

# HERTFORD COUNTY GOVERNMENT

## Safety and Health Program

### SAFETY PROGRAM & POLICIES MANUAL

<b>Developing Department:</b>	<b>Hertford County Commissioners</b>
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# ACKNOWLEDGEMENTS

We are committed to providing a safe, accident-free, and healthy work environment for everyone. We acknowledge an obligation as an employer to provide the safest possible working conditions for employees and a safe environment for the public who use our services. However, excellent safe and healthy conditions do not occur by chance. They are the results of diligent work and careful attention to all county policies and procedures.

Safety demands cooperation on everyone's part. Thus it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety standards for their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of the county's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are a top priority in this organization and is every bit as important as service to our citizens. In fact, they both go hand in hand. Safe work practices benefit the employee, the family, fellow employees, the entity, and society as a whole.

Loria Williams  
Hertford County Manager

## **I. MANAGEMENT SUPPORT & DIRECTION**

### **A. Policy Statement**

It is the objective of Hertford County Government to conduct all operations as safely and efficiently as possible.

To accomplish this, we are assigning the responsibility, authority, and accountability for safety to all department heads and supervisory personnel within their individual area of operations.

We are also appointing Emergency Management Director as Safety Director. All employees and managers are responsible for active participation in the safety program activities; the Director's role is to support and coordinate this participation to ensure the program functions efficiently.

All employees will have the responsibility of performing their own work in a safe and efficient manner and to report unsafe conditions to their department head or supervisor for prompt correction. All employees are also to report all work-related injuries to their supervisor in a timely manner.

In the case of vehicle operations, drivers will be expected to follow the principles of "Defensive Driving," to drive so as to prevent accidents in spite of the incorrect action of others and in spite of adverse driving conditions.

### **B. Safety Responsibility**

**County Manager** – The County Manger as Chief Administrative Officer for the county has lead responsibility in carrying out policies adopted by the Governing Body and is responsible for setting up and supporting this policy as follows:

- Establish and maintain an active Safety Committee and Accident Review Board, consisting of department heads and other designated persons, meeting on a scheduled basis.
- Establish an effective Accident Investigation process to include reporting and recording procedures, and a written report on actions taken to prevent recurrence of accidents, including action taken against individual violators of safety rules and practices.
- Establish and fund an employee training program directly related to avoiding possible injury or illness in area of assigned operations.
- Establish a communications system that will ensure all personnel are contacted regularly about the importance of safety in all operations.
- Establish specific goals and objectives for the Risk Control Program, with progress toward those goals measured on an annual basis.

**Safety Director** --The Safety Director as designated by the Board of County Commissioners shall have the following duties and responsibilities:

- Maintain records as necessary to comply with laws and objectives of the safety program. These records must include:
  - Copy of Report of Injury, Illness, or Accident
  - Supervisor's Accident Investigation Reports
  - Required OSHA forms
  - Minutes of all Safety Meetings
  - Safety Program status reports
  - Submit status reports to Safety Committee at least quarterly
  - Make periodic visits to all buildings/operations to assist and consult in developing safe work methods, accident investigations, training and other technical assistance.
  - Analyze accident reports and investigations weekly
  - Act as Chairperson of the Safety Committee
  - Maintain contact with available sources of tropical safety information such as the following: American Society of Safety Engineer (ASSE), National Safety Council (NSC), Department of Environment, Health & Natural Resources (DEHNR), North Carolina Association of Local Government Employee Safety Officials (NCALGESO), North Carolina Department of Labor (NCDOL), North Carolina Occupational Safety & Health Administration (NCOSHA) and North Carolina Industrial Commission (NCIC).
  - Provide/arrange/conduct training programs for Supervisors and Employees
  - Recommend immediate correction action in cases of hazardous operations.

**Department Head and Supervisor Responsibility** -- Management will demonstrate support for the Safety Program through every visible means. Department Head and /or supervisor must:

- ◆ Have a thorough knowledge of the safety policy as well as procedures that must be followed in the event of an emergency.
- ◆ Conduct Employee Orientation.
- ◆ Provide and maintain personal protective equipment as well as machine guards and safety devices commensurate with operations.
- ◆ Review accident records and accomplishments of the safety program with the Safety Committee.
- ◆ Evaluate effectiveness of the safety program and recommend changes.
- ◆ Direct that any flagrant disregard of safety rules and regulations by employees be ground for dismissal as outlined in Personnel Policy.
- ◆ Provide instruction and training to workers so that they may fulfill their job in a safe manner. (See section(s) on Training New Employees.)
- ◆ Make daily inspection of the department to ensure that no unsafe conditions or unsafe practices exist.
- ◆ Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expenditure is required to make necessary corrections, a written report shall be submitted to the County Manager and the Safety Director.

- ◆ Properly and promptly complete accident reports and investigate all accidents within the specified timeframe and to determine what must be done to prevent recurrence of a similar accident.

