

# **Rutherford County Safety Policy**

**Revised December 5, 2012**

Fellow Employees:

The safety requirements contained in this manual must be read carefully and followed when you are on the job. Your safety and the safety of your fellow workers can be accomplished only through the constant efforts of each employee. Use this manual as a reference to refresh your safety knowledge whenever you meet different work situations.

It is our policy to ensure that every reasonable precaution is taken to prevent accidents. Even though every precaution is taken, you may encounter potential hazards; therefore, always follow good common sense safety habits.

Always use the safety equipment provided for your protection. Unsafe conditions or practices should be reported to your supervisor immediately. Any injury, regardless of how slight, should be reported to your supervisor.

If you are not sure of proper work procedures, ask your supervisor. You may endanger yourself or others by guessing. Remember, you and your fellow workers are the most valuable assets of the County. Let's protect these valuable assets by "Putting Safety First".

Sincerely,

Carl Classen  
County Manager

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# **SECTION I**

## **SAFETY PROGRAM POLICY**

## **Section I. County of Rutherford Safety Program Policy**

- A. The County of Rutherford considers the safety of its employees a major responsibility of everyone in county government. A constant endeavor shall be made to provide safe working habits and conditions. It is recognized that accident control can only be successful when adequate stimulation comes from top management, adequate coordination and advice comes from staff members, supervisors accept safety responsibilities, and when employees participate in the elimination of unnecessary suffering.

<p style="text-align: center;"><b>The keys to our safety program are:</b></p>
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1. All employees being charged with the responsibility for making safety a daily concern. This responsibility must be accepted by everyone, regardless of their position in the organization.
2. The designation of a responsible employee in a position of authority as the Safety Director.
3. Support from management and supervisory personnel in the prevention of accidents and the implementation of this policy.
4. The establishment of the County Safety Committee composed of representatives from various departments of this government.
5. A minimum of one safety meeting per quarter will be held by the safety committee.
6. Investigations of all incidents to determine causes of the incidents and remedial actions required to prevent recurrence.
7. Department Heads are responsible for the safe conditions of assigned equipment and materials, good housekeeping practices, and safe working conditions. Department Heads or his/her designee shall conduct regularly scheduled inspections of their work places to identify hazards. Corrective actions shall be initiated to control unsafe acts, conditions or procedures. (Ref. Safety Checklist)
8. Accident prevention principles being incorporated in new employee orientation training and being a part of on-going formal and informal training

programs for ALL employees. Supervisors will train employees to use safe work practices on the job.

9. The department heads, with the assistance of the Safety Committee, are responsible for analyzing hazardous working conditions and developing standard operating procedures to ensure that the hazardous conditions are minimized and that safe working practices are used.
10. Use of personal protective equipment by employees to reduce the probability of injury.
11. The establishment and support of safety discipline and safety incentive programs and policies.

**SECTION II**

**SAFETY ORGANIZATION AND**

**RESPONSIBILITY**

## **Section II. Safety Organization and Responsibility**

- A. **County Government:** County government supports a county-wide safety program in personnel policies and budgetary consideration.
  
- B. **County Manager:** The County Manager through the County Safety Committee and the Safety Director is responsible for overall management and administration of a comprehensive safety program.
  
- C. **County Safety Committee:** This committee will function as an advisory body to develop and recommend to the County Manager matters of policy and procedures affecting administration of the Rutherford County Safety Program. Membership will be composed of the Safety Director and Safety Committee Members selected to represent one or more of the individual departmental safety committees.

<b>The Committee is Responsible for:</b>
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- 1. Planning and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program.
- 2. Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of the program.
- 3. Recommending, publishing and revising a county-wide manual.
- 4. Developing, implementing, administering safety discipline and incentive programs.
- 5. Serving as the accident review board (reporting to HR Director) by reviewing investigation reports. Meets with the employee and his or her immediate supervisor to gather additional information and recommending appropriate disciplinary action, in accordance with County policy, to the department head in the event of an avoidable accident with personal injury or property damage.
- 6. Safety Committee Members will be selected to represent the following departments. Additional members will be added as necessary.
  - a. Solid Waste
  - b. Public Buildings and Grounds
  - c. Sheriff
  - d. Building Inspector
  - e. Finance
  - f. Emergency Medical Services
  - g. DSS
  - h. Transit
  - i. Human Resource Director
  - j. In addition, the County Manager or his/her designee and Safety Director will serve on this committee.



