

3. Employee and Employer Responsibility for Safety

Safety

Safe working conditions are of primary importance for all County employees and the goal of all departments. It shall be the shared responsibility of the County and every employee to observe safe practices in all daily activities. The County is sincerely interested in preventing incidents and promoting safety.

Supervisors. Supervisors must be committed to promote a culture of safety in the workplace. In addition, a supervisor's mission is to be a positive role model and safety advocate within each respective work unit. For these reasons, supervisors shall:

- Be knowledgeable of safety and health regulations, policies, procedures, and work practices.
- Be knowledgeable of workplace safety and health hazards and hazard control procedures.
- Ensure that employees receive required physicals and training before conducting work. The supervisor will provide job instructions. No employee shall be expected to undertake any job until authorized to do so by the supervisor.
- Communicate safety and health information and instruction to employees.
- Ensure that all vehicles, machines, tools, and personal protective equipment are properly maintained and that unsafe items are immediately withdrawn from service for repair or replacement.
- Perform walk-through safety inspections of the work unit.
- Conduct accidental and injury investigations to determine the root causes and appropriate correct actions in conjunction with Risk Management Staff.

Employees. Employees must be committed to be active participants in issues of workplace safety and health. It is an employee's duty and mission to work safely, because safety benefits the employee as well as the employee's family, friends, co-workers, and employer. For these reasons, employees shall:

- Be knowledgeable of safety and health regulations, policies, and procedures.

- Be knowledgeable of workplace safety and health hazards and hazard control procedures and practices.
- Perform assigned work in accordance with established policies, procedures, and safe work practices.
- Identify and properly eliminate or control all potential hazards when performing assigned work.
- Properly wear, inspect, and maintain assigned personal protective equipment.
- Inspect tools and equipment for damage and defects before each use.
- Report all injuries, occupational illnesses and accidents (including close calls) to the supervisor.

Workforce-wide. All members of the County workforce should completely understand the following in order to have a good foundation in safety training:

- Accidents/Incidents may occur; however, accident/incident prevention is required.
- Safeguarding of equipment and of the workplace shall be done thoroughly.
- Each employee is expected to cooperate in keeping all work areas clean and free of hazards.
- Each employee is expected to report any unsafe conditions encountered in the workplace to the supervisor so that the unsafe conditions can be remedied as promptly as possible. If an injury does occur, regardless of degree or how insignificant, it shall be reported to the supervisor immediately and the supervisor or their designee shall report it to Risk Management promptly.

Safety compliance. Workplace safety is a shared responsibility and requires team effort. All personnel shall be required to perform assigned work in accordance with established safety and health policies, procedures, and practices. Compliance with safety and health policies, procedures, and work practices shall be assessed. Serious and/or recurrent violations of established safety and health policies, procedures, and work practices shall result in disciplinary action up to and including termination.