety Analysis to validate each employee's current safety training requirements.
- Providing every employee with opportunities to receive safety training related to their specific job classification.
- Reviewing and maintaining their department's specific safety program and training requirements.
- Frequently and regularly inspecting the workplace, materials and equipment.
- Identifying unsafe tools, materials, or equipment and making sure they are tagged, locked or removed from the workplace to prevent their use.

- Instructing each employee how to recognize and avoid unsafe conditions, unsafe work practices and the regulations and/or standards applicable to their work environment to control or eliminate any hazards.
- Authorizing within his/her department, all Supervisors and/or Safety Coordinators to enforce the safety rules.
- Requiring all employees, escorted visitors and contractors to wear and utilize appropriate personal protective equipment before entering a hazardous or restricted area.
- Promoting all employees, escorted visitors and contractors to adhere to safety and health procedures immediately upon access to a hazardous or restricted area.
- Providing appropriate personal protective equipment (PPE), developing engineering controls and/or provide training in the use of PPE whenever there is exposure to hazardous conditions.
- Maintaining his/her own emergency response plan.
- Where applicable developing and maintaining his/her own workplace violence plan, including procedures for prevention and management of incidents and threats of violence.
- Conducting periodic inspections; requiring prompt repair or removal of unsafe equipment or conditions and documents such action.
- Complying with provisions of the Hazardous Communication Program.
(See Hazard Communication J-29)

RISK MANAGEMENT SPECIALIST RESPONSIBILITIES

In accordance with the directives of the County Manager, the Risk Management Specialist is charged with the responsibility of formulating and implementing an Accident Prevention Program.

Accident prevention is a continuous and concerted effort of all personnel; however, the Risk Management Specialist shall be responsible for the following:

- Developing a thorough knowledge of the County Safety Policy.
- Promoting "safety awareness" for all employees through stimulating programs.
- Making periodic visits to appropriate locations to assist and consult with department directors and supervisors to developing safe work methods, accident investigation, training, and other technical assistance.
- Acting as Chairman of the Safety Committee.
- Acting as Chairman of the Accident Review Board.
- Maintaining contact with available sources of current safety information.
- Complying with OSHA, State, and Local laws bearing on safety and health.

- Striving to ensure that a record of injuries and illnesses is maintained and posted as described in this program.

RISK MANAGEMENT SPECIALIST'S AUTHORITY

- Recommends immediate corrective action in cases of hazardous operations.
- Orders the immediate suspension of any activity posing a threat to workers, the public or property.
- Conducts periodic inspections; requires prompt repair or removal of unsafe equipment or conditions and documents such actions.
- Represents County Manager at Safety conferences and meetings.
- The Risk Management Specialist's authority shall not cross over into other functional areas of the departments. However, since a comprehensive risk management program touches all functional areas of the County, all managers, supervisors, and employees shall strive to assist the Risk Management Specialist in the development and implementation of the Risk Management program.

SUPERVISORS AND SAFETY COORDINATORS RESPONSIBILITIES

Supervisors and Safety Coordinators of each department are charged with the responsibility of quality and quantity of production within that department. Supervisors and Safety Coordinators should be afforded the necessary knowledge to carry out their duties with efficiency and safety.

Supervisors and Safety Coordinators will:

- Immediately report accidents and work related injuries/illnesses to the Department Director. If unable to contact the Department Director immediately, call the Risk Management Specialist.
- Investigate all incidents in your area and report your findings to management.
- Have a thorough knowledge of the Safety Policy.
- Provide instruction and training to workers to facilitate them fulfilling their job duties in a safe manner.
- Make periodic inspections of the department to detect and eliminate, if possible and practicable, known unsafe conditions or unsafe practices that may exist.
- Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expense is required to make necessary corrections, a written report shall be submitted to the Department Director.
- Become knowledgeable on completing accident reports and conducting accident investigations and determine preventative measures in order to prevent recurrence.
- Be familiar with procedures which must be followed in the event of an emergency.

- Implement NC-OSHA, State and County safety rules and regulations in departmental training and procedures.
- Provide good example by safe work habits.
- Talk to management about changes to work practices or equipment that will improve employee safety.

EMPLOYEE RESPONSIBILITIES

- Each employee is to place safety and health requirements as an important part of the performance of their work duties for Lee County. The protection of fellow employees and the public while on County property while conducting County business is a shared responsibility of every employee.
- An employee is responsible for notifying his/her immediate supervisor of a violation or deficiency in safe and healthy working conditions and for recommending possible corrective measures.
- All injuries, including minor first aid treatment, occurring on the job and any illness associated with the job shall be reported immediately and in writing to your supervisor. Questions concerning medical treatment of these injuries/illnesses should also be addressed to the supervisor.
- Good conduct is expected. Horseplay or fooling around will not be tolerated.
- All fires, damage to property, County vehicle accidents, hazardous material spills and other emergency occurrences, no matter how slight, must be reported immediately to your supervisor or designee.
- Working while impaired by alcohol or any substance/controlled substance which impairs judgment is specifically forbidden. Use of prescription or non-prescription drugs, which may affect your alertness or work abilities, must be reported to your supervisor.

Employees shall:

- Make suggestions to their supervisor, safety committee representative or management about changes that may improve employee safety.
- Obey safety instructions, rules, policies and procedures and use provided and installed safety devices and safety equipment.
- Warn co-workers of unsafe conditions or practices that could lead to or cause an accident.
- Inspect all tools or equipment prior to use.
- Immediately report defective equipment to a supervisor.
- Properly dispose of all hazardous materials in an acceptable and lawful manner. Your supervisor can advise you of the required disposal method and practice.
- Wear Personal Protective Equipment (PPE) as required by the specific tasks.

- Consult with their supervisor before proceeding in a situation that they don't fully understand the safety procedures
- Keep this safety policy easily accessible during the work day.

Employees shall not:

- Use defective tools or equipment.
- Use equipment without proper guarding.
- Perform a task if they feel they need additional training. Notify your supervisor for additional training.
- Operate equipment or use tools without proper orientation or training.

FAILURE TO ABIDE BY THIS SAFETY POLICY

Failure to comply with or enforce Safety and Health Rules and Regulations may result in disciplinary action up to and including dismissal. Violation of work rules is a job performance issue and shall be dealt with through the Lee County Personnel Policy.