#### D. Safety Director

<b>The Safety Director/Committee are responsible for:</b>
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1. Responsible for developing and administering the County's Safety Program with the assistance of the County's Safety Committee with the approval of the County Manager.

The Safety Director is responsible for recording, reporting, and distributing of the safety related forms required by the insurance carrier and Federal and State governmental agencies. The Safety Director works in conjunction with the Human Resource Director in implementing and conducting an aggressive safety program. The Safety Director also:

1. Provides technical guidance and direction to personnel and all levels of management in the implementation of the safety policy.
2. Coordinates safety problems with the safety representatives, and other safety organizations including environmental health agencies.
3. Inquiries into hazardous jobs when prescribed safety precautions are not being enforced.
4. Maintains complete records on accidents and publicizes information which will inform management and employees of trends which call for strong corrective measures. Supplies data needed to formulate and evaluate safety program objectives.

The Safety Director and Human Resource Director are responsible for the implementation and operation of this safety program which will include training, loss control, accident and insurance follow up, and vehicle and building safety.

<b>The Safety Director also will:</b>
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1. Assist Department Heads with compliance of the Safety Program along with the Safety Committee.
2. Periodically inspect facilities to detect existing or potential accident and health hazards and recommend corrective or preventive measures where indicated. All inspections will be documented and follow up inspections performed until a hazard or violation has been corrected.
3. Consults with the Maintenance Department, as needed, on design and use of equipment, shops, and safety standards. Contacts each department and major division at least periodically to evaluate each units safety program and recommend improvements.
4. Assists the Human Resource Director in providing technical guidance and direction to personnel and all levels of management in the implementation of the safety policy.
5. Participates in the investigation of accidents and injuries if necessary and assists in the preparation of reports and evidence for the County's use.

6. Attends staff meetings to promote maximum understanding of the program objectives.
7. Provides the Safety Committee with information concerning all available accident prevention resources.
8. Ensures that all necessary evidence is collected and prepared for the Safety Committee to review accidents.

**E. Department Heads:**

Each Department Head is designated as responsible to the County Manager for employee safety. The Department Head has supervisory responsibility for all safety functions and activities within his/her department.

<b>Therefore, each Department Head will:</b>
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1. Appoint a member or members (from their own department or building) to the safety committee to help administer the safety program.
2. Hold each supervisor accountable for injuries incurred by his/her employees.
3. Provide leadership by setting a proper example for all employees, be responsible for successfully operating the department's safety program and completing the department/ divisions safety objective.
4. Call upon the Safety Director, and or Safety Committee for any assistance needed in promoting aggressive and effective safety program actions. Implement safety policies and programs as prescribed.
5. Ensures that County Safety Policies and procedures are complied with by all personnel under his/her direction.
6. See that all employees, new and old, are trained or retrained in the accepted methods.
7. Provide personal protective equipment and instruction when necessary and will follow up on the equipment's proper use.
8. Require quarterly, or as needed, departmental safety meetings to review accidents, analyze their causes, and promote free discussion of hazardous work problems and possible solutions.
9. Encourage safety suggestions and written comments from employees and adopt those that are feasible.
10. Require accidents to be promptly reported, thoroughly investigated by supervisory personnel, and properly recorded.
11. Ensure that prompt, corrective action is taken wherever unsafe conditions are recognized or unsafe acts are observed.
12. Ensure that all employees are physically capable of performing their tasks.

**F. Employees:**

Employees will be required, as a condition of employment, to follow the County Safety Policy and to exercise care in the courses of their work to prevent injuries to themselves and to their fellow workers.