**Employees** – To assist the employees in developing a keen “safety awareness”, the following responsibilities are assigned:

- ◆ To abide by the safety rules and regulations of the organization.
- ◆ To report any unsafe conditions to the Supervisor.
- ◆ To contribute ideas and suggestions for improving the safety of conditions or procedures to the Supervisor.
- ◆ To attend safety training sessions.
- ◆ To report all accidents and injuries immediately.

**B. Safety Committee**

The Safety Committee shall be appointed by the Manager and shall have two basic functions: review inspection team findings, and secondly, assist in the formulation and implementation of the safety program. The following responsibilities are assigned.

- ◆ Develop safety/training programs and recommend approval for adoption by management.
- ◆ Review inspection team findings, and devise methods for promoting safety among all employees.
- ◆ Assist departments in devising corrective action plans for work place incidents.

Membership shall consist of the following representatives and/or representative areas:

**Safety Director**  
**Risk Manager**  
**Chief Code Enforcement**  
**EMS Director**  
**Public Buildings Supervisor**  
**Public Works Director**  
**DSS Representative**  
**Detention Facility Officer**  
**Sheriff’s Office Chief Deputy**  
**Others Duly Appointed**

**D. Inspections Team**

A vital factor in accident prevention is the detection and correction of hazards before an accident is caused. The Inspection Team shall conduct a complete inspection of County Office Buildings and work sites on a quarterly basis. The Inspection Team follows:

**Safety Director  
Chief Code Enforcement Inspector  
Public Buildings Supervisor**

**E. Accident Review Board**

The Accident Review Board shall consist of three members appointed by the Manager and/or Governing Body. The duties and responsibilities of the Review Board are as follows:

- ◆ To examine all accidents reports.
- ◆ Identify accident trends and make quarterly reports to the Safety Committee and/or Manager.
- ◆ To recommend appropriate disciplinary action for violation of policies to the County Manager or appropriate appointing authority.

**F. Basic Safety Rules**

**General Workplace Safety Rules**

- ◆ Report unsafe conditions to your immediate supervisor.
- ◆ Promptly report all accidents/injuries/incidents to your immediate supervisor.
- ◆ Use eye and face protection where there is danger from flying objects or particles from hazardous chemical splashes.
- ◆ Dress properly. Wear appropriate work clothes, gloves, shoes and boots. Loose clothing and jewelry shall not be worn.
- ◆ Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- ◆ Keep all equipment in safe working condition. Never use defective tools or equipment.
- ◆ Report any defective tools or equipment to immediate supervisor.
- ◆ Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- ◆ Lockout or tag-out or disconnect power on any equipment or machines before any maintenance, un-jamming, and adjustments are made.
- ◆ Do not leave material in aisles, walkways, stairways, work areas, or other points of egress.
- ◆ Practice good housekeeping at all times.
- ◆ Training on equipment is required prior to unsupervised operation.
- ◆ Compliance with all governmental regulation/rules and all county safety rules in following sections are required.
- ◆ Remove any trip hazards
- ◆ No open flames or candles, etc.
- ◆ No smoking in any Hertford County Buildings
- ◆ No personal space heaters
- ◆ No personal aerosol's

## **Housekeeping**

- ◆ Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- ◆ All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of tripping and slipping hazards. Oils, grease, and other liquids will be immediately cleaned up if spilled.
- ◆ Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- ◆ Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment will be kept clear of storage, materials, supplies, trash and other debris at all times.
- ◆ Overhead storage areas will be marked as to maximum load rating.

## **Fire Prevention**

- ◆ All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form.
- ◆ All employees must know the location of firefighting equipment in the work area and have knowledge of its use and application.
- ◆ Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character or “Not an Exit.”

## **Personal Protective and Related Equipment**

- ◆ Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment assessment of the workplace to be performed by the Safety Director in coordination with Supervisor/Department Head. Equipment selection and wearing requirements are determined from this assessment.
- ◆ Safety glasses, goggles, or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, chemicals/acids/caustics, or light radiation, or other eye hazards.
- ◆ Foot protection will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole or electrical hazards.
- ◆ Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns, or chemical absorption.

## **Lockout/Tagout Program**

- ◆ Before any work or maintenance is performed on any machine, equipment, tool or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them in accordance with approved program.
- ◆ This program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by

employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance.

### **Electrical**

- ◆ Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.
- ◆ Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
- ◆ All extension cords and electric powered tools will be grounded. Ground prongs will not be removed.
- ◆ Electric cords and their strain relief devices will be in good condition, with no splices.
- ◆ Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.

## **II. SAFETY ORIENTATION & TRAINING**

### **A. Employee Orientation**

New employees shall receive an initial safety orientation to be conducted either by his/her immediate supervisor or department head. This orientation shall consist of at least announced safety policy, overview of the general workplace safety rules, major hazards within work area (if any), and emergency procedures.

