



Book	Employee Handbook
Section	Section 3
Title	SAFETY PROGRAM
Number	306.0
Status	Active
Last Revised	October 18, 2000
Last Reviewed	March 21, 2007

OVERVIEW: This policy defines the provisions of the County Safety Program which is intended to promote a safe and healthy work environment, reduce the incidence of work-related injuries and exposure to worker's compensation liability, and to ensure compliance with federal, state and local safety regulations.

SCOPE: This policy applies to all employees.

PROVISIONS:

Commitment:

The County's established work place safety program is a top priority for the County Administrator. Management and employees alike should be committed to working safely, and to taking the initiative to identify and correct unsafe work conditions and practices.

Safety Information and Training:

Employees will receive work place safety training and information on health issues through internal communication channels, through supervisor-employee meetings, bulletin board postings, safety memorandums or other written communications.

The information and training provided may cover potential safety and health hazards, job-specific safety considerations, safe work practices and procedures to identify and eliminate or minimize hazards.

Safety Suggestions and Employee Safety Concerns:

All employees are expected to report unsafe working conditions or practices to their supervisor in order to prevent injury to persons or damage to property.

The County welcomes safety improvement ideas from employees. Employees are encouraged to suggest improvements to their supervisors or the designated County Safety Officer.

Reports, suggestions or concerns about workplace safety issues may be made anonymously.

Compliance with Safety Rules:

All employees are expected to obey safety rules, regulations and practices.

Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or remedy (as appropriate) dangerous situations may be subject to disciplinary action, up to and including termination of employment.

Reporting accidents:

Employees shall immediately report to their supervisor all accidents that result in injury. Upon receipt of a report of injury, supervisors will complete a supervisor's report of employee injury and immediately forward to the designated County Safety Officer. The County Safety Officer will then submit an employer's first report of illness or injury to the County's worker's compensation carrier within the ten day period specified by state code. Employees who do not immediately report on-the-job accidents may be subject to disciplinary action.

Life Threatening or Contagious Disease:

For the safety of all employees and customers, when employees are diagnosed with a life threatening or contagious disease, the County is committed to making the following provisions:

- Ensuring that all information pertaining to an employee's health is kept confidential.
- Ensuring that reasonable accommodations will be made to allow employees with life threatening and contagious disease to continue to work in their job to the extent that their condition allows.

The County will take precautions to ensure that an employee's condition does not present a health or safety hazard to co-workers or the public. If an employee's condition is determined by his/her physician to pose a threat to other employees or to pose additional risks for the employee, the employee is expected to notify their supervisor immediately. Reasonable accommodations will be made to find employment in another capacity which will not adversely affect the employee or other employees. If this is not possible, the employee may apply for disability benefits, a leave of absence or be terminated.

As necessary, the County retains the right to request a statement from an attending physician that confirms the fact that continued employment will not pose a threat to the employee or other employees. Additionally, the County retains the right to require an examination by a physician designated by the County as situations warrant.