<b>Employees are required to:</b>
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1. Report all unsafe conditions and unsafe acts to their supervisors.
2. Keep work areas clean and orderly at all time.
3. Follow prescribed procedures during an emergency and report all accidents/injuries to their supervisors as soon as practical.
4. Participate in all required safety and occupational health training and be certain that they understand instructions completely before starting work.
5. Learn to lift and handle materials properly.
6. Avoid engaging in any horseplay and avoid distracting others.
7. Know how and where needed medical attention may be obtained.
8. Promptly report all work related injuries, vehicle accidents, property damage and injuries to visitors to the supervisor.
9. Each employee is responsible for compliance with all safety directives and procedures.
10. Serve on the safety committee or inspection team when appointed or elected.

**SECTION III**  
**SAFETY TRAINING**  
**PROCEDURES**

### Section III. Safety Training Procedures

1. **Objective:** An effective safety program is made possible through quality supervision, employee training, a thorough understanding (by all employees) of the accomplishment of hazardous jobs, and the consistent following of established rules in daily operations. The aim of Safety Training is to reduce or eliminate the occurrence and recurrence of accidents on and off the job by educating all employees to be able to recognize hazards of life, health, and property and to avoid exposure to them by learning and using safe work practices, avoiding and eliminating unsafe conditions and by properly and safely using inherently hazardous materials and equipment.
2. **Teaching Method:** The individual responsible for preparation and presentation of periodic training sessions will select the method to be used. The following are recommended.
  - a. Seminar Discussions
  - b. Films, followed by informal discussion
  - c. Demonstration and participation
  - d. Lectures presented by qualified employees or guests.

Other methods are available and may be used at the option of the responsible individual.

3. **Topics:** The selection of training topics will be left to the discretion of the department head. A list of possible topic ideas will be sent to each department head during the month of January each year.
4. **Scheduling of Training:** Each Department Head will be responsible for establishing a schedule of training for his/her department.
5. **Report of Training Accomplished:** A report will be prepared by the Department Head (listing names/dates of employees who completed the training) and will be forwarded to the Safety Director by the last Friday of each month after the training was completed. This report should include the number of persons trained, duration of training, and a brief description of what took place.
6. **Training Assistance:** The Safety Director will act as liaison in procuring instructors, visual aids, etc. on request.
7. **On-the-Job Training:** On-the-job training should be given by supervisors responsible for the individual. This training should include:
  - a. Explanation of the safety program
  - b. Prescribed personal protective clothing and equipment for the job
  - c. Emergency treatment of injuries
  - d. How to report a fire or serious injury and/or accident
  - e. Specific hazards associated with the job
  - f. General hazards encountered in the work area and how to avoid them.
8. **Supplemental Special Training:** Supplemental safety training and promotion will be accomplished by including safety films, slide presentations, promotional literature such as safety posters, bulletins, booklets, and other media.
9. **Safety Orientation Training:** Safety orientation for new and transferred employees is a key element of occupational education and a major factor in safety. Instructing employees in principles of safety and checking to make sure they use them can help prevent costly accidents and injuries. This training is the responsibility of the Department Head.

Initial safety orientation for new or transferred employees should cover:

- a. Common work place hazards such as moving equipment, toxic gases and fumes, potential slipping and tripping hazards, and unsafe materials and tools. The accident history of the department should be briefly outlined.
- b. The protective equipment the employee will be required to wear, such as hard hat or safety shoes, and its use and care. Clothing requirements should also be covered.
- c. Clean up and housekeeping responsibilities of the employee. Point out where scrap, debris, and refuse go.
- d. The critical safety rules such as smoking in a vehicle refueling area is prohibited.  
(follow smoking/tobacco use rule for Rutherford County)
- e. Accident reporting procedures to follow for a vehicle accident, employee personal injury, property damage, or injury to a visitor. The employee should understand that he or she should report these incidents to the Department Head immediately.
- f. Through discussion of the County policies.

**SECTION IV**

**ACCIDENT INVESTIGATION**

**AND REPORTING PROCEDURES**

## **Section IV. Accident Investigation and Reporting Procedures**

### **A. Accident Investigation**

**Objectives:** The goal of Accident Investigation is to prevent the recurrence of accidents by identifying contributing causes, determining corrective measures necessary to eliminate causes, and disseminating information on accident prevention to all employees. Accurate, complete accident reports are essential to identify and remedy the causes.