### **B. Basic Safety Training**

Employee training is provided when: (a) the program is initiated; (b) when employee's required actions and responsibilities change; (c) there are any changes to the plan; (d) initially for new employees; (e) refresher training. Training will consist of:

- ◆ Bloodborne Pathogen
- ◆ Fire Extinguisher and Fire Safety
- ◆ Hazard Communication
- ◆ Lock Out/Tag Out
- ◆ Other as designated by Safety and Supervisors

### **C. Job Safety Training**

Job safety training informs the new employee of the specific hazards related to his or her job and provides the necessary instruction to perform work activities in a safe and appropriate manner. Applicable training should be made available to employees

for the position hired and task given. Training and instruction should include but not limited to the following:

- ◆ Personal Protective Equipment requirements
- ◆ Departmental Emergency Procedures
- ◆ Authorization for use of machinery/equipment
- ◆ Specific Hazard Communication Training

### **III CONTROL OF HAZARDS**

#### **A. Inspections**

The purpose of an inspection is to identify hazards and unsafe practices before they cause an injury or accident. Formal safety inspections will be conducted on all fixed facilities; buildings & large equipment under the following minimum timeline and direction:

- Supervisors and Department Heads: Continuously in area of responsibility and not in conjunction with other listed inspections
- Public Buildings: Monthly
- Inspection Team: Bi-Annual on all fixed facilities, buildings & large equipment

#### **B. Follow Up on Concerns Identified**

After completing jobsite or facility inspections, the person making the inspection will:

- Discuss findings with employee(s)/person(s) responsible for creating the condition.
- Ensure recommended correction/changes are transmitted and discussed with the proper supervisor/person for corrective action.
- Follow up on changes, corrections and other actions necessary.
- Responsible parties submit corrective actions to Safety Director to be recorded in database.

### **IV. EMERGENCY PROCEDURES**

**EMERGENCY ACTION PLAN** – This document is a plan to prepare for workplace emergencies. Employees who are assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

## **A. Means of Reporting Emergencies**

All fires and emergencies will be reported by one of the following means:

### **Fires**

- ◆ Pull manual alarm if provided
- ◆ Notify building occupants by other identified means
- ◆ Call 911 to report emergency

### **Medical**

- ◆ Call 911 to report emergency
- ◆ Provide assistance where possible and trained

### **Law Enforcement**

- ◆ Call 911 to report emergency

- The following number will be posted on all telephones - *Emergency 911*

## **B. Evacuation Plans**

### **Evacuation of the Building**

Emergency evacuation escape routes plans are posted in key areas throughout all county buildings. All should also be familiar with the evacuation plans for the other buildings within the county.

### **Evacuation to Shelter in Place**

In the event of severe weather, all occupants will promptly go the designated shelter in place area and immediately report their location to the Supervisor/Department Head.

## **C. Employee Accountability**

### **Fires and other related Emergencies**

All occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated point and immediately report to the Supervisor/Department Head. After evacuation, each supervisor is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. All supervisors are required to report their head count (by name) to the fire department officer in charge.

## **Severe Weather or other related Emergencies**

All occupants will promptly go the designated shelter in place area and immediately report their location to the Supervisor/Department Head. Each supervisor is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. If the building is affected, all supervisors are required to report their head count (by Name) to the Fire department officer in charge.

### **D. Building Re-entry**

Once the building is evacuated, no one is to re-enter the building for any reason. Emergency Response personnel are excluded from this rule. When the Emergency Response Official has released the building for re-entry, then and only then, will personnel be allowed to return to their workstations.

### **E. Hazardous Weather Warnings**

When a hazardous weather warning is announced by radio, TV, weather monitoring station, Safety Director, or other means, all employees should immediately go to the closest shelter in place refuge area. All employees should stay in the shelter in place refuge area until the warning has expired.

## **V. CLAIMS MANAGEMENT**

### **A. Accident Reporting & Investigation**

#### **Employee Responsibility**

- ◆ Immediately notify supervisor of all work-related injuries or illnesses (no matter how slight).
- ◆ Complete the Employee's Report of Injury Form.
- ◆ Failure to properly report an incident can result in delay of processing and/or denial of benefits when warranted.

#### **Supervisor/Department Head Responsibility**

- ◆ Within twelve (12) hours, the supervisor/department head must investigate accident/incident and complete the Accident Investigation and or Incident Investigation Form(s) dependent upon severity of accident.
- ◆ Forward all reports to the Human Resources Manager & Safety Director within twenty-four (24) hours of incident.

### **Human Resource Manager**

- ◆ Review all documentation with Supervisor/Department Head.
- ◆ Complete the State Worker's Compensation Form and/or P & L Claim Form and forward to appropriate agency within twenty four hours.
- ◆ Further follow up and initiation of internal human resources policies in accordance with local rules and regulations.

Violation of this Policy will be subject to disciplinary action(s) as prescribed within Hertford County's Personnel Ordinance.

## **VI. PROGRAM COMPONENTS & REFERENCE MATERIALS**

**Hazard Communications Program/Policy**

**Lockout/Tagout Program/Policy**

**Bloodborne Pathogens Compliance Program**

**Accident/ Incident Reporting Forms**

**Return-to-Work Program/Policy**