**Responsibility:** The accident investigation will be performed by the immediate supervisor of the employee involved. If two or more employees were separately involved in the accident, the supervisor of each will perform independent investigations.

**Accidents where Investigation is Necessary:** Any accident involving death, permanent disability, temporary disability, hospitalization, medical treatment, loss of time from work by employee, damage to or destruction of any property or injury to a visitor will be investigated.

**When to Initiate Investigation:** Investigation should begin as soon as possible after the occurrence of the accident.

### **B. Accident Reporting Procedures:**

**Personal Accidents:** Report all personal accidents occurring during working hours **immediately** to your Department Head/Supervisor. In the event of an injury, give or secure first aid or if necessary, call 911 at once.

**Visitor Accidents:** Report all accidents involving visitor's **immediately** to your Department Head.

#### **Vehicular Accidents Involving County Vehicles:**

##### At the Scene:

- Stop immediately and give or secure first aid and medical aid for the injured and call 911
- Record the license number of the involved vehicles
- Do not move your vehicle and request the other driver not to move his vehicle and remain at the scene until law enforcement arrives
- Contact the police and indicate the severity of the accident. After calling the police, call your immediate supervisor or department head, if unable to contact him/her, contact the HR Director
- Get the name and address of the other driver or drivers and give them your name whether it is requested or not. Get the names of witnesses if possible.
- Make no statement to anyone, and give no information regarding the accident to anyone except officials of the County and Law Enforcement



### Following the Accident

- After release by the investigating officer, the employee will take the involved county vehicle to the county garage if the employee is unhurt and if the vehicle can be safely driven. If the employee is unable to take the vehicle, he may notify the county garage which will arrange to have it picked up. Contact 911 and have them page Garage staff on call at 287-6041.
- If the county vehicle cannot be moved from the scene of the accident under its own power after the scene investigation, the garage should be notified and arrangements for moving the vehicle will be made.
- A county owned vehicle should never be pushed by another vehicle or be used to push another vehicle.
- ALLWORKERS COMPENSATION ACCIDENTS are to be reported to the Human Resource Department by the Department Head/Supervisor **IMMEDIATELY** between 8:30 am and 5:00 pm after knowledge of accident. Accidents that occur after 5:00 pm, must be reported the following day.
- Liability and Vehicular Accidents

#### **INFORMATION THAT MUST BE REPORTED IS AS FOLLOWS:**

Name(s) of employee(s)

Name(s) of other person(s)

Type of accident

Extent of damage/and or injury

Seriousness of accident/injury

Date and time of accident/injury

In the case of all investigable accidents, an investigation shall take place as soon as practical. A completed "Supervisor's Report of Accident Investigation" and the North Carolina Industrial Commission Form 19 and 301 shall be submitted to the Personnel Department.

## **Section V. Safety Inspections**

### **Safety Inspections**

**Purpose:** To identify existing or potentially hazardous work conditions, materials or methods in a particular work area.

**Frequency of Inspections:** Each facility will be inspected each month and will complete the safety checklist and submit to Human Resources.

#### **Inspection Procedure:**

- a. The Department Head will insure that an inspection checklist is prepared and utilized. This checklist will include, but not limited to the following, if applicable:
  - Building conditions
  - Housekeeping
  - Electricity
  - Lighting
  - Heating and Ventilation
  - Mechanical
  - Personnel
  - Hand and Power tools
  - Chemicals
  - Fire prevention
  - Personal protection
  
- b. The Department Head will be responsible for submitting a report of findings to the Safety Director by the last Friday of each month.

## **Section VI**

### **Enforcement**

## **Section VI. Enforcement**

To be effective, the rules must be consistently enforced by Department Heads and practiced by all employees. Violations of the procedures outlined in the Rutherford County Safety Manual will be addressed as found in Article VII, Section 6 and 7 of the Rutherford County Personnel Policy. Any violation is subject to disciplinary action up to and including termination.